

2012-2013

A CALIFORNIA COMMUNITY COLLEGE

ACCREDITED BY

The Western Association of Schools and Colleges
Accrediting Commission for Community & Junior Colleges
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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

Valencia Campus
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 259-7800
<http://www.canyons.edu>

COLLEGE OF THE CANYONS

Canyon Country Campus
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Santa Clarita, CA 91351
(661) 362-3800
<http://www.canyoncountrycampus.com>

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 changes 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.

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"The key to success is often the ability to adapt."



Welcome to College of the Canyons!

On behalf of the faculty, staff, administration, and your fellow students, I thank you for choosing College of the Canyons to pursue higher education and the opportunities that come with it.

Those opportunities can take many different forms. College of the Canyons may be the gateway to obtaining a four-year college or university degree. Or, it may

equip you with the skills needed to obtain a job in a highly skilled and financially rewarding technical field. It could offer you the chance to upgrade your professional skills to jump-start your career, or it might give you the opportunity to explore your options and find a new direction for your future. No matter what your reasons for attending College of the Canyons, every student is working to change their future, to achieve their dream, to develop their potential and reach new heights.

Creating these opportunities for the 23,000-plus students we serve requires innovative thinking, flexibility, leadership, confidence, courage and enthusiasm. The people of College of the Canyons embody these characteristics in everything they undertake! We challenge ourselves to provide an environment conducive to innovation and creativity for our students, as well as our employees. We encourage 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 ability to fulfill its mission and develop into a center for higher education in our valley.

We can't predict all of the new opportunities we will encounter in years ahead, but I know the dynamic nature of our community and our college ensures they will come. The Santa Clarita Valley is an exciting community to serve, and we are proud of our role as this community's college. As the valley continues to grow and adapt, the need for more academic programs and majors, as well as training initiatives and services of an increasingly sophisticated nature, grows too. It is imperative that we not just keep pace with this demand, but stay ahead of the curve. It is important that you do so as well.

As we look back on the history of the college's service to this community for the last four decades, I am proud to say that we have remained at the forefront of change. We have established a reputation for excellence and we look forward to matching the community's continued growth. Given our track record, I know we will do so by maintaining our dedication to responsiveness, flexibility and innovation.

As you continue to explore college and ponder your next move, I encourage you to thoroughly examine this college and consider its advantages. While we have a great location, ample parking, and an incredible array of classes to offer, the one thing that sets College of the Canyons apart from any other college is our people.

The team of people that make up College of the Canyons embodies the spirit of innovation and advancement that drives our growth and change. First and foremost, we are led by a team of energetic managers and administrators. Our talented faculty members push the envelope in their respective specialty areas, our committed classified staff put the needs of students first, and our dedicated Board of Trustees provides the guidance to ensure this college is well-prepared and well-equipped. Our success is the result of collective hard work and a willingness to do what it takes to offer the best educational experiences we can to our community.

The University Center is a prime example of our willingness to part from the norm in our quest for creative solutions. Six universities offer 37 bachelor's, master's and doctoral degrees and teaching credentials in the University Center, enabling more than 1,300 people to earn degrees they may not otherwise have been able to achieve.

The times are changing faster than we might be able to imagine. As has been said, "If you don't create change, change will create you." At College of the Canyons, we're working to help students like you create their own change and be ready for whatever the future holds. With technology revolutionizing every aspect of life, we know that today's jobs will be replaced by careers we're just beginning to imagine. In biotechnology, for example, we may one day see job titles such as Disease Predictor or Gene Analyst, Health Life Planning Expert, Immunology Expert or Vaccine expert, and Database Managers for DNA and gene information.

This college is ready to face the challenges of the future because we have achieved a track record of which to be proud, and proven time and time again that we grow with the community. Our talented faculty and dedicated staff will continue to commit, to dream, to get involved, to risk, to focus, to create, to adjust, to anticipate, to persist, to cooperate, and to achieve in ways that will benefit our students, amaze our community, and continue to make us all proud.

To that end, you will find information on the pages of this catalog about an array of programs and services to assist you in charting your next steps. More importantly, you will find hundreds of people on our campus willing to answer your questions, offer assistance, and do whatever they can to encourage you along your way. They are proud of our college and how it changes lives, and they are ready to help you enhance and develop yours.

I am proud to welcome you to our campus, and I thank you for choosing this college as the place to lay a foundation for your future and begin the process of achieving your goals. As you do, remember the words of William Arthur Ward, who said, "If you can imagine it, you can achieve it; if you can dream it, you can become it."

We look forward to supporting your dreams and your efforts to achieve success!

Dr. Dianne G. Van Hook
Chancellor

MISSION STATEMENT

College of the Canyons offers an accessible, enriching education that provides students with essential academic skills and prepares students for transfer education, workforce-skills development, and the attainment of learning outcomes corresponding to their educational goals. College of the Canyons embraces diversity, and engages students and the community in scholarly inquiry, creative partnerships, and the application of knowledge.

VISION STATEMENT

College of the Canyons is dedicated to being a leading two-year college, recognized locally, regionally, statewide and nationally for technical advancement, institutional effectiveness, student support, model academic and professional programs, excellence in teaching and learning, fostering a broad range of community partnerships, maximizing student access, and for the sense of community that we provide to our students and staff.

PHILOSOPHY

We believe in the following values:

Teaching and Learning

We honor and reward high performance in teaching and learning.

Respect for All People

We foster a climate characterized by civility, collegiality and acceptance. We expect honesty, integrity, social responsibility and ethical behavior.

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 are an innovative and creative community college. We encourage members of the college community to be entrepreneurial, forward thinking, creative, persistent, spontaneous and welcome changes that will enhance the college's ability to fulfill its mission.

2012-2013 ACADEMIC CALENDAR:

SUMMER SEMESTER 2012 • JUNE 4 - AUGUST 11, 2012

- Monday, May 28 Memorial Day
- Thursday, May 31 Last Day of Spring Semester
- Friday, June 1 Commencement
- Monday, June 4 - Saturday, August 11 Various summer sessions will occur within this 10-week period
- Wednesday, July 4 Independence Day Holiday

FALL SEMESTER 2012 • AUGUST 27 - DECEMBER 15, 2012

- Friday, August 24 Mandatory Opening Day (Staff)
- Monday, August 27 First Day of Fall Semester
- Monday, September 3 Labor Day Holiday
- Monday, November 12 Veterans' Day Holiday
- Thursday - Sunday, November 22-25 Thanksgiving Holiday
- Saturday, December 15 Last Day of Fall Semester
- December 17, 2012 - January 1, 2013 Campus Closed

INTERSESSION

- Tuesday, January 1 New Year's Holiday
- Monday, January 21 Martin Luther King, Jr. Holiday

SPRING SEMESTER 2013 • FEBRUARY 4 – MAY 30, 2013

- Monday, February 4 First Day of Spring Semester
- Friday - Monday, February 15-18 Lincoln/Washington Holidays
- Monday - Sunday, April 1-7 Spring Break
- Monday, May 27 Memorial Day Holiday
- Thursday, May 30 Last Day of Spring Semester
- Friday, May 31 Commencement
- Monday, June 3 First Day of Summer 2013

WRITING A RICH HISTORY, DAY BY DAY

The 2012-13 academic year marks College of the Canyons' 43rd year of service to the Santa Clarita Valley. Over the years, College of the Canyons has grown from a small community college of several hundred students into one serving more than 23,000 students each semester. Change and significant progress have occurred throughout the Santa Clarita Valley, and College of the Canyons has been propelled forward by a combination of the community's growth and an unwavering vision to transform this once largely unknown campus into what is arguably the best community college in the country.

One of the unique aspects of community colleges in general, but College of the Canyons specifically, is the ability to adapt programs quickly to changing times and changing needs. The current economic downturn, for instance, has created an increased demand for programs offered by the college that retrain displaced workers, help businesses operate more efficiently, educate students in new career fields and meet the immediate needs of critical industries. The requirement to adapt quickly demands flexibility and innovation.

If one looks around the Valencia campus today, construction activity is evident in an expansion project for the Library. Planning is also underway for a new administration building and a culinary arts facility on the Valencia campus. Ongoing construction on the Canyon Country campus signifies a commitment by the college and the Board of Trustees to create the facilities needed to offer unique and relevant programs well into the future. Most of the college's square footage has been

added during the tenure of Dr. Dianne G. Van Hook, who has served as superintendent-president, and now chancellor since 1988. She has radically changed this campus, not only to keep up with the community's demands, but to anticipate the educational and training programs that will be in demand in future years.

When Dr. Van Hook arrived in 1988, she quickly got down to business and spearheaded a major update of the college's master plan. The result was a seemingly non-stop series of construction projects that continues today – and that has dramatically changed the college's face and character. The college was housed in eight major buildings in 1988, including Cougar Stadium; by 2008, another 10 major structures had been built or were nearing completion, among them the 926-seat Performing Arts Center; the Library; Mentry Hall; the Family Studies & Early Childhood Education Center; Pico Hall, a music-dance building; a science lecture building and laboratory building; a high-tech classroom building, Hasley Hall; and a campus in Canyon Country.

In late 2009, the 110,000-square-foot Dr. Dianne G. Van Hook University Center was completed. With dedication ceremonies naming the building after the college's chancellor, the building is home to a variety of universities – bringing dozens of bachelor's and master's degree programs to the College of the Canyons campus. It also houses the William S. Hart Union High School District's Academy of the Canyons – a middle college high school – as well as the City of Santa Clarita's WorkSource Center, the Small Business Development Center and other economic development offices.

Mentry Hall has recently undergone a \$10.7 million, 32,000-square-foot expansion that has added classrooms, offices and conference rooms for Media and Entertainment Arts. Construction of a new Applied Technology building on the Canyon Country Campus is nearing completion and a 51,000-square-foot expansion of the Library on the Valencia campus is underway.

Academic and occupational offerings also have been vastly expanded. The college offers associate in arts and science degrees in 70 academic areas, as well as credentials in 80 certificate programs. Academic programs range from Animation to Television, Film and Video Production, from Audio/Radio Production to Video Game Animation, from Biotechnology to Theatre Arts, from Child Development to Paralegal Studies, and from Dance to Industrial Manufacturing. And the list goes on.

College of the Canyons' institutional philosophy is to educate both the body and the mind. Sixteen intercollegiate athletic programs – divided equally between men's and women's sports – provide outstanding opportunities. The college competes in the Western State Conference and Southern California Football Association. Notable achievements include the football team's state and national championships in 2004, the men's golf team's four state championships since 2000, and women's golf's state championships in 2001 and 2007. Added in 2011, is the College of the Canyons' club hockey teams ACHA Division III National Championship.

Helping meet students' needs has been a historically supportive and generous community, which has always approved requests for bond funding for capital construction projects. The most recent bond measure, Measure M, was approved by voters in November 2006, providing \$160 million in general-obligation bond funding to pay for construction and modernization projects. The measure – the fourth in the College's history – allows the Santa Clarita Community College District to add more classrooms and labs, build permanent facilities and equip classrooms at the Canyon Country campus, upgrade technology to expand instruction in public-safety and other high-demand professions, and improve earthquake, security and fire safety. The locally generated funds also are used to help the district secure millions of dollars in additional state matching funds.

College Formation

Local voters approved creation of the college in 1967. Taking the helm of the fledgling institution was the first superintendent-president, Dr. Robert Rockwell. College of the Canyons officially opened in temporary quarters at William S. Hart High School in Newhall in 1969. The

college purchased 153 acres of land along the east side of Interstate 5, south of Valencia Boulevard and north of McBean Parkway, in 1970. It was here that the college relocated, moving into a collection of modular buildings as permanent facilities were being built.

Innovative Partnerships

The college participates in several innovative partnerships that have redefined the traditional role of community colleges. Academy of the Canyons, operated by the William S. Hart Union High School District, opened at College of the Canyons in 2002 and allows promising high school students to attend high school and college concurrently.

Also operating at the college are the Center for Applied Competitive Technologies and Employee Training Institute, both of which have helped local businesses become more efficient and train employees in the latest emerging fields. The college also hosts a Small Business Development Center (SBDC), funded by the Small Business Administration and located on the Valencia campus, to help regional small businesses and entrepreneurs succeed. In partnership with Henry Mayo Newhall Memorial Hospital, the college operates the Clinical Education Center at the hospital. In addition to the Dr. Ram Manvi Emerging Technologies Laboratory and Cleanroom located on the Valencia campus, the college also partners in the operation of a 2000-square-foot cleanroom at the Mann Biomedical Park located in the Valencia Industrial Center.

Gateway to Opportunity

College of the Canyons serves as a gateway to higher education, professional training and, by extension, opportunity. Nearly 200,000 people have attended the college since it opened 41 years ago. Thousands have graduated, and many students have returned to pursue their professional careers. Some 45 percent of the college's staff members were once students here.

The college's commitment to excellence is a tradition reflected by its innovative, results-oriented leadership. As the next chapters of the college's history are written, the outstanding foundation that has been laid will be further built upon, and the institution will continue to uphold the ideals of education and contribute to the development of our vibrant, thriving community for generations to come.

THE SPECIAL MISSION OF 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 College of the Canyons with crucial private resources. The foundation needs more support. Individuals, businesses and organizations interested in contributing to the College of the Canyons Foundation are encouraged to contact:

Murray Wood, Chief Development Officer of the College of the Canyons Foundation, 26455 Rockwell Canyon Road, Santa Clarita, California 91355; Telephone: (661) 362-3433.

COC FOUNDATION 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 advance notice of upcoming events. Current support groups include:

- Chancellor Circle: A prestigious group of community and business leaders
- Alumni and Friends Association: Current and former students at COC and friends of the college
- Patrons of the Performing Arts
- Library Associates: Individuals who are interested in supporting the COC Library
- Center for Early Childhood Education Circle of Friends
- Friends of the Fine Arts: Art lovers who support the activities of the COC Art Gallery
- Cougar Club: Through a variety of activities, this club supports the enhancement of COC athletic programs

The foundation also has an active Legacy Society through which friends of the college make planned gifts to the foundation. If one is interested in becoming involved with the College of the Canyons Foundation, please call (661) 362-3433.

**COLLEGE OF THE CANYONS FOUNDATION
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Admission to the College / Getting Started

Any person applying for admission to the college must qualify using one of the following conditions:

- A. Be a graduate of high school, or have passed the California High School Proficiency Exam.
- B. Has completed coursework for high school graduation and is in possession of a Certificate of Specialization, or the equivalent.
- C. Be 18 years of age or over and be capable of profiting from the instruction offered.
- D. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.
 1. Students falling under these criteria must be approved by their high school principal or designee for "advanced scholastic or vocational work," and must be identified as a special part-time or full-time student.
 2. Students may be admitted from K-10 if identified as "highly gifted."
 3. Students may be admitted as a special part-time or full-time student if:
 - (a) The class is open to the general public, and
 - (b) The student is currently enrolled in grades 11-12. Exceptions may be made for some special programs and course work, and
 - (c) The student has demonstrated eligibility for instruction by completing assessment and orientation.

Eligibility for Admission Definitions:

- A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.
- B. A special part-time student is identified as attending high school and College of the Canyons concurrently, and is enrolled in 11.0 college units or less.
- C. A special full-time student is identified as a high school student who has been completely released by his or her high school to attend College of the Canyons full-time, and is enrolled in 12.0 units or more.
- D. A highly gifted student would be a student in K-10 who has a score of 150 or higher on the most current version of the WISC intelligence test.

The College may restrict admission in some courses and programs. For instance, special admission students cannot enroll in Culinary Arts 226-Food and Wine and HLHSCI 151-Emergency Medical Technician I as both courses have an age restriction. In addition, special admission students must obtain departmental consent for all courses in welding and manufacturing.

Students participating in the Santa Clarita Valley Youth Orchestra program do not have a grade level restriction for taking music classes in this program. Students participating in Academy of the Canyons middle college programs follow the same assessment and orientation process as other special admission students. However, Academy of the Canyons students will be enrolled in

classes according to the agreement their institution has made with College of the Canyons.

Students enrolled in grades 11-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades 11-12 must meet state guidelines for special admit students to apply for admission.

Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.

Pursuant to California Education Code Section 76300 (f), specially admitted part-time students may be exempt from payment of the enrollment fees, per special action of the Board. All other appropriate fees shall be assessed.

Specially admitted students released from their high school to attend College of the Canyons full-time must pay the enrollment fee and all other appropriate fees as 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. Students returning after missing one semester or more must submit a new application to reactivate their student history file.

Documents Required (Transcripts)

Applicants entering as first-time freshmen must arrange to have academic transcripts from their 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 should arrive prior to the student's registration date to be used to meet course prerequisites and prevent an interruption to the automated registration process. All transcripts become the property of the College, and photocopies may not be released.

Student Correspondence

College of the Canyons sends all correspondence with students through the student's @my.canyons.edu email address. The student must check this email frequently. The student is assigned a student email through My Canyons. The email is hosted by Microsoft.

Credit Accepted

College of the Canyons accepts credit for courses completed at colleges and universities that have been accredited by one of the regional accrediting associations. 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 the academic transcript. Some exceptions apply; for more information contact Admissions and Records.

Residency

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), who are US Citizens or a status that allows residence, 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 over 18 years of age, 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.

United States citizens, permanent residents, and aliens without lawful immigration status who have attended a California high school for at least three years and then graduated may qualify for a non-resident tuition waiver. Contact Admissions and Records for more details.

Non-immigrant alien students are required to pay the non-resident tuition and may need to meet certain other admission requirements. Contact Admissions and Records for more information.

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.

MATRICULATION

Matriculation is a process that brings the college and the student into an agreement for the purpose of realizing the student's educational objectives. Essentially, it is a process designed to support and encourage student success but it is also charged with ensuring fair and consistent assessment and placement, and equal access to campus resources.

The primary purpose of matriculation is enhancing student success. The matriculation agreement acknowledges responsibilities of both the College and the student to attain this objective. All students must participate in the process unless granted a specific exemption. For the College, the agreement includes providing an admissions process, orientation to college, student services, pre-enrollment assessment, counseling and advisement on course selection, a curriculum or program of courses, follow-up on student progress with referral to support services when needed, and a program of institutional research and evaluation.

For the student, the agreement includes at least a general identification of an educational goal at the point of enrollment and declaration of a specific educational objective after reaching 15 college units. Students agree to be responsible for consistent class attendance, to

complete assigned coursework, and to maintain constructive progress toward their educational goals. Students agree to participate in orientation, assessment, counseling and other follow-up services as designated by the College to help them reach their educational goals.

The College is committed to student success and, with this in mind, provides the following matriculation services.

ADMISSION

New students must complete and submit an application for admission either online (www.canyons.edu) or in person prior to enrollment at College of the Canyons. The College uses the information received from the application and transcripts to refer students to specialized services across campus, and to complete the assessment process and online orientation. These services will allow students to progress towards completion of their stated educational goals.

ASSESSMENT

Comprehensive assessment testing is available to assist students in an evaluation of their skill levels. Assessment testing in math, English or ESL is required of all new non-exempt students. Testing is free, there are no grades, and students are allowed to work at their own pace. Counselors and program advisors use test scores to determine appropriate placement in classes and to help students develop their first semester educational plan. Any student who plans to enroll in a math or English class, or in a class that has a math or English prerequisite, must take the assessment test. A student may retest once per semester if a course in a sequence has not yet been completed. Testing twice into the same course level means that the student must take that course and will not be allowed to retest in that discipline. Scores will be valid for two calendar years. If no college English, math, or ESL courses are taken for two years, students must retest to update their assessment profiles.

Assessment tests are used to evaluate skill levels and are not intended to advance a student to a higher level. Once a student enrolls in a course in a sequence and has received a grade, the student can no longer retest to skip forward in the sequence. The course must be completed with a "C" or better before moving on to the next level. If students feel that they have the skills to be successful in a higher-level course, but lack the academic evidence, they will be referred to the counseling office for information on possible options.

ORIENTATION

Online orientation is required of all new and first-time to College of the Canyons non-exempt students. It provides valuable information about the services, programs, and courses available at the College. Students who successfully complete the orientation will be given an early registration date. To access orientation go to www.canyons.edu and click on "New Student Info."

Counseling faculty offer New Student Advisement workshops on educational planning and course selection for new students prior to the first day of registration. Students are encouraged to bring their placement

results and a draft of their course selections to the advisement sessions. Go to www.canyons.edu and click on "New Student Info" for the dates and locations of new student advisement workshops. Students may also print out their registration date and time from the Web.

COUNSELING

Consultation with a counselor to plan courses, establish goals, and chart an educational path is one of the most important connections a new student can make. Professional counselors are available to assist students in identifying interests, aptitudes and educational objectives. All matriculated students are encouraged to meet with a counselor to formulate a Student Educational Plan (SEP).

FOLLOW-UP - EARLY ALERT PROGRAM

Our Early Alert program allows instructors to identify students who are experiencing difficulty in a specific course and to refer those students to relevant resources early on in the semester. Students who are experiencing academic difficulty in maintaining progress toward their educational goals and/or achieving a minimum grade point average of 2.0 will be notified of their status and directed to counseling, tutoring and other resource services. Our intervention program is designed to help students become aware of problem areas, analyze their performance, and construct action plans leading to solutions.

EXEMPTION CRITERIA

Each element of the matriculation process is considered to be a step toward student success. The goal of matriculation is to assist students in developing, identifying, and reaching their educational goals. Students who wish to be exempt from any of the matriculation components (orientation, assessment and counseling) may request an exemption at the admissions or counseling counter.

Students may be exempt from some or all of the matriculation requirements if they meet one or more of the following criteria:

1. Have an A.A. degree or higher
2. Are upgrading job skills or taking continuing education for employment
3. Are taking less than six units of personal enrichment classes
4. Have credit in math and/or English from another college

See the "Regulations" section of the current catalog for more information on exemptions from matriculation requirements.

COUNSELING / PROGRAM ADVISEMENT

The mission of the Counseling Department is to help students reach their educational and career goals. The specific goals are to assist students with the effective use of campus learning resources, student services, and educational opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and

opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

Program Advisors are available throughout open office hours at the drop-in desk in the **Counseling Office for quick consultations. Program Advisors provide information about certificate, degree, and transfer requirements, and college policies and procedures.** Students should contact the Counseling Office or the counseling Webpage at www.canyons.edu/offices/counseling to schedule private half-hour appointments with counselors. 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. Students are responsible for making final decisions concerning their college programs.

New students may attend a New Student Advisement Workshop after completing the online orientation. By the end of the workshop, students will have developed a list of which classes to take their first semester at COC. All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals.

Counseling classes are taught by counselors and cover such topics as college-success skills, career development, and transfer planning. See Schedule of Classes for specific offerings. Specialized counseling is also provided through the DSP&S, EOPS, and CalWORKs.

REGISTRATION

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing a seat in 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 a registration date and time and may register anytime on or after this date and time. For online registration: www.canyons.edu. 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. Students registering during the late registration period must meet all criteria to be eligible to attend. See current Schedule of Classes for specific information.

Clearance of Obligations (Holds)

All obligations to the College must be met before a student's record will be considered clear. Outstanding obligations will prevent registration for classes, the ability to obtain verifications of enrollment, grades, academic transcripts, degrees, and any other services offered by the College.

Classification of Students

- Full Time: Enrolled in twelve 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: One who has completed 30 units or less
- Sophomore: One who has completed 31 units or more

Schedule of Fees

Fees are due at the time of registration each semester or each time materials are acquired or services rendered. Fees must be paid at the time of registration. If all fees are not paid at the time of registration, the student will be removed from all courses.

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 2012.

Fees are subject to change. Consult the current semester Schedule of Classes or the Student Business Office for current fee schedules.

Enrollment Fee

Students are required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the fee is \$46 per unit. The enrollment fee and other fees are subject to change during the academic year. Check the current online Schedule of Classes for the most up-to-date fee information.

Additional Fees

Annual Student Center Fee ¹	\$1 per unit/\$10 maximum
Audit Fee (Paid in Community Education Office).	\$15/unit
Credit by Examination Fee ²	\$55.00
Health Fee (Semester) ³	\$19.00
Health Fee (Summer/Winter) ³	\$16.00
International & Non-resident Student Tuition...\$160 <i>plus</i> \$46 Enrollment fee per unit <i>plus</i> \$10 Capital Outlay fee per unit	
Official Transcript (first two free)	\$5.00
Official Transcript (2 business days).	\$10.00
Official Transcript (on demand).	\$15.00
Refund Processing Fee (once classes begin) . .	\$10.00
Parking Fee (Semester) ⁴	\$50.00
Parking Fee (Winter/Summer)	\$25.00
Parking Fee (Motorcycles)	\$15.00
Student Representation Fee.	\$1.00
Student Support Fee* <i>Optional</i> (Fall/Spring)	\$15.00
Student Support Fee* <i>Optional</i> (Winter/Summer).	\$10.00
Catalog	\$3.00

¹Student Center Fee: Students who qualify for the BOGW-A fee waiver are exempt from paying the Student Center Fee. Contact the Financial Aid Office for further information.

²Credit by Exam Fees: The \$46.00/unit plus \$9.00/unit credit by exam fee applies equally for resident, non-resident and international students. See the Credit by Exam policy and procedure for more information.

³Health Fee: College of the Canyons requires all students attending college, both full and part-time, to pay the health fee as outlined in California Education Code section 76355. According to statute, students who fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low-income students eligible for a Board of Governors Enrollment Fee Waiver. Exemption forms are submitted to the Student Business Office on the Valencia campus or the Canyon Country campus in Quad 1.

⁴Parking Fee: Students with a BOGW-A fee waiver will have their parking fee waived. Students with a BOGW-B or C fee waiver will pay \$20 per semester and \$10 for Winter or Summer parking. Each semester, students with a BOGW are eligible to purchase one (1) parking pass at a discounted rate.

Capital Outlay Fee

The Capital Outlay Fee is charged to all nonresident and international students to contribute to the cost associated with capital outlay of the District. This fee can be waived for any student who can demonstrate economic hardship. Economic hardship is defined as any student who is a recipient of benefits under the Temporary Assistance for Needy Families program described in Part A of Title IV of the Social Security Act (42 E.S.C. Secs. 601, et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program. Students must provide documented evidence of receiving the benefits dated within the last year. All documentation must be provided to the Student Business office prior to the refund deadline of the term charged. The fee can also be waived for a student who is a victim of persecution or discrimination in the country in which the student is a citizen and resident. The student must show court documented evidence or USCIS documentation of persecution or discrimination.

Instructional Materials Fee

Some courses at College of the Canyons require an instructional materials fee. The fee is used to supply the student with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, sheet music, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. In most cases, these materials are being provided at or below cost to the college. See the individual department for a complete list of materials. Instructional material fees vary by course, and are listed in the course description of all classes charging this fee. Students may waive this fee prior to the refund deadline if they choose to provide the materials themselves. To waive these fees, please

see the Student Business Office on the Valencia campus in Seco Hall 101 or the Canyon Country campus in Quad 1.

International Student/Non-Resident Tuition

Students classified as non-residents by the residency determination date each semester or term, are subject to non-resident tuition. Students classified as International Students (have an F-1 or J-1 visa) are subject to International Student tuition. For the 2012-2013 academic year, tuition is set at \$160 per unit, plus a Capital Outlay Fee of \$10 per unit, plus an Enrollment Fee of \$46 per unit for a total of \$216/unit for non-resident and international students.

Returned Check Policy

If a check is not honored by the bank, the student will be notified by mail that payment of the original fees plus a \$25 dishonored check fee will be charged. Payment must be made by cash or certified funds. If a check is returned and the student withdraws from classes, the regular withdrawal procedures must be followed. These procedures are outlined in the class schedule. A "hold" will be placed on the student's account until receipt of full payment. If a student's check is not honored by the bank, the student will no longer be able to pay by check. All future transactions must be paid by cash, certified or cashier's check, or credit card.

Refund Policy

A student must drop their classes and request a refund at the Student Business Office prior to the refund deadline printed on their individual schedule print out. Refund checks are processed approximately six weeks after the refund deadline. A \$10 processing fee is deducted once classes begin. For more information, please contact the Valencia campus Student Business Office at (661) 362-3033, or the Canyon Country Campus at (661) 362-3901.

A student who misses the established deadline for a particular class may obtain a late refund if a petition to the Student Business Office is approved. If the refund deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. The extenuating circumstances must have occurred prior to the refund deadline for the class and term in question in order for the student to be eligible for the refund. The Petition for Late Refund form and all supporting documentation for late refunds must be submitted no later than the end of the term in which the class in question is offered.

Note: All credit balances/refunds must be applied for by the refund deadline. All credit balances/refunds not applied for by the refund deadline will be lost. Credit balances/refunds cannot be transferred to the next semester/term.

Refund of Parking Permits

To receive a refund on a parking permit, a refund request must be made and the parking permit must be returned to the Student Business Office prior to the

established refund deadline date for semester length classes. Check the current Online Schedule of Classes for refund deadline dates.

Refund of Student Support Fee

To receive a refund of the optional student support fee, a student must opt out by the refund deadline date on the student's individual class printout. Opting out of the fee and all of its associated benefits must be done in person during the registration period for the semester or term in question at any of the following locations: the Office of Student Development, Student Center, Room 102 or the Student Business office in Seco Hall, Room 101 on the Valencia campus or Quad 1, or building C at the Canyon Country Campus during posted business hours. All locations will have extended office hours during the first two weeks of each semester and the first week of each term. Students may also contact the Office of Student Development directly at (661) 362-3648 to arrange for a special appointment if they are exclusively online students or if their work schedule does not permit coming to campus during regular or extended business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Student Development Webpages on the College's website at www.canyons.edu or email questions to studentsupportfee@canyons.edu.

STUDENT SPONSOR AGREEMENTS

Organizations, agencies or businesses may sponsor or pay for a student's education. Sponsors will need to submit a Sponsorship Application to the Student Business Office, located in Seco Hall, Room 101 on the Valencia Campus prior to the beginning of the new semester.

Students will be required to bring in appropriate documentation and sign a sponsorship agreement prior to registering for classes to prevent them from being dropped from classes for non-payment.

The sponsor will be billed directly for the tuition/fees that they are covering and the student will be responsible for all remaining fees.

If there is a refund due for any items that were paid by the sponsor, the refund will be returned directly to the sponsor. Students that are sponsored by Veterans' Affairs under the GI Bill Chapter 33 may receive refunds. In these cases, it will be the student's responsibility to follow up with their sponsor.

Any tuition/fees that are paid for by a sponsor will not be included in the student's 1098T tax document.

The Student Business Office will be available to assist with any additional questions. Please call (661) 362-3033 or email sbo@canyons.edu for more information.

LIMITATION OF UNIT LOAD

A unit load of 18 units per semester is considered maximum. To take more than the maximum, approval must be obtained from the Counseling Office.

CHANGE OF STUDENT SCHEDULE

The Santa Clarita Community College District's Chief Student Services Officer or designee, 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 student schedule procedures.

Non-standard length classes have individual change-of-schedule deadlines. Check with the class instructor for specific deadline dates.

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.

WAITLISTS

Once a class meets its maximum seat capacity, the registration system will ask students if they wish to be placed on a waitlist for the class. This means that all seats in the class are taken and students on the list are "waiting" for a seat to open up. Once a student has agreed to be placed on the waitlist, the registration system will issue a waitlist number. The lower the number, the better the chance you have of actually obtaining a seat in the class.

On the first day of class, the instructor will take attendance and any available seats will be given to students on the waitlist. The instructor will issue an add code to each student eligible for an open seat. The student must add him/herself into the class before the add deadline using the online registration system and pay the fees to actually be enrolled in the class. Students can only place themselves on one waitlist per course.

As students drop themselves, or are dropped for nonpayment, seats will become available. The College will then automatically enroll students from the waitlist into the class. As students are moved into the class, those remaining on the waitlist will move up closer to the top of the list. Students enrolled in a class from a waitlist will be notified by both email and by phone that this action has taken place. Once the student is moved into the course, the student has until midnight to pay their fee with the course. If the fee is not paid, the student will be dropped from the course and the next student on the waitlist will be moved in. All fees must be paid at the time the student is moved into the course. If students are dropped for nonpayment, they may attempt to place themselves back on the waitlist, if there is room available; however, the original waitlist position is not guaranteed.

Because this procedure is run daily, students should access the online registration system daily to check their waitlist status. Students may drop themselves from the

waitlist or the class at any time prior to the start of the class. It is important that the student check their College email address and the College has an accurate phone number on file. Changes to your phone number can be submitted on the College website at www.canyons.edu and click "My Canyons." Students are responsible for meeting all eligibility requirements to enroll in the class, such as clearing any holds, prerequisites, time conflicts, and unit maximums.

ADD PROCEDURES

Open Classes: Classes that have not met their maximum seat capacity will remain open during the first week of the fall or spring semesters. Students may use online registration to enroll in these courses. Proof of enrollment must be presented to the instructor at the next class meeting.

Closed Classes: Classes that have met their maximum seat capacity and/or have students on a waitlist are considered closed and require instructor permission to enroll. The instructor will issue an add code to students allowed to enroll in the course. The add code must be processed using the online registration system. Add codes and add forms are no longer valid after the add deadline.

LATE ADD PROCEDURES

All adds must be processed by the add deadlines, which are published in the Schedule of Classes, or obtained by the class instructor. Students who have verifiable extenuating circumstances may petition to add after the deadline by submitting a late add petition before 50% of the course is complete.

The student's first date of attendance must be prior to the established add deadline to submit a petition along with documented evidence of extenuating circumstances (mandatory). Examples of extenuating circumstances are verified cases of accidents, illness, family, work obligations, or other circumstances beyond the control of the student.

The Admissions and Records office will notify the student with a determination in two to four days after receiving the above documents.

Late Add Petitions will no longer be accepted after 50% of the semester/term for which the student wishes to add the class has passed. Please see Board Policy 5903 for more information.

DROP PROCEDURES AFFECTING A STUDENT'S TRANSCRIPT

A student may drop a class from the college anytime during the first two weeks of a full semester class, (or within the first 20% of instruction for a short-term class) without receiving any marks or notations on his or her transcript. Drops may be processed using the online registration system at www.canyons.edu, click "My Canyons" or by visiting the Admissions and Records Office during business hours.

Academic Information

OPEN CLASSES

It is the policy of this district, unless specifically exempted by statute, that 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 Title 5, section 51006 of the California Administrative Code.

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 withdrawal deadline for the semester/term has not passed.

A week consists of three calendar days, including Saturday. Students enrolled in courses other than the standard semester in length may be dropped if they are absent from more than 10% of the total class meetings, providing the withdrawal deadline for the class has not passed.

DEGREE APPROPRIATE CLASSES

Certain courses in English, mathematics and other disciplines can no longer be used toward the 60 unit requirement for the associate degree. These courses are noted with the term non-degree-applicable or "NDA" in the course description.

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.

ACADEMIC RECOGNITION

Chancellor's Honors List

A Chancellor's Honors List of students who achieve academic honors is published each semester. It lists the name of each student who has completed 12.0 units or more of work with a grade point average of 3.5 or higher during the regular semester immediately preceding the posting of the grade point average. In addition to the public recognition given to the Chancellor's Honors List, each student listed will receive a letter of commendation.

Academic Recognition at Graduation

Academic recognition at graduation will be based upon all degree applicable units from College of the Canyons and from all other regional accredited colleges where the student has completed units. Categories of academic recognition include the following.

Cum Laude Graduate – requires a cumulative Associate degree applicable grade point average of 3.5 - 3.69.

Magna Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.7 - 3.89.

Summa Cum Laude Graduate - requires a cumulative Associate degree applicable grade point average of 3.9 - 4.0.

Chancellor's Honors Scholar – the student or students with the highest cumulative Associate degree applicable grade point average and has completed the College of the Canyons Honor's Program requirements; including at least a 3.5 grade point average in all University of California transferable courses.

Valedictorian – the student or students with the highest cumulative Associate degree applicable grade point average.

COC Honors Program

The COC Honors Program at College of the Canyons provides an enriched curriculum to students with a strong academic record to enhance their chances for successful transfer to competitive four-year institutions. Through seminar-style classes, special projects, and community activities, the program provides opportunities for critical thinking, extensive writing, and in-depth learning in a wide variety of transferable general education courses. In addition, innovative and creative classroom activities are fostered, as well as extra curricular enrichment activities. The Honors Program provides an academically enriched learning environment for academically motivated students. Students are required to complete 15 units of Honors coursework with a grade of a "B" or higher and a cumulative GPA of 3.5 to receive Honors Program recognition at graduation. To join COC Honors, students must maintain a 3.25 GPA of at least 12 units of UC/CSU credit courses to enroll in the program. In addition, students must remain enrolled in COC Honors for at least two semesters in order to receive graduation recognition, as well as to apply for UCLA TAP Certification. Honors courses are designated in the class schedule by the letter "H" and "Honors" found in the course number and title (e.g., SOCI 101H: Introduction to Sociology--Honors). Students who complete COC Honors receive special recognition at graduation, as well as receive diploma and transcript notation. The COC Honors student with the highest GPA will be recognized as a COC Honors Scholar. Additional benefits include an increased opportunity to work closely with Honors faculty; apply for scholarship opportunities; gain "partner" benefits with several four year universities through membership in the Honors Transfer Council of California (HTCC); and, most importantly, to receive "priority admission consideration" to UCLA's College of Letters and Science through the Transfer Alliance Program (TAP) Agreement. Community service, scholarships, and enrichment activities are also available to students who join Alpha Gamma Sigma (a California Honor society) or Phi Theta Kappa (an international Honor society). For more information about the Honors Program, please email Dr. Patty Robinson, Dean, Social Sciences and Business Division at patty.robinson@canyons.edu, or visit her in SCOH-308. Also, see the Honors Webpage at www.canyons.edu/Offices/Honors for more information.

Membership in one or more of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more. For more information about the COC Honors Program or the Honor Societies, please visit the COC Honors

homepage at www.canyons.edu/Offices/Honors/ or contact program representatives at honors@canyons.edu.

Transfer Alliance Program (TAP) Agreements

The Transfer Alliance Program (TAP) comprises partnerships with 48 California community colleges that have Honors Programs. Qualifying students receive “priority admission consideration” each year to majors within **UCLA’s College of Letters and Science**. Honors students who meet COC Honors Program criteria, including the completion of 15 units of UC transferable Honors coursework by the end of the semester they submit their admission’s packet, are eligible for UCLA Transfer Alliance Program (TAP) Certification. Students who successfully complete COC Honors Program requirements are “certified” by COC and receive the following benefits:

- 1) Priority admission consideration when being reviewed for one of UCLA’s College of Letters and Science majors. This means that these students can possibly be admitted with a slightly lower GPA than non-TAP students. In addition, TAP students can list an alternate major (which must be listed on the UCLA application and the TAP Certification form) as long as it does list one of the **most highly selective majors** as listed in the UCLA Transfer Admissions Guide. NOTE: Students who apply to majors outside the College of Letters and Science may list an alternative major within the College of Letters and Science.
- 2) Entrance into the UCLA Honors program with a lower GPA than the required 3.75 GPA for non-TAP students.
- 3) Eligibility to apply for scholarships reserved for the Transfer Alliance Program.
- 4) Limited privileges at UCLA’s main library. (For more information, see [http://www.admissions.ucla.edu/Prospect/Adm_tr/ADM_CC\)/tap.htm](http://www.admissions.ucla.edu/Prospect/Adm_tr/ADM_CC)/tap.htm).)

HONOR SOCIETIES

Alpha Gamma Sigma

Alpha Gamma Sigma (AGS) is an academic Honor Society and service organization recognizing the academic achievements of students from California community colleges. Students with a 3.25 GPA or higher are eligible to join COC’s local chapter of AGS. The goal of the Honor Society is to foster, promote, and recognize outstanding scholarship, as well as to encourage and provide opportunities for participation in community service activities. Scholarships are available through the state organization.

Alpha Mu Gamma

Alpha Mu Gamma is the National Collegiate Foreign Language Honor Society. Its primary purpose is to honor students for outstanding achievement and excellence during their first years of foreign-language study in college. More than three hundred chapters have been granted to state and private universities. At College of

the Canyons, our chapter is Kappa Xi. Eligibility requirements include: twelve (12) semester credits in one foreign language course; six (6) credit hours of earned “A” in that language; and, at least a 3.0 overall GPA in all foreign language courses. Members receive national distinction and notation on school transcripts, an official certificate and a gold pin. Members are eligible to apply for scholarships for foreign language study.

The COC Honors Club

works to promote the Honors Program through various activities involving community service, leadership, and academic scholarship. The club’s goal is to enrich the lives of members through professional collegiality while paving the way for future college success. Membership requirements include maintaining a 3.25 GPA or higher while attending College of the Canyons. If a student is currently attending COC while still enrolled in high school or has recently graduated from high school, a GPA of 3.5 or above is required for membership.

Gamma Beta Phi Honor Society

Gamma Beta Phi Honor Society is an honor and service organization for students of any major. The three major objectives of Gamma Beta Phi are to recognize and encourage individual excellence in education; promote the development of leadership ability and character in its members; and foster, disseminate, and improve education through appropriate service projects.

Phi Theta Kappa

Phi Theta Kappa, the international community college Honor Society, recognizes and encourages scholarship among two-year college students, as well as fosters leadership, service, fellowship, and academic excellence in an academically-enriched environment. Membership requirements include at least 12 units of completed coursework applicable to an associate Degree (part-time students are also eligible) and demonstrate a 3.5 GPA or higher.

Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. Psi Beta is committed to the development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service. Eligibility requirements include completion of at least one psychology class, have an overall 3.0 GPA, and have at least a B average in all psychology classes.

Phi Rho Pi

Phi Rho Pi is a national organization committed to increasing knowledge and appreciation of the forensics arts at the community college level. It has the distinct honor of being one of the oldest forensics organizations in the United States. Phi Rho Pi’s purpose is to promote forensics programs at community colleges and to foster the growth, development, and participation of forensics. In addition, Phi Rho Pi promotes educational services, organizes national conventions and tournaments, maintains national honorary society status, and

facilitates competitive forensic activities, as well as academic, professional, and leadership activities for members.

Sigma Chi Eta Honor Society

The mission of the Sigma Chi Eta Honor Society is to recognize, promote, and reward excellent scholastic achievement in Communication Studies; to foster interest in and provide opportunities for exchange of ideas in the field of communication; and to explore the field for options for four-year transfer students or those entering the workforce.

Sigma Kappa Delta

Sigma Kappa Delta's central purpose is to confer distinction upon outstanding students of the English language and literature in undergraduate studies. Sigma Kappa Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. To be eligible for membership, students must have completed a minimum of one college course (excluding developmental courses) in English language or literature, have no grade lower than a B in English, have a minimum grade point average of 3.3 (on a 4.0 scale) in general scholarship, and have completed at least one semester or two quarters of college course work for a cumulative total of twelve semester hours. Students are not required to be English majors. Students who are members gain the prestige of membership in a national Honor society, can apply for scholarships and awards, may represent the local chapter at state, regional, and national conventions, and have the opportunity to associate with other Sigma Kappa Delta members on local levels and regional levels and with Sigma Kappa Delta and Sigma Tau Delta members on the national level who share their interest in literature, the English language, and fine arts.

ACADEMIC RENEWAL

In certain cases and within the guidelines outlined below, students may petition for alleviation of previously recorded, substandard academic performance, which 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 guidelines, Board Policy 5902, for petition of alleviation of previously substandard coursework.

If the following conditions are met, the Santa Clarita Community College District may disregard substandard coursework associated with the computation of a student's cumulative grade point average, up to a maximum of two semesters of coursework or three 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.
- B. A minimum of 24 semester units have been completed at College of the Canyons 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.

Courses with substandard grades will have the units and grade points earned during such a semester disregarded.

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.

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 in order to qualify for graduation with honors. Academic renewal cannot be used to set aside a semester containing units or coursework which has been used to meet graduation requirements by a student who has previously graduated.

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 upon the policy of the college to which a student transfers.

ADVANCED PLACEMENT

College of the Canyons shall grant associate degree credit for successful completion of examinations in the Advanced Placement Program of the College Entrance Examination Board. Students who present scores of three or better may be granted up to eight semester units for each examination. (Refer to the table of equivalences.)

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 three 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 COC counselor or to review the catalog of their transfer college for specific rules concerning Advanced Placement Credit.

International Baccalaureate

College of the Canyons shall grant associate degree credit for successful completion of examinations that are part of the International Baccalaureate program. Credit is awarded as noted on the International Baccalaureate credit equivalency chart in this catalog.

COLLEGE OF THE CANYONS ADVANCED PLACEMENT COURSE EQUIVALENCY LIST

AP Examination	AP Score	COC Unit Credit	Prerequisite Met for COC Courses(s)	COC Associate Degree GE	CSU GE	IGETC
Art History	3,4,5	6	N/A	Humanities & Fine Arts	Area C1	Area 3A or 3B
Art-Studio Drawing	3,4,5	6*	N/A	Humanities & Fine Arts		
Art Studio 2-D	3,4,5	6*	N/A	Humanities & Fine Arts		
Art Studio 3-D	3,4,5	6*	N/A	Humanities & Fine Arts		
Biology	3,4,5	6	NA	Natural Science	Area B2 & B3	Area 5B w/lab
Calculus AB	3,4,5	5*	Math 212	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
Calculus BC	3	6*	Math 212	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
Calculus BC	4 or 5	6	Math 212 & 213	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
Chemistry	3,4,5	6	Chemistry 201	Natural Science	Area B1 & B3	Area 5A w/lab
Chinese Language and Culture	3,4,5	N/A	N/A	N/A	Area C2	Area 3B
Computer Science A	3,4,5	3-max. 3 units for A&B	N/A	Elective	N/A	N/A
Computer Science B	3,4,5	3-max. 3 units for A&B	N/A	Elective	N/A	N/A
English Language and Composition	3,4,5	6	English 102, 103, 105, 106, 107, 108, 109, 111, Psychology 101H, Sociology 101H	Language & Rationality; English Composition & 3 units Elective	Area A2	Area 1A
English Literature and Composition	3,4,5	6*	English 102, 103, 105, 106, 107, 108, 109, 111, Psychology 101H, Sociology 101H	Language & Rationality: English	Area A2 & C2	Area 1A or 3B
Environmental Science	3,4,5	3	N/A	Natural Science	Area B1 & B3	Area 5A w/lab
European History	3,4,5	6	N/A	3 units Social Science & 3 units Humanities	Area D6	Area 3B or 4F
French Language	3,4,5	6	French 202	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
French Literature	3,4,5	6	French 202	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
German Language	3,4,5	6	German 202	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
Government and Politics: Comparative	3,4,5	3	N/A	3 units Social Science	Area D8	Area 4H
Government and Political: United States	3,4,5	3	N/A	3 units Social Science (does not meet California State and local government requirement for COC or CSU)	Area D8	Area 4H
Human Geography	3,4,5	3	N/A	3 units Social Science	Area D5	Area 4E
Italian Language and Culture	3,4,5	6	N/A	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
Japanese Language and Culture	3,4,5	6	N/A	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
Latin Literature	3,4,5	3	N/A	3 units Humanities	Area C2	Area 3B and 6A
Latin: Virgil	3,4,5	3	N/A	3 units Humanities	Area C2	Area 3B and 6A
Macroeconomics	3,4,5	3	N/A	3 units Social Science	Area D2	Area 4B
Microeconomics	3,4,5	3	N/A	3 units Social Science	Area D2	Area 4B
Music Theory	3,4,5	6	N/A	3 units Humanities & 3 units Elective	N/A	N/A
Physics B	3,4,5	6	N/A	3 units Natural Science	Area B1 & B3	Area 5A w/lab
Physics C: Mechanics	3,4,5	3	N/A	3 units Natural Science	Area B1 & B3	Area 5A w/lab
Physics C: Electricity and Magnetism	3,4,5	3	N/A	3 units Natural Science	Area B1 & B3	Area 5A w/lab
Psychology	3,4,5	3	Psychology 102, 230	3 units Social Science	Area D9	Area 4I
Spanish Language	3,4,5	6	Spanish 202	3 units Humanities & 3 units Elective	Area C2	Area 3B and 6A
Spanish Literature	3,4,5	6	Spanish 202	3 units Humanities & 3 units Elective	Area C2	Area 3B and 6A
Statistics	3,4,5	4	N/A	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
United States History	3,4,5	6	N/A	3 units Social Science & 3 units U.S. History Title 5 requirement	Area D6	Area 3B or 4F
World History	3,4,5	6	N/A	3 units Social Science & 3 units Elective	Area D6	Area 3B or 4F

* Unit limitations apply; please consult with the Counseling Department.

**COLLEGE OF THE CANYONS –
INTERNATIONAL BACCALAUREATE (IB) CREDIT EQUIVALENCY**

IB Examination	IB Score	COC Unit Credit	COC Associate Degree GE ###	CSU GE #	IGETC ##
Biology HL	5, 6, 7	6	Natural Science 3 units	Area B-2 3 units	Area 5B (without lab) 3 units
Chemistry HL	5,6,7	6	Natural Science 3 units	Area B-1 3 units	Area 5A (without lab) 3 units
Economics HL	5, 6, 7	6	Social and Behavioral Science 3 units	Area D-2 3 units	Area 4B 3 units
Geography HL	5,6,7	6	Social and Behavioral Science 3 units	Area D-5 3 units	Area 4E 3 units
History (any region) HL	5,6,7	6	Social and Behavioral Science or Humanities 3 units	Area C-2 OR D-6 3 units	Area 3B OR 4F 3 units
Language A1 (any language except English) HL	4,5,6,7	6	Humanities 3 units	Area C-2 3 units	Area 3B and 6A 3 units (Min. score must be 5)
Language A2 (any language except English) HL	4,5,6,7	6	Humanities 3 units	Area C-2 3 units	Area 3B and 6A 3 units (Min. score must be 5)
Language B (any language except English) HL	4,5,6,7	6	Humanities 3 units	None	Area 6A (Min. score must be 5) 3 units
Mathematics HL	4,5,6,7	6	Language and Rationality: Communication & Analytical Thinking; 3 units & Math Competency	Area B-4 3 units	Area 2A 3 units (Min. score must be 5)
Physics HL	5,6,7	6	Natural Science 3 units	Area B-1 3 units	Area 5A (without lab) 3 units
Psychology HL	5,6,7	3	Social and Behavioral Sciences 3 units	Area D-9 3 units	Area 4I 3 units
Theater HL	4,5,6,7	6	Humanities 3 units	Area C-1 3 units	Area 3A 3 units (Min. score must be 5)

For additional information, see www.ibo.org/diploma/assessment/subjectoutlines/ and <http://www.ibo.org/diploma/recognition/guide/index.cfm> and http://en.wikibooks.org/wiki/International_Baccalaureate.

From the May 10, 2010 CSU Memorandum on System-wide Credit for External Examinations

From the June 4, 2009 IGETC Policy 1.1 and 2010 IGETC Policy Version 1.2

From the CCC International Baccalaureate Test Equivalency List - ASCCC Fall 2010 Resolution 09.05

**COLLEGE OF THE CANYONS –
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT POLICY**

CLEP Examination	Min. CLEP Score	COC/CSU Unit Credit	COC Associate Degree GE	CSU GE	IGETC	CLEP Examination	Min. CLEP Score	COC/CSU Unit Credit	COC Associate Degree GE	CSU GE	IGETC
American Government	50	3	Social and Behavioral Sciences 3 units	Area D-8 3 units	None	Human Growth and Development	50	3	Social and Behavioral Science 3 units	Area E 3 units	None
American Literature	50	3	Humanities 3 units	Area C-2 3 units	None	Humanities	50	3	Humanities 3 units	Area C-2 3 units	None
Analyzing and Interpreting Literature	50	3	Humanities 3 units	Area C-2 3 units	None	Information Systems and Computer Applications	50	3	Elective	None	None
Biology	50	3	Natural Science 3 units	Area B-2 3 units	None	Introduction to Educational Psychology	50	3	Elective	None	None
Calculus	50	3	Language and Rationality: Communication & Analytical Thinking; Math Competency 3 units	Area B-4 3 units	None	Introductory Business Law	50	3	Elective	None	None
Chemistry	50	3	Natural Science 3 units	Area B-1 3 units	None	Introductory Psychology	50	3	Social and Behavioral Science 3 units	Area D-9 3 units	None
College Algebra	50	3	Language and Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None	Introductory Sociology	50	3	Social and Behavioral Science 3 units	Area D-0 3 units	None
College Algebra-Trigonometry	50	3	Language and Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None	Natural Sciences	50	3	Natural Science 3 units	Area B-1 or B-2 3 units	None
English Literature	50	3	Humanities 3 units	Area C-2 3 units	None	Pre-Calculus	50	3	Language and Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None
Financial Accounting	50	3	Elective	None	None	Principles of Accounting	50	3	Elective	None	None
French Level I	50	6 (Max credit: only 1 French exam)	Elective	None	None	Principles of Macroeconomics	50	3	Social and Behavioral Science 3 units	Area D-2	None 3 units
French Level II	59	12 (Max credit: only 1 French exam)	Humanities 3 units	Area C-2 3 units	None	Principles of Management	50	3	Elective	None	None
German Level I	50	6 (Max credit: only 1 German exam)	Elective	None	None	Principles of Marketing	50	3	Elective	None	None
German Level II	60	12 (Max credit: only 1 German exam)	Humanities 3 units	Area C-2 3 units	None	Principles of Macroeconomics	50	3	Social and Behavioral Science 3 units	Area D-2 3 units	None
History, United States I	50	3	Social and Behavioral Science OR US History Title 5 3 units	Area D-6 & US History- Title 5 3 units	None	Spanish Level I	50	6 (Max credit: only 1 Spanish exam)	Elective	None	None
History, United States II	50	3	Social and Behavioral Science OR US History Title 5 3 units	Area D-6 & US History- Title 5 3 units	None	Spanish Level II	50	6 (Max credit: only 1 Spanish exam)	Humanities 3 units	Area C-2 3 units	None
						Trigonometry	50	3	Language and Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None
						Western Civilization I	50	3	Humanities OR Social and Behavioral Science 3 units	Area C-2 OR D-6 3 units	None
						Western Civilization II	50	3	Social and Behavioral Science 3 units	Area D-6 3 units	None

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 the degree requirements which include all of the following:

1. a minimum of 60 semester degree applicable units
2. the required courses for a specific major
3. General Education, PE/Wellness and Diversity requirements
4. a cumulative grade point average of 2.0 or better in associate degree applicable units and good academic standing at College of the Canyons
5. a minimum of 12.0 units completed at College of the Canyons
6. a maximum of 18 semester units of coursework with the grade of "P" or CR" used towards the 60 degree applicable units

All updates to Associate Degree Requirements after the printing of this catalog can be found on the Counseling Department Website at

www.canyons.edu/offices/counseling. Please see Board Policy and Administrative Procedures 5920 for more information regarding the Associate Degree.

Philosophy of General Education

College of the Canyons is dedicated to the philosophy that all students will receive the highest quality education possible. Central to this philosophy is the belief that all students granted an associate degree should be required to enroll in a variety of general education courses in addition to those courses that are required by a student's major. These general education courses comprise a body of knowledge that introduces students to the natural sciences, social sciences, humanities and arts, written communications, critical thinking, and physical education and wellness. The intent of the requirement for general education courses is to cultivate in each student:

- The skills necessary to think clearly, logically, and ethically; to find information from a variety of sources and technologies; to examine information critically; to communicate effectively both orally and in writing; to develop effective and creative capabilities and social attitudes; and to reason quantitatively.
- An understanding of scientific principles and methods of inquiry.
- Knowledge, understanding and appreciation of the arts, ideas, and values expressed in the world's cultural traditions, including the contributions of women, ethnic minorities, and non-western cultures.
- An understanding of history, the political and economic practices of societies, and the social and psychological dimensions of human behavior.
- An understanding and appreciation of the differences and similarities that exist within the pluralistic society of the United States, including the rights and responsibilities of participating within its democratic system.

- An understanding and appreciation of cultural diversity and a motivation for lifelong learning and well-being.

GENERAL EDUCATION REQUIREMENTS

Complete a minimum of 23 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 - *minimum 3 semester units required*

Anthropology 101, 101H 101L
 Astronomy 100, 101, 102
 Biological Science 100, 104, 106, 107, 107H, 112, 130, 132, 140, 180, 201, 202, 204, 205, 215, 216, 219, 221, 230, 240, 250
 Chemistry 090, 110, 151, 201, 202, 255, 256
 Geography 101, 101L, 103
 Geology 100, 101, 102, 105, 106, 107, 109, 218
 Physical Science 101
 Physics 101, 110, 111, 220, 221, 222
 Psychology 102

B. Social and Behavioral Sciences - *minimum 3 semester units required*

Anthropology 103, 103H, 210, 220
 Business 103, 126
 Communication Studies 110, 223, 235, 246, 256, 260
 Early Childhood Education 120, 125
 Economics 170, 170H, 201, 201H, 202, 202H
 Geography 102, 104
 History 101, 102, 111, 111H, 112, 115, 116, 117, 120, 120H, 130, 161, 165, 170, 170H, 191, 192, 193, 210, 212, 230, 240, 241, 242, 243, 245
 Media Entertainment Arts 100
 Political Science 150, 150H, 200, 210, 230, 250, 270, 290
 Psychology 100, 101, 101H, 105, 109, 126, 172, 175, 180, 225, 230, 235, 240, 272
 Sociology 101, 101H, 102, 103, 103H, 105, 108, 110, 150, 200, 200H, 201, 205, 207, 208, 210, 230, 233

C. Humanities and Fine Arts - *minimum 3 semester units required*

Anthropology 210, 220
 Arabic 101
 Art 110, 111, 114, 115, 124A, 124B, 133, 140, 141, 142, 205, 222
 Business 160
 Chinese 101
 Cinema 120, 121, 122, 123, 127, 129, 131
 Communication Studies 105, 105H, 150, 225, 246, 250, 256, 260
 Dance 100, 101, 111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 161, 170
 English 102, 105, 106, 108, 109, 111, 122, 135, 225, 250, 251, 260, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 280, 281, 285
 French 101, 102, 150, 201, 202
 German 101, 102
 History 101, 102, 161, 165, 191, 192, 193, 240, 241, 242, 243
 Humanities 100, 101, 150
 Interior Design 114, 115

Italian 101, 102, 150
 Media Entertainment Arts 102
 Music 100, 105, 106, 107, 112, 120, 125, 142, 174, 175, 176
 Philosophy 101, 102, 110, 111, 112, 120, 215, 220, 225, 240, 250
 Photography 140, 150, 160
 Sign Language 101, 102, 103, 104, 110
 Sociology 200
 Spanish 101, 101A, 102, 102A, 150, 201, 202, 240
 Theater 100, 110, 126, 140, 141, 144, 190, 220, 221, 240

D. Language and Rationality

6 semester units - minimum grade of "C" required (completion of both 1 and 2 are required)

1. **English Composition:**

Select one course from the following:
 English 101, 101H, 102, 103, 204

2. **Communication and Analytical Thinking:**

Select one course from the following:
 Business 291; Communication Studies 105, 105H, 205, 223, 225, 227; Computer Science 111, 132; Economics 291; Math 070, 075, 083, 102, 103, 104, 111, 130, 140, 211, 212, 213, 214, 215, 240; Philosophy 106, 230; Psychology 103, 135; Sociology 102, 108 or 135

E. American Institutions

6 semester units required

United States History – 3 units

U.S. Constitution, State and Local Government – 3 units *(complete one course from #1 and one course from #2)*

1. Economics 170 or 170H; History 111, 111H, 112, 120, 120H, 130, 170, 170H, 230 or 245
2. Political Science 150 or 150H

Or complete both History 111 or 111H and 112

F. Physical Education and Wellness - *Minimum*

two units or 2 courses:

Physical Education activity (KPEA or KPEI) or Dance activity courses (except Dance 100) Health Science 100 or 149. (Veterans exempted. DD214 required.)

G. Diversity Requirement - *Complete at least 3 units from the following:*

Anthropology 103, 103H, 210; Business 126; Cinema 123; Communication Studies 235, 256, 260; Early Childhood Education 160, 165; Education 203; English 262, 270, 271, 273, 274, 280, 285; Geography 102; Health Science 243; History 116, 117, 120, 120H, 130, 161, 191, 192, 193, 210, 230, 242, 243, 245; Human Services 104; Music 108; Philosophy 102, 220; Political Science 290; Psychology 230, 235, 240, 272; Sign Language 110; Sociology 101, 101H, 103, 103H, 105, 110, 200, 207, 208, 210, 230, 233. The course used to satisfy this area may also be used to satisfy another area of General Education, if applicable.

COMPETENCY REQUIREMENTS

- **Reading Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of English: 101 or 101H
- **Written Expression Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of English: 101, 101H, 102, 103, and 204
- **Mathematics Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of Business: 291; Economics 291; Mathematics 070, 083, 102, 103, 104, 111, 130, 140, 211, 212, 213, 214, 215, 240; Psychology 135 or Sociology 135

MAJOR REQUIREMENT

Completion of the required courses for an approved major listed in the Program/Course Description section of the catalog. All courses required for the major must be completed with a "C" grade or better.

UNIT REQUIREMENT

To satisfy the unit requirement for graduation, the student must complete a minimum of 60 semester units of college-level work that includes the courses and units:

1. required for the student's major,
2. specified in the general education requirements above, and
3. electives to total 60 units.

GRADE POINT REQUIREMENT

A minimum 2.0 grade-point average ("C") or better in the Associate Degree applicable units and the student must be in good academic standing at College of the Canyons.

RESIDENCE REQUIREMENT

Complete a minimum of 12 units at College of the Canyons.

PETITION FOR GRADUATION

File a petition for graduation in the Counseling Office no later than the first class meeting of the semester/term of graduation. See the Schedule of Classes for the specific date. Petitions are accepted for graduation for fall, spring, and summer terms only.

SECOND ASSOCIATE DEGREE

All major requirements for the additional degree must be satisfied, per student's catalog rights.

1. A minimum of 18 unduplicated semester units are completed in the new major.
2. Courses used towards the first degree may be used towards the major in the second degree unless either degree is the Liberal Arts and Sciences major (as well as the former Transfer Studies and General Arts and Sciences majors).
3. A minimum of 12 semester units are completed in residence within the Santa Clarita Community College District after the awarding of the first degree. Students are exempt if they completed the first Associate Degree in the Santa Clarita Community College District.

- All current Santa Clarita Community College District general education requirements listed above will have been met with the awarding of the first degree. If not, these additional general education courses will also be required.

MULTIPLE MAJORS

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. The Liberal Arts and Sciences majors (as well as the former Transfer Studies and General Arts and Sciences majors) cannot be included as part of the multiple major.

Completion of the major field of study does not change if a student has declared multiple majors. Students must complete a minimum of 18 unduplicated semester units in each additional major.

An Associate in Science or Associate in Arts degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in the College catalog under Associate Degree Programs.

The student will be awarded one diploma for each major completed.

Associate Degrees for Transfer (AA-T or AS-T)

The Santa Clarita Community College District offers Associate degrees for transfer as prescribed by SB 1440. The Associate Degree for Transfer is exempt from all local general education requirements. The degrees are specifically for students transferring to a California State University. Please see the specific degrees under the course descriptions section of this 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 Ed Code 76370.

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowed repeats. The purpose of auditing is to allow students to continue study after course repeatability has been exhausted. The following list of courses has been approved for auditing:

Nursing Science-all
 Media Entertainment Arts - Animation-all
 Dance- 161
 Music- 080, 081, 082, 083, 116, 153, 173, 174, 175, 176, 177, 185, 186
 Photography- 090L, 091L
 Theatre- 120, 161, 190

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

Regulations

- Students wishing to audit classes must receive the approval of the instructor of the course.
- Students wishing to audit a course must be in at least grades 9 to 12. Those students in grades kindergarten through 8 are not eligible to audit classes.

- No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
- Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.
- A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Education office.
- Once enrolled, students must present their class instructor with a copy of the audit receipt obtained in the Community Education office.

BASIC SKILLS LIMITATION (College Success Skills)

Basic skills courses provide a foundation in reading, writing, mathematics, English as a Second Language, learning and study skills. These classes are not applicable to the associate degree but provide the skills necessary for students to succeed in college-level work.

Basic Skills Course Limitation

Except as specifically exempted, no student shall accrue more than 30 units of credit for basic skills coursework at College of the Canyons. Non-exempt students who have exhausted the unit limitation shall be referred to appropriate alternate educational service providers.

Exemptions from Basic Skills Course Limitation

The following classifications of students are exempted from the 30-unit limitation on Basic Skills coursework:

- Students enrolled in one or more courses of English as a Second Language.
- Students identified as learning disabled according to Title 5, section 55035.

Waiver of Basic Skills Course Limitation

A waiver of the 30-unit limitation for Basic Skills coursework may be granted to non-exempt students who demonstrate significant measurable progress toward the development of skills necessary for college-level courses. Such waivers shall be given for specified periods of time or for a specified number of units. A petition to waive the 30-unit limitation must be submitted to the Counseling Department for approval.

CATALOG RIGHTS FOR CONTINUING STUDENT STATUS

Students establish catalog rights in the first semester/term they complete courses at College of the Canyons. This initial catalog will be used when validating associate degree and vocational certificate requirements. If a student stops attending College of the Canyons for one year or longer, initial catalog rights are lost. One year is defined as four consecutive terms (including summer and winter intersessions).

Upon re-entry to the college after one year's absence, catalog rights will be reestablished using the current academic catalog determined by the student's semester/term of re-entry.

Degree and transfer requirements for continuing students are determined by those listed in the catalog for the year in which they initially enrolled.

Students who have stopped attending College of the Canyons due to active military duty will not lose catalog rights. Upon return, the student must present their orders to the Veterans office to establish their previous catalog rights.

CERTIFICATES

Certificate programs are designed for students who are looking for programs of instruction, some of which are short-term, with a high degree of specialization. These programs typically are designed to prepare students for employment, job enhancement and/or job advancement. Certificate programs vary in length and generally require less than two years of full-time study.

Certificate of Achievement

A Certificate of Achievement is awarded by the Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges when a student has successfully completed required courses in an approved program of study as specified in the Program/Course Description and Certificate Programs section of this catalog. To qualify for the Certificate of Achievement, students must satisfy the following requirements:

1. Complete at least half of the units required for the certificate program in residence;
2. Earn a grade of "C" or better in each course required for the certificate;
3. File a petition for the certificate in the office of Admissions and Records during the semester in which requirements will be completed.

Certificate of Specialization

A Certificate of Specialization is a departmental award in an area of specialization requiring less than 18 semester units. This issuance of the departmental award is not recorded on the student's official transcript. To qualify for the Certificate of Specialization, students must satisfy the following requirements:

1. Complete at least half of the units required for the certificate program in residence;
2. Earn a grade of "C" or better in each course required for the certificate;
3. File a petition for the certificate in the academic department issuing the certificate during the semester in which requirements will be completed.

Non-Credit Certificate Requirements

Certificates of Completion and Competency are non-credit awards granted by the District to students who have demonstrated mastery skills within a noncredit area.

- a. Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.
- b. The Certificate of Competency within the noncredit ESL program requires the student to meet the criteria for the certificate based on the combination of

placement and successful course completion with a grade of "P".

- c. The Certificate of Completion requires the student to complete all required courses in the approved program of study as listed in the college catalog.

COURSE PREREQUISITES

Some courses require the completion of prerequisites. A prerequisite is a course that must be completed, or a placement score that must be achieved, before a more advanced course is attempted. Students are advised to consult the course descriptions found in the current college catalog or schedule of classes to identify course prerequisites.

All prerequisites must have been completed with a satisfactory grade. "Satisfactory grade" means the grade earned must be a C, P, or better; D, F, FW, or NP grades are not acceptable.

Many of our courses have prerequisites. Our policy allows you to enroll in the next course, but unless your final grade in the prerequisite course meets the minimum grade of a C, you will not be allowed to stay in the next course. Once the previous semester grades are posted you will be dropped from the more advanced course. The drop may happen after the semester has begun and could impact your ability to obtain another course.

Units 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.

- **Prerequisite** – a condition of enrollment, typically a course or a placement score that a student is required to meet before being allowed to enroll in a more advanced course or educational program.
- **Corequisite** – means that there are two courses offered that connect to each other and the student is required to enroll in both of them.
- **Strongly Recommended** – means that students are advised to strengthen their subject skills by taking the recommended course but are not required to do so.

Challenge Process

Prerequisite challenge petitions are available in the Admissions and Records office. A prerequisite may be challenged for the following reasons:

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

In each case the student must provide documentation to support the challenge. Examples of documentation are transcripts, copies of certificates, proof of knowledge of the required material, etc.

The procedure for prerequisite challenge petitions is as follows:

1. Fill out a Prerequisite Challenge Petition.
2. Submit it to Admissions and Records (if the class is closed an add form with instructor's signature must also be attached).
3. Admissions and Records will enroll you in the class pending petition approval. You must pay for the class at this point and continue attending class until the petition is approved or denied.
4. The petition will be forwarded by Admissions and Records to the appropriate division for review.
5. **If the petition is approved**, you will be sent a copy and will be officially enrolled in the class.
6. **If the petition is denied**, you will be sent a copy of the petition, an administrative drop will be processed and a refund of class fees will be sent to you.

COURSE REPETITION

Per Title 5 of the California Code of Regulations, Section 55040-55046, 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 55040-55041 of Title 5, 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, FW, NC and/or NP.

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

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

1. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
2. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
3. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
4. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The

course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

Exceptions:

Students may repeat a course for which a substandard or withdrawal grade has been recorded twice under the following conditions:

- That previous grades were, at least in part, the result of extenuating circumstances.
- Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the college catalog and the schedule of classes. All grades earned for the authorized repeats shall be counted toward the grade point average.

Transcript Notation:

When courses are repeated for which a substandard grade was received, 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. No more than two substandard grades will be removed from the grade point average.

When courses are repeated for which a non-substandard grade was received, credit will be given once. All coursework shall remain on the student's permanent record. When a course is repeated pursuant to this manner, the previous grade and unit credit will be disregarded in computing the GPA.

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

Per Section 55041 of Title 5, California Code of Regulations, the Santa Clarita Community College District has adopted Board Policy 5901, with regard to repeating courses for which the student has earned a non-substandard grade:

Students may submit a Repeat Petition, accompanied by verified extenuating circumstances, requesting that courses be repeated. If approved, the previous grade and unit credit will be disregarded in computing the GPA.

Course repetition shall be permitted 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 or not substandard work was previously recorded, and the grade and units received each time shall be included for purposes of calculating the student's GPA. 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.

The District may permit or require a student to repeat a course due to significant lapse of time. Students cannot repeat courses where a non-substandard grade was received, unless there has been a significant lapse of time (36 months) and:

- i. there is an established recency prerequisite established by the course curriculum; or,

- ii. there is an established recency requirement as established by a transfer institution; or,
- iii. an employer mandates an employee repeat a course as a direct result of a substantiated change in industry standards. The lapse of time may be less than 36 months if the student must repeat the course due to their employer requiring the course at a sooner date.

Course repetition for a significant lapse of time can only occur once. All course work shall remain on the student's permanent record. When a course is repeated pursuant to this section, the previous grade and unit credit will be disregarded in computing the GPA.

PASS/NO PASS

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 pass (P)/no pass (NP) grading has been devised. Students have the option, during the time of registration, to petition to take classes on a P/NP basis in lieu of a grade of A, B, C, D, F, or FW.

Students electing to be evaluated on a P/NP 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 pass (NP).

Regulations

1. A maximum of 18 semester units of credit can be applied towards the associate in arts or associate in science degree. Pass (P)/no pass (NP) grades received as a result of awarding Advance Placement units are exempt from the 18 unit limit.
2. Students who elect to take a course on a pass/no pass basis must receive approval from their counselor and file a Pass/No Pass Petition in the Admissions and Records Office before 30% of the semester or course transpires.
3. Courses in which this option is available are listed in the college catalog. Generally, no course taken for a pass/no pass grading option may be used toward a major for an associate degree. Students should be aware that courses graded P/NP might not be accepted in a transfer major, and are advised to consult with their intended transfer institution.
4. Students who elect to be evaluated on a P/NP basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a P/NP basis are held responsible for all assignments and examinations.
6. Courses graded on a P/NP basis are not counted in calculating grade point average; however, they are considered in calculating progress probation/dismissal. Students electing to take courses on a P/NP basis must meet any course prerequisite prior to enrolling in the course.
7. The P/NP option is not applicable to courses taken through credit by examination.
8. Some courses are offered on a P/NP basis only. These courses are listed in the college catalog.

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 in College of the Canyons approved courses. 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 by credit by examination are not considered as units completed in residence 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 \$55/unit fee must be paid prior to taking the exam. Department chairs (or division chairs) will forward the results of the examination to the Admissions and Records Office for processing and recording. The \$55 fee represents the current enrollment fee of \$46 a unit plus a \$9 per unit processing fee. The fee for credit by exam will change if the enrollment fee changes.

Requirements for Credit by Examination

1. Students wishing to receive credit by examination must be in good academic standing at College of the Canyons and be currently enrolled at least half time.
2. Petitions for credit by examination in approved courses must be submitted before 50% of the term is completed. 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.
3. Courses taken through credit by examination are subject to A - F grading. Incomplete, withdrawals, or no-pass grades are not allowed.
4. 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.
5. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment procedures.
6. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
7. A maximum of 18 units may be taken through credit by examination.
8. Resident, non-resident and international students will all be charged at the same rate of \$55/unit through credit by examination.
9. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

CREDIT FOR PUBLIC SAFETY ACADEMY TRAINING

Credit for basic recruit academy training instructional programs in Administration of Justice or other public safety occupations shall be granted as follows:

- Unit credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission or training verified by other public safety agencies.
- A single block of unit credit will be given and identified as academy credit.
- One unit of credit may be granted for each 50 hours.
- Unit credits granted for Law Enforcement Academy Training will be posted upon completion of one unit of College of the Canyons coursework.
- Physical Education and Wellness for the associate degree requirement will be waived.
- A maximum of 10 units may be awarded for public safety academy training.

CREDIT FOR MILITARY SERVICE

A veteran who has completed a continuous active duty period of 181 days or more with the United States 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:

Depending on the branch of service, a veteran will be awarded between three and four units of college credit for completion of Military Basic Training. Two of these units can be used to meet the Physical Education requirement for both the College of the Canyons associate degree and/or CSU General Education breadth certification. The remaining unit(s) will be posted as elective credit.

The veteran may also receive additional elective credit for formal service school courses offered by the United States military services. Service school transcripts are evaluated and credit granted based on the recommendations by the Commission on Accreditation of Service Experiences of the American Council on Education. A maximum of 18 units will be allowed for military school service. Unit credit will be posted on the academic transcript and reported to the Veteran's Administration at the end of the second semester/term of attendance.

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.

DIRECTORY INFORMATION

The Santa Clarita Community College District regards the following as "directory information" which can be released to the public: student's name, district provided email address, current enrollment status, dates of attendance, major field of study, degrees and awards received from the District, 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 a student desires to withhold directory information, he or she 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.

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 283.) The grading system and grading point equivalent follow:

A	Excellent	4 grade points/units
B	Good	3 grade points/units
C	Satisfactory	2 grade points/units
D	Passing, less than Satisfactory	1 grade point/unit
F	Failing	0 grade points/units
FW	Failing, lack of attendance	0 grade points/units

The I, W, NC, CR, NP, P and IP are not used in computing grade point averages; however, I, W, NP, and NC are used in the calculation of progress probation/dismissal. MW grades are given to students called up to active duty in the military. Upon presentation of orders, an MW grade is awarded for each class for which the student was enrolled, regardless of when the student stopped attending. MW grades are non-evaluative and do not count in computing the grade point average, nor are they used in calculating progress probation/dismissal. Upon returning from active duty, the student is considered a continuing student with no break in attendance. They retain original catalog rights and resume the same level of priority registration.

W	Withdrawal
MW	Military Withdrawal
CR	Credit
NC	No Credit
P	Pass
NP	No Pass
IP	In Progress
I	Incomplete
RD	Report Delayed

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

To clear an "I" 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 "I" grade will result in a grade by the instructor given in lieu of completion of the course and could result in an F or FW 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 "I" is pending.

Grading Review Policy

533.1 Introduction

California Education Code Section 76224, quoted below, states the conditions upon which grades or grading may be questioned.

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

Students may ask that final course grades be reviewed under the guidelines stated in this policy.

533.2 Conditions under which final grades may be reviewed

- a. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 508.
- b. Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
 1. Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based upon extenuating circumstances as defined in the Education Code.
- c. Grades may only be reviewed within the following context:
 1. **Mistake** – defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
 2. **Bad Faith** – defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
 3. **Fraud** – for the purpose of this policy, may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
 4. **Incompetency** – defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student’s performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student’s performance.
- d. Students possess evidence that the final grade was determined based upon one of the criteria in 533.2.C above.

533.3 Review Procedure

533.3.A Step I

A student who believes the final grade received was due to mistake, fraud, bad faith, or incompetence shall meet with the faculty member in an attempt to resolve his/her concern.

533.3.B Step II Hearing

In the event Step I fails to resolve the concern, the student shall meet with the faculty member, the appropriate division dean, and/or the department chair (as determined by the division dean).

1. During this meeting the student must produce a preponderance of evidence that the final grade was determined based upon one of the criteria in 533.2 above.
2. Students may be accompanied by representation at the student’s expense.
3. The division dean shall produce a written decision on the matter within fourteen (14) calendar days. Copies of the decision will be forwarded to the student and the faculty member in question.

533.3.C STEP III Appeal

In the event Step II fails to resolve the concern, the matter may be appealed to the Grade Review Committee (GRC).

1. The GRC shall be comprised of the following:
 - a. The Chief Student Services Officer, or designee, who shall serve as chair,
 - b. The Chief Instructional Officer or designee,
 - c. The Associated Student Government President or designee,
 - d. Two faculty members (not associated with the matter) appointed by the Academic Senate President.
2. The GRC may do the following:
 - a. Hear testimony relevant to the matter,
 - b. Review the findings of the division dean,
 - c. Review coursework and other relevant materials, and
 - d. Conduct its own review.
3. The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.
4. The decision of the GRC to not change the grade will be final.
5. In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for review and disposition.

PROBATION/DISMISSAL

Academic standing is determined exclusively by grades earned at College of the Canyons and is calculated at the end of the fall and spring semesters.

Academic Standards Definitions:

1. Units attempted: for probation, subject-to-dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.
2. Units enrolled: All units of credit for which the student is enrolled after the first two weeks or 20% of the time the class is scheduled to meet, whichever is less, at the College.
3. Consecutive semesters: Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and intersessions are not considered when calculating consecutive semesters.

Standards for Probation

1. **Academic Probation:** A student shall be placed on academic probation if the student has completed at least 12 units at College of the Canyons and the overall grade point average has fallen below a 2.0 after one semester.
2. **Progress Probation:** A student shall be placed on progress probation if the student has enrolled in a total of at least 12 units and the percentage of all enrolled units in which entries of W (Withdrawal), I (Incomplete), and NP (Not Pass) are recorded reaches or exceeds 50%.

Standards for Subject-to-Dismissal

1. **Academic Subject-to-Dismissal:** A student shall be subject-to-dismissal for academic performance after being placed on probation and having earned a cumulative grade-point average of below 2.0 for the second consecutive semester.
2. **Progress Subject-to-Dismissal:** A student shall be subject to dismissal for progress after two consecutive semesters of progress probation as defined above.

Standards for Dismissal

1. **Academic Dismissal:** A student shall be dismissed for academic performance after being placed on subject-to-dismissal status and having earned a cumulative grade-point average of below 2.0 for the third consecutive semester.
2. **Progress Dismissal:** A student shall be dismissed for progress after three consecutive semesters of progress probation as defined above.

Restoration of Good Standing

1. **Academic:** A student who has a grade-point deficiency for one, two, or three semesters shall be restored to good standing when the student's cumulative COC grade-point average is 2.0 or higher.
2. **Progress:** A student who has accumulated more than 50% of total COC units noted W (Withdrawal), I (Incomplete), and NP (Not Pass) for one, two, or three semesters shall be restored to good standing when the percentage of those notations drops below 50%.

Determination of good standing is made at the end of the fall and spring semesters.

Exceptions to Dismissal

A student who is dismissed may be automatically continued for one semester under the following conditions:

1. **Academic:** When, in the most recent full semester, the student enrolled in at least six new units and earned a semester grade-point average of 2.25 or higher.
2. **Progress:** When, in the most recent full semester, the student completed more than 75 % of the units in which the student enrolled.

Re-admission after Dismissal

A student who is dismissed for the first time must stay out one semester or file a successful appeal or complete an Intensive workshop.

1. Staying out one semester: reinstatement may be requested after one semester has elapsed (excluding summer sessions and intersessions). The student must consult with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll.
2. Students may postpone their dismissal by participating in a counseling workshop called an "Intensive." Upon completion of the Intensive, the student will be reinstated for the next semester and given a contract that specifies the academic performance requirements. This option may only be exercised once.
3. Dismissal appeal: dismissal may be postponed and the student continued for one semester if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve an overall 2.0 grade-point average in COC courses. A student who has been dismissed may submit a written appeal to the counseling department: Appeals should be based on the following:
 - a. Evidence, based on the academic record, that dismissal status does not reflect the student's usual level of performance.
 - b. Circumstances beyond the control of the student, for example, accident or illness.

Multiple Dismissal

Students who are dismissed more than once are required to stay out two semesters. There are two exceptions to staying out. Students may appeal by following the Appeal of Dismissal procedures. Or, after staying out one semester, they may complete an Intensive workshop and return the subsequent semester. The Intensive workshop option may only be exercised once.

Continuation in all cases may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject-to-dismissal status in accordance with policy 536.7.

TRANSCRIPTS

Transcript Evaluation

Students who submit transcripts from other colleges and universities must request them to be evaluated by submitting an Inclusion of External Coursework form to the Admissions and Records Office. In most cases, units accepted from other institutions will not be posted on College of the Canyons academic transcripts until

students have completed 12 units in residence. The most notable exceptions are for students requesting financial aid, military benefits, and completion of at least one unit for IGETC certification on the students' final transcripts. For further information, contact the Admissions and Records Office.

Transcript Requests

Unofficial Transcripts: Unofficial transcripts are free and can be printed from your printer or you can have them emailed to you. Please visit our website at www.canyons.edu and click on "My Canyons." You will need a user name and password to use this option. If you do not have a user name and password, you can create one under "Student Profile". If you decide to come on campus to request an unofficial transcript, a picture ID will be required.

Official Transcripts: College of the Canyons has partnered with Credential's Solutions to accept official transcript orders via the internet on a secured site. You can order official transcripts online at www.canyons.edu and click on "My Canyons". You will need a user name and password to use this option. If you do not have a user name and password, you can create one under "Student Profile." This will eliminate the need to come to the College, stand in line, or mail in a request. This service also allows you to check on the status of your order and will communicate with you via email about your order.

College of the Canyons provides three processing times for an official transcript. The regular transcript is processed within 7-10 business days. The rush transcript is processed within 2 business days. The on demand transcript is produced at the time of request. Two regular transcripts are made available for free. The request for your free transcripts must be made in person or by mail. The cost of a regular transcript is \$5, a rush transcript is \$10, and an on demand transcript is \$15.

Degree and Enrollment Verifications

College of the Canyons has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse can be contacted at www.studentclearinghouse.org or www.degreeverify.org. The fax number is (703) 742-4239 and the mailing address is National Student Clearinghouse, 13454 Sunrise Valley Drive, Suite 300, Herndon, VA, 20171. Enrollment verifications for students are free through this service. Employers and entities acting on behalf of the student are required to pay a nominal fee. Continuing Education (noncredit) enrollment verifications must be requested at the Continuing Education office on the Valencia campus, room V-110.

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 for junior standing.

To prepare for continued education, a student must decide to which college/university the student will transfer and learn the transfer admission and major preparation transfer

requirements of that particular college. These requirements can be found in the catalog of that institution.

Students should also consult the California articulation database ASSIST (www.assist.org) for articulation agreements between California Community Colleges and the California State University (CSU) and the University of California (UC) systems. A university may be made up of a number of colleges. The college in which one will do work depends upon 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.

2012-2013 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR TRANSFER TO CSU AND UC

Please note that IGETC alone does not meet the transfer requirements.

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) satisfies the lower division general education at California State University or University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements. IGETC may be an inappropriate option for some UC campus majors. Students must meet UC or CSU admission requirements in order to transfer.

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 ("C" grades are not allowed). Certification of IGETC is not automatic; certification must be requested from Admissions and Records at the time when the final COC transcript is sent to the transfer college/university. The first term that a course can be applied to this plan is indicated by the semester and year. For example, F00 indicates Fall 2000, which is the first term this course can be applied.

A 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.

(F#) indicates first year that a course can be applied to this plan.

AREA 1 - ENGLISH COMMUNICATION

CSU: Three courses required, one from each group below. UC: Two courses required, one each from group A and B.

Group A:

English - Composition (one course, three semester units)
English 101, 101H

Group B:

Critical Thinking - English Composition (one course, three semester units) Communication Studies 227, English 102, 102H or English 103

This requirement must be met by completing a course at a California community college only. AP credit is not applicable.

Group C:

Oral Communication - CSU only (one course, three semester units) Communication Studies 105 or 105H

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(One course, three semester units minimum)

Business 291* (F05); Economics 291* (F05); Mathematics 103, 104, 111 (F04), 140, 140H, 211, 212, 213, 214, 215, 240; Psychology *135 (F07); Sociology *135 (F07)

AREA 3 - ARTS & HUMANITIES

(At least three courses, with at least one from the "arts" and one from the "humanities," nine semester units, "C" minimum)

Arts Courses:

Art 110, 111, 115, 205; Cinema 120, 121, 122, 123 (SP06), 131; Dance 100; Graphic and Multimedia Design 120 (F10); Media Entertainment Arts 102 (F10); Music 100, 105, 106, 107 (F03), 112; Photography 140 (F00); Theater 110, 220, 221

Humanities Courses:

Anthropology 210; Economics 170, 170H (F10); English 111 (F05), 135, 225, 250, 251, 260, 261, 262(F03), 263, 264, 265, 270, 271 (F96), 272, 273 (F99), 274 (F99), 275, 280 (F95), 281, 285; French 201, 202; History 101, 101H, 102, *111, 111H *112, 115 (Sp07), 116 (F06), 117 (F06), 120 (F00), 120H (F10), 130 (F06), 161 (F02), 165, 170, 170H (F10), 191 (F00), 192 (F00), 193 (F06), 210, 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01), 245 (F96); Humanities 100 (F02), 101 (F00), 150 (F02); Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 120, 220, 225 (F06), 240, 250 (F02); Sign Language 110 (F00); Sociology 200; Spanish 201, 202, 240

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

Anthropology 103, 103H, 105, *210, 220; Communication Studies 250, 256 (F97); Early Childhood Education 125 (F03); Economics 170, 170H (F10), 190, 201, 201H, 202; Environmental Studies 101 (S11); Geography 102, 104; History 101, 101H, 102, *111, 111H *112, 115, 116 (F06), 117 (F06), *120 (F00), 120H (F10), 130 (F06), 161 (F02), 165, 170, 170H (F10), 191 (F00), 192 (F00), 193 (F06), 210, 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01),

245 (F96); MEA 100; Political Science 150, 150H, 200, 230, 250, 270, 290; Psychology 101, 101H, 105, 109 (F02), 126, 172, 172H, 225, 230 (F00), 235 (F95), 240 (F03), 272; MEA 100; Sociology 101, 101H (F06), 102, 103 (F01), 105 (F97), 108 (F05), 110, 150 (F04), 200, 200H (F10), 207, 208 (F00), 210 (F00), 230, 233 (F04)

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

Underlined courses indicates a laboratory course**5A-Physical Sciences:**

Astronomy *100 (F97), *101, *102; Chemistry *110 (F02), *151, 151H, *201, 202, 255, 256; Environmental Studies 103 (S11); Geography 101, 101H, 101L (S06) 103; Geology 100, 101, 102, 105, *109, 218; Physical Science 101 (F03); Physics *101 (SP07), *110, *111, *220, *221, *222

5-B-Biological Sciences:

Anthropology 101, 101H (F10), 101L (F02); Biological Sciences *100 (F01), 104, *106, *107, 107H (F10), 130 (F95), 132, 140 (F02), *201 (F03), *202 (F03), *204, *205, *215, *216, 219 (F02), 221, 230 (F00), 240 (F02), *250; Psychology 102

5C-Laboratory Science :

Anthropology 101L (F02); Biological Sciences *100 (F01), 104, *106, *107, 107H (F10) *201 (F03), *202 (F03), *204, *205, *215, *216, 219 (F02), 221, 230 (F00), 240 (F02), *250; Chemistry *110 (F02), *151, 151H, *201, 202, 255, 256; Environmental Studies 103 (S11); Geography 101L (S06); Geology 100, 218; Physical Science 101 (F03); Physics *101 (SP07), *110, *111, *220, *221, *222

LANGUAGE OTHER THAN ENGLISH

UC requirement only. Proficiency equivalent to two years high school study. High School Transcript must be on file in Admissions and Records Office.

Arabic 101 (SU07); Chinese 101 (SU07); French 101; German 101; Italian 101 (F06); Sign Language 101 (F00); Spanish 101 or 101A (F00)

AMERICAN INSTITUTIONS

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

U.S. History (three units) and U.S. Constitution, State and Local Government (three units) required. Complete one course from each area below:

1. Economics 170, 170H (F10); History *111, 111H, *112, 120 (F02), 120H (F10), 130 (F05), 170, 170H (F10), 230 (F02), or 245
2. Political Science 150, 150H

Or complete History 111, 111H and 112 combined

Please consult with a COC Counselor. AP Exam scores of three, four or five may be used to satisfy any IGETC subject area except Critical Thinking - English Composition.

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

2012-2013 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. Students who transfer with GE certification will be responsible only for the upper-division requirements in general education. Certification is not automatic. A student must have completed 12 units in residence at College of the Canyons and must request GE certification from the Admissions and Records Office with the final transcript.

NOTICE:

1. These requirements apply to students who began college starting with the Fall, 2011 Semester.
2. Students must have a minimum of 60 transferable semester units with a "C" average (2.0 GPA) to be considered an upper division transfer. Of the 60 units needed, at least 30 semester units must be from the GE courses listed below. Students may earn up to (9) units of coursework with the grade of D).
3. Students must complete all of Area A (Communication in the English Language and Critical Thinking) and Area B-4 (Mathematics/Quantitative Reasoning) with "C" grade or better. Please be aware that some campuses may not let a student complete Area A and B-4 during the last term prior to transfer to CSU -- please see a counselor for specifics.
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

Nine units (Select three units from each sub-category)

A-1: Oral Communication:

Communication Studies 105, 105H (SP07), 223 (F97)

A-2: Written Communication:

English 101, 101H

A-3: Critical Thinking:

Communication Studies 225, 227 (F10); English 102, 102H, 103; Philosophy 106, 230 (F01); Sociology 108 (F01)

AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

Nine units (Select at least one three-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 (F96), 101, 102; Biological Science 218 (F03); Chemistry 110 (F02), 151, 151H, 201, 202, 221, 255, 256; Environmental Studies 103 (S11); Geography 101, 101H, 103(F08); Geology 100, 101, 102, 104, 105, 106, 107, 109, 218 (F09); Physical Science 101 (F01); Physics 101(Sp07), 110, 111, 220, 221, 222

B-2: Life Science:

Anthropology 101, 101H (F10); Biological Science 100 (F01), 104, 106, 107, 107H (F10), 130, 132, 140 (F02), 201(F03), 202 (F03), 204, 205, 215, 216, 219 (F02), 221, 230 (F98), 240 (F02), 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):

Anthropology 101L (F02); Biological Science 100 (F01), 106, 107, 107 H (F10), 201 (F03), 202 (F03), 204, 205, 215, 216, 218 (F03), 219 (F02), 221, 230 (F98), 231 (F01), 240 (F02), 250; Chemistry 110 (F02), 151, 151H, 201, 202, 221, 255, 256; Environmental Studies 103 (S11); Geography 101L (F05); Geology 100, 107, 218 (F09); Physical Science 101 (F01); Physics 110, 111, 220, 221, 222

B-4: Mathematics/Quantitative Reasoning:

Economics 291 (F97); Mathematics 102, 103, 104, 111 (F03), 130, 140, 140H, 211, 212, 213, 214, 215, 240; Psychology 135; Sociology 135

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

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

C-1: Arts: (Art, Dance, Music, Theater)

Art 110, 111, 115, 124A, 124B, 133 (F99), 140, 141, 205; Cinema 120, 121, 122, 123 (F06), 131; Communication Studies 150; Dance 100, 111, 121, 122, 131, 132, 141, 142, 170; English 105; Interior Design 114 (F02), 115 (F02); MEA 102(F10); Music 100, 105, 106, 107 (F03), 108 (F08), 112, 120, 121 (F00), 122 (F00), 123 (F00), 125, 126 (F00); Photography 140 (F00), 150, 160, 285; Theater 110, 140, 141, 190, 220

C-2: Humanities: (Ethnic Studies, Gender Studies, Literature, Philosophy, Foreign Language)

Anthropology 210; Arabic 101; Business 160 (F02); Chinese 101; Economics 170H (F10); English 102, 102H, 108 (F03), 109 (F03), 111 (F03), 135, 225, 250, 251, 260, 261, 262 (F03), 263, 264, 270, 271, 272, 273 (F98), 274 (F98), 275, 280, 281, 285; French 101, 102, 201, 202; German 101; History 101, 101H, 102, 111, 111H (F09), 112, 115, 116 (F06), 117 (F06), 120 (F00), 120H (F10), 130 (F06), 161 (F02), 165, 170, 170H (F10), 191 (F00), 192 (F00), 193 (F06), 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01), 245; Humanities 100 (F02), 101 (F00), 150 (F02); Italian 101 (F06); KPET 209; Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 120, 215 (F05), 220, 225 (F05), 240 (F02), 250; Sign Language 101 (F06), 102 (F06), 103, 250 (F06), 104 (F06), 110 (F00); Sociology 200; Spanish 101, 101A (F00), 102, 102A (F00), 150, 160, 201, 202, 240; Theater 240 (F00)

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

Nine units (Select classes from at least two of the sub-categories listed below. It is recommended that the American Institutions Requirement (AIR) be met within the selected nine units.)

D-0: Sociology and Criminology:

Sociology 101, 101H (F06), 102, 103, 103H (F10), 108 (F00), 110 (F03), 150 (F03), 200, 200H, (F10), 201, 203 (F01), 205 (F10), 207, 208 (F00), 210 (F00), 230, 233 (F01)

D-1: Anthropology and Archaeology:

Anthropology 103, 103H, 105, 220

D-2: Economics:

Economics 150, 201, 201H, 202, 202H (F10)

D-3: Ethnic Studies:

Anthropology 210, 215; Business 126 (F02); History 101, 102, 116 (F05), 117 (F05), 230 (F02), 240, 245; Political Science 290; Sociology 105 (F96), Spanish 240

D-4: Gender Studies:

Communication Studies 260 (F97); Health Science 243; History 120 (F00) 120H (F10); Political Science 290; Psychology 235; Sociology 200, 200H (F10)

D-5: Geography:

Geography 102, 104

D-6: History:

Economics 170, 170H (F10); History 101, 101H, 102, 111, 111H (F09), 112, 115, 116 (F05), 117 (F05), 120 (F00), 120H (F10), 130 (F06), 161 (F02), 165, 170, 170H (F10), 191 (F00), 192 (F00), 193 (F06), 210, 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01), 245

D-7: Interdisciplinary Social or Behavioral Science:

Communication Studies 246 (F95), 256 (S95); Early Childhood Education 120 (F02), 125 (F03); Environmental Studies 101 (F10); Gerontology 101; Health Science 243; Sociology 105 (F96)

D-8: Political Science, Government and Legal Institutions:

Political Science 150, 150H, 200, 210, 230, 250, 270, 290

D-9: Psychology:

Early Childhood Education 120; Psychology 101, 101H, 105, 109 (F02), 126, 172, 172H, 175, 180, 225, 230 (F00), 235, 240 (F03), 272

NOTE: The American Institutions Requirement (AIR) (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:

Complete one course from (a) and (b) below:

(a) Economics 170, 170H (F10); History 111, 111H, 112, 120 (F02), 120 (F10), 170, 170H (F10), 230 (F02) or 245

(b) Political Science 150, 150H

OR Complete History 111, or 111H and 112

AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

Three Units

Communication Studies 235, 250; Counseling 100 (F08), 110 (S07), 111, 112 (S10), 150 (F07); Dance 101 (F00), 107 (F06), 108 (F06), 130,133 (F00), 134 (F00), 135 (F00), 137 (F03), 180 (F00), (all Dance courses limited to two units); Gerontology 101; Health Science 100, 149 (F05), 150 (F00), 243; Kinesiology/PE Activity (KPEA) 100, 101A, 101B, 102, 103, 104, 105, 106, 107 (F07), 108, 108A, 109, 110, 111, 112, 113, 115, 118A, 118B, 118C, 119, 120, 121, 122, 140, 141, 150, 165A, 165B, 165C, 170A, 170B, 171, 175A, 175B, 180A, 180B, 180C, 185A, 185B, 185C, 195A, 195B, 195C, 196, 200, 245, 260, 275, 280, 290, Kinesiology/PE Intercollegiate (KPEI) 152, 153, 245, 250A, 250B, 255, 260, 265, 270, 275, 280, 290, 295 (All preceding PE courses are limited to two units toward this requirement); Kinesiology/PE Theory (KPET)150, 200 (F01), 204; MEA 100; Psychology 105, 150, 172 (F00), 172H, 230 (F00); Recreation 101 (F06), 103 (F06); Sociology 103, 103H (F10), 110 (F03), 201, 208 (F00), 230, 233 (F01)

Support Services & Programs

ACADEMY OF THE CANYONS

College of the Canyons has several important partnerships with the William S. Hart Union High School District. One of them is Academy of the Canyons, located in the Dr. Dianne G. Van Hook University Center on the Valencia Campus.

Academy of the Canyons (AOC) began as a middle college high school in which 11th and 12th grade students could take required high school classes and college classes at the same time. AOC now includes the Early College High School Program (ECHS), which is also in collaboration with the William S. Hart Union High School District and funded through the Bill and Melinda Gates Foundation.

Academy of the Canyons is now a 4-year high school blending both the middle college and early college initiatives. This program is designed for students who are mature and ready for a college campus experience. Applications are made through the high school district. For information regarding AOC, contact the principal at (661) 362-3056 or by

www.academyofthecanyons.com.

BOOKSTORE

Bookstore Hours

Please call the bookstore at (661) 362-3255 for current store hours.

The Campus Bookstore, located in Room STCN-134A of the Student Center Building on the Valencia campus, serves the general needs of the student body. The store stocks current semester textbooks, paperbacks, greeting cards, clothing, and miscellaneous supplies for sale to students, faculty and campus visitors.

Buyback

Students may sell their books back to the bookstore for cash every day. However, the best time for students to sell back their books and receive up to 50% of the retail price back is during finals week in May and December. Books sold back to the bookstore outside of finals week are not kept in the bookstore and students are not offered as much back.

All books sold back must be in good condition without water damage, missing pages or excessive writing. The covers of the books must be in good condition without tears or spine damage.

Website

Textbooks and COC clothing may be purchased 24 hours a day at the bookstore website www.coc.bncollege.com. Customers can request that orders be picked up at either campus bookstore location or shipped for their convenience. Please visit the website for additional information and updates including current store hours.

Refund Policy

Textbooks:

Full refund, if returned within the first week of class, in your original form of payment with a receipt.

- With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first 30 days of classes.

- No refunds or exchanges given on textbooks without a receipt.
- No refunds given on custom course materials, outlines or study guides.
- Textbooks must be in original condition with no opened shrink-wrap for full refund.

All Other Merchandise:

Full refund in your original form of payment with a receipt within 30 days of purchase.

- No refunds given on magazines or prepaid phone cards.
- All merchandise must be in original condition with a receipt.

CALWORKS PROGRAM

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

- 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
- Confidential liaison between program participant, the College, the Department of Public Social Services (DPSS), GAIN 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 cash aid (i.e. AFDC, TANF)
3. The student must be in compliance with DPSS and GAIN program requirements
4. A CalWORKs contract must be signed and followed by the student
5. The student must be in compliance with the College CalWORKs program requirements
6. 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 is available in the Student Support Center or call (661) 362-3271 on the Valencia campus. Information is available at www.canyons.edu/offices/calworks.

CAMPUS ACTIVITIES AND STUDENT DEVELOPMENT

Students are strongly encouraged to become involved with student development activities and opportunities for enrichment outside the classroom. These activities can be found on campus, online or in the surrounding community. Participation in such activities helps

students 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 located in Room STCN-102 in the Student Center on the Valencia campus.

Emerging Leaders Program

This program is designed to provide opportunities for students to develop their leadership skills and techniques through workshop attendance, participants network with local leaders in business, industry, and city government.

The program has five core categories of leadership including ethics and values; leadership development; communication; interpersonal skills; and process management. Within each of these core categories are numerous specific workshops in which students can participate.

Student Development has established a partnership with the SCV Jaycees to sponsor the program. The SCV Jaycees are active members of the Chamber of Commerce and are comprised of business professionals between 21 and 40 years of age. Generally, the facilitators for the Emerging Leaders Program will be provided by members of the SCV Jaycees.

The Emerging Leaders Program is self-paced, meaning students can choose how often they attend. They may choose to participate in one or more workshops per semester or year. When a College of the Canyons student participates and completes a total of 12 workshops and engages in a service project coordinated by the Jaycees, he/she will receive an official certificate of completion that can be attached to a resumé, or university or scholarship application.

Students who attain the certificate of completion will have their first year's membership dues in the SCV Jaycees paid for by the Associated Student Government, a sponsor of the Emerging Leaders Program.

For more information, please call (661) 362-3983 or drop by the Student Development Office in Room STCN-102 of the Student Center on the Valencia campus.

College Ambassador Program

The College Ambassadors at College of the Canyons are a group of highly motivated, energetic, well-spoken, and friendly students who act as official representatives of the college to the community. The ambassadors are responsible for providing outreach to potential students and their families, answering questions about College of the Canyons, and promoting the latest advances and achievements of the college. College Ambassadors strive to represent the college in a manner that exemplifies campus pride. They have a strong base of knowledge about the campus and leave a positive and lasting impression of College of the Canyons on those who come in contact with the Ambassadors.

The College Ambassador's mission is to promote College of the Canyons in a responsible, ethical,

positive, and professional manner to prospective and current students as well as faculty, staff, and the community. The College Ambassadors work directly with various college departments in order to serve as a public relations and institutional advancement team.

Associated Student Government (ASG)

The purpose of the Associated Student Government (ASG) 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 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. Cooperative financial support enables students to pay their own way for value received and at the same time makes a better and more extensive program possible.

ASG Benefits/Student Support Fee

The Associated Student Government provides benefits to all students who pay the student support fee at the time of registration, each term. The revenue generated from the student support fee funds student services, programs and campus activities that benefit all students and the campus.

ASG benefits also include reduced rates or free admission to most ASG-sponsored programs and activities such as concerts, athletic events, and lectures, as well as the following (subject to change without notice):

- FREE 25 Score Card (10-50% discount to 650+ merchants; learn more at www.25score.com)
- Discount movie tickets priced from \$6.50 to \$8.00 each for Regal, AMC and Pacific Theatres. To purchase, go to STCN-102, Valencia Campus or Quad 1C, Canyon Country Campus.
- Discount tickets and coupons to Southern California theme parks and attractions.
- ASG Computer Lab (STCN-124) privileges, including the use of 36 PC's, 3iMAC's, free color & black and white printed (limited use), copier, fax, scanner, and other general office supplies (need Student Support Fee sticker to use).
- FREE entry to all COC home athletic events (need Student Support Fee sticker for admittance).
- FREE or reduced prices to all ASG campus events.
- Over \$27,000 in ASG scholarship opportunities (apply at the Financial Aid office first six weeks of

spring semester; receive funds following fall semester).

- FREE legal services (consultation fee waived; legal consultant list is available in STCN-102).

Enjoy the following Performing Arts Center (PAC) savings:

- 50% off the regular ticket price on all “Arts on Campus” productions (Performing Arts Department productions).
- \$20.00 rear balcony seats for all “COC Presents” (professional engagement) shows.
- \$5.00 rear balcony seats for “Almost Free Family Series” shows.
- Student Rush: Day of Event Only, \$20.00 tickets for all “COC Presents” events and \$5.00 tickets for “Almost Free Family Series” shows. Pending availability at time of discount offer.
- Receive \$5.00 off the regular ticket price for specified “COC Presents” events (professional engagements at the PAC) with your 25Score Card. Excludes “Almost Free Family” shows along with rear orchestra and rear balcony sections.

COC students must purchase tickets in person at the PAC Box Office & Patron Services with valid COC student I.D. to receive the student discount. Limit of 2 tickets per student I.D., per event. No exceptions! Promotions are subject to change. All sales are final.”

Note: Benefits subject to change without notice.

To receive a refund of the optional student support fee, a student must opt out by the refund deadline date on the student’s individual class printout. Opting out of the fee and all of its associated benefits must be done in person during the registration period for the semester or term in question at any of the following locations: the Office of Student Development, Student Center, Room 102 or the Student Business Office, Seco Hall, Room 101 on the Valencia campus or Quad 1, building C at the Canyon Country Campus during posted business hours. Both locations will have extended office hours during the first two weeks of each semester and the first week of each term. Students may also contact the Office of Student Development directly at (661) 362-3648 to arrange for a special appointment if they are exclusively online students or if their work schedule does not permit coming to campus during regular or extended business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Student Development Webpages on the College’s Website at www.canyons.edu or email questions to studentsupportfee@canyons.edu.

Clubs and Organizations

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

Students are encouraged to develop new special interest groups on campus in addition to those which

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.

No student enrolled at the college may join or become a member of any fraternity, sorority, or club in violation of Section 10604 of the Education Code. Any student who violates Section 76035 or any other section of the Education Code will be subject to disciplinary action.

Student Resource Center

The Student Resource Center is a free service provided to all first-year students at College of the Canyons. The center offers a variety of programs and services that help first-year students adjust to college life including:

Cougar Mentor Program

The Cougar Mentor Program is a peer advisement program providing support and guidance to new students during their first year of college. Students can meet with a Cougar Mentor to find out about campus resources, student success tips, and how to navigate their way through College of the Canyons.

Student Success Seminars

Student Success Seminars are a series of free workshops offered to new students and any student who needs assistance. They are coordinated by the Cougar Mentor Program and facilitated by Cougar Mentors, faculty, and staff. Topics addressed at these workshops range from how to adjust to college life, to ways to succeed inside the classroom.

Student Involvement Campaign

A key to college success is becoming involved in an extracurricular activity. The Student Involvement Campaign is coordinated each fall semester to encourage students to become connected to the College by joining a campus club, organization, student government, or by participating in an extracurricular campus activity.

First Year Experience

As a way to provide further opportunities for success for students, the Student Resource Center offers the First Year Experience programs and services. Prior to, and at the beginning of the fall semester each year, a variety of fun and informative events take place providing a forum for new students to meet other students, staff and faculty. Students learn skills needed to be successful academically and socially at the collegiate level. These activities include Welcome Week, Student Success Seminars and Club Rush. These activities and events encourage new students to learn about student life, campus resources and services, academic programs, and skills needed to be successful students inside and outside of the classroom.

Empower Hours

The Student Development Office also offers workshops as part of the First Year Experience during the fall semester. These workshops focus on topics that are aimed at equipping students with skills and tools to help them succeed during the first year of college. Topics are facilitated by various faculty members and range from time management tips to test-taking skills.

Student Development Transcript Program

The Student Development Transcript Program (SDTP) offers students the opportunity to maintain an official record of their involvement in co-curricular activities. When applying for scholarships, jobs, and/or admission to colleges and universities that they wish to transfer to, students are able to supplement their record of academic achievements with the addition of their Student Development Transcript.

The Student Development Transcript Program is offered through the Office of Student Development (STCN-102). In order to receive a Student Development Transcript, each student must first register to be enrolled in the program. Students are encouraged to register for the program as soon as possible to ensure a complete transcript by the time they are ready to apply to transfer to a university or apply for a professional job or scholarships. The Student Development Transcript Program is not retroactive and only activities that have been verified for the current semester can be documented.

To register for the SDTP or for more information, drop by the Office of Student Development, located in the Student Center, STCN-102 or call (661) 362-3983.

Cougar Volunteer Program

The Volunteer and Service-Learning Center has established working agreements with off-campus community agencies and on-campus departments to provide volunteer opportunities for students. Volunteerism through the Cougar Volunteer Program provides many altruistic rewards for the volunteer. A recognition system exists to acknowledge students' involvement in these volunteer activities.

Service-Learning

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 also receiving class credit. The Volunteer and Service-Learning Center, located in the Student Center, room 110 on the Valencia campus, coordinates the placement of students with community agency partners, provides an orientation to the program, and monitors students' experiences. For more information, please call (661) 362-3422.

Photo Identification Card

All students are encouraged to obtain a student photo identification card through the Office of Student Development. Besides serving as a form of photo identification, the card is also used by many departments providing student services such as the tutorial lab, fitness center, and the library, which uses the card for books and materials checkout.

Once a student receives the initial card, he or she should keep the card for the entire time period during which the student may attend the College, even during periods of non-enrollment.

The initial card is the only one the student will receive during the student's attendance 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 student benefits for that semester.

CAMPUS SAFETY DEPARTMENT

The Department of Campus Safety is committed to providing and maintaining a safe and secure instructional environment while respecting the rights and dignity of individuals utilizing programs and facilities of College of the Canyons. The mission shall be accomplished within the constraints of federal, state and local laws and ordinances.

Valencia Campus:

Campus Safety Office X-8
661-362-3229 and 661-362-3239

If there is no one in the office, you may reach Campus Safety through the switchboard by dialing 0 or, if it is an **emergency, dial 7** from any on-campus telephone.

Canyon Country Campus:

Campus Safety Office: Quad 3 – 305A
17252 Sierra Hwy

Switchboard: Dial 3801

Emergency: Dial 77

661-476-3977 office phone with voice mail

CAREER SERVICES/JOB PLACEMENT

The Career Center offers students and community members the tools needed to explore career opportunities, market themselves to potential employers, and find full- or part-time employment. Career Services offers assistance with career exploration including assessment, and advisement. Job Search assistance includes resume critique and development; new job opportunities posted daily; internet access and use of fax and phone for job search; biannual job and career fairs; employer on-campus recruitment; and a series of career-related workshops such as resume development, interview prep, job fair prep, job search, etc. Appointments are available to meet with a Career Advisor. The Career Center is located in the Student Center, room 123, on the Valencia campus and in Quad 1-B110 at the Canyon Country campus. For more information call (661) 362-3286.

CHILD CARE - ON CAMPUS

The Children's Program in the Valencia Campus Center for Early Childhood Education has child care openings for financially qualified student-parents of children 12 months to five years of age.* The Children's Program on the Canyon Country Campus has child care openings for financially qualified student-parents of children three and four years of age.*

The centers offer 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) 362-3501 or (661) 362-3531.

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

CIVIC CENTER

The Civic Center Office is responsible for processing facility requests for use of the college facilities. Facility requests are available in the Administration Building (see Switchboard) or on the intranet under Facilities Planning Services, click the Services tab, scroll to Civic Center and click on the request link. Please submit a request at least two weeks prior to the event/needs. Facility use questions can be answered by calling (661) 362-3240.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program dedicated to assisting single parents who receive cash aid. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department, Department of Public Social Services, California Community College 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:

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

To be eligible for CARE, a student must:

- Apply for financial aid
- Be EOPS-eligible
- Be single and head of household
- Be 18 years of age or older
- Have a dependent child under age 14
- Be enrolled full time (12 units or more)
- Be pursuing a certificate, associate degree, or a transfer program
- Be a legal resident of California for over a year
- Receive current assistance from CalWORKs, TANF, or AFDC. CARE information is available in the Student Support Center on the Valencia campus or by calling (661) 362-3279 or www.canyons.edu/offices/eops/.

COUNSELING & PROGRAM ADVISEMENT

The mission of the Counseling Department is to help students reach their educational and career goals. The specific goals are to assist students with the effective use of campus learning resources, student services, and educational opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing

personal counseling assistance to students as it relates to achieving their educational objectives.

Program Advisors are available throughout open office hours at the drop-in desk in the Counseling Office for quick consultations. Program Advisors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact the Counseling Office or the counseling Webpage at

www.canyons.edu/offices/counseling to schedule private half-hour appointments with Counselors. 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. Students are responsible for making final decisions concerning their college programs.

New students may attend a New Student Advisement Workshop after completing the online orientation. By the end of the workshop, students will have developed a plan of classes to take their first semester at COC. All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals.

Counseling classes are taught by counselors and cover such topics as college-success skills, career development, and transfer planning. See Schedule of Classes for specific offerings. Specialized counseling is also provided through the DSP&S, EOPS, and CalWORKs.

PROGRAMAS Y SERVICIOS PARA ESTUDIANTES INCAPACITADOS

Si usted está inscrito en el programa de DSPS, consulte con dicha oficina ya que los recientes cortes presupuestales pueden haber alterado la información impresa en este programa.

La Oficina de Programas y Servicios para Estudiantes Incapacitados ofrece servicios de apoyo a estudiantes que tengan incapacidades físicas, psicológicas, lingüísticas y de aprendizaje. Algunos de los servicios que se ofrecen son: ayuda con la inscripción y con la selección de clases, asesoramiento académico y vocacional, tutorías, intérpretes, facilidades para tomar exámenes, ayuda para escribir las notas de clase, y conversión de textos a audio.

Para más información, comuníquese con el vice-rector de servicios para estudiantes, al 259-7800, extensión 3292, o vaya al edificio de administración, oficina A-101.

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

If you are enrolled in the DSP&S program, budget cuts may have created changes to the program subsequent to the printing of this schedule. Please check with the DSP&S office for any changes that may apply to you.

The Disabled Students Programs & Services (DSP&S) offers educational support services for students with a variety of disabilities, including those students with physical, psychological, communicative and learning disabilities.

Support services and accommodations include, but are not limited to, priority registration, scheduling assistance, academic and vocational counseling, tutorial lab, interpreters, test-taking accommodations, assistive technology and taped text.

For students with learning disabilities or suspected of a learning disability 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. Students with verified disabilities who require alternate formats of college publications and resources should check with DSP&S. Materials available include, but are not limited to, Braille, large print, books on tape and electronic text. These formats help accommodate students' specific needs and are created in the timeliest manner possible.

DSP&S serves as a liaison with the campus and community agencies on behalf of students with disabilities. Students may contact DSP&S in Seco Hall room 103 or by calling (661) 362-3341 in Valencia. In Canyon Country go to Quad 1 or call (661) 476-3813.

Students with verifiable disabilities who do not wish to avail themselves of the services of the DSP&S Department may still be eligible for reasonable accommodation and service. Contact the Vice President of Student Services (259-7800, extension 3292; or Web address: www.canyons.edu/dsps) located in A-101 for more information.

ECONOMIC DEVELOPMENT DIVISION

Services for the Community:

Small Business Development Center

SBDC offers free assistance to emerging businesses in the Santa Clarita Valley (SCV) by providing a wide variety of information and consulting.

For more information or to schedule a free appointment, call (661) 362-5900 or visit the Website at www.canyonsecondev.org and click on SBDC.

Employee Training Institute (ETI)

ETIs focus is to drive down costs, expand the talent pool in the local workforce, and help businesses adopt continuous improvement methods and processes. The ETI offers training programs customized to the needs of each business or organization. Training classes and services are offered at the client's site or at one of several college training locations. Class schedules are flexible with schedules based on the needs of the client. They can be offered before, during, or after business hours. Training offerings can be short or long-term, ranging from a single workshop to a series that runs over several months.

ETI fees are competitively priced, and ETI also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows

companies to stretch their precious training dollars farther. Call 661-362-3245 for more information, or come by our office in the University Center, room 279.

Center for Applied Competitive Technologies

The Center for Applied Competitive Technologies (CACT) is one of six technology centers hosted at California community colleges. This center is dedicated to helping California manufacturers compete successfully in the global marketplace by providing them with a single point of access to advanced technology training.

Call (661) 362-3111 or visit www.canyonsecondev.org and click on CACT for more information.

Center for International Trade Development (CITD)

As a newly designated CITD, the college's goal is to help business owners and entrepreneurs progress through the various stages of export/import trade development and help those businesses grow and succeed. Our CITD is one of nine offices located across the state, providing a full range of free or low cost trade assistance services to both companies and individuals looking to expand their international business presence. For more information call the Small Business Institute at 661-362-5900.

Fast Track Institute

The institute provides fast-paced, intensive, job preparation programs for job seekers, mid-career professionals, recent high school graduates and other community members looking for an opportunity to quickly jumpstart their career. Fast Track has two major focuses: entry level skills and professional certifications. Fast Track entry-level courses teach the job skills needed to quickly begin working in local businesses and industries where applicants with up-to-date training are in high demand. Most Fast Track courses take only a few months to complete, and result in participants completing a complement of skill competencies they can share with potential employers.

For more information visit www.canyonsecondev.org

WorkSource Center

The Santa Clarita WorkSource Center exists to help job seekers find the right job by giving them access to resources including internet access, employment workshops, interview preparation, computers and printers, communication tools including phone, fax and copy machines. Job developers and case managers assist clients with more focused job searches and employers with targeted recruitment.

For more information call: 661-799-WORK or www.canyonsecondev.org and click on WorkSource Center.

Advanced Technology Incubator

The Advanced Technology Incubator program provides entrepreneurs starting or developing technology-based products or services with additional resources and the in-depth support necessary to launch and grow a successful startup technology business.

For more information, visit www.canyonsecondev.org or call (661) 362-3241.

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 to university, those students who are eligible. The program's goal 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 are over and above traditional college programs. Qualified students may receive, but are not limited to:

- Academic counseling
- Personal counseling
- Vocational/Career counseling
- Peer advising
- Priority registration
- Meal cards
- Financial aid referrals
- Transfer assistance
- College survival workshops
- Special tutoring
- First-day book services
- School supplies
- Computer usage
- Study skills workshops
- Cultural awareness activities
- Other services as determined by need

EOPS Eligibility Criteria

1. Full-time student (12 units or more)
2. Legal resident of the State of California
3. Eligible for the Board of Governors fee waiver
4. An EOPS contract must be signed and followed
5. 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 the Student Success Center on the Valencia campus, and Building 1B (by appointment) on the Canyon Country campus or by calling (661) 362-3279 or www.canyons.edu/offices/eops/.

PROGRAMA Y SERVICIO DE OPORTUNIDAD EXTENDIDA (EOPS)

El Programa y Servicio de Oportunidad Extendida (EOPS en inglés) es una programa estatal de retención de estudiantes, cuya misión es reclutar y ayudar a estudiantes cualificados, que no podrían asistir de otro modo a la universidad.

El objetivo del programa es servir a personas de diferente extracción social, animándolas y ayudándolas para que continúen su educación a nivel de la universidad comunitaria. De forma más concreta, el Programa y Servicio de Oportunidad Extendida desarrolla programas, servicios, técnicas, y actividades adicionales a los programas universitarios tradicionales. Hay también estudiantes asesores a su disposición para ayudarlo.

Para obtener solicitudes del Programa y Servicio de Oportunidad Extendida, o para más información, puede ir a la oficina de EOPS en el campus de Valencia o puede comunicarse a (661) 362-3279.

Ayuda económica

Cualquier estudiante puede solicitar ayuda económica (becas, préstamos y/o trabajo). Para ello, debe llenar la solicitud de Ayuda Federal para Estudiantes (FAFSA). Puede obtenerse en persona en la oficina de Ayuda Económica para estudiantes (SCOH-110) o por el Internet en www.fafsa.ed.gov Para más información, favor de comunicarse al (661) 362-3215.

FINANCIAL AID AND SCHOLARSHIP PROGRAMS

Federally and State-funded student financial aid provides access to a college education to those students who otherwise would not be able to afford one. The Financial Aid Office provides a complete array of student services that are designed to help students with educationally-related expenses pay for their college education.

COC participates in these financial aid programs:

- Board of Governors Enrollment Fee Waiver (BOGW)
- Cal Grant B & C
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy
- Federal Direct Loans
 - Subsidized
 - Unsubsidized
 - PLUS (Parent Loan for Undergraduate Students)

Grant, loan and workstudy job opportunities may be available to any College of the Canyons student who establishes financial need by completing the financial aid process. Students must complete a financial aid application online at www.fafsa.gov. Eligible students will be awarded financial aid through various types of programs as funding is available. Eligible applicants will be expected to maintain standards of progress to remain eligible for financial aid.

Additional information and criteria for each of the grant, loan and work study programs can be obtained on the College of the Canyons Financial Aid Webpage www.canyons.edu/money4college. Additional information regarding financial aid services is available in the Financial Aid Office located in SCOH-110, or by calling (661) 362-3215, or email at finaid@canyons.edu. On the Canyon Country Campus go to Quad 1 or call (661) 362-3804.

Fee Waiver

The Board of Governors Enrollment Fee Waiver (BOGW) is for California residents only. Students who qualify for the BOGW, will have their enrollment fees waived for the fall, spring, winter and summer sessions. By applying via the FAFSA, students will be considered for all of the financial aid programs, including the BOGW enrollment fee waiver. There is also a separate BOGW application available in the Financial Aid Office, in the College of the Canyons class schedule or on the college Website at www.canyons.edu/money4college.

Grants

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

Loans

Low-interest loans made by the Federal government, are available to students to help pay for education costs. College of the Canyons offers three types of Federal Stafford student loans – subsidized, unsubsidized and PLUS loans. The Stafford student loans must be repaid by the student usually beginning six months after leaving college. Current and former students who are in default on their Federal Stafford Loan will not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be forwarded to other institutions.

SCHOLARSHIP PROGRAMS

College of the Canyons offers two types of scholarship programs:

Institutional Scholarships

Students applying for the COC annual institutional scholarship program must submit an online scholarship application. Applications are available annually in February at www.canyons.edu/scholarships. Student notification is in May for awards which will be disbursed in the following academic year.

Outside Scholarships

In addition to the annual program for students, many community groups and organizations also sponsor student scholarships as a means of expressing confidence in College of the Canyons students. Scholarships usually range in amounts from \$200 to \$1000 and are made available intermittently throughout the year. Student eligibility varies according to each individual scholarship; therefore, scholarship applications must be filed for each individual scholarship for which the student wishes to be considered. Scholarship deadlines vary. Scholarships have pre-established criteria which may include any or all of the following: academic merit, specific educational major, financial need, college/community involvement, and/or transfer to 4-year college/university. Scholarship applications may also require letters of recommendation.

An up-to-date listing of available scholarships is available on the financial aid Webpage at www.canyons.edu/money4college. Further information is available from the Financial Aid Office which is located in SCOH-110, (661) 362-3515. Information is also available at the Canyon Country Campus, call (661) 362-3804 or go to Quad 1.

Student Employment - Workstudy

The Federal Workstudy Program (FWS) allows students to earn money for their educationally-related expenses through a variety of on-campus workstudy positions. These positions are usually tied to community service or to the student's educational major. Federal Workstudy is awarded through the FAFSA application and funding

is limited. While participating in the Federal Workstudy program, a student must be enrolled at least half-time (six or more units) and maintain a minimum 2.0 GPA. Students awarded Federal Workstudy can log onto the college website at www.canyons.edu/money4college to check available job listings.

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 an online housing board listing available rooms, apartments, and houses for rent. However, the college assumes no responsibility for inspecting or supervising and validating 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. The landlords agreement with this statement must be submitted electronically to the College at the time of completing the online posting of information prior to listing. For more information and to view the online housing board please visit:

www.canyons.edu/Offices/Student_Development/housing.

INTERNATIONAL STUDENTS PROGRAM (ISP)

The International Students Program (ISP) assists all foreign students attending the college. Located in the Student Support Center, the ISP staff can assist students who wish to obtain I-20 certification as a step to receiving an F-1 student visa. Counseling of foreign students is available from the ISP staff, who will provide academic, vocational and personal counseling to foreign students. Students are encouraged to contact the ISP Office by calling (661) 362-3580 to make an appointment.

LEARNING RESOURCES

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

LIBRARY

The college library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, instructor reserves, open computer lab (with internet access and word processing available), and interlibrary loans. Printing from many computer stations is possible with the purchase of a print card in the library or TLC Lab. Materials include books, pamphlets, magazines and newspapers; audiovisual media such as videotapes, DVDs, CDs and CD ROMs are also available. A number of online databases are accessible to students, faculty,

and staff on campus and at home; these include ProQuest (a large full-text periodical database), Biography Resource Center, NetLibrary and CQ Researcher.

On the Valencia Campus, the Open Media Lab on the library's second floor houses the video/DVD library, foreign language instructional material, English as a Second Language material, and circulation keys for most group study rooms. The library on the Canyon Country campus is located in Quad 3 room 307.

The library Website, with links to online databases, the online catalog and many special resources, can be accessed at www.canyons.edu/offices/library.

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

Mathematics, Engineering, Science Achievement (MESA) is an enrichment program for students majoring in math, engineering and the sciences. Participation in the program helps to build the skills needed to be successful in math and science courses at COC and beyond. We will also assist with the transfer process. Academic Excellence Workshops help in gaining content mastery for courses such as calculus and general chemistry. The program also supports the development of student learning networks, access to technology, academic advisement, and other support services. The MESA Student Study Center, located in Aliso Lab, room ALLB-114 on the Valencia campus, provides a place where students can study, participate in workshops, and receive free academic support. For more information about the program please call (661) 362-3448.

PARKING AND TRAFFIC REGULATIONS

Permits are required in all student lots seven days a week, 24 hours a day, 365 days of the year. Student permits are valid in student lots only.

Display of Permit

On both campuses, permits must be displayed clearly from the rear view mirror when parking. Failure to display a valid permit may result in a parking citation for the amount of \$25.

Refund of Parking Fees

See Refund Policy

Citations

The Security Department receives its authority to enforce the traffic and parking regulations from the California Penal Code, the California Vehicle Code and the Municipal Court. Ignoring a citation will result in immediate legal action in the form of additional penalties and a hold being placed on your vehicle registration with the Department of Motor Vehicles.

Citations will be issued for violation of provisions of the California Vehicle Code as well as the following special college regulations under Section 21113 C.V.C.:

1. Any vehicle parked in a regular stall shall have displayed a valid Student Parking Permit which must be displayed clearly from the rear view mirror when parking in college parking lots. Students with vehicles without permits may purchase a temporary

parking permit from the permit vending machines, located in lots #6, 8, 13 and 15 on the Valencia campus and in lots #2 and 3 on the Canyon Country Campus, which requires \$2.00 in coins, dollar bills or credit/debit cards for an all-day parking permit good in any student lot.

2. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code.
3. Parking is not allowed in any area that does not have a clearly marked stall.
4. Vehicles parked within a stall shall not overlap the lines that designate that stall.
5. All vehicles shall be parked heading into a parking stall.
6. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows.
 - a. **RED ZONE** - indicates no parking or stopping anytime, whether the vehicle is attended or not.
 - b. **YELLOW ZONE** - indicates a fifteen- (15) minute time limit for loading and unloading vehicles. Vehicles parked in these areas must leave flashers on.
 - c. **GREEN ZONE** - indicates thirty- (30) minute parking as marked.
 - d. **BLUE ZONE** - indicates handicapped persons' parking area only with special permit.
7. No person shall abandon, leave standing, any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Campus Safety Department. Violations will result in vehicle removal and storage.
8. No person shall drive any unlicensed vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of College of the Canyons without permission. Any unidentifiable vehicle on campus is subject to removal and storage. Exception is made for district-owned vehicles.

Special Parking Areas

VISITORS - Thirty-minute time areas are designed with green curbs on the Valencia campus and Canyon Country Campus. If any visitor is going to be in a space for longer than the designated time limit, he/she should purchase a temporary parking permit from the permit vending machines. Located in lots 6, 8, 13 and 15 on the Valencia campus and lots 2 and 3 on the Canyon Country Campus.

HANDICAPPED - Several areas on both campuses are designated for handicapped parking. Vehicles parked in these blue-lined parking stalls are required to properly display a California handicapped placard.

STAFF LOTS - Staff members must have properly affixed on their vehicles, a staff parking permit. Staff permits are not valid in metered stalls, handicapped areas or red zones.

MOTORCYCLES - May park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia campus and across from Quad 2

on the Canyon Country Campus. They shall have a student motorcycle permit. A staff permit is required on all motorcycles parking in staff lots.

For additional parking information visit our Website at www.canyons.edu/offices/campussafety.

Parking Lot Security

The college provides personnel to patrol the parking lots. However, persons parking on district property do so at their own risk. Santa Clarita Community College District does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on district property.

PERFORMING ARTS CENTER

The Santa Clarita Performing Arts Center at College of the Canyons opened in 2004 and provides performance space for college instructional productions, professional and community entertainment and informational programs. Developed in partnership with the City of Santa Clarita, the PAC boasts a spectacular proscenium theater seating more than 900 and a state-of-the-art sound system, as well as an experimental "black box" theater. Information may be found at www.canyonspac.com.

PHYSICAL EDUCATION/ATHLETICS (KPEI)

The college has 16 intercollegiate Cougar athletic teams that compete in the Western State Conference. Cougar men's teams compete in baseball, basketball, soccer, cross country, football, golf, swimming, and track and field. Cougar women's teams compete in basketball, cross country, golf, soccer, softball, swimming, track and field, and volleyball. Intercollegiate athletic competition is governed by the California Community College Commission on Athletics. Information may be found at cocathletics.com

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (nine of these 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 counselor (in WPEK-107) to determine athletic eligibility and to complete a student educational plan.

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 on selected Saturdays. While the traditional semester lasts for approximately 16 weeks, most PACE classes run in eight-week sessions. If a student takes two classes at a time, they are able to complete 12-15 units per semester. In only five semesters, taking two courses each session, they can fulfill most requirements for the associate degree and prepare to transfer to a university.

Features of the PACE program include:

- College courses for busy adults
- Classes meet on selected Saturdays
- Classes that start every seven weeks
- Career skills enhancement

- Completion of an associate degree or preparation to transfer in only five semesters
- Choose from Business Administration, Liberal Studies, or Social Science tracks

For more information, see

www.canyons.edu/offices/pace or contact the PACE office at (661) 362-3525 or by email at: pace@canyons.edu.

STUDENT HEALTH & WELLNESS CENTER

The mission of the Student Health & Wellness Center is to keep students physically and emotionally healthy so they can succeed in school and life. Quality clinical services, innovative health promotion activities, referrals and assistance in securing affordable health insurance are provided in a caring, confidential, cost effective and convenient manner for COC students.

Eligibility

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

Cost

No charge is made for most services. A nominal fee is charged for certain laboratory tests or injections.

Personnel

A registered nurse and/or nurse practitioner, mental health counselors and a registered dietitian are available by appointment during Student Health & Wellness Center hours.

Services include:

- Treatment of acute illness
- Mental health counseling with a psychologist
- Blood pressure checks
- Free health literature for personal use
- Family planning: information, pap tests, birth control, pregnancy tests
- Screening and treatment for sexually transmitted infections
- Nutritional counseling with a registered dietitian
- Help to apply for Medi-Cal, Family PACT or group student health insurance
- Vaccinations
- Referrals to physicians and other health agencies
- First aid
- T.B. skin test
- Laboratory testing

Treatment of a Minor

Any student under the age of 18 is required to have a parental consent form signed prior to receiving treatment, except in emergencies or cases exempted by state law. A minor student's parent must sign permission for treatment at time of enrollment.

Accident Insurance

Accident insurance is included in the student health 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 insurance carriers may be obtained in the Student Health & Wellness Center, Student Center, room STCN-122 on the Valencia campus and in Quad 1B

on the Canyon Country campus or call (661) 362-3259 for further information.

Health Recommendation

Each student should be free from any communicable disease. It is strongly recommended that student immunizations are current, including two doses of the measles-mumps-rubella vaccine and a tetanus-diphtheria-pertussis (Tdap) vaccination within the past 10 years.

VALENCIA CAMPUS

Student Health and Wellness Center
Student Center Room 122
(661) 362-3259

CANYON COUNTRY CAMPUS

Student Health and Wellness Center
Quad 1B
(661) 362-3812

TRANSFER CENTER

The Transfer Center serves as a clearing house for transfer activities and information. The Transfer 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 Center students will receive assistance in reaching their transfer goals. In addition, the Center offers workshops to assist transfer-ready students in completing admission's applications, the writing of personal statements and the overall knowledge of the transfer process.

University representatives are available by appointment to provide counseling on up-to-date information on their admission requirements, financial aid, housing facilities, majors and much more. Also available is a 1 unit CSU transferable course entitled, Counseling 120 "University Transfer Planning."

Students may obtain additional information by visiting the Transfer Center, Student Center, "A" Building Counseling Departments on the Valencia campus and Building 1C on the Canyon Country campus or by calling (661) 362-3455. Please go to the Website at

www.canyons.edu/offices/transfercenter to get information on activities and events.

TUTORING - THE LEARNING CENTER (TLC)

The Learning Center provides no-cost tutorial assistance for registered College of the Canyons students in English, mathematics, and many other disciplines on a walk-in basis. In addition, computers with Web development software (such as Photoshop, Dreamweaver, Flash), Microsoft Office which includes Word, Excel, PowerPoint, and Access along with many course-related multimedia tutorials including nursing, English, math, and chemistry) are available for student use. Tutors are available to assist students with any questions regarding the computers and software. We also offer support for Blackboard. In addition, TLC Lab offers group workshops for Supplemental Learning and individual Guided Learning Activities. The entrance to The Learning Center is located on the west side of the Library. The Zone, the tutoring lab for student athletes, is located in HSLH-203. On the Canyon Country campus, TLC Lab is located in Quad 3, Room 306.

UNIVERSITY CENTER

The Dr. Dianne G. Van Hook University Center affords students the opportunity to earn selected bachelor's and master's degrees or credential programs from one of several accredited colleges and universities on the College of the Canyons Valencia campus.

The University Center is home to numerous colleges and universities committed to making degree programs readily available to residents and employers of the Santa Clarita Valley. For more information regarding any of the universities and upcoming programs, please call (661) 362-5150, visit the Website at

www.cocuniversitycenter.com.

VETERAN'S INFORMATION

The college is approved for veteran's education and training by the California State Superintendent of Public Instruction. The college is also approved by the Council for Private Post-secondary and Vocational Education for the training of veterans and other eligible persons. Veterans are encouraged to call (661)362-3469 or go to www.canyons.edu/offices/Admissions/veterans. Veterans Affairs is located in Building X-9 on the Valencia campus 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:

1. **Montgomery GI Bill** - Active Duty Educational Assistance program (Chapter 30),
2. **Montgomery GI Bill** - Selected Reserve Educational Assistance program (Chapter 1606) and
3. REAP – Reserve Educational Assistance Program (Chapter 1607)
4. **VEAP** (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.
5. **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 which entitles them to compensation 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.
6. 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 who were missing in action or captured in the line of duty.
 - Service persons forcibly detained or interned in the line of duty by a foreign government or power.

7. **New GI Bill** – The Post 9/11 GI Bill (Chapter 33).

Additional information regarding any of the above Chapters may be obtained from the Department of Veteran's Affairs, P. O. Box 8888, Muskogee, OK 74402-8888. For individual questions regarding claims, benefits, or payments call (888) 442-4551.

To start using your benefits, please go to the U.S. Department of Veterans Affairs Website at <http://vabenefits.vba.va.gov/vonapp/main.asp>. Once you submit your application, you can meet with the VA advisor at College of the Canyons. To make an appointment, please visit the College of the Canyons VA Website at www.canyons.edu/offices/Admissions/veterans.asp.

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition-free assistance at any California post-secondary educational institution (community college or university). Additional information may be obtained from the Los Angeles County Veterans Service, 335-A East Avenue K #6, Lancaster, CA 93535, (661) 723-4495.

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 the end of their second semester of attendance 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 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 required to leave due to a call to action prior to the end of the term must file an Academic Standards Committee petition with the Veteran's Office. Official orders must be attached to the petition.

Academic Probation and Disqualification of Veterans Benefits

Federal regulations prohibit the certifying of a veteran or dependent who has been dismissed for substandard academic work or lack of progress. Veterans and dependents follow the same academic standards set for all students attending the College. See the section on "Probation/Dismissal" listed in this catalog for specific information.

Extended Benefits

The Veterans Administration assumes that when students receive an associate degree or complete 70 semester units, they have met their objective. Any additional coursework 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 satisfactorily completed previous training. 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 in the following pages.)

INTERNSHIPS

The Internships Department offers students an opportunity to receive college credit through Cooperative Work Experience Education (CWE) courses. CWE courses have been integrated into programs throughout the College. Internships allow students to apply knowledge gained in courses to an actual work setting. In addition to college credit, students are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting. Information regarding student eligibility requirements is available from the Internship Office by calling 661-362-3309. To search for an Internship and find out more about how to obtain an internship, visit www.canyons.edu/interns or stop by the office located in Student Center, room STCN-123 on the Valencia campus.

Instructional Programs

College of the Canyons offers credit education in four areas: general education, transfer education, career/technical education and college success skills.

General Education

Many courses are taken by students to meet general education requirements for associate degrees or transfer. 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 from their participation.

Transfer Education

College of the Canyons provides preparation for transfer to four-year colleges and universities in a variety of majors. The transfer courses are articulated to either or both the California State University and University of California systems (designated in the course description as CSU and UC courses, respectively) as well as other transfer institutions.

Career/Technical Education

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

College Success Skills

Many courses in the English and mathematics departments are oriented toward allowing students to develop language (reading, spelling and writing) or mathematics skills (basic arithmetic through high school courses) that are needed for college success.

DISTANCE LEARNING

Distance Learning opportunities support the district's mission to provide education, training, and lifelong learning opportunities to all who seek them. Technology is utilized to make a wide range of college courses available to students unable or who do not wish to attend traditional on-campus classes. Distance Learning currently includes three formats: online, hybrid, and educational travel. Each of these options offers a variety of learning opportunities and delivery methods and are listed in each schedule of classes and at www.canyons.edu/distancelearning or call (661) 362-3600.

Online Classes

Online classes require no on-campus meetings. To access the class, regular access to a computer with modem and World Wide Web browser software such as Internet Explorer is required. Also required is access to an internet service provider. Communication occurs with instructor(s) and/or other online students via email and in an online classroom. Some classes may require proctored testing that can be arranged through the college's TLC on the Valencia campus.

Hybrid Online-based Classes

Hybrid internet-based classes meet on campus at least once during the semester with remaining classwork conducted via the Internet. There may be on-campus orientation meetings and periodic on-campus testing. The same level of technology as used with online classes is required.

Educational Travel Program

College of the Canyons' Educational Travel Program provides individuals an opportunity to broaden their knowledge and perspective, as well as to enhance their ability to effectively apply what they have learned in a classroom setting to an international environment.

Courses are delivered in a combination of online, on-campus and/or on-site lectures and/or field work.

For more information about educational travel opportunities visit www.canyons.edu/offices/educational/travel or www.canyons.edu/travel.

SPECIAL COURSES

Special Topics

Courses listed as 198 (transferable) or 098 (non-transferable) or 097 (non-degree applicable) are offered in a department to add depth to the course offerings. Special topics courses in a department's curriculum offer the same pedagogy but with a focus area that changes from term to term. Topics are differentiated from one another within the department offering, by a unique letter designation after the number (i.e. 198 A, B, C).

Experimental Courses listed as 199 or 099

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

COURSE DESCRIPTIONS

Course descriptions are arranged alphabetically by subject discipline 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.

Repeatability

Some courses may be repeated for credit, but only if explicitly indicated in the description. Unless otherwise indicated, a course may only be taken once for credit. Students wishing to repeat a course for the purpose of recalculating the grade point average should refer to the policy regarding "Course Repetition."

Below each course title, the units, hours, prerequisites, and course description is given. Students should read this material carefully to ensure 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 (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.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

CLASSES THAT DO NOT PROVIDE CREDIT

Continuing Education (Noncredit Courses)

Continuing Education classes, also known as "noncredit," are financially supported by the state of California and are offered tuition-free. Continuing Education classes are designed to provide students with a high-quality learning experience. Tuition-free classes include GED Preparation, ESL (English as a Second Language), Citizenship, and Health and Safety Courses. These classes are offered as the State's funding agenda permits. Some courses may require a materials fee or the purchase of a textbook. These classes do not earn college credit. For more information please call the Continuing Education Office at (661) 362-3304 or visit www.canyons.edu/CE.

Community Education

The Community Education Program provides learning opportunities for the entire community through short-term classes in a variety of topics, including: short-term vocational programs, summer youth programs; traffic school; driver's education; and hundreds of online classes in a wide variety of subjects. None of the classes earn college credit and are offered for a nominal fee. For more information please call the Community Education Office at (661) 362-3300 or visit www.canyons.edu/communityed.

INSTRUCTIONAL PROGRAMS

Program	Associate Degree	Certificate of Achievement	Certificate of Specialization	Courses Only	Program	Associate Degree	Certificate of Achievement	Certificate of Specialization	Courses Only
Administration of Justice	X	X			Hotel/Restaurant Management	X			
Alternative Energy					Hotel Management	X			
Solar Energy Technician			X		Restaurant Management	X			
American Sign Language Interpreter	X				Humanities				X
Architectural Drafting	X	X			Interior Design	X	X		
Architectural Computer Aided Drafting			X		Home Staging			X	
Art	X				Interior Decorating and Merchandising		X		
Astronomy				X	Set Decorator			X	
Athletic Training	X				Kinesiology	X			
Personal Trainer			X		Land Surveying	X	X		
Automotive Technology	X	X			Liberal Arts and Sciences (Transfer)				
Biological Sciences	X				Humanities Emphasis	X			
Biology				X	Mathematics & Science Emphasis	X			
Biotechnology		X			Social & Behavioral Sciences Emphasis	X			
Business					Liberal Studies				
Accounting Technician	X	X			Elementary Teaching Preparation	X			
Accounting (transfer option)	X	X			Library Media Technology				X
E-Commerce/Business			X		Manufacturing Technology				
Finance			X		Automated Machining			X	
Human Resources Management	X	X			CAD/CAM			X	
Insurance-Property and Casualty		X			CATIA			X	
International Trade-Finance			X		Machining/CNC			X	
International Trade-Marketing			X		Mathematics	X			
Marketing	X	X			Mathematics (transfer option)	X			
Restaurant Entrepreneur			X		Media Entertainment Arts				
Retail Management		X			Animation Production	X	X		
Small Business Management	X	X			Computer Animation	X	X		
Chemistry				X	Filmmaking	X			
Cinema				X	News Reporting and Anchoring			X	
Communication Studies	X				Sound Arts	X			
Computer Electronics				X	Video Game Animation		X		
Computer Information Technology					Medical Laboratory Technician	X			
Administrative Assistant	X	X			Modern Languages				
Computer Applications	X	X			Arabic				X
E-Commerce/Technology			X		Chinese				X
Medical Office Administrative Assistant			X		French	X			
Web-Site Development			X		German				X
Computer Networking	X	X			Italian				X
Linux/UNIX Administration			X		Spanish	X			
Network Associate			X		Music				
Security Technologies			X		Composition	X			
Computer Science	X				Concert Performance	X			
Construction Management	X	X			Guitar Performance	X			
Building Inspection		X			Jazz Performance	X			
Counseling				X	Voice Performance	X			
Culinary Arts		X			Nursing				
Baking and Pastry			X		Certified Nursing Assistant			X	
Dance				X	Home Health Aide			X	
Drafting					LVN to RN Career Ladder	X			
Architectural Drafting	X	X			Registered Nurse (RN)	X			
Mechanical Drafting		X			Paralegal	X			
Early Childhood Education	X				Philosophy	X			
Core			X		Photography				
Infant/Toddler		X			Commercial Photography		X		
Preschool		X			Fine Art Photography	X	X		
School Age		X			Physical Science				X
Special Education		X			Physics (Transfer Option)	X			
Supervision/Administration of Childrens Programs		X			Political Science				X
Economics				X	Psychology	X			
Engineering	X				Psychology (Transfer Option)	X			
Mechanical Drafting			X		Real Estate	X	X		
English	X				Recreation Management	X			
English as Second Language				X	Social Science	X			
Environmental Studies				X	Sociology	X			
Fire Technology					Sociology (Transfer Option)	X			
In-Service	X				Theater	X			
Pre-Service	X	X			Theater Arts ((Transfer Option)	X			
General and Emerging Technologies					Theater Performance	X			
Laboratory Technician			X		Water Systems Technology	X	X		
Geographic Information Systems				X	Welding	X	X		
Geography				X	Shielded Metal Arc Welding (SMAW)			X	
Geology				X	Wine Studies				X
Gerontology					Hospitality Wine Services				X
Skills for Healthy Aging Resources and Programs (SHARP)			X						
Graphic & Multimedia Design									
Graphic Design	X	X							
Multimedia	X	X							
Health Science				X					
Emergency Medical Technician I			X						
History	X								

Program/Course Description

ADMINISTRATION OF JUSTICE

Associate in Science Degree and Certificate of Achievement: Administration of Justice

The Administration of Justice program focuses on the study of law enforcement in the United States with the primary emphasis on California law, procedures, and evidence. The student gains an insight into the history of law enforcement, the evolution of law, both Constitutional and statutory, investigative techniques, report writing, evidence, and criminal procedure.

Upon successful completion of the Administration of Justice degree program, the student will have a general, but very practical knowledge of modern law enforcement in the United States and an in-depth knowledge of California criminal laws and techniques.

Target occupations typical to this major include Police Officer, Deputy Sheriff, Highway Patrol Officer, Correctional Officer, FBI Agent, DEA Agent, Secret Service Agent, Customs Officer, Border Patrol Officer, Evidence Technician, Security Officer, Loss Prevention Officer, and Private Investigator.

NOTE:

Most law enforcement agencies have extensive testing procedures prior to hiring including written, oral, and psychological tests and require the applicant to complete additional rigorous academy training prior to being hired. Most federal agencies require a bachelor's degree prior to appointment. Security officers employed in the state-of California must take additional courses and pass state approved examinations in order to meet state mandates.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge for academic training in a police academy.

Program Requirements:

Units required: 24

	Units
ADMJUS-101 Introduction to Law Enforcement . . .	3.0
ADMJUS-110 Principles and Procedures of the Justice	3.0
ADMJUS-125 Criminal Law	3.0
ADMJUS-126 Substantive Criminal Law	3.0
ADMJUS-130 Report Writing for Law Enforcement	3.0
ADMJUS-135 Evidence	3.0

Plus six units from the following:

ADMJUS-150 Police Field Operations	3.0
ADMJUS-155 Criminal Investigation	3.0
ADMJUS-160 Traffic: Enforcement and Investigation	3.0
ADMJUS-175 Organized Crime and Vice	3.0
ADMJUS-180 Dangerous Drugs and Narcotics . . .	3.0
ADMJUS-185 Police-Community Relations	3.0
ADMJUS-250 Basic Academy	14.0 - 22.0

ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the history, philosophy and practical aspects of the U.S. Criminal Justice System, including related subsystems, concepts, terms and theories of law enforcement, the judiciary and correctional systems. UC credit limitation: ADMJUS-101 and 110 combined maximum credit one course.

ADMJUS 110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

Units: 3.00

UC:CSU 54.00 hours lecture

Presents an in-depth study of the history, role and responsibility of each primary segment within the Administration of Justice system: Law Enforcement, Judicial and Corrections. Each subsystem is examined from the initial entry to final disposition and the relationship each segment maintains with its system members. UC credit limitation; ADMJUS-101 and 110 combined, maximum credit one course.

ADMJUS 125 CRIMINAL LAW

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the historical development, philosophy of law and U.S. Constitutional provisions, including definitions, classification of crimes, concepts of legal research, case law and concepts of law as a social force. Discusses various elements of crimes and relates common law to current California law.

ADMJUS 126 SUBSTANTIVE CRIMINAL LAW

Units: 3.00

CSU 54.00 hours lecture

Presents the substantive laws most often encountered by municipal, county, or state police officers. The course includes an in-depth examination of the most commonly encountered misdemeanor and felony violations of the California law.

ADMJUS 130 REPORT WRITING FOR LAW ENFORCEMENT

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: ENGL-091 or ENGL-094
Reviews basic investigation principles, note-taking techniques and rules for writing police reports, warrants and memos. Specifically designed for individuals considering law enforcement, security work or those currently employed in these fields.

ADMJUS 135 EVIDENCE

Units: 3.00

CSU 54.00 hours lecture

Introduces the basics of law enforcement and the study of law while reviewing relevant constitutional issues, Supreme Court decisions, and the federal Rules of Evidence. Also discusses types, kinds and preservation of evidence, the Hearsay Rule, admissibility, privileges, identification, and search and consent.

ADMJUS 150 POLICE FIELD OPERATIONS

Units: 3.00

CSU 54.00 hours lecture

Explores the theories, philosophies, and concepts related to the role expectations of the line enforcement officer, including patrol, traffic, and public service responsibilities and their relationship to the administration of justice.

ADMJUS 155 CRIMINAL INVESTIGATION

Units: 3.00

CSU 54.00 hours lecture

Introduces the basic principles of investigation utilized in the justice system, including how to deal with the public, knowledge of crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation.

ADMJUS 160 TRAFFIC: ENFORCEMENT AND INVESTIGATION

Units: 3.00

CSU 54.00 hours lecture

Examines traffic law enforcement, accident investigation, and traffic control, specifically emphasizing the California Vehicle Code. Basic accident reporting and classification and determination of cause and prevention are also reviewed.

ADMJUS 175 ORGANIZED CRIME AND VICE

Units: 3.00

CSU 54.00 hours lecture

Introduces the history of gangs and organized crime and presents social, political and legal issues of organized crime and its influence on vice activity. Reviews California laws dealing with prostitution, gambling, and pornography.

ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS

Units: 3.00

CSU 54.00 hours lecture

Presents law enforcement's role in the prevention of narcotics and dangerous drugs sales and use, including the study of laws pertaining to controlled substances, detailed identification of drugs, symptoms of use, sales and packaging and investigative techniques.

ADMJUS 185 POLICE-COMMUNITY RELATIONS

Units: 3.00

UC:CSU 54.00 hours lecture

Presents a study of the roles of the Administration of Justice agencies and their interaction with the community, including role expectations of the various agencies and the public at large. Emphasizes professionalism and the development of positive relationships between members of the system and the public.

ADMJUS 250 BASIC ACADEMY

Units: 14.00-22.00

CSU 251.00 – 399.00 lecture maximum, 756.00 – 1199.00 lab maximum

Prerequisite: Students must successfully complete or pass a written examination, physical agility and strength test, comprehensive medical examination, intensive personal background investigation, and psychiatric evaluation. Test results must comply with the published guidelines of individual agencies and police departments including the Los Angeles County Health Department, Los Angeles County Civil Service Commission, and the State of California as directed by Peace Officers Standards and Training. Registration is limited to students who have successfully completed program prerequisites.

Provides training in basic law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship.

ANIMATION*(See Media Entertainment Arts)*

ANTHROPOLOGY

Anthropology is a scientific discipline that studies human beings from a biological and cultural (bio-cultural) perspective using data, methodology and research results from biological science and social science and behavioral science disciplines under the paradigm of evolution. Physical (biological) anthropology studies humans and their animal relatives, both living and extinct, primarily as species originating in the natural world. Cultural (social-cultural) anthropology compliments physical anthropology through the observation and recording of the broad range of human diversity using ethnographic data collected from participant observer field studies and ethno-historical accounts. Archaeology, the study of human life ways in the past, adopts a strategy similar to cultural anthropology but relies mainly on evidence from the material culture of a people as well as on the use of specialized field, laboratory and preservation methods rather than upon ethnographic information provided by informants. Students who complete introductory courses in anthropology are equipped to understand those complex interactions between human biology, culture, technology and language that have enabled our species to evolve and adapt to the natural world, a foundation important for their future success as upper-division and graduate level university students. An associate degree in Anthropology is not offered.

ANTHRO 101 PHYSICAL ANTHROPOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Studies humans and lower primates from the biological perspective. Deals with human population genetics in the conceptual framework of evolutionary processes, comparisons, and analyses, including primate behavior, primate evolution, human fossils, as well as race formation and classification.

ANTHRO 101H PHYSICAL ANTHROPOLOGY-HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Studies humans and the lower primates primarily from the biological perspective. Deals with human population genetics in the conceptual framework of evolutionary processes, comparisons, and analyses, including primate behavior, primate evolution, human fossils, as well as race formation and classification. Additional reading, writing, and research techniques are required.

ANTHRO 101L PHYSICAL ANTHROPOLOGY LABORATORY

Units: 1.00

UC:CSU 54.00 hours lab

Co-requisite: ANTHRO-101 or ANTHRO-101H

A laboratory course in physical anthropology designed primarily for non-science majors. A half-day field trip is required.

ANTHRO 103 CULTURAL ANTHROPOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the nature of humankind, culture and society, including concepts and theories used for their analysis and understanding. Topics including social organization, marriage and family systems, politics and economics, language, religion, the arts, culture change and applied anthropology are examined.

ANTHRO 103H CULTURAL ANTHROPOLOGY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Studies the nature of humankind, culture, and society, including the concepts and theories used for their analysis and understanding. Prehistory, cultural growth, social organization, family systems, politics and economics, war, religion, values, culture shock, and applied anthropology are examined. Additional reading, writing and research techniques are required.

ANTHRO 105 INTRODUCTION TO ARCHEOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines archeology and human prehistory from an interdisciplinary perspective, including methods for recovery, dating, interpretation, conservation of items of material culture, and the reconstruction of past social systems and human behavior. Field trips may be required.

ANTHRO 210 INDIANS OF CALIFORNIA

Units: 3.00

UC:CSU 54.00 hours lecture

Examines Native American cultures of California from prehistoric times to the present, including geographic origins, settlement areas, technology, subsistence patterns, social organization, religion, folklore, material culture and current social problems.

ANTHRO 220 MAGIC, WITCHCRAFT, AND RELIGION

Units: 3.00

UC:CSU 54.00 hours lecture

Contrasts the cross-cultural phenomena of religion, witchcraft and magical behavior in society from an anthropological perspective, including the role of religion in healing and curing, social control, politics, economics, family, and cultural change.

ARCHITECTURAL DRAFTING**Associate in Science Degree: Architectural Drafting and Technology**

The Architectural Drafting program is designed to prepare students for careers in industry as drafters or related occupations, and/or transfer to a four or five-year architectural program. Drafting technicians are in short supply, affording many employment opportunities for qualified individuals. The program provides students with entry-level skills and knowledge in the fields of computer and architectural drafting. Competencies include knowledge in AutoCAD generated drawings, current practices in architectural drafting and construction technology, 2-D and 3-D drawings, drafting techniques such as clarity, line weight expression and accuracy.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills required for employment in architectural computer-aided drafting

Program Requirements:

Units Required: 38-39

	Units
ARCHT-100	Careers in Architecture, Interior Design and Related Fields 1.0
ARCHT-110	Architectural Drafting I 3.0
ARCHT-120	Design I - Elements of Architectural Design 3.0
ARCHT-140	Materials and Methods of Construction 3.0
ARCHT-160	AutoCAD for Architecture and Interior Design 3.0
ARCHT-180	Codes and Zoning Regulations . . . 3.0
ARCHT-190	Design II - Space Planning 3.0
ARCHT-240	Architectural Design Portfolio 3.0
ARCHT-200B	Design III - Environmental Design Lab 1.0
ARCHT-200A	Sustainable Development and Environmental Design 3.0
ARCHT-220	Architectural Drafting II 3.0
ARCHT-270	CAD 3-D Modeling/Animation 4.0
	<i>OR</i>
ARCHT-280	Design IV - Advanced Design 3.0
ID-103	Perspective and Interior Illustration . 3.0
	<i>OR</i>
ID-104	Rapid Visualization and Illustration . 3.0
ID-114	Architecture and Interiors History Antiquity - Classical Revival 3.0
	<i>OR</i>

ID-115	Architecture and Interiors History: Classical Revival - Post Modern3.0
	<i>Recommended electives:</i>
ANTHRO-103	Cultural Anthropology3.0
	OR
ANTHRO-103H	Cultural Anthropology - Honors . .3.0
ART-124A	Drawing I3.0
GMD-047	Introduction to Photoshop1.0
ID-102	Applied Color for Designers3.0
ID-207	Residential Design3.0

Certificate of Achievement: Architectural Drafting

The architectural drafting program is designed to prepare students for careers in industry as drafters or related occupations, and/or transfer to a four or five-year architectural program. Drafting technicians are in short supply, affording many employment opportunities for qualified individuals. The program provides students with entry-level skills and knowledge in the fields of computer and architectural drafting. Competencies include knowledge in AutoCAD generated drawings, current practices in architectural drafting and construction technology, 2-D and 3-D drawings, drafting techniques such as clarity, line weight expression and accuracy to name a few.

Upon completion of the program, students will be prepared for entry level drafting positions. An associate degree and certificate can be earned in architectural drafting.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills required for employment in architectural drafting.

Program Requirements:

Units Required: 32

	Units
ARCHT-100	Careers in Architecture, Interior Design and Related Fields1.0
ARCHT-110	Architectural Drafting I3.0
ARCHT-140	Materials and Methods of Construction3.0
ARCHT-160	AutoCAD for Architecture and Interior Design3.0
ARCHT-180	Codes and Zoning Regulations3.0
ARCHT-190	Design II - Space Planning3.0
ARCHT-220	Architectural Drafting II3.0
ARCHT-240	Architectural Design Portfolio3.0
ARCHT-260	Advanced CAD for Architecture and Interior Design3.0
ARCHT-270	CAD 3-D Modeling/Animation4.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival3.0

OR

ID-115	Architecture and Interiors History: Classical Revival - Post Modern3.0
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Certificate of Specialization: Architectural Computer Aided Drafting

Students will complete a series of Architectural Drafting Computer Aided Drafting (CAD) courses to become proficient in a high-skilled specialization that is in high demand.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills required for employment in architectural computer aided drafting.

Program Requirements:

Units Required: 16

	Units
ARCHT-110	Architectural Drafting I3.0
ARCHT-160	AutoCAD for Architecture and Interior Design3.0
ARCHT-220	Architectural Drafting II3.0
ARCHT-260	Advanced CAD for Architecture and Interior Design3.0
ARCHT-270	CAD 3-D Modeling/Animation4.0

ARCHT 096L ARCHITECTURAL DRAFTING AND CAD LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently enrolled architecture or interior design student who wishes to increase skills through the use of the design lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in architecture or the interior design program. Offered pass/no-pass only. Units do not apply to the associate degree.

ARCHT 100 CAREERS IN ARCHITECTURE, INTERIOR DESIGN AND RELATED FIELDS

Units: 1.00

CSU 18.00 hours lecture

Surveys careers in architecture, interior design and related fields, including degree requirements, transfer institutions, income, and employment opportunities. Field trips may be required. (Same as ID-100)

ARCHT 110 ARCHITECTURAL DRAFTING I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents current practices in architectural drafting and construction technology focusing on a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy. Same as ID-110.

ARCHT 120 DESIGN I - ELEMENTS OF ARCHITECTURAL DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamentals of 2-D and 3-D design and the design process and problems of structural and spatial definitions.

ARCHT 140 MATERIALS AND METHODS OF CONSTRUCTION

Units: 3.00

CSU 54.00 hours lecture

Introduces principles, materials, methods, and processes of construction. Combines both theory and practical application. Field trips may be required.

ARCHT 160 AUTOCAD FOR ARCHITECTURE AND INTERIOR DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ARCHT-110 or ID-110

Presents drawing and editing commands and procedures to complete basic 2D drawings for an architectural set of construction documents.

ARCHT 180 CODES AND ZONING REGULATIONS

Units: 3.00

CSU 54.00 hours lecture

Provides an in-depth review of California Building Codes, ADA or California Title 24 (Disabled Access Regulations based on the 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 and interior design.

ARCHT 190 DESIGN II – DESIGN PROCESS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ID-110 or ARCHT-110 Recommended Preparation: ARCHT-120 and ID-101B and ID-103

Presents solutions to designing interior and/or exterior spaces, including human factors for all populations, and develops 2-D and 3-D presentations. Same as ID-190.

ARCHT 200A SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL DESIGN

Units: 3.00

CSU 54.00 hours lecture

Introduces sustainable development and environmental design concepts related to culture, economics, politics, climate, energy systems, architecture and city planning. Students who have earned credit for ARCHT 200 cannot receive credit for this course.

ARCHT 200B DESIGN III - ENVIRONMENTAL DESIGN LAB

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: ARCHT-120 Co-requisite: ARCHT-200A**Recommended Preparation: ARCHT-140, ARCHT-110 or ID-110, and ID-103*

Introduces Green Building Design and Sustainable Design related to climate, energy use, comfort, and materials. Includes architectural methods of ventilating, cooling, heating, and lighting for envelope-load dominated buildings.

ARCHT 220 ARCHITECTURAL DRAFTING II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ARCHT-160

Presents architectural drawings using 2-D advanced commands, including appropriate codes for a two story wood frame structure.

ARCHT 240 ARCHITECTURAL DESIGN PORTFOLIO

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken three times for credit

Creation of individual student portfolios emphasizing student accomplishments, instructional objectives, and portfolio content desired for interviews in industry, or those required by accredited schools of architecture.

ARCHT 260 ADVANCED CAD FOR ARCHITECTURE AND INTERIOR DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ARCHT-160

Presents advanced computer-aided drafting (CAD) features to create three-dimensional conceptual drawings.

**ARCHT 270 CAD 3-D MODELING/
ANIMATION**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

May be taken two times for credit

Prerequisite: ARCHT-160

Intermediate to advanced architectural CAD in 3-D illustration, rendering and animation. Virtual 'walk-through' and 'fly-through' of interior/exterior 3-D models with photo-realistic materials and lighting will be produced.

**ARCHT 280 DESIGN IV - ADVANCED
DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ARCHT-140, ARCHT-200A, ARCHT-200B, ARCHT-220 and ID-114 Recommended Preparation: ID-115

Application of methods and theory used in architectural design projects. Includes graphic technique, design process, site analysis, presentation drawings, construction principles, physical and cultural determinants of design and urban form. Portfolio will be produced.

ART

Associate in Arts Degree: Art

The Art Department program at College of the Canyons provides students with introductory courses in the fine arts. The current program offers both studio and lecture sections, the majority are transferable to University of California, and California State University, as well as most private art colleges in the nation. The College of the Canyons catalog virtually mirrors California State University's lower division requirements for a BA at the freshman and sophomore levels. The art program provides a wide range of skills. Studio courses at the beginning and intermediate levels include: beginning drawing, life drawing, 2-D design, 3-D design, sculpture, two levels of printmaking, painting, watercolor painting, landscape painting and illustration. Art appreciation and art history courses survey the development of art from the Paleolithic period to the present. 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 art exhibitions, artists' studios, private collections and art libraries; gain experience at review writing. The art gallery provides a program of up to five exhibitions a year. While our exhibition schedule represents diversity in culture and style, it also parallels the curriculum of the fine and applied arts departments. The gallery serves as an instructional tool for all visual arts courses, the college at large- indicating relationships with other academic departments and the community.

Student Learning Outcome:

Students will be able to analyze and interpret works of cultural importance.

Program Requirements:

Units Required: 24

Units

Choose six units from the following:

ART-110	Art History: Ancient to Medieval . . .	3.0
ART-111	Art History: Renaissance to Modern	3.0
ART-115	Art History: Impressionism to Present	3.0

Plus twelve units from the following:

ART-124A	Drawing I	3.0
ART-124B	Drawing II	3.0
ART-140	Beginning Design: Two-Dimensional Media	3.0
ART-141	Beginning Design: Three-Dimensional Media	3.0

Plus six units from the following:

ART-220	Watercolor Painting	3.0
ART-222	Illustration I	3.0
ART-227	Painting I	3.0
ART-235	Sculpture	3.0
ART-237	Fundamentals of Printmaking	3.0

Recommended electives:

ART-224A	Drawing III – Life Drawing	3.0
ART-236	Sculpture II	3.0
ART-238	Printmaking – Intaglio	3.0
ART-295	Professional Skills for Artists	3.0

ART 110 ART HISTORY: ANCIENT TO MEDIEVAL

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 110

Analyzes major works of art emphasizing major monuments of art in painting, sculpture, and architectures of the Western World from prehistoric times until the Renaissance. Field trips may be required.

ART 111 ART HISTORY: RENAISSANCE TO MODERN

Units: 3.00

UC:CSU 54.00 hours lecture

Analyzes major works of art through reproductions made available in pictures and slides. Emphasizes major monuments of art of the Western World from the Italian Renaissance through the mid-nineteenth century. Field trip may be required.

ART 114 ART HISTORY: FIELD TRIPS

Units: 1.50

CSU 27.00 hours lecture

May be taken four times for credit

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, Bergamot 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.

ART 115 ART HISTORY: IMPRESSIONISM TO PRESENT

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the history of architecture, sculpture and painting from the mid-nineteenth century to the present in Western Europe and North America, with emphasis on the twentieth century. Museum field trips will be required.

ART 124A DRAWING I

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 110

Beginning course in drawing experiences emphasizing basic drawing techniques in a variety of media; as well as compositional and design fundamentals.

ART 124B DRAWING II

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

Recommended Preparation: ART-124A

Continuation course in drawing. Studies the human skeletal, muscular structure and the posed model. Emphasis on the development of drawing skills, proportions, form, and gesture.

ART 140 BEGINNING DESIGN: TWO-DIMENSIONAL MEDIA

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 100

Studies 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.

ART 141 BEGINNING DESIGN: THREE-DIMENSIONAL MEDIA

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

Focuses on the basic principles of three dimensional design with applications in a variety of sculptural media including clay, plaster, wood and paper. Topics include basic design principles, interpretive analysis of form and content and theories of spatial organization. Field trip may be required.

ART 205 LANDMARKS OF ART AND VISUAL CULTURE

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces great works of art and visual culture, both past and present, as a means of stimulating visual, emotional, and intellectual awareness of the artistic heritage of world art. Field trips may be required.

ART 220 WATERCOLOR PAINTING

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

May be taken four times for credit

Introduces the use of transparent watercolor media, including instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Field trips may be required.

ART 222 ILLUSTRATION I

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

Prerequisite: ART-124A or ART-140

Introduces 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. Projects are designed to meet professional standards. Field trip may be required.

ART 224A DRAWING III - LIFE DRAWING

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

May be taken four times for credit

Intermediate course in 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.

ART 227 PAINTING I

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

Prerequisite: ART-124A or ART-140

The beginning course in painting technique, pictorial design and composition. Experimentation with various media such as oil, and acrylics.

ART 228 PAINTING II

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

May be taken four times for credit

Prerequisite: ART-227 or presentation of portfolio

Emphasis on painting techniques, pictorial design and creative interpretation. Continued use of oil paints as well as other experimental media. Field trip may be required.

ART 229 LANDSCAPE PAINTING

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

May be taken three times for credit

Recommended Preparation: ART-124A

Emphasizes out-of-doors painting at various locations in the Santa Clarita Valley. Focuses on methods of color mixing, color theory, brushwork, composition and technical applications of the painting medium. Involves the set-up and practice of an efficient system for painting outdoors. While primarily an outdoor class, instruction and painting activities may include studio sessions. Students will be required to provide their own transportation to the painting locations.

ART 235 SCULPTURE

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

Prerequisite: ART-141

Introduces the study of plastic form through the processes of modeling, casting, carving, and construction. Emphasis on the development of ideas and personal expression. Materials include clay, plaster, hydrocal, stone carving, wood carving, and mixed media.

ART 236 SCULPTURE II

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

May be taken four times for credit

Prerequisite: ART-235

This course is a continuation of Art-235 expanding the student's knowledge of contemporary techniques and materials. Additive, subtractive, manipulation and substitution techniques are further explored.

ART 237 FUNDAMENTALS OF PRINTMAKING

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

Recommended Preparation: ART-124A

Introduces materials and techniques of monoprint, etching, photo etching, engraving and relief print, including wood and linoleum.

ART 238 PRINTMAKING (INTAGLIO)

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

May be taken two times for credit

Prerequisite: ART-237

Introduces intaglio printmaking techniques and image development, including etching, photo etching, engraving, dry-point, and aquatint.

ART 295 PROFESSIONAL SKILLS FOR ARTISTS

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

Emphasizes business and practical skills for a career in the arts, including photographing, documenting, matting, framing, crating, shipping, installation, lighting, resume writing, publicity, visual presentation, preparation of invoices and taxes, contracts, copyright law and portfolio presentation.

ASTRONOMY

Astronomy is the study of the principles and development of the solar system and the galaxies. Astronomy classes include 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 astronomy majors. Most require a baccalaureate degree, and some require a graduate degree: teacher, astrophysicist and astronomer. An associate degree is not available in astronomy.

ASTRON 100 GENERAL ASTRONOMY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys 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, as well as physics of the stars, stellar type populations, stellar evolution; stellar organizations, galaxies, and cosmology are also included. UC credit limitation: No credit for ASTRON-100 if taken after 101 or 102.

ASTRON 101 THE STELLAR SYSTEM

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys stellar astronomy, including the earth's place in the universe; the atom and light; the birth, death, and life of stars; the Milky Way galaxy; normal and active galaxies; cosmology.

ASTRON 102 THE SOLAR SYSTEM

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the solar system, including the earth and its motions and seasons; the moon, eclipses, and tides; the content and dynamics of the solar system; planets and their satellites, asteroids, comets, and meteorites; and the evolution of the solar system.

ATHLETIC TRAINING

(See Kinesiology)

AUTOMOTIVE TECHNOLOGY

Associate in Science Degree and Certificate of Achievement: Automotive Technology

The Automotive Technology program is a comprehensive two-year program designed to prepare students with the industry defined entry-level skills needed for an automotive technician position in a variety of settings including dealerships, independent automotive repair facilities or city/county agencies. Students may opt to complete an associate in science degree or a certificate of achievement in Automotive Technology. The program provides in-depth training with extensive hands-on experiences. In the classroom, students learn the theoretical aspects of automotive diagnosis, repair and service. In the automotive laboratory setting students will experience applying the theory learned in the classroom. Upon completion of the course work required for the certificate or major, students will have achieved competencies in the areas of brakes, suspension, electrical components and wiring, transmissions, engine diagnosis and drivability. While many automobile dealerships require technicians to acquire manufacturer specialty training, the basic skills and knowledge needed to enter specialty training will be obtained in the Automotive Technician program at College of the Canyons.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the automotive industry.

Program Requirements:

Units Required: 42

	Units
AUTO-094 Automotive Heating and Air Conditioning	3.0
AUTO-101 Automotive Engine Fundamentals	4.0
AUTO-102 Engine Performance I	4.0
AUTO-103 Automotive Electrical Systems	5.0
AUTO-104 Steering, Suspension and Alignment	3.0
AUTO-105 Automatic Transmissions	5.0
AUTO-106 Manual Transmissions, Transaxles and Drivetrains	5.0
AUTO-107 Advanced Electrical Systems	4.0
AUTO-108 Engine Performance II	4.0
AUTO-109 Automotive Brake Systems	4.0

Plus a minimum one unit from the following:

CWE-188AUTO Cooperative Work Experience Education	1.0–4.0
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AUTO 090 AUTOMOTIVE MAINTENANCE AND OPERATION

Units: 3.00

36.00 hours lecture, 54.00 hours lab

Introduces automotive maintenance and repair concepts for the student with little or no background in the automotive field. Topics include: basic theory of operation, maintenance and minor repair of engine and other auto components.

AUTO 094 AUTOMOTIVE HEATING AND AIR CONDITIONING

Units: 3.00

27.00 hours lecture, 81.00 hours lab

Recommended Preparation: AUTO-101

Provides theory and practical application of the function and repair of heating and air conditioning systems as applied to domestic and imported automobiles.

AUTO 101 AUTOMOTIVE ENGINE FUNDAMENTALS

Units: 4.00

CSU 54.00 hours lecture, 67.50 hours lab

Theory and practice in automotive engine repair, including operating principles and descriptions of all components in an engine. Emphasizes diagnosis and measurement of internal engine components, as well as complete disassembly and assembly of engines.

AUTO 102 ENGINE PERFORMANCE I

Units: 4.00

CSU 45.00 hours lecture, 81.00 hours lab

Prerequisite: AUTO-101

Provides a foundation of the design and operation of domestic and import ignition, fuel, and emission control systems. Emphasis is placed on the problems of accurate diagnosis and the proper repair procedures for these engine systems.

AUTO 103 AUTOMOTIVE ELECTRICAL SYSTEMS

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

Recommended preparation: AUTO-101

Presents the theory and practical application of basic electricity and automotive electrical systems such as battery, starting, charging, and electronic ignition.

AUTO 104 STEERING, SUSPENSION AND ALIGNMENT

Units: 3.00

CSU 36.00 hours lecture, 72.00 hours lab

Provides theory, diagnosis and repair procedures of modern suspension and steering systems on import and domestic vehicles.

AUTO 105 AUTOMATIC TRANSMISSIONS

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

Recommended Preparation: AUTO-101

Introduces the theory and principles of automatic transmissions and transaxles, including procedures for diagnosing problems, adjusting, and overhauling the automatic transmission and transaxle.

AUTO 106 MANUAL TRANSMISSIONS, TRANSAXLES AND DRIVETRAINS

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

Recommended Preparation: AUTO-101

Presents the principles, theory, operation, and diagnosis of problems and service procedures of clutches, manual transmissions, drivelines, transfer cases, and transaxle assemblies.

AUTO 107 ADVANCED ELECTRICAL SYSTEMS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: AUTO-103

Provides the theory and practice in the automotive body electrical system, covering all classes of electrical components and power accessories in the area of diagnosing and component repairs.

AUTO 108 ENGINE PERFORMANCE II

Units: 4.00

CSU 45.00 hours lecture, 81.00 hours lab

Prerequisite: AUTO-102

Provides more in-depth study of the design and operation of fuel management systems including domestic and import feedback carburetor and fuel injection systems, electronic ignition systems used and introduces computer controlled systems. Emphasizes the correct diagnosis of and proper repair procedures for those systems.

AUTO 109 AUTOMOTIVE BRAKE SYSTEMS

Units: 4.00

CSU 45.00 hours lecture, 81.00 hours lab

Provides the theoretical and practical application of the operation, diagnosis and repair of automotive brake systems.

BIOLOGICAL SCIENCES

Associate in Science Degree: Biological Sciences

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: a broad background of studies for the biology major preparing for transfer to a four-year institution; support courses in human anatomy, human physiology, and general microbiology, which may be used to satisfy prerequisites for nursing programs and other allied-health fields; and courses in natural sciences to fulfill general education requirements.

Student Learning Outcome:

Students will be able to interpret, analyze, and evaluate Biological knowledge using the scientific method.

Program Requirements:

Units Required: 32

Units

Eight units from the following:

BIOSCI-106	Organismal & Environmental Biology	4.0
BIOSCI-107	Molecular and Cellular Biology	4.0

OR

BIOSCI-107H	Molecular and Cellular Biology Honors	4.0
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Eight units from the following:

BIOSCI-215	General Zoology	4.0
BIOSCI-216	General Botany	4.0
BIOSCI-201	Introduction to Human Anatomy	4.0
BIOSCI-202	Introduction to Human Physiology	4.0
BIOSCI-204	Human Anatomy and Physiology I	4.0
BIOSCI-205	Human Anatomy and Physiology II	4.0
BIOSCI-221	Introduction to Microbiology	5.0
BIOSCI-230	Introduction to Biotechnology	4.0
BIOSCI-240	Molecular Genetics	4.0

Sixteen units from the following:

CHEM-201	General Chemistry I	6.0
CHEM-202	General Chemistry II	5.0
CHEM-255	Organic Chemistry I	5.0
CHEM-256	Organic Chemistry II	5.0

MATH-211	Calculus I	5.0
MATH-212	Calculus II	5.0
PHYSIC-110	General Physics I	4.0
PHYSIC-111	General Physics II	4.0
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism	4.0

Recommended electives:

BIOSCI-130	Environmental Biology	3.0
BIOSCI-132	Concepts in Evolution	3.0
BIOSCI-140	Principles of Human Genetics	3.0
BIOSCI-180	Biology of Cancer	3.0

BIOSCI 090 BIOLOGY FOR TECHNOLOGY

Units: 3.00

18.00 hours lecture, 108.00 hours lab

Introduces the basic concepts of applied biology as they relate to the fields of biotechnology and emerging technology, including the principles and methodologies of biotechnology, instrumentation, data analysis, record keeping, safety, lab techniques, and teamwork.

BIOSCI 095 CLEANROOM TECHNOLOGY

Units: 1.00

9.00 hours lecture, 27.00 hours lab

Introduces basic techniques and theory of clean room science, including general building design, water systems, HVAC, utilities, instrumentation, process control systems and external environmental effects.

BIOSCI 096 CELL CULTURE TECHNIQUES

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Introduces cell culture techniques emphasizing aseptic practices in the preparation of media and maintenance of insect, mammalian, and bacterial cell cultures. Discusses small and large scale cell culture processes and compares basic research laboratory and industrial biotechnology.

BIOSCI 098 QUALITY CONTROL AND VALIDATION

Units: 1.00

18.00 hours lecture

Examines the important aspects of QA (Quality Assurance), QC (Quality Control), and methods of validation from the development to the production of pharmaceuticals.

BIOSCI 100 GENERAL BIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Explores the nature of science, including cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. UC credit limitation: No credit for BIOSCI-100 if taken after BIOSCI- 106, 107, 107H, 201, 202, 204, 205, 215, 216, 221, or 250.

BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

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.

BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-070

Introduces the principles of cellular form and function including: bioenergetics and metabolism, molecular structure and evolution, gene regulation, cellular anatomy and physiology, and the principles of biotechnology.

BIOSCI 107H MOLECULAR AND CELLULAR BIOLOGY HONORS

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-070

Introduces the principles of cellular form and function including: bioenergetics and metabolism, molecular structure and evolution, gene regulation, cellular anatomy and physiology, and the principles of biotechnology. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI 107H from BIOSCI 107.

BIOSCI 130 ENVIRONMENTAL BIOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces basic ecological principles, current environmental issues such as pollution (air, water, and soil), global warming, deforestation, the impact of human population growth on the earth's environment, and possible solutions to these problems. Not designed for biological science majors.

BIOSCI 132 CONCEPTS IN EVOLUTION

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the emergent concepts of evolution by natural selections, elementary population genetics, concepts of fitness and adaptation, genetic and developmental basis for evolutionary change, speciation, micro and macro evolution, human evolution, evolutionary science, creationism and society.

BIOSCI 140 PRINCIPLES OF HUMAN GENETICS

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the principles of human genetics and function of DNA; genes, chromosomes and patterns of inheritance are explored. Not designed for biological science majors.

BIOSCI 180 BIOLOGY OF CANCER

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the basic principles underlying the development and treatment of cancer, including risk factors, tumor formation, cancer genes, and cancer vaccines.

BIOSCI 190 INTRODUCTION TO BIOINFORMATICS

Units: 2.00

CSU 36.00 hours lecture

Recommended preparation: BIOSCI-100, CHEM-110 or CHEM-151 or CHEM-151H

Introduces the structural and functional analysis of nucleic acids and proteins using computer based modeling programs and online databases including: NCBI, SWISS-PROT, BLAST, PDB, PIR, KEGG, OMIM, PubMed, ExpASY, and Genbank.

BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

Covers the major structural characteristics of the human body, including cells, tissues, organs, and the following organ systems: skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive and endocrine. UC credit limitations: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

BIOSCI 202 INTRODUCTION TO HUMAN PHYSIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

Develops a general understanding of the functioning of the human body, including cells and membranes, nerve and muscle function, cardiovascular, respiratory, renal, and gastrointestinal physiology, metabolism, endocrinology and reproduction. Students gain experience in the use of standard and computerized physiological equipment. UC credit limitations: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

BIOSCI 204 HUMAN ANATOMY AND PHYSIOLOGY I

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

Introduces the structure and function of the human body. UC credit limitation: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

BIOSCI 205 HUMAN ANATOMY AND PHYSIOLOGY II

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: BIOSCI-204

Continues the study of the structure and function of the human body. UC credit limitation: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

BIOSCI 208 HUMAN PROSECTON

Units: 1.00

CSU 54.00 hours lab

May be taken two times for credit

Prerequisite: BIOSCI-201 or BIOSCI-204 and 205 or BIOSCI-250.

Provides experience in the dissection of a human cadaver including identification of major visceral organs and structures, and fine dissection of specific regions or organs.

BIOSCI 215 GENERAL ZOOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-070**Recommended Preparation: BIOSCI-107 or BIOSCI-107H*

Surveys the animal kingdom with emphasis on integrating mechanisms at the cellular, organismal, and population levels. Includes cell organization, morphology, and comparative development (anatomy/physiology) with principles of population biology, population genetics, evolution and ecology.

BIOSCI 216 GENERAL BOTANY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-070**Recommended Preparation: BIOSCI-107 or BIOSCI-107H*

Introduces morphology, anatomy, physiology, and taxonomy of the plant kingdom with an emphasis on seed-bearing plants. Includes principles of plant genetics, population biology, and plant ecology and economics.

BIOSCI 219 MARINE BIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

A study of the description, distribution and natural history of marine organisms. Laboratories will include both in class and field studies - which may extend outside the assigned laboratory times.

BIOSCI 221 INTRODUCTION TO MICROBIOLOGY

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

Introduces the biology of micro-organisms (bacteria, viruses, protozoa, parasitic worms, algae, fungi), their significance, and their role in human affairs.

BIOSCI 230 INTRODUCTION TO BIOTECHNOLOGY

Units: 4.00

UC:CSU 36.00 hours lecture, 108.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

Introduces the basic concepts and techniques of modern molecular biology, including the uses and applications of DNA manipulation techniques.

BIOSCI 240 MOLECULAR GENETICS

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

Introduces the principles of both prokaryotic and eukaryotic genetics, while emphasizing the structure, function and regulation of genes along with patterns of inheritance.

BIOSCI 250 HUMAN ANATOMY AND PHYSIOLOGY

Units: 8.00

UC:CSU 108.00 hours lecture, 108.00 hours lab

Prerequisite: BIOSCI-107 or BIOSCI-107H

A one-semester course covering the structure and function of the human body. UC credit limitation: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

BIOTECHNOLOGY

Certificate of Achievement: Biotechnology

Biotechnology represents one of the fastest emerging fields of science today. Locally there is a rapidly emerging job market for individuals with all levels of training in biotechnology. The certificate program provides students with a core curriculum that includes both a strong foundation in theory, as well as extensive hands-on training in biotechnology. Students interested in cell-molecular related fields should seek work-based training in biotechnology. Continuing education in the form of internships is available, and will help to solidify a career choice. Entry-level positions (with either an A.S. or Certificate training) are numerous and salary ranges are based on qualifications. Additional training makes candidates more competitive, and students should recognize that biotechnology involves life-long education. Many of the courses in the certificate program articulate with four-year schools. Students are encouraged to consult with a counselor for more detailed transfer information.

Student Learning Outcome:

Students will be able to assess and distinguish the theory and experiment-based skills in biotechnology necessary for research, entry-level positions, and/or transfer.

Program Requirements:

Units Required: 21

	Units
BIOSCI-096 Cell Culture Techniques	2.0
BIOSCI-098 Quality Control and Validation	1.0
BIOSCI-107 Molecular and Cellular Biology	4.0
<i>OR</i>	
BIOSCI-107H Molecular and Cellular Biology – Honors	4.0
BIOSCI-190 Introduction to Bioinformatics	2.0
BIOSCI-230 Introduction to Biotechnology	4.0
CHEM-151 Preparatory General Chemistry	4.0
<i>OR</i>	
CHEM-151H Preparatory General Chemistry – Honors	4.0
MATH-140 Introductory Statistics	4.0
<i>OR</i>	
MATH-140H Introductory Statistics - Honors	4.0
<i>Recommended electives:</i>	
BIOSCI-095 Cleanroom Technology	1.0
BIOSCI-221 Introduction to Microbiology	5.0
ENGL-091 Introduction to College Reading and Writing	3.0
<i>OR</i>	
ENGL-094 Introduction to Technical Reading and Writing	3.0

BUSINESS

The Business department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Retail Management, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate Degrees and Certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

Associate in Science Degree and Certificate of Achievement: Accounting (Transfer)

Student Learning Outcome:

Students will be able to analyze financial, economic, and management issues and formulate strategies for the growth and development of a business entity.

Program Requirements:

Units Required: 22-23

	Units
BUS-201 Principles of Accounting I	5.0
BUS-202 Principles of Accounting II	5.0
BUS-211 Business Law	3.0
ECON-201 Macroeconomics	3.0
<i>OR</i>	
ECON-201H Macroeconomics - Honors	3.0
ECON-202 Microeconomics	3.0
<i>OR</i>	
ECON-202H Microeconomics Honors	3.0
ECON-291 Statistical Methods in Business and Economics	3.0
<i>OR</i>	
MATH-140 Introductory Statistics	4.0
<i>OR</i>	
MATH-140H Introductory Statistics - Honors	4.0
<i>Recommended electives:</i>	
CIT-145 Quickbooks Pro	3.0

Associate in Science Degree and Certificate of Achievement: Accounting Technician

Student Learning Outcome:

Students will be able to analyze key issues relating to accounting principles and implement accounting procedures to organize financial data based upon generally accepted accounting principles.

Program Requirements:

Units Required: 22

	Units
BUS-100 Introduction to Business	3.0
BUS-101 Bookkeeping and Accounting	5.0
BUS-144 Business Mathematics	5.0
BUS-211 Business Law	3.0
CIT-115 Business English	3.0
CIT-145 Quickbooks Pro	3.0

Associate in Science Degree and Certificate of Achievement: Human Resources Management

Student Learning Outcome:

Students will be able to:

- Evaluate the sources of employee conflict in a diverse workforce
- Create a framework within which to resolve potential conflicts between business practice and professional or personal ethics.

Program Requirements:

Units Required: 21

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

Associate in Science Degree and Certificate of Achievement: Marketing

Student Learning Outcome:

Students will be able to analyze key issues relating to marketing principles, design marketing strategies, and integrate those strategies in business operations.

Program Requirements:

Units Required: 21

	Units
BUS-100 Introduction to Business	3.0
BUS-110 Principles of Management	3.0
BUS-140 Principles of Marketing	3.0

BUS-141 Principles of Advertising	3.0
BUS-142 Principles of Selling	3.0
BUS-190 Principles of Electronic Commerce	3.0

OR

BUS-192 E-Business Strategy	3.0
BUS-211 Business Law	3.0

Associate in Science Degree and Certificate of Achievement: Small Business Management

Student Learning Outcome:

Students will be able to demonstrate the management skills unique to the successful operation of a small business enterprise, including financial, marketing, and management strategies.

Program Requirements:

Units Required: 23

	Units
BUS-100 Introduction to Business	3.0

OR

BUS-110 Principles of Management	3.0
BUS-101 Bookkeeping and Accounting	5.0
BUS-117 Business Entrepreneurship	3.0
BUS-126 Managing Diversity in the Workplace	3.0
BUS-132 Negotiation and Conflict Resolution	3.0
BUS-140 Principles of Marketing	3.0
BUS-160 Business Ethics	3.0

Recommended electives:

CIT-145 Quickbooks Pro	3.0
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Certificate of Specialization: Finance

Student Learning Outcome:

Students will be able to analyze key issues relating to personal finance, analyze the advantages and disadvantages of various alternatives to address these issues, determine the appropriate response, and devise specific plans to implement the response in an integrated manner.

Program Requirements:

Units Required: 14

	Units
BUS-100 Introduction to Business	3.0
BUS-144 Business Mathematics	5.0
BUS-154 Finance	3.0
BUS-156 Introduction to Investments	3.0

Certificate of Specialization: E-Commerce – Business

In recent years, various changes in the business environment have occurred, including the emergence of new information technologies. Consequently, many businesses need to realign with the new Internet economy in order to compete effectively in our changing world. In

addition, there are opportunities for e-business start-ups with sound business foundations and competitive strategies. This certificate of completion in E-Commerce/ Business attempts to provide students with the skill-building techniques and knowledge that will empower them to achieve career goals in the current e-business environment.

Student Learning Outcome:

Students will be able to analyze e-commerce principles and design an e-business plan to promote a competitive advantage in the current e-commerce environment.

Program Requirements:

Units Required: 15

	Units
BUS-190 Principles of Electronic Commerce	3.0
BUS-192 E-Business Strategy	3.0
CIT-170 Website Development I	3.0
BUS-100 Introduction to Business	3.0
<i>OR</i>	
BUS-110 Principles of Management	3.0
<i>OR</i>	
BUS-211 Business Law	3.0
BUS-140 Principles of Marketing	3.0
<i>OR</i>	
BUS-141 Principles of Advertising	3.0

Certificate of Specialization: International Trade – Finance

The continuing trend toward globalization requires that students in business have a fundamental grasp of the social and economic factors leading to commercial internationalization and the management practices required to operate successfully in an international environment. This certificate of specialization provides students with a solid foundation in the concepts of trade and commerce with an emphasis on the financial aspects of globalization. It is ideal for those currently working in an international business environment and wish to increase their fundamental knowledge regarding concepts and practices in addition to those who desire a solid introduction to international business. Students should also consider the International Trade – Marketing certificate of completion in addition to this certificate for an even more comprehensive course of study.

Student Learning Outcome:

Students will be able to analyze and develop a commercial multinational or globalization financial strategy to ensure the financial stability of an ongoing business.

Program Requirements:

Units Required: 15

	Units
BUS-103 Introduction to International Business	3.0
BUS-157 Business Finance	3.0
BUS-159 International Finance	3.0
BUS-214 International Business Law	3.0

Plus three units from the following:

BUS-143 International Marketing	3.0
BUS-185 Principles of Importing and Exporting	3.0
BUS-190 Principles of Electronic Commerce	3.0
POLISC-270 International Relations	3.0

Certificate of Specialization: International Trade – Marketing

The continuing trend toward globalization requires that students in business have a fundamental grasp of the social and economic factors leading to commercial internationalization and the management practices required to operate successfully in an international environment. This certificate of specialization provides students with a solid foundation in the concepts of trade and commerce with an emphasis on the marketing aspects of globalization. It is ideal for those currently working in an international business environment and wish to increase their fundamental knowledge regarding concepts and practices in addition to those who desire a solid introduction to international business. Students should also consider the International Trade – Finance certificate of completion in addition to this certificate for an even more comprehensive course of study.

Student Learning Outcome:

Students will be able to analyze and develop a business transnational or globalization marketing strategy for goods and services.

Program Requirements:

Units Required: 15

	Units
BUS-103 Introduction to International Business	3.0
BUS-140 Principles of Marketing	3.0
BUS-143 International Marketing	3.0
BUS-214 International Business Law	3.0

Plus three units from the following:

BUS-159 International Finance	3.0
BUS-185 Principles of Importing and Exporting	3.0
BUS-190 Principles of Electronic Commerce	3.0
POLISC-270 International Relations	3.0

Certificate of Specialization: Restaurant Entrepreneur

This program responds to the large number of students that are currently requesting a limited number of courses specifically targeted to preparing them to open up their own restaurant.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core entrepreneur skills and knowledge required for employment in the restaurant industry.

Program Requirements:

Units Required: 15

	Units
BUS-117 Business Entrepreneurship	3.0
BUS-211 Business Law	3.0
HRMGT-220 Restaurant Operations	3.0
HRMGT-225 Food Service Sanitation and Safety	3.0
HRMGT-235 Hotel and Restaurant Sales and Marketing	3.0

Certificate of Achievement: Retail Management

Retail Management is an expanding career path supported by many industry sectors. Strong retail managers are essential to business success in electronics, clothing, food, entertainment, home furnishings, children's supplies, publishing, cosmetics, educational materials, gift, athletic equipment, pet supplies, and just about every other imaginable consumer product and service. The retail industry is at the heart of many local economies. Effective management is the key to long-term economic security throughout the state. This program, designed in collaboration with industry leaders, is intended to provide the student with many of the competencies required for success at the management level within the vast retail industry. This program encompasses the business essentials such as accounting and marketing, and also emphasizes management and communication skills required for career success.

Student Learning Outcome:

Students will be able to demonstrate the skills necessary to successfully manage a retail business enterprise, including human resources, marketing, and bookkeeping.

Program Requirements:

Units Required: 34

	Units
BUS-101 Bookkeeping and Accounting	5.0
BUS-110 Principles of Management	3.0
BUS-111 Human Relations in the Workplace	3.0
BUS-112 Human Resource Management	3.0
BUS-113 Retail Management	3.0
BUS-140 Principles of Marketing	3.0
BUS-144 Business Mathematics	5.0
CIT-116 Business Communications	3.0

CIT-140 Survey of Microsoft Office Programs	3.0
COMS-105 Fundamentals of Public Speaking	3.0
OR	
COMS-105H Fundamentals of Public Speaking - Honors	3.0
OR	
COMS-223 Small Group Communication	3.0

BUS 100 INTRODUCTION TO BUSINESS

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the field of business administration, primarily found in the United States, including topics of economic systems, strategic management, marketing, entrepreneurship, accounting, finance, operations, management information systems, human resources, ethics, social responsibility, sustainability, and globalization.

BUS 101 BOOKKEEPING AND ACCOUNTING

Units: 5.00

CSU 90.00 hours lecture

Introduces the theory and application of double entry bookkeeping for non-transfer business majors. Examines the accounting cycle for both service and merchandising sole-proprietorship firms, including the use of ledgers, worksheets, and special purpose journals.

BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS

Units: 3.00

CSU 54.00 hours lecture

A combination of 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.

BUS 110 PRINCIPLES OF MANAGEMENT

Units: 3.00

CSU 54.00 hours lecture

Examines the fundamental functions of modern management in a changing world with an emphasis on planning, leading, and organizing, including leadership in management, motivation, communication, cultural diversity, team decision-making, management by objectives, organizational environment, sustainability, planning and strategic management, control process, organizational structure, and managing organizational change.

BUS 111 HUMAN RELATIONS IN THE WORKPLACE

Units: 3.00

CSU 54.00 hours lecture

Introduces concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and interactions among people. Fundamentals of multi-disciplined science/nature of human relations in developing employee leadership, in working toward win/win situations, and in enhancing performance evaluations and respective reward systems.

BUS 112 HUMAN RESOURCE MANAGEMENT

Units: 3.00

CSU 54.00 hours lecture

Introduces the management of human resources and an understanding of the impact and accountability to the organization in terms of human resource activities. Topics include global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

BUS 113 RETAIL MANAGEMENT

Units: 3.00

CSU 54.00 hours lecture

Introduces principles and practices used in the management of retail stores. Topics include site selection, layout, organization, staffing, positioning, customer service, promotional techniques and all aspects of critical buying function.

BUS 117 BUSINESS ENTREPRENEURSHIP

Units: 3.00

CSU 54.00 hours lecture

Comprehensive analysis of establishing, marketing, financing, promoting, insuring, developing and staffing a small business.

BUS 126 MANAGING DIVERSITY IN THE WORKPLACE

Units: 3.00

CSU 54.00 hours lecture

Examines the effects of increasing diversity in the workplace, including 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.

BUS 132 NEGOTIATION AND CONFLICT RESOLUTION

Units: 3.00

CSU 54.00 hours lecture

Introduces organizational conflict and strategies for effective resolution with concentration on internal and external sources of conflict. Emphasizes non-litigation resolution, including arbitration, mediation, and mini-trial.

BUS 140 PRINCIPLES OF MARKETING

Units: 3.00

CSU 54.00 hours lecture

Focuses on fundamental concepts of modern marketing in a changing world. Substantive areas include: creating customer value, buying behaviors, market research, market strategy, target market analysis, global marketing, electronic marketing, and sales techniques, with particular emphasis on the marketing mix, including product, pricing, promotion, and distribution decisions.

BUS 141 PRINCIPLES OF ADVERTISING

Units: 3.00

CSU 54.00 hours lecture

Focuses on fundamental concepts of modern advertising in the current business environment while using specialized techniques to create and promote an advertising campaign. 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, ethics, creative advertising message design, and integrated marketing. Emphasizes planning an advertising campaign and communicating ideas using advertising techniques.

BUS 142 PRINCIPLES OF SELLING

Units: 3.00

CSU 54.00 hours lecture

Focuses on developing concepts of selling in the current business environment, including electronic selling, communication styles, sales servicing, ethics, and sales-force management. Emphasizes developing effective selling strategies and confidence building when making sales decisions.

BUS 143 INTERNATIONAL MARKETING

Units: 3.00

CSU 54.00 hours lecture

Introduces the marketing of goods and services in an international environment, including the development of a comprehensive commercial marketing program. Covers topics such as market selection, effective distribution, and pricing.

BUS 144 BUSINESS MATHEMATICS

Units: 5.00

CSU 90.00 hours lecture

Recommended Preparation: Satisfactory completion of MATH-025 or higher or appropriate math placement as determined by the COC assessment process.

Presents mathematics used in typical accounting, financial, and merchandising transactions, including real-world business problems in the areas of cash and trade discounts, markup and markdown, compound interest, annuities, loan amortizations, inventory control, depreciation, investments, and financial statement analysis.

BUS 154 FINANCE

Units: 3.00

CSU 54.00 hours lecture

Introduces the concepts, tools, and applications of personal financial planning, including developing and prioritizing goals, managing money and credit, identifying investment alternatives, as well as examining retirement planning, housing decisions, tax planning, risk management/insurance, estate planning, and the institutional sources and regulation of financial services and products.

BUS 156 INTRODUCTION TO INVESTMENTS

Units: 3.00

CSU 54.00 hours lecture

Introduces the principles of investing and money management as primarily related to the stock market, including the various types of financial assets an investor must choose from, as well as related institutional settings and valuations.

BUS 157 BUSINESS FINANCE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: MATH-103, 111, 120, 130, or 140

Introduces fundamentals of commercial finance management including cost of capital, working capital management, risk and return, financial performance, and the interpretation of financial statements.

BUS 159 INTERNATIONAL FINANCE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: BUS-157

Examines the international aspects of commercial finance. Topics include international corporate finance, foreign exchange, foreign direct investment, and multi-national tax implications.

BUS 160 BUSINESS ETHICS

Units: 3.00

CSU 54.00 hours lecture

Presents different schools of ethical thought applicable in the business environment including ethical issues and methodologies used for appropriate conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas.

BUS 172 INTRODUCTION TO RISK MANAGEMENT AND INSURANCE

Units: 3.00

CSU 54.00 hours lecture

Introduces the fundamental principles and terminology of risk management and insurance through the study of such topics as the insurance market, regulation, insurance contracts, various lines of insurance, risk assessment, financial planning, annuities, employee benefits, and other related topics.

BUS 174 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE

Units: 3.00

CSU 54.00 hours lecture

Introduces the fundamentals of property and liability insurance including types of insurers, institutions that provide insurance, how the industry is regulated, measurement of financial performance, insurance operations, insurance contracts, loss exposure and risk management.

BUS 175 PRINCIPLES OF LIFE, HEALTH, AND DISABILITY INSURANCE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: BUS-172

Provides a comprehensive analysis of life, health, and disability insurance lines including the history of the industries and markets, economic and financial impact on society, provider evaluation, policy assessment, and regulation.

BUS 176 PERSONAL INSURANCE

Units: 3.00

CSU 54.00 hours lecture

Introduces the policies, procedures, and practices of personal insurance including automobile, homeowners', residential, fire, earthquake, marine, life, liability, and health.

BUS 178 COMMERCIAL INSURANCE

Units: 3.00

CSU 54.00 hours lecture

Introduces commercial property insurance, including business income, commercial crime, equipment breakdown, inland and ocean marine, commercial general liability, as well as other insurance types and coverage.

BUS 179 INSURANCE CODE AND ETHICS

Units: 1.00

CSU 18.00 hours lecture

Introduces ethical business practices and obligations of the insurance industry professional.

BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING

Units: 3.00

CSU 54.00 hours lecture

Introduces the basic aspects of importing and exporting providing students with a working knowledge of terms and techniques essential to operating an import/export business.

BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE

Units: 3.00

CSU 54.00 hours lecture

Introduces the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues related to conducting business via the Internet. Topics include: evolving e-business models, Web-based technologies, value chains, electronic marketing, payment systems, security, ethics, legal, international, and cross-cultural issues. Familiarity with navigating the Internet is assumed. Same as CIT-190.

BUS 192 E-BUSINESS STRATEGY

Units: 3.00

CSU 54.00 hours lecture

Examines the fundamental concepts of strategic planning for conducting business via the Internet, including case analysis of business strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Familiarity with the Internet is assumed.

BUS 201 PRINCIPLES OF ACCOUNTING I

Units: 5.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-025 or MATH-026

Presents the fundamental principles, theory, and application of accounting through the use of journals, ledgers, and worksheets. Covers the entire accounting cycle for both sole-proprietorships and partnerships, including the preparation and analysis of financial statements. Designed for transfer majors in business disciplines.

BUS 202 PRINCIPLES OF ACCOUNTING II

Units: 5.00

UC:CSU 90.00 hours lecture

Prerequisite: BUS-201.

A continuation of the basic accounting theories and practices covered in BUS 201, expanding the use of financial and managerial accounting concepts used to make business decisions. Designed for transfer majors in business disciplines.

BUS 211 BUSINESS LAW

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the legal environment of business, including the classification of civil actions and business crimes, examination of state and federal court systems, detailed study of contract, tort, employment, and property law.

BUS 214 INTERNATIONAL BUSINESS LAW

Units: 3.00

CSU 54.00 hours lecture

Introduces the legal environment of international commerce including a study of the forms of international business, multinational enterprises, trade in goods and services, and dispute settlement.

CHEMISTRY

Chemistry is the study of matter and its changes. Chemistry focuses on understanding matter and energy on a molecular level. The chemistry courses are designed to meet general education and major transfer requirements. Examples of career options include research scientist, teacher, pharmacist, and medical doctor. Some of these career options require a baccalaureate degree and others require a graduate degree. An associate degree is not available in chemistry.

CHEM 090 CHEMISTRY FOR TECHNOLOGY

Units: 3.00

36.00 hours lecture, 54.00 hours lab

Introduces applied chemistry principles including the scientific method, measurement, classification of matter, nomenclature, chemical reactions, chemical calculations, bonding, solutions, and acid-base chemistry using a forensic science approach.

CHEM 110 INTRODUCTORY CHEMISTRY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-060

Introduces general, organic, and biochemistry to non-science majors, including scientific method, measurement, matter and energy, atomic theory, names and formulas, moles, reactions, stoichiometry, bonding, gas laws, solids and liquids, solutions, acids and bases, oxidation-reduction, nuclear chemistry, as well as names, structures, properties, and reactions of organic and biochemical compounds. Can not receive credit for both Chem 110 and Chem 151. Chem 110 can not be taken for credit after Chem 201.

CHEM 151 PREPARATORY GENERAL CHEMISTRY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-060

A preparatory course for Chemistry 201. Provides basic foundation in problem solving, atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. UC credit limitation: CHEM-110 and 151 combined, maximum credit, one course.

CHEM 151H PREPARATORY GENERAL CHEMISTRY - HONORS

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-060

A preparatory course for Chemistry 201. Provides basic foundation in problem solving, atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. Honors work challenges students to be more analytical and creative through expanded assignments such as critical analyses of primary scientific literature, real-world applications, and enrichment opportunities which differentiate this course from Chem 151. UC credit limitation: CHEM-110 and 151H combined, maximum credit, one course.

CHEM 201 GENERAL CHEMISTRY I

Units: 6.00

UC:CSU 90.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-070 and CHEM-151 or CHEM-151H, or MATH-070 and COC Chemistry Placement Exam

Provides a foundation in the basic principles of the molecular nature of matter and its change, including reaction chemistry, atomic and bonding theories of matter, the properties of matter (solids, liquids, gases, solutions) and their relationship to energy. Introduces gravimetric, volumetric, and spectroscopic analysis techniques in the laboratory portion. Required of all majors in chemistry and most other fields of science or technology. UC credit limitation: maximum credit, 5 units.

CHEM 202 GENERAL CHEMISTRY II

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

Prerequisite: CHEM-201

Builds upon the foundation of principles of chemistry presented in Chemistry 201. Topics are chemical kinetics, ionic equilibria (solutions of acids and bases, buffers, solubility of insoluble salts, and solubility product), nuclear chemistry, thermodynamics (entropy & free energy), coordination compounds, advanced qualitative analysis, spectroscopy, and an introduction to organic chemistry.

CHEM 255 ORGANIC CHEMISTRY I

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

Prerequisite: CHEM-202

First semester of a two-semester sequence in organic chemistry for science majors focusing on nomenclature, molecular structure, chemical and physical properties, reaction mechanisms, and synthesis of organic compounds. Laboratory experiments involve using appropriate methods, techniques, and instrumentation for the synthesis, purification, and identification of organic compounds.

CHEM 256 ORGANIC CHEMISTRY II

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

Prerequisite: CHEM-255

Second semester of a two-semester sequence in organic chemistry for science majors, focusing on the syntheses and reaction mechanisms of aromatic, carbonyl, and biological compounds.

CHINESE*(See Modern Languages)***CINEMA**

Courses in Cinema provide a broad survey of the history, theory, techniques and development of modern pictures. The history of film as an aesthetic form and its major artists, works and styles are emphasized. An associate degree is not available in cinema.

CINEMA 120 FILM AESTHETICS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys 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.

CINEMA 121 HISTORY OF AMERICAN CINEMA

Units: 3.00

UC:CSU 54.00 hours lecture

Survey and critical analysis of American motion picture masterpieces. A study of the ideas and values of films as reflected and emphasized through artistic techniques.

CINEMA 122 HISTORY OF CINEMA

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and analyzes motion picture masterpieces from their inception to the present, including how ideas and values are emphasized through artistic techniques.

CINEMA 123 AMERICAN CINEMA: CROSSING CULTURES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys American motion pictures that have been made by filmmakers representing a variety of American ethnic groups. Students will analyze Hollywood's treatment of ethnic cultures throughout film history.

CINEMA 127 GREAT FILM MAKERS

Units: 3.00

CSU 54.00 hours lecture

May be taken two times for credit

Covers one film maker each semester and examines their work in artistic, social and historical terms. The selection of the film makers studied each semester will be denoted in the class schedule each semester.

CINEMA 129 AN INTRODUCTION TO FILM GENRES

Units: 3.00

CSU 54.00 hours lecture

May be taken two times for credit

Surveys the development, artistic, social and entertainment ingredients of basic film genres. Emphasizes such genres as the science-fiction film, western, gangster, crime and detective ('film noir'), musical, comedy or horror film. Genres vary each semester.

CINEMA 131 HISTORY OF INTERNATIONAL CINEMA

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and analyzes international motion picture masterpieces from their inception to the present, including the ideas and values as reflected and emphasized through artistic techniques.

COMMUNICATION STUDIES

Associate in Arts Degree: Communication Studies

An Associate of Arts degree in Communication Studies seeks to provide students with a comprehensive knowledge of the complex and diverse nature of the communication process and a sharpened understanding of contexts within which humans use signs and symbols to create meaning. The degree focuses on the ways language and other symbolic systems are used interpersonally, within small group settings and in mass mediated formats. Courses will allow students to achieve three separate aims depending upon their academic goals. First students will be well prepared to transfer to a four-year institution with a broad range of communication coursework completed. Second, students will be prepared for entry into a variety of careers—all of which require effective communication skills for working with diverse sets of people in an increasingly complex technological workplace. Careers including business, public relations, human resources, law (after law school), advertising arts, teaching, social & human services and entertainment industries are all suited for graduates of a Communication Studies degree. Finally, students who are interested in the field of Communication Studies but do not wish to complete a Baccalaureate degree in the discipline may pursue a terminal two-year course of study. Such study will prepare them to understand diverse communication messages and practice excellent communication skills in a variety of settings.

Student Learning Outcome:

Students will be able to:

- Develop and deliver informative and persuasive presentations using clear written and oral communication skills.
- Analyze theoretical concepts of communication and assess how each concept is utilized within various communication contexts.

Program Requirements:

Units Required: 20 – 22

		Units
COMS-105	Fundamentals of Public Speaking	. . .3.0
	OR	
COMS-105H	Fundamentals of Public Speaking - Honors3.0
	OR	
COMS-223	Small Group Communication3.0

COMMUNICATION STUDIES

Plus two to four units from the following:

COMS-150	Oral Interpretation	3.0
	OR	
COMS-190	Forensics	2.0 - 4.0

Plus three units from the following:

COMS-225	Strategies of Argumentation	3.0
	OR	
COMS-227	Introduction to Rhetorical Criticism	3.0

Plus three units from the following:

COMS-250	Process of Communication	3.0
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Plus nine units from the following:

COMS-235	Intergenerational Communication	3.0
COMS-246	Interpersonal Communication	3.0
COMS-256	Intercultural Communication	3.0
COMS-260	Communication and Gender	3.0
COMS-110	Communication and Leadership	3.0

COMS 105 FUNDAMENTALS OF PUBLIC SPEAKING

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the principles and practices of public speaking, especially 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.

COMS 105H FUNDAMENTALS OF PUBLIC SPEAKING - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

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. Speech analysis and rhetorical criticism skills will differentiate COMS-105H from COMS-105.

COMS 110 COMMUNICATION AND LEADERSHIP

Units: 3.00

CSU 54.00 hours lecture

Introduces students to the fundamental elements of communication in relation to leadership theories, ethics, styles, and perspectives, including the development of a personal philosophy of leadership that includes an understanding of self, others, and community. Prepares students for leadership roles in college and community settings.

COMS 150 ORAL INTERPRETATION

Units: 3.00

UC:CSU 54.00 hours lecture

Teaches theoretical approaches to interpret literature and prepares students to apply these in the performance of that literature.

COMS 190 FORENSICS

Units: 2.00-4.00

CSU 18.00 hours lecture, 54.00-162.00 hours lab

May be taken four times for credit

Preparation for competitive speech team. Studies in argumentation and debate, informative and persuasive speaking, and extemporaneous and impromptu speaking. Involves research and one-on-one training. Requires participation in interscholastic competition or community speakers' bureau.

COMS 223 SMALL GROUP COMMUNICATION

Units: 3.00

UC:CSU 54.00 hours lecture

Explores theories of group decision making and leadership, including critical thinking, problem solving, and strategies for successful group interaction.

COMS 225 STRATEGIES OF ARGUMENTATION

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the strategies used for rhetorical argument, including finding issues, using evidence, and detailing fallacies in rhetorical communications.

COMS 227 INTRODUCTION TO RHETORICAL CRITICISM

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Introduces critical methodologies of rhetoric and principles of rhetorical theory as a means to analyze and evaluate public discourse, including critical reasoning, advocacy, analysis, writing, and discussion.

COMS 235 INTERGENERATIONAL COMMUNICATION

Units: 3.00

CSU 54.00 hours lecture

Analyzes intergenerational interaction and communication patterns throughout the lifespan, including the examination of theories, attitudes, stereotypes, myths, and cultural differences.

COMS 246 INTERPERSONAL COMMUNICATION

Units: 3.00

UC:CSU 54.00 hours lecture

Examines theories and topics within interpersonal communication, such as verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure within different communication contexts.

COMS 250 PROCESS OF COMMUNICATION

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the range of theoretical approaches to the field of communication studies which provide an overview of communication contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication.

COMS 256 INTERCULTURAL COMMUNICATION

Units: 3.00

UC:CSU 54.00 hours lecture

Examines intercultural communication, including cultural patterns, verbal and nonverbal communication codes and their practical application in today's diverse society.

COMS 260 COMMUNICATION AND GENDER

Units: 3.00

UC:CSU 54.00 hours lecture

Compares and contrasts the communication styles of males and females in a variety of settings and suggests ways to develop communication competence in gendered societies, including the areas of family, friendship, courtship and marriage, education, media, and business.

COMPUTER ELECTRONICS

CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY

Units: 3.00

CSU 54.00 hours lecture

Introduces music technology, including music sampling, sequencing, synthesis, MIDI, guitar and amplifier electronics, microphones, mixing, recording, acoustics, hardware devices for music publishing, music notation software, software for music sequencing, MIDI hardware, software for creating, organizing, and editing sound, and hardware for digital sampling and recording.

CMPELC 130 COMPUTER ELECTRONICS I

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Introduces fundamental topics in electricity. An overview of physics, chemistry, and math as they pertain to electronics. Principles and theory of DC, AC, transistors, and digital electronics with heavy emphasis on basic concepts. Circuit analysis methods, test measurements, and troubleshooting will be studied in a hands on approach.

COMPUTER INFORMATION TECHNOLOGY

Associate in Science Degree and Certificate of Achievement: Computer Applications

The CIT Computer Applications Degree is designed to provide a solid foundation in the latest, highly marketable business software used in industry today. This program provides the training and exposure that is essential to prospective computer users and office workers at all levels. The sequence of courses included in this program maps to the Microsoft Certified Applications Specialist (MCAS) exam, which provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. At the conclusion of their studies, students will be prepared for entry-level positions such as administrative assistant, computer applications specialist, word processing specialist, database specialist, spreadsheet analyst, bookkeeping assistant, and web content provider. Students who complete this program will be eligible to sit for the MCAS examination.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to use popular office applications to develop professional documents for organizations and businesses.

Program Requirements:

Units Required: 33

	Units
CIT-036	Microsoft Outlook - Brief1.5
CIT-074	Introduction to Photoshop - Brief1.5
CIT-105	Microsoft Windows3.0
CIT-140	Survey of Microsoft Office Programs3.0
CIT-150	Microsoft Word I3.0
CIT-151	Microsoft Word II3.0
CIT-155	Microsoft Excel I3.0
CIT-156	Microsoft Excel II3.0
CIT-160	Microsoft Access I3.0
CIT-165	Microsoft PowerPoint3.0

Plus six units from the following:

CIT-082	Adobe Acrobat - Brief1.5
CIT-145	Quickbooks Pro3.0
CIT-146	QuickBooks Pro II3.0

CIT-161	Microsoft Access II3.0
CIT-166	Desktop Publishing3.0
CIT-173	Web Development Software: Dreamweaver3.0

Associate in Science Degree and Certificate of Achievement: Administrative Assistant

The CIT Administrative Assistant Degree and certificate is designed to provide a solid foundation in the area of office systems, procedures, and communications required for the modern office environment.

At the conclusion of their studies, students will be prepared for entry-level positions in a number of areas that relate to office procedures and protocol including business communications, and document formatting and processing. Also built into the program are options to pursue areas related to medical office procedures, bookkeeping, and database management.

Additionally, the CIT curriculum is tailored to meet the needs of businesses and organizations that are constantly responding to new trends and changes in technology.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an administrative assistant.

Program Requirements:

Units Required: 33

	Units
CIT-036	Microsoft Outlook - Brief1.5
CIT-082	Adobe Acrobat - Brief1.5
CIT-101	Introduction to Computers3.0
CIT-110	Keyboarding and Document Processing3.0
CIT-115	Business English3.0
CIT-116	Business Communications3.0
CIT-120	Administrative Office Procedures . .3.0
CIT-140	Survey of Microsoft Office Programs3.0
CIT-150	Microsoft Word I3.0
CIT-155	Microsoft Excel I3.0

Plus six units from the following:

CIT-035	The Internet - Brief1.5
CIT-074	Introduction to Photoshop - Brief . .1.5
CIT-105	Microsoft Windows3.0
CIT-111	Advanced Keyboarding and Document Processing3.0
CIT-145	Quickbooks Pro3.0
CIT-151	Microsoft Word II3.0
CIT-156	Microsoft Excel II3.0
CIT-160	Microsoft Access I3.0
CIT-166	Desktop Publishing3.0

Certificate of Specialization: Medical Office Administrative Assistant

The Medical Office Administrative Assistant Certificate program provides students with the fundamental skills to work in entry-level office administrative positions for health-care facilities, doctors' offices and hospitals. This program involves an experiential learning approach to expose students to concepts, skills, and practical application of computer software programs used in the health-care industry in the areas of front office reception, basic medical coding and billing, and transcription of dictated correspondence.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills needed for employment as a medical office administrative assistant.

Program Requirements:

Units Required: 17

	Units
CIT-116 Business Communications	3.0
CIT-130 Medical Office Procedures	3.0
CIT-131 Medical Transcription	2.0
CIT-132 Medical Office Finances	3.0
CIT-140 Survey of Microsoft Office Programs	3.0
HLHSCI-249 Medical Terminology	3.0

Certificate of Specialization: E-Commerce - Technology

The certificate of specialization in E-Commerce/Technology program provides students with an overview of the fundamental issues and skills involved in developing an online implementation of a business enterprise. The certificate should also appeal to those interested in general Website development due to the business nature of many sites that pervade the Web. The program's "hands-on" approach assures prospective employers that students who complete the sequence will have obtained practical experience employing Web technologies as business solutions. Courses are appropriate for those who seek entry-level positions in the field and for managers or entrepreneurs who desire a better understanding of the technologies employed in developing commercial Websites.

Student Learning Outcome:

Students will be able to evaluate web technologies for potential business solutions and apply e-commerce principles to design an e-business Website.

Program Requirements:

Units Required: 15

	Units
BUS-190 Principles of Electronic Commerce	3.0
BUS-192 E-Business Strategy	3.0
CIT-170 Website Development I	3.0
CIT-171 Website Development II	3.0
CIT-173 Web Development Software: Dreamweaver	3.0

Certificate of Specialization: Website Development

The certificate in Website development affords students the opportunity to acquire basic skills related to the design, planning, and realization of functional Websites. Many employers require their content developers to be proficient in markup languages, style sheets, generation of animated pages, and the latest authoring tools – the primary skills targeted by this certificate. This program is designed for those interested in all aspects of front-end Website development and especially those who are considering future study, career moves, and promotional opportunities related to this growing and continuously evolving area.

Student Learning Outcome:

Students will be able to:

- Analyze a Website's development life cycle, architecture, and workflow, as well as good Web design standards, usability principles, and coding techniques.
- Plan, design, construct, and remotely administer Websites for a wide variety of functions, integrating accepted usability and design standards, as well as application of efficient architecture, streamline markup code, and stylesheet languages.

Program Requirements:

Units Required: 16.5

	Units
CIT-074 Introduction to Photoshop - Brief	1.5
CIT-170 Website Development I	3.0
CIT-171 Website Development II	3.0
CIT-173 Web Development Software: Dreamweaver	3.0
CIT-174 Web Prototyping and Images	3.0
CIT-175 Web Development Software: Flash	3.0

CIT 010 EXPLORING COMPUTERS - BRIEF

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Provides a brief overview of computers, their usage, and how they function, including computer hardware, software, file management, the Internet, and email as well as how to purchase, install, and maintain a personal computer.

CIT 011 MICROSOFT WINDOWS - BRIEF

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Provides a hands-on overview of Microsoft Windows fundamentals, including the basics of using a mouse, icons, Explorer, file management, windows manipulation, and multitasking (working with multiple programs simultaneously).

CIT 035 THE INTERNET - BRIEF

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Recommended Preparation: CIT-105

Introduces the use of browsers and email to access and explore online resources, including search engines, libraries, blogs, chat rooms, RSS feeds, and entertainment sites.

CIT 036 MICROSOFT OUTLOOK - BRIEF

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Recommended Preparation: CIT-035 & CIT-105

Introduces Microsoft Outlook, including the use of e-mail, scheduling, calendar planning, contact list management, and notes features.

CIT 074 INTRODUCTION TO PHOTOSHOP - BRIEF

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces basic digital image editing using Photoshop. Topics include layers, selections, image retouching, color correction, scanning, paint tools, text tools, special effects, and application to desktop publishing and personal projects. Familiarity with PC and the Windows operating system is assumed.

CIT 082 ADOBE ACROBAT - BRIEF

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces Adobe Acrobat to create, modify, and authenticate universal PDF (Portable Document Format) documents for cross-platform distribution, including PDF conversion, multimedia content, interactive elements, electronic forms, security features, document review cycle, and publishing for both print and Web.

CIT 090L COMPUTER LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently enrolled Computer Information Technology student who wishes to increase skills through the use of the CIT lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the Computer Information Technology program. Units do not apply to the associates degree. Offered pass/no-pass only.

CIT 098A MICROSOFT WINDOWS WORKSHOP

Units: 0.50

9.00 hours lecture

Designed for students desiring to quickly acquire the fundamental skills necessary to manage some of the basic features of the Windows operating system. Offered pass/no-pass only. Units do not apply to the associate degree.

CIT 098B MICROSOFT WORD WORKSHOP

Units: 0.50

9.00 hours lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic documents using Microsoft Word. Offered pass/no-pass only. Units do not apply to the associate degree.

CIT 098C MICROSOFT EXCEL WORKSHOP

Units: 0.50

9.00 hours lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic spreadsheets using Excel. Offered pass/no-pass only. Units do not apply to the associate degree.

CIT 098D MICROSOFT ACCESS WORKSHOP

Units: 0.50

9.00 hours lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple relational databases using Microsoft Access. Offered pass/no-pass only. Units do not apply to the associate degree.

CIT 098E MICROSOFT POWERPOINT WORKSHOP

Units: 0.50

9.00 hours lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic presentations for group audiences using PowerPoint. Offered pass/no-pass only. Units do not apply to the associate degree.

CIT 101 INTRODUCTION TO COMPUTERS

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and e-mail applications.

CIT 105 MICROSOFT WINDOWS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents in-depth study of the Windows graphical user interface, including file management, windows manipulation, desktop customization, multitasking, data search, use of Windows accessories, Object Linking and Embedding (OLE), and troubleshooting.

CIT 110 KEYBOARDING AND DOCUMENT PROCESSING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Develops a mastery of the computer keyboard by touch and proficiency in producing business letters, reports, tables, memos, and other documents using Microsoft Word.

CIT 111 ADVANCED KEYBOARDING AND DOCUMENT PROCESSING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: CIT-110

Continues skill building begun in CIT 110, Keyboarding and Document Processing, emphasizing production of a wide range of documents using Microsoft Word as well as continuing to build speed and accuracy and familiarity with MS Word begun in CIT 110.

CIT 115 BUSINESS ENGLISH

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides an extensive review of proper sentence structure within business documents through exercises with contemporary business themes. Students will create simple business communications focusing on correcting the most common errors of language usage pertaining to modern business correspondence. Lays the foundation for clear and correct business writing and formatting for today's business environment.

CIT 116 BUSINESS COMMUNICATIONS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

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.

CIT 120 ADMINISTRATIVE OFFICE PROCEDURES

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Analyze and implement technological and procedural tasks typically encountered by the administrative assistant in the business environment.

CIT 130 MEDICAL OFFICE PROCEDURES

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces administrative medical assistant knowledge and techniques including office environment, medical ethics, and legal responsibilities. Medical office software for completing such tasks as patient registration, records, appointment scheduling, and billing and collection also examined.

CIT 131 MEDICAL TRANSCRIPTION

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Prerequisite: HLHSCI-249

Provides medical office assistant students with entry-level skills in medical transcription using computer applications, medical dictation and transcription software, incorporating business English, medical knowledge, proofreading, and editing skills.

CIT 132 MEDICAL OFFICE FINANCES

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines the various financial methods used in medical offices and hospitals for a variety of duties. This course uses the latest medical management software program to perform such tasks as posting patient account entries, printing daily reports, managing office files, and billing routines such as insurance payments and adjustments, hospital coding and billing, report generation, and inpatient and outpatient coding and billing.

CIT 140 SURVEY OF MICROSOFT OFFICE PROGRAMS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Examines operating systems, Microsoft Office, word processing, spreadsheet analysis, database management, presentation software, and the application of information technologies to organizational settings.

CIT 145 QUICKBOOKS PRO

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides an in-depth introduction to the basics of the popular accounting program QuickBooks Pro, designed to assist in the operation of a small business. Familiarity with the Windows operating system is assumed.

CIT 146 QUICKBOOKS PRO II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: CIT-145

Provides a continuation of CIT 145, presenting advanced features such as Pass-Throughs, inventory group items, assemblies, time tracking, advanced sales tax topics, payroll setup and processing, estimates and sales orders, budgeting, forecasting, business planning, and year-end procedures.

CIT 150 MICROSOFT WORD I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the latest version of Microsoft Word, including creating, editing, formatting, saving, retrieving, and printing a variety of business documents. Skills are developed from basic functions through advanced features such as producing tables, charts, newsletters, and Web pages; working with wizards, templates, clip art, WordArt; performing mail merge with envelopes and labels. Prepares students for the Microsoft Office Specialist (MOS) certification core exam in Word.

CIT 151 MICROSOFT WORD II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: CIT-150

Provides a continuation of CIT-150, presenting a comprehensive overview of advanced features of Microsoft Word including: merging documents, sorting and selecting data using Access database, formatting, macros, styles, working with shared documents, creating specialized tables and indexes, and using XML data in different applications. Prepares students for the Microsoft Office Specialist (MOS) certification expert exam in Word.

CIT 155 MICROSOFT EXCEL I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the latest version of Microsoft Excel, including formulas and functions as related to charting, formatting worksheets, creating absolute cell references, working with large worksheets, conducting what-if analysis, and using Excel to create static and dynamic Web pages. Prepares students for the Microsoft Office Specialist (MOS) certification core exam.

CIT 156 MICROSOFT EXCEL II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: CIT-155

Provides a continuation of CIT-155, presenting advanced features of Microsoft Excel, including: formatting techniques, sorting and filtering information in spreadsheets, developing pivot table and chart reports, creating outlines and reports using report manager, generating and editing macros, guiding cell entry with data validation, using scenarios to perform what-if analysis, Goal Seek, tracking changes, creating hyperlinks using data from the Internet and other sources, collaborating with workgroups, and integrating applications. Prepares students to take the Microsoft Office Expert (MOS) exam in Excel.

CIT 160 MICROSOFT ACCESS I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides an in-depth introduction to the latest version of Microsoft Access, including creating, querying, and maintaining a relational database; developing data access pages, reports, forms, combo boxes; and, using OLE fields, hyperlinks, and subforms.

CIT 161 MICROSOFT ACCESS II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: CIT-160

Provides a continuation of CIT-160, presents advanced features of Microsoft Access including: creating, querying and maintaining a database; creating reports, forms, and combo boxes; formulating cross tab queries, mailing labels, and mail merge reports; defining relationships, integrating Excel worksheet data into an Access database; using OLE fields, creating an application system using the Switchboard Manager; customizing forms using VBA, working with PivotTable and PivotChart objects, administering a database; establishing customized menu bars; publishing to the Internet using Data Access pages using XML to share data, and using data from the Internet and other sources. Prepares students for the Microsoft Expert (MOS) exam in Access.

CIT 165 MICROSOFT POWERPOINT

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: CIT-105

Provides an in-depth study of presentation fundamentals using PowerPoint software to create slide presentations incorporating templates, images, typography, screen transitions, sound, and animation. Examines how to create dynamic slides, and develop slide shows based on business topics. Prepares students for the Microsoft Office Specialist (MOS) certification Core and Expert exams in PowerPoint.

CIT 166 DESKTOP PUBLISHING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: CIT-105

Introduces desktop publishing using Adobe InDesign to create graphically rich layouts, brochures, posters, fliers, and newsletters, including layout concepts and integration of graphics with text.

CIT 170 WEBSITE DEVELOPMENT I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Creating Websites using XHTML coding, including basic through advanced XHTML tags, and introductory CSS. Fundamental class in the sequence leading to a certificate in Web development. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

CIT 171 WEBSITE DEVELOPMENT II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: CIT-170

Continues studies began in Website Development I using XHTML and advanced CSS coding, including implementation of Java applets, audio, and video elements. Concepts related to large-scale development, site promotion, and e-commerce may also be covered. Familiarity with XHTML, CSS, the Internet, a browser, and Windows is assumed.

CIT 173 WEB DEVELOPMENT SOFTWARE: DREAMWEAVER

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: Proficiency with Windows, OS, PC, the Internet, and basic HTML

Explores the process of developing Websites through hands-on training with comprehensive authoring tools, such as Macromedia Dreamweaver. Covers concepts related to site management, database integration, form validation, scripted behaviors, stylesheet application, layers, and e-commerce.

CIT 174 WEB PROTOTYPING AND IMAGES

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: CIT-074, CIT-105, CIT-170

Provides hands-on training and application of theoretical concepts related to creating imagery for Web delivery with digital imaging software, such as Adobe Photoshop or Fireworks. Topics include graphic formats, image optimization, image slicing, resolution, image maps, GIF animation, and Web site prototyping with graphical mockups.

CIT 175 WEB DEVELOPMENT SOFTWARE: FLASH

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: Proficiency with Windows, and elementary HTML skills

Develops and implements Web-based animation and interactive content using Macromedia Flash and examples of Action Script.

CIT 178 DYNAMIC WEB SITE DEVELOPMENT

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisites: CIT-173, CMPSCI-190, CMPSCI-192

Presents advanced topics, including development of database-driven web sites using authoring tools, such as Dreamweaver, and a database application.

COMPUTER NETWORKING

Associate in Science Degree and Certificate of Achievement: Computer Networking

The Computer Networking Program will prepare students for an entry-level position in an IT related industry with emphasis in either systems administration or network administration. The associate degree has two options: CCNA Network Administrator or MCITP Systems Administrator. It is designed for transfer to four-year colleges or universities. The program offers three certificates of completion: Network Associate, Linux/UNIX System Administrator and Security Technologies.

Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Emphasis is placed on hands-on labs and case studies designed to apply principles and develop troubleshooting skills. Students can prepare for industry certifications from industries and organizations such as BICSI, Cisco, CompTIA, or Microsoft.

Student Learning Outcome:

Students will be able to design, implement, troubleshoot and maintain networking systems.

Program Requirements:

Units Required: 30

	Units
CMPNET-131 Voice and Data Cabling	4.0
CMPNET-132 A+ Certification	4.0
CMPNET-133 Data Center	4.0
CMPSCI-111 Introduction to Algorithms and Programming/Java	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab	1.0

Plus 14 units from the following:

CMPNET-151 CCNA Prep 1	7.0
CMPNET-152 CCNA Prep 2	7.0
OR	
CMPNET-166 MCITP Prep 1	7.0
CMPNET-167 MCITP Prep 2	7.0

Recommended electives:

CMPSCI-122 Computer Architecture and Assembly Language	3.0
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CMPSCI-182 Data Structure & Program Design	3.0
CWE-188CPNT Cooperative Work Experience Education	1.0 - 4.0
MATH-140 Introductory Statistics	4.0
OR	
MATH-140H Introductory Statistics - Honors	4.0

Certificate of Specialization: Linux/UNIX Administration

Linux and UNIX NOS administration using both command line and graphical user interfaces. Develops administration skills including setting up Web, FTP, email, and print servers, telnet, basic network-security with firewalls and routers, utilizing online help, Applications Manager, vi text editor, script programming for basic administration tasks, file navigation, file permissions, file compression, command shells, UNIX shells, backing up and restoring, setting up and administrating user accounts, boot loaders and recompiling the kernel.

Student Learning Outcome:

Students will be able to design, implement, troubleshoot and maintain network end devices using the Linux/UNIX Network Operating Systems (NOS).

Program Requirements:

Units Required: 15

	Units
CMPNET-132 A+ Certification	4.0
CMPNET-133 Server+ Certification	4.0
CMPNET-191 Linux/UNIX 1: Preparation for LPIC-1	3.5
CMPNET-192 Linux/UNIX 2	3.5

Certificate of Specialization: Network Associate

Design configuration and maintenance of LANs. Develop practical experience in cabling, routing, IP addressing, Cisco supported network technologies, network troubleshooting skills, WAN technologies, VLANs, OSPF, EIGRP.

Student Learning Outcome:

Students will be able to design, implement, maintain, and troubleshoot network infrastructure devices.

Program Requirements:

Units Required: 14

	Units
CMPNET-151 CCNA Prep 1	7.0
CMPNET-152 CCNA Prep 2	7.0

Certificate of Specialization: Security Technologies

Focus on security fundamentals such as security base-lines, securing the network infrastructure and web access operations, cryptography, policies, and computer forensics. Advances to coverage of policy design and management, architecture, products and solutions, fire-wall and secure router design with access control and AAA implementation, trust and identity technology, intrusion detection and prevention, encryption and VPN technologies, and layer 2 secure network architecture and management. Equipment used includes Cisco routers, PIX firewalls, network sensors, and VPN concentrators. Emphasizes hands-on skills.

Student Learning Outcome:

Students will be able to design, implement, troubleshoot, and maintain network security as it applies to network infrastructure devices.

Program Requirements:

Units Required: 14

	Units
CMPNET-271 CCSP-1: Preparation for SND & SNRS	.3.5
CMPNET-272 CCSP-2: Preparation for SNPA	.3.5
CMPNET-273 CCSP-3: Preparation for IPA & HIPS	.3.5
CMPNET-274 CCSP-4: Preparation for CANAC & MARS	.3.5

CMPNET 131 VOICE AND DATA CABLING

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Develops skills in reading network design documentation, determining and purchasing cabling equipment, pulling and mounting cable, managing cable, selecting wiring closets, terminating cable at patch panels, installing jacks, and testing cable. Stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. Prepares the student for the BICSI Level 1 Installer Exam.

CMPNET 132 A+ CERTIFICATION

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Provides instruction in computer repair and upgrade and prepares students to take the Computing Technology Industry Association (CompTIA) A+ certification.

CMPNET 133 DATA CENTER

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Covers data center design and implementation with a focus on environmentally friendly "green" technologies.

CMPNET 151 CCNA PREP 1

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

The first of two classes in designing, configuring, and maintaining of LANs, including cabling, routing, IP addressing, network technologies and network troubleshooting skills. Prepares students for the Cisco CCNA and CompTIA Network+ certification exams.

CMPNET 152 CCNA PREP 2

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

Prerequisite: CMPNET-151

Second of two classes in designing, configuring, and maintaining of LANs and WANs, including WAN technologies PPP and Frame Relay and LAN technologies VLANs, VTP, and STP. Prepares students for the Cisco CCNA and CompTIA Network+ certification exams.

CMPNET 153 WIRELESS LANS

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

An introduction to Wireless LANs, focusing on the design, planning, implementation, operation and troubleshooting of Wireless LANs. Covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11 (a, b, and g) technologies, products and solutions; radio technologies; WLAN applications and site surveys; resilient WLAN products, design, installation, configuration and troubleshooting; WLAN security; vendor interoperability strategies; and emerging wireless technologies. Prepares the student for the Cisco WLANFE Certification exam.

CMPNET 166 MCITP PREP 1

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

First of two courses designed to prepare students for pursuing a Microsoft MCITP certification. This course covers the tests for the server administrator.

CMPNET 167 MCITP PREP 2

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

Prerequisite: CMPNET-166

Second of two courses designed to prepare students for pursuing a Microsoft MCITP certification. This course covers the tests for the enterprise administrator.

CMPNET 171 SECURITY+ CERTIFICATION

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-133

Covers basic concepts in network security including security baselines, securing the network infrastructure, Web security, cryptography, operational security, security policies, and introduces computer forensics. Prepares the student for the Security+ certification exam.

CMPNET 189 MS EXCHANGE SERVER

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Recommended Preparation: CMPNET-166

Presents designing, implementing, and managing Microsoft Exchange Server, including preparing the student for the two Microsoft certification exams for these topics.

CMPNET 191 LINUX/UNIX 1: PREPARATION FOR LPIC-1

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Provides the foundation for the development of Linux/UNIX administration skills. Prepares the student for the LPIC-1 certification.

CMPNET 192 LINUX/UNIX 2

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-191

An intermediate course on the Linux and UNIX operating systems with the primary focus on Red Hat's Linux operating system. Builds on the foundation established by CMPNET-191. Topics covered include Linux installation, graphical user interfaces, printers, boot loaders, user accounts, file compression, recompiling the kernel, firewalls, routers, servers and file sharing. A hands-on, lab-oriented course preparing the student for Linux/UNIX administration.

CMPNET 251 CCNP: PREPARATION FOR BSCI

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-152, CMPNET-157 or Possession of a valid Cisco CCNA certificate

Part of the Cisco CCNP offered through the College of the Canyons Cisco Academy. Topics include advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, multicast, IPv6, and configuration of advanced networks.

CMPNET 252 CCNP: PREPARATION FOR ISCW & MPLS

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-152, CMPNET-157 or Possession of a valid Cisco CCNA certificate

Part of a four-course series preparing the student for Cisco CCNP certification. Topics include WANs, Modems, PPP, ISDN, Frame Relay, Queuing, Network Address Translation, and Virtual Private Networks.

CMPNET 253 CCNP: PREPARATION FOR BCMSN

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-152, CMPNET-157 or Possession of a valid Cisco CCNA certificate

Part of a four-course series preparing the student for Cisco CCNP certification. Some topics include LAN switching, network design LAN media types, VLAN identification and spanning tree protocol.

CMPNET 254 CCNP-4: PREPARATION FOR ONT

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-251, CMPNET-252 and CMPNET-253 or Possession of a valid Cisco CCNP certificate

Final course in the Cisco CCNP series. Topics include troubleshooting methodologies, management and diagnostic tools, LAN switch environment, VLANS, frame relay, ISDN, EIGRP, OSPF, and BGP protocols. Prepares students for the Cisco CCNP certification exams.

CMPNET 261 CCVP-1: PREPARATION FOR CVOICE

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-152 Recommended Preparation: CMPNET-254

Introduces Voice over IP (VoIP) focusing on interconnecting traditional telephony and IP telephony with particular emphasis on applied skills. Equipment used includes Cisco routers and PIX firewalls, POTS, and PBX's. Prepares the student for the CVOICE certification exam.

CMPNET 262 CCVP-2: PREPARATION FOR CIPT

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-261

Continues the pursuit of the Cisco Certified Voice Professional industry certification. Equipment used includes Cisco routers and PIX firewalls, POTS, and PBXs. Prepares the student for the CIPT certification exam.

CMPNET 263 CCVP-3: PREPARATION FOR GWGK

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-262

Continues the pursuit of the Cisco Certified Voice Professional industry certification. Equipment used includes Cisco routers and PIX firewalls, POTS, and PBXs. Prepares the student for the GWGK certification exam.

CMPNET 271 CCSP-1: PREPARATION FOR SND & SNRS

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-152 Recommended Preparation: CMPNET-252

Introduces WAN Network Security focusing on the overall security processes with particular emphasis on applied skills. Equipment used includes Cisco routers and PIX firewalls. Prepares the student for the SND and SNRS certification exams.

CMPNET 272 CCSP-2: PREPARATION FOR SNPA

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-271

Course continues the pursuit of the Cisco Certified Security Professional industry certification. Equipment used includes Cisco routers, PIX firewalls, and adaptive security appliances. Prepares the student for the SNPA certification exam.

CMPNET 273 CCSP-3: PREPARATION FOR IPA & HIPS

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-272

The third course in the Cisco Certified Security Professional industry certification. Equipment used includes Cisco routers, PIX firewalls, and adaptive security appliances. Prepares the student for the IPS and HIPS certification exams.

CMPNET 274 CCSP-4: PREPARATION FOR CANAC & MARS

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Prerequisite: CMPNET-273

The final course in the pursuit of the Cisco Certified Security professional industry certification. Equipment used includes Cisco routers, PIX firewalls, and adaptive security appliances. Prepares the student for the CANAC and MARS certification exams.

COMPUTER SCIENCE

Associate in Science Degree: Computer Science

The Computer Science program is designed to address 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 programming. The following list is a sample of the many career options available for the computer science major. While a few require an associate degree, most require baccalaureate degrees and some require a graduate degree: programmer, computer hardware specialist, data base specialist, computer operator, systems analyst, programmer analyst, software engineer, and instructor.

Student Learning Outcome:

Students will be able to identify, evaluate, analyze, and present fundamental software solutions and their applications.

Program Requirements:

Units Required: 36

	Units
CMPSCI-111 Introduction to Algorithms and Programming/Java	.3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab	.1.0
CMPSCI-122 Computer Architecture and Assembly Language	.3.0
CMPSCI-182 Data Structures and Program Design	.3.0
CMPSCI-182L Data Structures and Program Design Lab	.1.0
CMPSCI-235 'C' Programming	.3.0
CMPSCI-282 Advanced Data Structures	.3.0

Plus six units from the following:

CMPSCI-132 Introduction to Programming	.3.0
CMPSCI-190 Web Programming: JavaScript	.3.0
CMPSCI-192 PHP Programming	.3.0
CMPSCI-222 Computer Organization	.3.0
CMPSCI-236 C++ Object Oriented Programming	.3.0
PHILOS-230 Symbolic Logic	.3.0

Plus 13 units from the following (for Transfer students)

MATH-211	Calculus I	.5.0
MATH-212	Calculus II	.5.0
MATH-214	Linear Algebra	.3.0

Plus eight additional units from the above CMPSCI courses that have not already been taken (for Non-Transfer students)

MATH-211	Calculus I	.5.0
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CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA

Units: 3.00

UC:CSU 54.00 hours lecture

Co-Requisite: CMPSCI-111L

Introduces computer programming using Java, including algorithms, data and control structures, problem solving, structured and object oriented programming.

CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB

Units: 1.00

UC:CSU 54.00 hours lab

Co-Requisite: CMPSCI-111

Required java programming laboratory to support CMPSCI 111.

CMPSCI 122 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces computer architecture, assembly/machine language programming, system software and computer applications.

CMPSCI 132 INTRODUCTION TO PROGRAMMING

Units: 3.00

UC:CSU 54.00 hours lecture

Introduction to programming using Visual Basic. Designed for students with little or no experience in computer programming. Includes hands-on programming projects, as well as the history of computer science and theories of software development.

CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: CMPSCI-111 Co-requisite: CMPSCI-182L
Object-oriented view of data structures: stacks, queues, trees, lists, hash tables and their implementation. Analysis of performance of algorithms for data structures. A second semester (intermediate) Java programming language course.

CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB

Units: 1.00

UC:CSU 54.00 hours lab

Co-requisite: CMPSCI-182

Implementation and programming of object-oriented data structures using the Java programming language.

CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT

Units: 3.00

CSU 54.00 hours lecture

Introduces Java scripting for Web designers, including creating animated web pages, client-side forms validation, AJAX, processing forms data, and generating dynamically updated web pages. Experience creating web pages with HTML is strongly suggested prior to taking this course.

CMPSCI 192 PHP PROGRAMMING

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: Student must be familiar with HTML and creating Web pages.

Introduces programming and PHP language. Covers PHP language elements including object oriented programming (OOP). In depth coverage of CGI programming and processing FORM elements from a Web page. Additional topics include XML manipulation, data base interfaces and programming e-commerce Web pages.

CMPSCI 222 COMPUTER ORGANIZATION

Units: 3.00

CSU 54.00 hours lecture

Introduces advanced computer architecture.

CMPSCI 235 C PROGRAMMING

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces 'C' Programming including data types, operators and expressions, control flow logic, program structure, arrays functions and file I/O.

CMPSCI 236 C++ OBJECT ORIENTED PROGRAMMING

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: CMPSCI-235

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.

CMPSCI 282 ADVANCED DATA STRUCTURES

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: CMPSCI-111

Explores the foundations of database design with in-depth coverage of data structures. Using the Java programming language, covers effective storage of data in disk-based files.

CONSTRUCTION MANAGEMENT TECHNOLOGY

Associate in Science and Certificate of Achievement: Construction Management Technology

The Construction Management Technology program is designed to prepare students with the foundation needed to meet the current technological requirements of the construction workplace. The program has two tracks, one for those interested in transfer to a four-year college or university to major in Construction Engineering Technology or Construction Management; the other option is for those students already employed in the construction industry or who plan to enter the industry after completion of a certificate or associate degree. The certificate and associate degree curriculum provides students with the industry identified skill competencies for entry into the field.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in construction management.

Program Requirements:

Units Required: 33

	Units
CONST-101 Introduction to Construction and Construction Engineering	2.0
CONST-102 Construction Management Principles	3.0
CONST-103 Blue Print Reading for Construction	3.0
CONST-104 The Construction Process - Planning and Scheduling	3.0
CONST-105 Construction Estimating Principles	3.0
CONST-106 Construction Law Survey	3.0
CONST-108 Introduction to Construction Inspection and Codes	2.0
SURV-101 Introduction to Land Surveying	4.0

Plus ten units from the following: (A minimum of one unit must be completed in CWE-188CNST)

ARCHT-110 Architectural Drafting I	3.0
ARCHT-140 Materials and Methods of Construction	3.0
BUS-101 Bookkeeping and Accounting	5.0
CWE-188CNST Cooperative Work Experience Education	1.0 - 4.0

Certificate of Achievement: Building Inspection

The Building Inspection option is designed to prepare students to meet entry-level requirements for employment in the building inspection profession. The course-work prepares students to take Code certification exams typically required for employment. Inspectors are employed by government agencies, private companies, contractors and lending institutions. Inspectors observe, evaluate, judge and enforce laws and regulations pertaining to building construction. The inspector is required to have a broad base of knowledge in all components of construction including plan reading, specification interpretation, and legal requirements.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to interpret California construction codes and apply them to building and construction applications.

Program Requirements:

Units Required: 18

	Units
CONST-103 Blue Print Reading for Construction	3.0
CONST-108 Introduction to Construction Inspection and Codes	2.0
CONST-109 California Building Code	3.0
CONST-120 California Mechanical Code	3.0
CONST-122 California Plumbing Code	3.0
CONST-124 California Electrical Code	3.0

A minimum of one unit from the following:

CWE-188CNST Cooperative Work Experience Education	1.0 - 4.0
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CONST 101 INTRODUCTION TO CONSTRUCTION AND CONSTRUCTION ENGINEERING

Units: 2.00

CSU 36.00 hours lecture

Introduction to the construction industry, the building design process, the construction project process, and roles and responsibilities of those involved: clients, architects, engineers, contractors, project managers, technicians, sub-contractors, suppliers, regulatory agencies, bankers, lawyers and the public. Includes an overview of careers in construction.

CONST 102 CONSTRUCTION MANAGEMENT PRINCIPLES

Units: 3.00

CSU 54.00 hours lecture

Principles of management as they pertain to the construction industry. Topics include licensing, insurance, construction accounting, bidding, contracts, scheduling, safety, and community relations. Also covers leadership/supervisory skills and employer/employee relationships.

CONST 103 BLUE PRINT READING FOR CONSTRUCTION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides skills in reading, interpreting, analyzing, and visualizing construction drawings and specifications prepared by architects and engineers, emphasizing reading and extracting information from detailed drawings for both residential and commercial construction.

CONST 104 THE CONSTRUCTION PROCESS - PLANNING AND SCHEDULING

Units: 3.00

CSU 54.00 hours lecture

Presents the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are featured. Includes program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring, and updating.

CONST 105 CONSTRUCTION ESTIMATING PRINCIPLES

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: CONST-103

Introduces methods and practices related to construction estimating, including quantities and costs of materials, labor and management as well as miscellaneous items related to construction costs. May include computer program applications.

CONST 106 CONSTRUCTION LAW SURVEY

Units: 3.00

54.00 hours lecture

Introduces the legal aspects of construction industry, including the issues relating to contract formation, administration, interpretation and enforcement. Provides an introduction to California Contractor's License Law and licensing requirements, mechanics' lien laws, stop notices, attachment and collection techniques, and a comparison of arbitration and litigation processes.

CONST 108 INTRODUCTION TO CONSTRUCTION INSPECTION AND CODES

Units: 2.00

CSU 36.00 hours lecture

Recommended Preparation: ARCHT-140 or CONST-103

Introduces construction inspection, and the function, responsibilities, authority and technical requirements related to construction, including state building code requirements for residential and non-residential construction.

CONST 109 CALIFORNIA BUILDING CODE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: CONST-108

Focuses on California building code requirements for residential and non-residential construction as they pertain to the building inspection process.

CONST 120 CALIFORNIA MECHANICAL CODE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: CONST-108

Interprets and applies the Uniform Mechanical Code as it applies to construction and maintenance in the State.

CONST 122 CALIFORNIA PLUMBING CODE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: CONST-108

Introduces the Uniform Plumbing Code. Review of provisions of the Code and interpretation of construction documents, construction procedures and inspection procedures.

CONST 124 CALIFORNIA ELECTRICAL CODE

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: CONST-108

Introduces the Uniform Electrical Code. Review of provisions of the Code and interpretation of construction documents, construction procedures and inspection procedures.

COOPERATIVE WORK EXPERIENCE

WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM (CWEE)

The Cooperative Work Experience Education (CWEE) Program has been integrated into academic departments throughout the College. This program allows students to apply knowledge gained in college courses to an actual work setting. In addition, interns who qualify for this program are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting that provides elective college credit.

CWE 188OCC COOPERATIVE WORK EXPERIENCE EDUCATION OCCUPATIONAL

Units: 1.00-4.00 - CSU

Provides students with the opportunity to apply knowledge and skills gained from college courses in an actual work setting. The work experience may be paid or unpaid. For more information about earning elective units for ongoing work experience or applying for an internship, visit www.canyons.edu/cwee. Maximum 6 total units.

CWE 189GNRL COOPERATIVE WORK EXPERIENCE EDUCATION GENERAL

Units: 1.00-3.00 - CSU 0.00 hours lecture

Provides students with the opportunity to apply knowledge and skills gained from college courses in an actual work setting. The work experience may be paid or unpaid. For more information about earning elective units for ongoing work experience or applying for an internship, visit www.canyons.edu/cwee. Students are limited to a maximum of 6 total units of CWE 189. May be taken 4 times.

COUNSELING

COUNS 010 CAREER EXPLORATION

Units: 1.00

18.00 hours lecture

Assists students in making career decisions. Emphasis is on selecting a career based on personal interests, abilities, values, and goals through self-assessment and career research.

COUNS 070 DISTANCE LEARNING AND STRATEGIES FOR SUCCESS

Units: 1.00

18.00 hours lecture

Provides students with the skills necessary to be a successful online student. Topics include: word processing, synchronous chat, asynchronous chat, email, the internet, learning styles, test taking strategies and time management. Familiarity with the Windows operating systems is necessary. Offered pass/no-pass only.

COUNS 075 BUILDING MATH CONFIDENCE

Units: 0.50

9.00 hours lecture

May be taken four times for credit

Builds math confidence and develops successful math study strategies while maintaining a positive attitude toward learning math. Offered pass/no-pass only.

COUNS 100 SUCCESS STRATEGIES FOR THE ADULT REENTRY STUDENT

Units: 3.00

CSU 54.00 hours lecture

Introduces adult reentry students to the educational, psychological, intellectual, social and health-related factors that impact lifelong learning, well-being, and success. Topics include motivation, self-discovery and self-efficacy, critical and creative thinking, effective study strategies, learning styles, health & wellness issues and lifestyle choices, effective written and oral communication, cross-cultural communication, time and stress management strategies, career exploration and educational and life planning.

COUNS 110 CAREER-LIFE PLANNING

Units: 3.00

CSU 54.00 hours lecture

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Students also examine the decision-making process, self-management, life roles and goal-setting. Includes a review of labor market trends, career research, interviewing skills, resume and cover letter writing, and job search strategies.

COUNS 111 INTRODUCTION TO COLLEGE AND STRATEGIES FOR SUCCESS

Units: 1.00

CSU 18.00 hours lecture

Provides students with the skills necessary to increase success in college. Topics include: college culture, goal setting, time management, study strategies, college services/resources and educational planning.

COUNS 112 TRANSITION STRATEGIES FOR INTERCOLLEGIATE STUDENT ATHLETES

Units: 2.00

CSU 36.00 hours lecture

Explores current topics and challenges relevant to intercollegiate athletics and the appropriate developmental life skills needed to facilitate college adjustment. Addresses the unique transitional needs of intercollegiate student-athletes including goal setting, time management, career decision making, educational planning, stress management, personal and social responsibility, student/instructor relationships, and NCAA/NAIA transfer rules and requirements.

COUNS 120 UNIVERSITY TRANSFER PLANNING

Units: 1.00

CSU 18.00 hours lecture

Provides 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 analysis of factors involved in the selection of transfer schools.

COUNS 142 LEARNING TO LEARN

Units: 2.00

CSU 36.00 hours lecture

Focuses on seven strategies that develop self-regulatory learning: self-monitoring, motivation, goal-setting, active listening, note-taking, information processing in the brain, and reading for comprehension. Students will combine theory and practice to become successful learners and successful college students.

COUNS 150 STUDENT SUCCESS

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the responsibilities and benefits of higher education, including educational planning, goal setting, and career choices are examined. Life skills and study skills are provided.

CULINARY ARTS

Certificate of Achievement: Culinary Arts

The Culinary Arts program is designed to prepare students for careers in the culinary field. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. The program will focus on cooking skills development, problem solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the food industry.

Program Requirements:

Units Required: 32.5

	Units
CULARTS-050 Knife Skills	1.5
CULARTS-055 Culinary Safety and Sanitation . . .	1.0
CULARTS-120 Introduction to the Culinary Arts . .	1.0
CULARTS-121 Culinary Fundamentals I	3.0
CULARTS-123 Culinary Fundamentals II	4.0
CULARTS-125 Principles of Garde Manger I . . .	3.0
CULARTS-127 Principles of Baking	3.0
CULARTS-132 Culinary Fundamentals III	4.0
CULARTS-150 Food Service Costs and Controls	2.0
HRMGT-126 Dining Room Service	2.0

Plus six units from the following:

CULARTS-083 Wine and Food Affinities	1.5
CULARTS-128 Principles of Baking II	3.0
CULARTS-133 International Cuisine	2.5
HRMGT-220 Restaurant Operations	3.0

Plus a minimum of two units from the following:

CWE-188CULARTS Cooperative Work Experience Education	1.0 - 4.0
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Certificate of Specialization: Baking and Pastry

The Culinary Arts Baking and Pastry Certificate of Specialization is designed for those interested in professional baking. It includes comprehensive study with an emphasis on application of fundamental baking techniques and ingredients. Program completers are prepared for entry level employment as bread bakers, pastry cooks, cake decorators, or confectioners.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the baking industry.

Program Requirements:

Units Required: 12

	Units
CULARTS-127 Principles of Baking	3.0
CULARTS-128 Principles of Baking II	3.0
CULARTS-129 Cake Decorating Essentials	3.0
CULARTS-130 Pastry Art	1.0
CULARTS-131 Chocolates	2.0

CULARTS 050 KNIFE SKILLS

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Recommended Preparation: HRMGT-225 or CULARTS-055

Introduces basic knife skills, including theory and proper technique, emphasizing correct sanitation practices and good motor skills.

CULARTS 055 CULINARY SAFETY AND SANITATION

Units: 1.00

18.00 hours lecture

Introduces principles of food safety and sanitation in a food service operation. Topics include sanitation regulations, personal hygiene, contamination sources, microorganisms, proper food handling techniques and storage, comprehensive cleaning and sanitizing, and workplace safety concepts.

CULARTS 083 WINE AND FOOD AFFINITIES

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Prerequisite: HRMGT-225 and students must be 21 years of age to enroll.

Food and wine pairing in professional food service operations. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

CULARTS 120 INTRODUCTION TO THE CULINARY ARTS

Units: 1.00

CSU 18.00 hours lecture

Introduces the fundamentals of the culinary arts, history, terminology, culinary mathematics, and explores culinary careers.

CULARTS 121 CULINARY FUNDAMENTALS I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Co-Requisite: CULARTS-050 and CULARTS-055

Recommended Preparation: CULARTS-120

Introduces classical cooking and current theories that provide students with an understanding of food chemistry and cooking techniques. Study of equipment, ingredients and basic professional cooking techniques.

CULARTS 123 CULINARY FUNDAMENTALS II

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Prerequisite: CULARTS-050, CULARTS-055 and CULARTS-121

Continues development of skills learned in Culinary Arts 121. Introduces high level culinary techniques and modern cooking styles, emphasizing sauce making, meat, poultry, fish and shellfish cooking techniques. Plate presentation theory and practice explored.

CULARTS 125 PRINCIPLES OF GARDE MANGER I

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

Prerequisite: CULARTS-050, CULARTS-055 and CULARTS-121

Introduces theory and practical skills needed to produce quality salads, sandwiches, appetizers and cold sauces for a restaurant pantry station. Identification and production of cheese and fruit displays.

CULARTS 127 PRINCIPLES OF BAKING

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

Co-requisite: CULARTS-055

Introduces the principles of baking, including the basic characteristics and function of the major ingredients and the importance of accurately measuring weight.

CULARTS 128 PRINCIPLES OF BAKING II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: CULARTS-127

Introduces the preparation of refined pastries and desserts. The theory and practical skills required to produce quality pastries for the hotel/restaurant/catering industries.

CULARTS 129 CAKE DECORATING ESSENTIALS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisites: CULARTS-127 and CULARTS-055

Presents a variety of preparation techniques that emphasize the fundamentals of the American and European style of cake decoration. Commercial culinary practices that will be included are: equipment, procedures of cake production, coloring techniques, design transfer, cake construction, borders, and icings.

CULARTS 130 PASTRY ART

Units: 1.00

CSU 9.00 hours lecture, 27.00 hours lab

Prerequisite: CULARTS-128 and CULARTS-129

Introduces culinary techniques to prepare candies, individual plated desserts, and centerpieces. Includes working with pulled sugar and pastillage as well as preparation of frozen desserts.

CULARTS 131 CHOCOLATES

Units: 2.00

CSU 9.00 hours lecture, 81.00 hours lab

Prerequisite: CULARTS-128

Introduces fundamental techniques in chocolate production, including candies, confections, and desserts.

CULARTS 132 CULINARY FUNDAMENTALS III

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Prerequisite: CULARTS-123

Presents advanced theory in culinary techniques and modern cooking styles, including breakfast and brunch cookery, vegetarian dishes, menu design, and plate presentation.

CULARTS 133 INTERNATIONAL CUISINE

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

Prerequisite: CULARTS-123

Introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish; promotes an appreciation of international foods and culture.

CULARTS 134 ICUE CAFE PRODUCTION

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Prerequisite: CULARTS-132

Provides fundamentals of commercial food preparation and restaurant operations. Students rotate through stations of a student-run cafe, developing food preparation skills and hands on experience.

CULARTS 150 FOOD SERVICE COSTS AND CONTROLS

Units: 2.00

CSU 36.00 hours lecture

Recommended Preparation: CULARTS-121 and HRMGT-220

Prepares the student to determine food, beverage, and labor costs and apply appropriate cost controls, including recipe conversions, menu pricing, food and labor cost percentages, and interpretation a profit and loss statement. Also covers fundamentals of purchasing based on analysis of quality, yield, cost of food and merchandise used in food service, control of purchases, receiving, storing, and issuing procedures using current computer applications.

DANCE

The Dance program introduces students to a variety of dance techniques, theories and styles, both contemporary and classic. There are numerous opportunities for students of all skill levels and interest to develop talent in performance and choreography by participating in informal concerts or enrolling in the COC Dance Company. Many dance courses meet general education requirements in the arts, humanities and/or physical education categories. An associate degree is not available in dance. **Note:** UC limits transfer credits for Dance activity and KPEA courses to a combined total of four units maximum.

Dance activity courses are 107, 108, 121, 122, 131,132, 135, 136, 141, 142, 180, and 181. Although COC allows some dance classes to be repeated, starting in 2008, only four enrollments of the same activity may be taken. For example, students may only take a total of four enrollments of jazz.

DANCE 100 DANCE APPRECIATION

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the influences which have historically and culturally shaped dance throughout the world. Non-performance course. Does not satisfy the Physical Education activity requirement for the associate degree.

DANCE 101 INTRODUCTION TO WORLD DANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces movement as it relates to dances from selected cultures including Africa, Asia, The Middle East, Latin America and other countries.

DANCE 107 DANCE CONDITIONING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Focuses on dance conditioning, including practice of dance exercises for muscle development, conditioning, strength and flexibility.

DANCE 108 PILATES

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Introduction to exercises designed for non-dancers and dancers to improve on the biomechanical and neuro muscular aspects of the body.

DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces ballet, modern and jazz dance techniques, focusing upon basic skill development in all three styles of dance, as well as the development of strength, flexibility, coordination and rhythm for all movement techniques.

DANCE 121 MODERN DANCE I

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the 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.

DANCE 122 MODERN DANCE II

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: DANCE-121

Continues Modern Dance I focusing on learning intermediate movements, patterns and styles intrinsic to modern dance.

DANCE 130 HIP-HOP DANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the fundamentals of hip-hop and funk styles of dance derived from current street dance vernacular and culture.

DANCE 131 INTRODUCTION TO JAZZ TECHNIQUES

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces jazz dance, emphasizing elementary skills and techniques of various dance jazz dance styles.

DANCE 132 INTERMEDIATE JAZZ

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: DANCE-131

Presents intermediate jazz skills.

DANCE 133 INTRODUCTION TO AFRICAN DANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Focuses on learning traditional dances of West African cultures, including polyrhythm, call and response, integration of movement to the music as well as the social/religious aspects of African culture.

DANCE 134 BALLROOM AND SOCIAL DANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces selected social dance styles and their performance techniques, including Salsa, Tango, Rumba, East and West Coast Swing, Waltz, Foxtrot, Merengue, Cha-Cha and other selected dances. Dance styles may vary by semester.

DANCE 135 BEGINNING TAP DANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces elementary tap skills, emphasizing basic tap routines and rhythmic structures.

DANCE 136 INTERMEDIATE TAP

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces intermediate level tap skills, syncopated rhythmic combinations and evaluation techniques for the sound and rhythmic accuracy of the taps.

DANCE 137 FLAMENCO AND SPANISH DANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces students to the fundamental steps, movements, rhythms and music of flamenco and Spanish dance, including various choreographies and techniques of this dance form are presented.

DANCE 141 INTRODUCTION TO BALLET TECHNIQUES

Units: 1.00

UC:CSU 54.00 hours lab

The fundamentals of ballet dance technique. Students will learn and practice ballet barre exercises, center floor technique and traveling movement.

DANCE 142 INTERMEDIATE BALLET

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: DANCE-141

Continues the ballet skills introduced in Dance 141, with additional emphasis on the rhythm, design, and dynamics of ballet dance.

DANCE 159 COMMERCIAL DANCE

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Movement technique for the dance entertainment industry including dance for feature films, videos, television, industrial shows, musicals, and other commercial applications.

DANCE 161 COC DANCE COMPANY PRODUCTION

Units: 3.00

UC:CSU 18.00 hours lecture, 108.00 hours lab

May be taken four times for credit

Prerequisite: DANCE-111 and Successful Audition.

Represents the resident dance company of College of the Canyons and provides intermediate and advanced dance students with experience in performing student, faculty and guest artist works in venues on and off campus. Field trips may be required.

DANCE 170 INTRODUCTION TO CHOREOGRAPHY

Units: 1.50

UC:CSU 81.00 hours lab

May be taken four times for credit

Prerequisite: DANCE-111

Introduces the fundamental skills and concepts necessary to choreograph dance for the stage.

DANCE 180 INTRODUCTION TO YOGA

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces basic Yoga postures as well as Yoga breathing, relaxation and meditation techniques.

DRAFTING

Certificate of Specialization: Mechanical Drafting

The drafting program is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. The techniques of drafting are used in many types of industries such as automotive, electronics, building construction, aeronautical/aerospace, machine design, advertising, illustrating, and engineering. The program provides students with entry-level skills and knowledge in the fields of computer mechanical drafting. Competencies include knowledge of orthographic projection and isometric sketching, AutoCAD generated drawings, current practices in construction technology, 2-D and 3-D drawings, drafting techniques such as clarity, line weight expression and accuracy to name a few.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for a drafting position in the civil, electrical, electronic or mechanical engineering fields.

Program Requirements:

Units Required: 9

	Units
ENGR-110	Introduction to AutoCAD3.0
ENGR-114	Solids Modeling for Mechanical Drafting3.0

Plus three units from the following:

MFGT-121	CNC 1: Operation and Manual Programming3.0
MFGT-131	CAD/CAM I3.0

EARLY CHILDHOOD EDUCATION

Associate in Science Degree: Early Childhood Education

The Early Childhood Education (ECE) degree and certificate programs give students the opportunity to prepare for careers in the field of early childhood education and/or transfer to a four-year university. Education and training prepares students for entry into a variety of careers in the field. The field of early childhood education needs trained, creative educators to provide high quality services to children and families in a variety of settings.

The Early Childhood Education program includes core courses in child development and electives from other departments. The purposes include: 1) educating students in the development of the young child; 2) preparing candidates for Child Development permits (awarded by the State Commission of Teacher Preparation and Licensing, Child Development Division); 3) providing a basis for further study (transfer) and preparation of teacher candidates; and 4) preparing students for work with children in a variety of community settings.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an Early Childhood Educator in a Title 22 or Title 5 licensed center in the field of Early Childhood.

Program Requirements:

Units Required: 24

	Units
ECE-110 Introduction to Early Childhood Education	3.0
ECE-115 Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A Curriculum and Classroom Management Lab A	1.0
ECE-125 Child, Family and Community	3.0
ECE-175 Childhood Health and Safety	1.0
ECE-120 Child Growth and Development	3.0
OR	
PSYCH-172 Developmental Psychology	3.0
OR	
PSYCH-172H Developmental Psychology - Honors	3.0

Plus ten units from the following:

ECE-116B Curriculum and Classroom Management Lab B	1.0
ECE-116C Curriculum and Classroom Management Lab C	1.0
ECE-130 Infant/Toddler Development and Curriculum	3.0
ECE-135 School Age Child Care Programs and Curriculum	3.0
ECE-140 Recreational Leadership in School Age Child Care	3.0
ECE-144 Music and Motor Development for the Young Child	2.0
ECE-151 Art and Creativity for Young Children	2.0
ECE-155 Science and Math for the Young Child	2.0
ECE-156 Literature and Language Development for the Young Child	2.0
ECE-160 Understanding and Education of Exceptional Children	3.0
ECE-165 Teaching Children in a Diverse Community	3.0
ECE-201 Supervision and Administration of Children's Programs	3.0
ECE-202 Advanced Supervision and Administration of Children's Programs	3.0
ECE-220 Adult Supervision in ECE: The Mentoring Process	2.0

Certificate of Specialization: Early Childhood Education - CORE

The Child Development program offers courses leading to a Core Certificate which meets State of California requirements to teach in preschool and childcare settings and several child development program certificates which are suggested for teaching positions in a variety of programs. These can reflect the student's interest in specialized areas such as preschool teaching, infant/toddler development and curriculum, school-age childcare and curriculum, special education and supervision, and administration of children's programs. Program certificate coursework assists students in meeting the State of California Child Development permit requirements. The Child Development permit 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.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a teacher in a Title 22 licensed center in the field of Early Childhood.

Program Requirements:

Units Required: 14

	Units
ECE-110 Introduction to Early Childhood Education	3.0
ECE-115 Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A Curriculum and Classroom Management Lab A	1.0
ECE-125 Child, Family and Community	3.0
ECE-175 Childhood Health and Safety	1.0
ECE-120 Child Growth and Development	3.0

OR

PSYCH-172 Developmental Psychology	3.0
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OR

PSYCH-172H Developmental Psychology - Honors	3.0
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Certificate of Achievement: Early Childhood Education - Infant/Toddler

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an Infant/Toddler teacher in a Title 22 licensed center in the field of Early Childhood.

Program Requirements:

Units Required: 23

	Units
ECE-110 Introduction to Early Childhood Education	3.0
ECE-115 Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A Curriculum and Classroom Management Lab A	1.0
ECE-116B Curriculum and Classroom Management Lab B	1.0
ECE-116C Curriculum and Classroom Management Lab C	1.0
ECE-125 Child, Family and Community	3.0
ECE-130 Infant/Toddler Development and Curriculum	3.0
ECE-175 Childhood Health and Safety	1.0
ECE-120 Child Growth and Development	3.0

OR

PSYCH-172 Developmental Psychology	3.0
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OR

PSYCH-172H Developmental Psychology - Honors	3.0
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Plus four units from the following:

ECE-144 Music and Motor Development for the Young Child	2.0
ECE-151 Art and Creativity for Young Children	2.0

OR

ECE-155 Science and Math for the Young Child	2.0
ECE-156 Literature and Language Development for the Young Child	2.0

Certificate of Achievement: Early Childhood Education – Preschool

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an Early Childhood Master Teacher in a Title 5 program.

Program Requirements:

Units Required: 24

	Units
ECE-110 Introduction to Early Childhood Education	3.0
ECE-115 Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A Curriculum and Classroom Management Lab A	1.0
ECE-116B Curriculum and Classroom Management Lab B	1.0
ECE-116C Curriculum and Classroom Management Lab C	1.0
ECE-125 Child, Family and Community	3.0
ECE-144 Music and Motor Development for the Young Child	2.0
ECE-151 Art and Creativity for Young Children	2.0
ECE-155 Science and Math for the Young Child	2.0
ECE-156 Literature and Language Development for the Young Child	2.0
ECE-175 Childhood Health and Safety	1.0
ECE-120 Child Growth and Development	3.0

OR

PSYCH-172 Developmental Psychology	3.0
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OR

PSYCH-172H Developmental Psychology - Honors	3.0
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Certificate of Achievement: Early Childhood Education - School-Age

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a School-Age teacher in a Title 22 licensed center in the field of Early Childhood.

Program Requirements:

Units Required: 25

	Units
ECE-110 Introduction to Early Childhood Education	3.0

ECE-115	Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A	Curriculum and Classroom Management Lab A	1.0
ECE-116B	Curriculum and Classroom Management Lab B	1.0
ECE-116C	Curriculum and Classroom Management Lab C	1.0
ECE-125	Child, Family and Community	3.0
ECE-135	School Age Child Care Programs and Curriculum	3.0
ECE-140	Recreational Leadership in School Age Child Care	3.0
ECE-175	Childhood Health and Safety	1.0
ECE-201	Supervision and Administration of Children's Programs	3.0
ECE-120	Child Growth and Development	3.0
	OR	
PSYCH-172	Developmental Psychology	3.0
	OR	
PSYCH-172H	Developmental Psychology - Honors	3.0

Certificate of Achievement: Early Childhood Education - Special Education

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a Special Education teacher in a Title 22 licensed center in the field of Early Childhood

Program Requirements:

Units Required: 30

		Units
ECE-110	Introduction to Early Childhood Education	3.0
ECE-115	Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A	Curriculum and Classroom Management Lab A	1.0
ECE-116B	Curriculum and Classroom Management Lab B	1.0
ECE-116C	Curriculum and Classroom Management Lab C	1.0
ECE-125	Child, Family and Community	3.0
ECE-130	Infant/Toddler Development and Curriculum	3.0
ECE-144	Music and Motor Development for the Young Child	2.0
ECE-151	Art and Creativity for Young Children	2.0
ECE-155	Science and Math for the Young Child	2.0
ECE-156	Literature and Language Development for the Young Child	2.0

ECE-160	Understanding and Education of Exceptional Children	3.0
ECE-175	Childhood Health and Safety	1.0
ECE-120	Child Growth and Development	3.0
	OR	
PSYCH-172	Developmental Psychology	3.0
	OR	
PSYCH-172H	Developmental Psychology - Honors	3.0

Certificate of Achievement: Early Childhood Education - Supervision and Administration of Children's Programs

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a Supervisor/Administrator in a Title 22 licensed center in the field of Early Childhood.

Program Requirements:

Units Required: 30

		Units
ECE-110	Introduction to Early Childhood Education	3.0
ECE-115	Curriculum and Classroom Management of Early Childhood Education	3.0
ECE-116A	Curriculum and Classroom Management Lab A	1.0
ECE-116B	Curriculum and Classroom Management Lab B	1.0
ECE-116C	Curriculum and Classroom Management Lab C	1.0
ECE-125	Child, Family and Community	3.0
ECE-144	Music and Motor Development for the Young Child	2.0
ECE-151	Art and Creativity for Young Children	2.0
ECE-155	Science and Math for the Young Child	2.0
ECE-156	Literature and Language Development for the Young Child	2.0
ECE-175	Childhood Health and Safety	1.0
ECE-201	Supervision and Administration of Children's Programs	3.0
ECE-202	Advanced Supervision and Administration of Children's Programs	3.0
ECE-120	Child Growth and Development	3.0
	OR	
PSYCH-172	Developmental Psychology	3.0
	OR	
PSYCH-172H	Developmental Psychology - Honors	3.0

ECE 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Units: 3.00

CSU 54.00 hours lecture

Introduces the study of early childhood education, including the history and philosophy of early education, issues of development, teacher roles, partnerships with parents, and the current issues and trends in the field of early childhood education. Field observation at sites designated by the instructor will be required. Meets the partial core requirement to teach in a Title 22 or Title 5 program and meets a core requirement for licensing and the Child Development Permit.

ECE 115 CURRICULUM AND CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: ECE-110

Covers planning and implementation of a developmentally appropriate preschool environment including curriculum and behavior management techniques. A continuation of ECE 110.

ECE 116A CURRICULUM AND CLASSROOM MANAGEMENT LAB A

Units: 1.00

CSU 54.00 hours lab

Co-requisite: Concurrent enrollment in or previous completion of ECE-110.

Provides hands-on experience observing and implementing developmentally appropriate practice as applied to ECE 110 by assisting master teachers in the classroom environment.

ECE 116B CURRICULUM AND CLASSROOM MANAGEMENT LAB B

Units: 1.00

CSU 54.00 hours lab

Prerequisite: CHLDEV-116A or ECE 116A Co-requisite: Concurrent enrollment in or previous completion of ECE-115

Provides hands-on experience observing and implementing developmentally appropriate practice as applied to ECE 115 by assisting master or mentor teachers in the preschool environment.

ECE 116C CURRICULUM AND CLASSROOM MANAGEMENT LAB C

Units: 1.00

CSU 54.00 hours lab

Prerequisite: ECE/CHLDEV-116A and 116B.

Third in a series of hands-on experience observing and implementing developmentally appropriate practice as applied to the theory classes ECE 110 and ECE 115. Student teachers assist in the ECE environment, plan, and implement weekly group activities as well as plan, facilitate and evaluate 2 full sessions (TBA).

ECE 120 CHILD GROWTH AND DEVELOPMENT

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Meets part of the Title 22 core requirements to work in a licensed early childhood program.

ECE 125 CHILD, FAMILY AND COMMUNITY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizing historical and socio-cultural factors. Meets the requirement for licensing and the Child Development Permit.

ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM

Units: 3.00

CSU 54.00 hours lecture

Surveys infant/toddler development and its implications for group child care settings, including principles of infant/toddler philosophy and care giving.

ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM

Units: 3.00

CSU 54.00 hours lecture

Examines the need for and design of school age child care programs, emphasizing developmental stages of the child ages 5-13, curriculum development, the relationship of the family, and the special needs of the school age child.

ECE 140 RECREATIONAL LEADERSHIP IN SCHOOL AGE CHILD CARE

Units: 3.00

CSU 54.00 hours lecture

Presents different leadership techniques and styles as they apply to various recreational activities for school age children, emphasizing behavioral management skills, and recreational activities for large groups of children.

ECE 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD

Units: 2.00

CSU 36.00 hours lecture

Provides the basic skills, methods and theory in music and motor activities relating to the young child, including developing a portfolio of materials, lesson plans and classroom demonstrations.

ECE 151 ART AND CREATIVITY FOR YOUNG CHILDREN

Units: 2.00

CSU 36.00 hours lecture

Explore arts and creativity in young children, including selection of developmentally appropriate media, motivational techniques and classroom arrangements. A creative art curriculum resource file will be developed.

ECE 155 SCIENCE AND MATH FOR THE YOUNG CHILD

Units: 2.00

CSU 36.00 hours lecture

Provides an experiential and discovery approach to learning in the areas of science and math. Students plan and implement developmentally appropriate math and science experiences for young children and apply theoretical concepts in a variety of ways.

ECE 156 LITERATURE AND LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD

Units: 2.00

CSU 36.00 hours lecture

Emphasizes a basic understanding of how children learn language skills, including developing techniques to promote and establish a language and literature program in the preschool setting through the use of flannel board activities, stories, puppets, drama, finger plays and circle activities.

ECE 160 UNDERSTANDING AND EDUCATION OF EXCEPTIONAL CHILDREN

Units: 3.00

CSU 54.00 hours lecture

Introduces the field of special education, emphasizing the developmental theories as they apply to the understanding and education of exceptional children through age eight. Overview of special needs categories as defined by PL94-142 (IDEA), inclusion, and preparation of Individual Education Plan (IEP).

ECE 165 TEACHING CHILDREN IN A DIVERSE COMMUNITY

Units: 3.00

CSU 54.00 hours lecture

Covers the impact of social, political, economic and cultural issues that shape values, beliefs, and behaviors. Students explore their own experiences to increase their understanding of the impact these issues have on teaching children in a multicultural, multilingual, diverse community.

ECE 175 CHILDHOOD HEALTH AND SAFETY

Units: 1.00

CSU 18.00 hours lecture

Introduces common childhood illnesses, emphasizing safety issues, licensing regulations, and health codes pertaining to children and children's programs. American Red Cross certification for First Aid and Community CPR is included.

ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS

Units: 3.00

CSU 54.00 hours lecture

Prerequisites: ECE-110, ECE-120 or PSYCH-172/172H, & ECE-125

Principles and practices of supervision and administration of children's programs. Content includes Title 22 and Title 5 requirements regarding organizational structure, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents. Also reviews social and public policy and professional groups influencing child development today.

ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: ECE-201

Provides opportunities for administrators of children's programs to learn techniques in hiring and training staff. Covers philosophies of management and staff relations including team building and human resource development. Course meets one of the requirements of the Child Development Permits for Site Supervisor or Program Director as needed for Title 5 programs.

ECE 220 ADULT SUPERVISION IN ECE: THE MENTORING PROCESS

Units: 2.00

CSU 36.00 hours lecture

Covers all aspects of supervising the adult learner in a child care setting, as well as the use of the Early Childhood Environmental Rating Scale (Harmes and Clifford), an instrument used to evaluate the quality of early childhood environments. Satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit from the Commission on Teacher Credentialing. Required for candidates of the Mentor Teacher Program.

ECONOMICS

Economics study attempts to clarify how the use of natural, technical, and financial resources affect the lives of human beings. Economic concerns can range from how individuals and businesses 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 and microeconomics, how businesses make decisions, business statistics, using numbers for analysis, and U.S. economic history, the economic development of the U.S. consumer economics, how consumers make economic choices, and comparative economic systems, the comparison of capitalism and socialism as it is applied in different countries. An associate degree is not available in economics.

ECON 170 ECONOMIC HISTORY OF THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Survey of the economic development of the U.S. emphasizing a topical approach, including 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. (Same as HIST-170). Fulfills Title 5 U.S. History requirement for the associate degree.

ECON 170H ECONOMIC HISTORY OF THE UNITED STATES - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation; manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Additional reading, writing, critical thinking, and research techniques required (Same as HIST 170H). Fulfills Title 5 U.S. History requirement for the associate degree.

ECON 201 MACROECONOMICS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-060

Examines the basic concepts of economics, emphasizing macro-analysis including the nature of the American economy, national income analysis, money and banking, fiscal and monetary policies.

ECON 201H MACROECONOMICS - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-060

Examines 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, and the Federal Reserve System. Additional reading, writing, and research techniques are required.

ECON 202 MICROECONOMICS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ECON-201 or ECON-201H

Examines how individuals, firms, and industries perform in our economy, including supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

ECON 202H MICROECONOMICS-HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ECON-201 or ECON-201H

Examines how individuals, firms, and industries perform in our economy, including supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits. Additional reading, writing and research required.

ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-070

Examines descriptive statistics, elements of probability distributions, sampling, estimation, and confidence intervals, tests of hypothesis, linear regression and correlation, including applications to problems in business and economics. Writing and the use of spreadsheet software are required. UC credit limitation: ECON-291, MATH-140, MATH-140H, PSYCH-104 and SOCI-137 combined, maximum credit one course.

EDUCATION**EDUC 102 MATH AND SCIENCE TEACHING SEMINAR**

Units: 1.50

CSU 18.00 hours lecture, 27 hours lab

Recommended Preparation: Self identified as being interested in math or science teaching and placement as a MESA program tutor or workshop facilitator or in a local science or math secondary classroom.

Presents an overview of mathematics and science instruction, including exploration of educational theories and practices. Requires a field component in the MESA study center at the Valencia campus or in a public junior high school or high school classroom with a credentialed teacher.

EDUC 203 INTRODUCTION TO TEACHING IN A DIVERSE SOCIETY

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces students to concepts and issues related to teaching diverse learners in contemporary public schools. Topics include teaching as a profession and a career, contemporary educational issues, California's content and performance standards and frameworks, and requirements for earning a teaching credential. Students will attend lecture and participate in 30 hours of required fieldwork/observation. CSU credit limitations; consult a counselor.

ELECTRONIC SYSTEMS TECHNOLOGY

The Electronic Systems Technology program trains students for careers in the electrical service industries including data network services, telecommunication services, audio/video service and home security systems.

ESYST 101 BASIC ELECTRONICS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Introduces basic electronics and electronic systems technology. Formerly CMPELC-130.

ESYST 102 CIRCUIT ANALYSIS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: ESYST-101 or CMPELC-130

Explores the functionality of basic electronic components as used in various types of circuits.

ESYST 103 SOLID STATE SYSTEMS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: ESYST-102

Presents integration of PC boards, ICs, modules, and sub-assemblies into equipment and complete systems.

ESYST 104 DIGITAL CIRCUITS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: ESYST-103

Introduces digital electronic systems including the programming and manipulation of logic controllers and registers.

ESYST 111 ELECTROMECHANICAL SYSTEMS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Co-requisite: ESYST-101 OR CMPELC-130

Presents the theory and application of mechanical devices and their control circuits, including component recognition, electrical schematic diagrams, hydraulics, pneumatics, AC and DC motors, stepping motors, mechanical drive systems, and servomechanisms.

ESYST 112 INDUSTRIAL ROBOTICS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: ESYST-101 OR CMPELC-130

Presents industrial robotics, including designing, building, operating, and programming.

ESYST 113 INDUSTRIAL CONTROLLERS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: ESYST-101 OR CMPELC-130

Presents basic control systems for process machines and driven equipment used in industry, including programmable controllers, basic electrical circuits, input devices, output devices, control diagrams, and specific programmable controller applications.

ESYST 114 AUTOMATED SYSTEMS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: ESYST-111, 112, and 113

Integrates the principles of manufacturing automation, including process and machine control, programmable logic controllers, robotics, part handling and assembly.

ESYST 123 RESIDENTIAL WIRING

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisites: ESYST-104, CONST-103, CONST-124

Introduces circuit wiring and methods for residential construction according to the National Electrical Code, including circuit planning for kitchens, bathrooms, general living areas and special purpose circuits.

ENGINEERING

Associate in Science Degree: Engineering

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 degree concentrates on helping students develop critical thinking skills, a creative imagination, and excellent communication skills to effectively function in the professional environment. Most careers in engineering require a baccalaureate or graduate degree. Career options include: mechanical engineer, civil engineer, computer engineer, aerospace engineer, biomedical engineer, automotive engineer, and manufacturing engineer.

Student Learning Outcome:

Students will be able to interpret, analyze, and evaluate engineering concepts.

Program Requirements:

Units Required: 48

	Units
ENGR-101 Introduction to Science, Engineering and Technology	2.0
ENGR-151 Materials of Engineering	3.0
ENGR-151L Materials of Engineering Lab	1.0
ENGR-152 Statics	3.0
ENGR-153 Electrical Circuits I	4.0
CHEM-201 General Chemistry I	6.0
CMPSCI-235 'C' Programming	3.0
MATH-211 Calculus I	5.0
MATH-212 Calculus II	5.0
MATH-213 Calculus III	5.0
MATH-215 Differential Equations	3.0
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC-221 Physics for Scientists and Engineers: Electricity and Magnetism	4.0
<i>Recommended electives:</i>	
ENGR-110 Introduction to AutoCAD	3.0
ENGR-114 Solids Modeling for Mechanical Drafting	3.0
ENGR-154 Engineering Economy	3.0
ENGR-155 Dynamics	3.0
ENGR-161 Strength of Materials	3.0
ENGR-161L Strength of Materials Lab	1.0
PHYSIC-222 Physics for Scientists and Engineers: Wave Motion, Heat, Optics and Modern Physics	4.0

ENGR 090 EXPLORING GADGETS, ENGINEERING, AND TECHNOLOGY

Units: 3.00

36.00 hours lecture, 54.00 hours lab

Introduces applied physics and engineering concepts, emphasizing technologies and phenomena used in the industrial laboratory setting.

ENGR 096 DISCOVER ENGINEERING

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Explores the various engineering disciplines through the examination of engineering problems and their solutions. Includes essential techniques for success in subsequent engineering courses and become oriented to relevant computer based technologies.

ENGR 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-102

An introduction to engineering and engineering technology. Topics include history, careers, ethics and responsibilities, and engineering calculations and problem solving - examples from mechanics, dynamics and fluids. Various engineering systems are modeled and the design process is examined. Develops written and oral communication skills. Guest speakers from various engineering fields are invited to speak.

ENGR 110 INTRODUCTION TO AUTOCAD

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces two-dimensional computer-aided drafting using AutoCAD software, including tolerance and dimensioning, symbols, orthographic projection, section and auxiliary views, geometric construction, composition of working drawings.

ENGR 114 SOLIDS MODELING FOR MECHANICAL DRAFTING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on design and development of mechanical parts with solids modeling program Solidworks. Emphasizes surface modeling and 'top-down' design.

ENGR 151 MATERIALS OF ENGINEERING

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: CHEM-201.

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; optical properties; and corrosion and process methods.

ENGR 151L MATERIALS OF ENGINEERING LAB

Units: 1.00

UC:CSU 54.00 hours lab

Co-requisite: ENGR-151.

Presents crystalline structures, mechanical properties of metals, the electrical properties of semiconducting materials, and polymers in a laboratory setting. Investigates experiments involving cold-working, heat-treatment, material hardness, ductile-to-brittle fracture behavior, fatigue, equilibrium phase diagrams, steel microstructure, corrosion, and process methods

ENGR 152 STATICS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-211 and PHYSIC-220

Applies the principles of mechanics to rigid bodies in two and three-dimensional equilibrium. Focuses on 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.

ENGR 153 ELECTRICAL CIRCUITS I

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-212 and PHYSIC-221

Presents 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.

ENGR 154 ENGINEERING ECONOMY

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: MATH-060

Introduces engineering economy problems with a focus on the selection of alternatives and replacement decisions, including interest compounding, depreciation, tax, capital costs and flows, and economic life.

ENGR 155 DYNAMICS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGR-152 and MATH-212

Introduces the principles of Newtonian Dynamics in one-, two-, and three-dimensional motions, including kinematics of a single particle, system of particles, rigid bodies, conservation laws, work, energy, impulse, impact and free and forced vibrations.

ENGR 161 STRENGTH OF MATERIALS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGR-152

Emphasizes stresses and strains under axial, shearing, and torsional forces; flexural stresses and deflections of simple beams; columns; and combined stresses.

ENGR 161L STRENGTH OF MATERIALS LAB

Units: 1.00

UC:CSU 54.00 hours lab

Co-requisite: ENGR-161

Presents physical and engineering properties of materials resulting from tension, shear stresses, compression, bending, hardness, torsion, impact, and combined loading in a laboratory setting. Also investigates column buckling, moment of inertia, beam deflection, flexure, and design beyond the elastic limit.

ENGLISH

Associate in Arts Degree: English

The English associate degree provides students with a wide variety of intellectual skills while introducing them to a major source of cultural enrichment. The major includes both creative writing and literature courses. The creative writing courses provide instruction in multiple genres. The literature courses offer a broad range of types and periods of literature.

Student Learning Outcome:

- Appraise the contributions and relevance of literature.
- Apply multiple perspectives and critical thinking methods to analyze and interpret literature.

Program Requirements:

Units Required: 18

	Units
ENGL-102 Intermediate Composition, Literature and Critical Thinking	3.0
<i>OR</i>	
ENGL-102H Intermediate Composition, Literature and Critical Thinking - Honors	3.0
<i>Plus three units from the following:</i>	
ENGL-250 British Literature I	3.0
ENGL-251 British Literature II	3.0
<i>Plus three units from the following:</i>	
ENGL-260 American Literature I	3.0
ENGL-261 American Literature II	3.0
<i>Plus nine units from the following:</i>	
ENGL-105 Introduction to Creative Writing	3.0
ENGL-106 Creative Writing - Nonfiction	3.0
ENGL-108 Creative Writing - Poetry	3.0
ENGL-109 Creative Writing - Short Stories	3.0
ENGL-122 Literary Magazine Production	3.0
ENGL-135 Literature and Film	3.0
ENGL-225 Children's Literature	3.0
ENGL-250 British Literature I	3.0
ENGL-251 British Literature II	3.0
ENGL-260 American Literature I	3.0
ENGL-261 American Literature II	3.0
ENGL-262 American Multicultural Literature	3.0
ENGL-263 Introduction to Poetry	3.0
ENGL-264 Study of Fiction	3.0
ENGL-270 Introduction to African-American Literature	3.0
ENGL-271 Mythology	3.0
ENGL-272 The Bible As Literature	3.0

ENGL-273	World Literature I	3.0
ENGL-274	World Literature II	3.0
ENGL-275	Shakespeare	3.0
ENGL-280	Women's Literature	3.0
ENGL-281	Introduction to Science Fiction	3.0

ENGL 071 BEGINNING READING AND WRITING SKILLS

Units: 3.00

54.00 hours lecture

Co-requisite: ENGL-071L

Improves writing at the sentence level and improves reading comprehension through study of nonfiction pre-college level texts. Also introduces the basics of the composition process. Units do not apply to the associate degree.

ENGL 071L BEGINNING WRITING AND READING SKILLS WORKSHOP

Units: 0.50

27.00 hours lab

Co-requisite: ENGL-071

Provides supplementary instruction and practice in sentence skills, reading comprehension, and the writing process for currently enrolled English 071 students. Offered pass/no-pass only. Units do not apply to the associate degree.

ENGL 081 INTERMEDIATE READING AND WRITING SKILLS

Units: 3.00

54.00 hours lecture

Prerequisite: ENGL-071 or placement as determined by the COC English assessment process.

Improves writing at the paragraph level by focusing on structure, mechanics, and editing. Familiarizes students with source-based compositions. Emphasizes pre-college level reading of fiction and nonfiction with attention to formal responses to reading. Units do not apply to the associate degree.

ENGL 091 INTRODUCTION TO COLLEGE READING AND WRITING

Units: 3.00

54.00 hours lecture

Prerequisite: ENGL-081 or placement as determined by the COC English assessment process.

Prepares students to write well organized, unified and coherent essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after ENGL-094.

ENGL 094 INTRODUCTION TO TECHNICAL READING AND WRITING

Units: 3.00

54.00 hours lecture

Prerequisite: ENGL-081 or placement as determined by the COC English assessment process.

Develops the reading and writing skills needed to be successful in the workplace, including the rhetorical principles and compositional practices necessary for writing effective business letters, memos, resumes, instructions, proposals, annotated bibliographies, and reports. No credit if taken after ENGL-091.

ENGL 096 ACCELERATED PREPARATION FOR COLLEGE READING AND WRITING

Units: 4.00

72.00 hours lecture

Prerequisite: ENGL-071 or placement as determined by the COC English assessment process.

Provides an accelerated approach to prepare students for transfer-level English composition by focusing on writing strategies for well-organized, unified, and coherent college essays and critical reading skills for interpreting college-level reading material.

ENGL 101 ENGLISH COMPOSITION

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

Builds expository writing and critical reading skills through the composition of well-organized, full-length essays containing properly documented evidence and the analysis and evaluation of college-level readings.

ENGL 101H HONORS ENGLISH COMPOSITION

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

Principles and methods of expository writing, with reading and analysis of expository prose and creative literature. The honors component requires expanded and more complex reading and writing assignments.

ENGL 102 INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Builds on the critical thinking, reading, and writing practice begun in English 101, including critical analysis, interpretation, and evaluation of literary works, along with writing of argumentative essays about literary works.

ENGL 102H INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Builds on the critical thinking, reading, and writing practice begun in English 101, including critical analysis, interpretation, and evaluation of literary works, along with writing of argumentative essays about literary works. Honors work challenges students to be more analytical and creative through expanded assignments such as more in depth engagement with and application of literary theory.

ENGL 103 CRITICAL READING, WRITING AND THINKING

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Examines principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative/persuasive writing, and logical reasoning.

ENGL 105 INTRODUCTION TO CREATIVE WRITING

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Focuses on writing and analysis of poetry, short stories, and plays. Students learn to develop ideas with an awareness of style and the manipulation of formal elements.

ENGL 106 CREATIVE WRITING - NONFICTION

Units: 3.00

UC:CSU 54.00 hours lecture

May be taken two times for credit

Prerequisite: ENGL-101 or ENGL-101H

Students study and write nonfiction prose, emphasizing description and narration through the composition of memoirs and personal essays. Writing practice stresses the writer's awareness of his or her own style and the manipulation of stylistic elements.

ENGL 108 CREATIVE WRITING - POETRY

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Presents elements of poetry and advanced practice in the writing of poems, emphasizing the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings.

ENGL 109 CREATIVE WRITING - SHORT STORIES

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Presents the elements of short fiction and advanced practice in writing short stories, emphasizing the writer's awareness of his or her own style and the manipulation of formal and stylistic elements.

ENGL 111 INTRODUCTION TO LINGUISTICS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Introduces the theory and methods of linguistics, with an emphasis on the structure, function, and history of language. Includes a study of language acquisition, language change, and the sociology and psychology of language.

ENGL 122 LITERARY MAGAZINE PRODUCTION

Units: 3.00

CSU 54.00 hours lecture

May be taken two times for credit

Introduces literary magazine production, culminating in the publication of a creative arts magazine. Includes reading, evaluating, and editing literary manuscripts and artistic submissions for publication in a variety of forms.

ENGL 135 LITERATURE AND FILM

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces literature through the comparative study of selected short stories, novels, and plays and the films based on these literary works.

ENGL 204 TECHNICAL REPORT WRITING

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Focuses on the writing of reports and accompanying documents required in professional or vocational environments, including proposals, summaries, memoranda and research skills.

ENGL 225 CHILDREN'S LITERATURE

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces literature written for children, with emphasis on analysis and evaluation, including cultural, psychological and literary contexts.

ENGL 250 BRITISH LITERATURE I

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys British literature from Anglo-Saxon period to the end of the Neoclassic era.

ENGL 251 BRITISH LITERATURE II

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys British literature from 1800 to the present.

ENGL 260 AMERICAN LITERATURE I

Units: 3.00

UC:CSU 54.00 hours lecture

A survey of the major movements and genres of American literature from its beginnings through the Civil War.

ENGL 261 AMERICAN LITERATURE II

Units: 3.00

UC:CSU 54.00 hours lecture

A survey of American literature from 1860 to the present.

ENGL 262 AMERICAN MULTICULTURAL LITERATURE

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys of various genres of multicultural literature of the United States, addressing issues of voice, agency and the construction of American identity across racial, ethnic, regional, and gender boundaries in the cultural context of a diverse country.

ENGL 263 INTRODUCTION TO POETRY

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the elements of poetry in selected poems in English representing a diversity of voices, emphasizing the discovery of meaning by reading analytically. Major poetic forms are examined, along with aspects of imagery, symbolism, figurative language, rhythms and sounds.

ENGL 264 STUDY OF FICTION

Units: 3.00

UC:CSU 54.00 hours lecture

Study of selected prose fiction from different times and places in Western civilization. Emphasis on short fiction of the nineteenth and twentieth centuries plus one novel. Through close reading and discussion, students learn to analyze and interpret prose narratives.

ENGL 270 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys of African American literature from the 1700s to the present, including poetry, fiction, autobiography, essays, drama and oral literature.

ENGL 271 MYTHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

A multicultural look at basic themes and archetypes in mythology, including creation, heroic quest, death and rebirth, sacred places and the male and female divine.

ENGL 272 THE BIBLE AS LITERATURE

Units: 3.00

UC:CSU 54.00 hours lecture

Reading and discussion of selected books of the Old and New Testaments: saga, myth, epic, story, historical writing, poetry, wisdom literature, prophecy, parables, letters and proverbs.

ENGL 273 WORLD LITERATURE I

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys world literature in translation from ancient times to the Middle Ages, including literature from the Middle East, Greece, Rome, China, Japan, India and Africa.

ENGL 274 WORLD LITERATURE II

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys world literature in translation from the Renaissance to modern times, including the literature of Europe, Russia, China, Japan, Africa and Latin America.

ENGL 275 SHAKESPEARE

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the principles of Shakespearean poetry and drama, including detailed reading of selected poems, comedies, tragedies and histories.

ENGL 280 WOMEN'S LITERATURE

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys literature written by women from diverse cultural backgrounds throughout various literary periods.

ENGL 281 INTRODUCTION TO SCIENCE FICTION

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces fantasy and science fiction as literature, emphasizing the history and traditions of the genre, the use of mythology, and the political, philosophical and social commentary in works studied.

ENGLISH AS A SECOND LANGUAGE

The ESL program offers beginning, intermediate, and advanced level courses providing essential language skills aimed at preparing non-native speakers of English for college-level work. An associate degree is not available in English as a second language.

ESL 060 COLLEGE WRITING AND GRAMMAR I

Units: 3.00

54.00 hours lecture

Prerequisite: NC.ESL-4A or appropriate placement as determined by the COC ESL or Noncredit placement process.

Develops reading, writing and grammar skills designed to move non-native speakers of English toward college-level work. Offered pass/no-pass only. Units do not apply to the associate degree.

ESL 061 COLLEGE LISTENING AND SPEAKING I

Units: 3.00

54.00 hours lecture

Provides practice in speaking in informal college situations. Focuses on listening, speaking and pronunciation through extensive practice in common college situations. Offered pass/no-pass only. Units do not apply to the associate degree.

ESL 070 COLLEGE WRITING AND GRAMMAR II

Units: 3.00

54.00 hours lecture

Prerequisite: ESL-060 or NC.ESL-4B or COC Credit or Noncredit placement test

Continued development of reading, writing and grammar skills necessary for college-level work. Offered pass/no-pass only. Units do not apply to the associate degree.

ESL 071 COLLEGE LISTENING AND SPEAKING II

Units: 3.00

54.00 hours lecture

Provides extensive practice in oral communication in both formal and informal college situations. Develops listening strategies. Offered pass/no-pass only. Units do not apply to the associate degree.

ESL 080 COLLEGE WRITING AND GRAMMAR III

Units: 3.00

54.00 hours lecture

Prerequisite: ESL-070 or appropriate placement as determined by the COC placement process.

Focuses on non-personal paragraph and short essay writing, including the writing process and more advanced grammar. Units do not apply to the associate degree.

ESL 081 COLLEGE LISTENING AND SPEAKING III

Units: 3.00

54.00 hours lecture

Provides intensive practice in academic listening, note-taking and speaking skills. Focuses on fluency. Offered pass/no-pass only. Units do not apply to the associate degree.

ESL 083 COLLEGE READING AND DISCUSSION III

Units: 3.00

54.00 hours lecture

Prerequisite: ESL-070 or appropriate placement by the COC ESL placement process.

Develops reading skills, vocabulary building skills, and discussion techniques through analysis of fiction and non-fiction materials.

ESL 085 ACCENT REDUCTION

Units: 3.00

54.00 hours lecture

Focuses on accent reduction for non-native speakers of English. Course covers discrete sounds and phonemes as well as stress and intonation, aural discrimination and sound patterns reproduction. Offered pass/no-pass only. Units do not apply to the associate degree.

ESL 100 COLLEGE READING AND WRITING IV

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: ESL-080 and 083 or appropriate placement as determined by the COC ESL placement process.

Reading, composition, and grammar for advanced non-native speakers, designed to prepare students for transfer-level English composition courses, including complex sentence patterns and researched multi-paragraph essays.

ENVIRONMENTAL STUDIES

The Environmental Sciences focus on understanding the relationships between nature and humanity.

The courses offered provide the necessary background knowledge and training for students to successfully transfer into prominent four-year colleges and universities in the fields of Environmental Studies and Sciences. Environmental scientists are needed to develop sustainable solutions to global problems currently facing our society.

An associate degree is not currently available in Environmental Sciences.

ENVRMT 101 INTRODUCTION TO ENVIRONMENTAL STUDIES

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the use of the Earth's natural resources by human civilizations; the roles that economics, ethics, law, history, politics, culture and gender inequity have played in resource use and distribution; as well as career opportunities in environmental studies.

ENVRMT 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Provides students with an understanding of the natural processes operating in the world. Explores environmental processes associated with society and emphasizes the scientific method, elements of statistics and sampling, and the completion of research-based experimental studies along with required field trips.

ENVRMT 104 ENERGY RESOURCES AND CONSERVATION

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces a quantitative survey of current energy resources, alternate methods of energy generation, and various energy conservation methods using scientific inquiry, including practical applications relevant to today's economy and technology. Field trips required.

FIRE TECHNOLOGY

Associate in Science Degree: Fire Technology - In-Service

This degree is for the fire service professional who wishes to advance within the fire service. Upon completing the degree program, fire service professionals will further their knowledge in the following areas: Incident Command System 200 and 300, fire investigation, fire command, fire management and fire prevention officer training. Promotional opportunities include Fire Apparatus operator, Fire Captain, Battalion Chief, Division Chief, Assistant Fire Chief and Fire Chief.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for fire service professionals in incident command system, fire investigation, fire command, fire management, and fire prevention.

Program Requirements:

Units Required: 27

	Units
FIRETC-102 Fire Prevention Technology	3.0
FIRETC-103 Fire Protection Equipment and Systems	3.0
FIRETC-104 Building Construction for Fire Protection	3.0
FIRETC-105 Fire Behavior and Combustion	3.0

Plus 15 units from the following:

FIRETC-106 Fire Company Organization and Procedures	3.0
FIRETC-107 Fire Apparatus and Equipment	3.0
FIRETC-108 Fire Hydraulics	3.0
FIRETC-123 Fire Investigation	3.0
FIRETC-125 Firefighting Tactics and Strategy	3.0
FIRETC-201 Incident Command System 200	1.0
FIRETC-202 I-300 Intermediate (ICS) Incident Command System	0.25 – 4.0

Associate in Science Degree: Fire Technology - Pre-Service

The Fire Technology - Pre-Service degree/certificate program prepares students for careers in the fire service, either public or private. After completion of the program, students will have a basic understanding in fire protection, prevention and behavior, fire company organization and procedures, fire hydraulics, wildland fire behavior and fire investigation among other areas. HLHSCI 151 (EMT) may be waived if the student has successfully completed EMT training; however, two additional elective courses must be taken in lieu of HLHSCI 151.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of fire organization, fire prevention, fire equipment and systems, building construction for fire protection, fire behavior and combustion and emergency medical technician.

Program Requirements:

Units Required: 32

	Units
FIRETC-101 Fire Protection Organization	3.0
FIRETC-102 Fire Prevention Technology	3.0
FIRETC-103 Fire Protection Equipment and Systems	3.0
FIRETC-104 Building Construction for Fire Protection	3.0
FIRETC-105 Fire Behavior and Combustion	3.0
HLHSCI-151 Emergency Medical Technician I	8.0

Plus nine units from the following:

FIRETC-085 Firefighter Skills	0.5 - 1.0
FIRETC-106 Fire Company Organization and Procedures	3.0
FIRETC-107 Fire Apparatus and Equipment	3.0
FIRETC-108 Fire Hydraulics	3.0
FIRETC-109 Fundamentals of Personal Fire Safety	3.0
FIRETC-110 Wildland Fire Behavior	3.0
FIRETC-120 Hazardous Materials	3.0
FIRETC-123 Fire Investigation	3.0
FIRETC-125 Firefighting Tactics and Strategy	3.0
HLHSCI-045 Emergency Medical Services Career Preparation	2.0

Certificate of Achievement: Fire Technology - Pre-Service

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of fire organization, fire prevention, fire equipment and systems, building construction for fire protection, fire behavior and combustion and emergency medical technician.

Program Requirements:

Units Required: 23

	Units
FIRETC-101 Fire Protection Organization	3.0
FIRETC-102 Fire Prevention Technology	3.0
FIRETC-103 Fire Protection Equipment and Systems	3.0
FIRETC-104 Building Construction for Fire Protection	3.0
FIRETC-105 Fire Behavior and Combustion	3.0
HLHSCI-151 Emergency Medical Technician I	8.0

Recommended electives:

FIRETC-085 Firefighter Skills	0.5 - 1.0
FIRETC-106 Fire Company Organization and Procedures	3.0

FIRETC-107 Fire Apparatus and Equipment	3.0
FIRETC-108 Fire Hydraulics	3.0
FIRETC-109 Fundamentals of Personal Fire Safety	3.0
FIRETC-110 Wildland Fire Behavior	3.0
FIRETC-123 Fire Investigation	3.0
FIRETC-125 Firefighting Tactics and Strategy	3.0

FIRETC 085 FIREFIGHTER SKILLS

Units: 0.50-1.00

27.00-54.00 hours lab

May be taken three times for credit

Recommended Preparation: Completion Certificate of Achievement:

Covers manipulative skills required by National Fire Protection Association Standard 1001. Skills include the required firefighter skills, such as donning personal protective clothing, donning self contained breathing apparatus, the operation of portable fire extinguishers, advancing fire hose from water supply to fire scene and selecting and attaching correct nozzles to fire hose. The required skills of maintaining proficiency in ladder safety and uses, and proficiency in effectively utilizing firefighting ropes and knots. Offered pass/no-pass only.

FIRETC 101 FIRE PROTECTION ORGANIZATION

Units: 3.00

CSU 54.00 hours lecture

Introduces fire service and fire protection careers in fire departments and related fields. History of fire protection, fire loss, and public and private protection services. Includes fire department organization, firefighting tactics, fire prevention, tools and equipment, apparatus, alarm systems and water systems.

FIRETC 102 FIRE PREVENTION TECHNOLOGY

Units: 3.00

CSU 54.00 hours lecture

Covers 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, and public relations as affected by fire prevention.

FIRETC 103 FIRE PROTECTION EQUIPMENT AND SYSTEMS

Units: 3.00

CSU 54.00 hours lecture

Covers fire protection and detection systems, alarm systems, fire pumps, extinguishing systems for special hazards and automatic sprinkler systems.

FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Units: 3.00

CSU 54.00 hours lecture

Examines building construction as it relates to fire protection. Covers classification of occupancy and types of construction with emphasis on fire protection features including building equipment, facilities, fire resistant materials and high-rise considerations.

FIRETC 105 FIRE BEHAVIOR AND COMBUSTION

Units: 3.00

CSU 54.00 hours lecture

Examines fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques.

FIRETC 106 FIRE COMPANY ORGANIZATION AND PROCEDURES

Units: 3.00

CSU 54.00 hours lecture

Presents the role of the fire company officer in municipal fire departments. Topics include the relationship of the company officer to the organizational structure, as well as the responsibilities with regards to personnel supervision, evaluation, discipline, training, communication, fire apparatus, equipment maintenance, fire prevention, incident response and command, strategy and tactics, records and reports.

FIRETC 107 FIRE APPARATUS AND EQUIPMENT

Units: 3.00

CSU 54.00 hours lecture

Presents fire apparatus design including mobile and fixed apparatus, a review of construction specifications and performance capabilities, and the effective deployment, utilization and performance of equipment under emergency conditions.

FIRETC 108 FIRE HYDRAULICS

Units: 3.00

CSU 54.00 hours lecture

Presents fire service hydraulics' theory, formulas, and water supply, including hydraulics' laws as applied to the fire service.

FIRETC 109 FUNDAMENTALS OF PERSONAL FIRE SAFETY

Units: 3.00

CSU 54.00 hours lecture

Presents current techniques in the prevention of injuries and promotion of safety while conducting routine and emergency fire operations.

FIRETC 110 WILDLAND FIRE BEHAVIOR

Units: 3.00

CSU 54.00 hours lecture

Introduces principles related to wildland fire behavior such as weather, fuel and topographic factors.

FIRETC 120 HAZARDOUS MATERIALS

Units: 3.00

CSU 54.00 hours lecture

Provides an in-depth analysis of the principles of hazardous materials and chemical release incidents, including the utilization of personnel, equipment and control mechanisms.

FIRETC 123 FIRE INVESTIGATION

Units: 3.00

CSU 54.00 hours lecture

Examines methods of determining cause and origin of fire (accidental, suspicious, and incendiary), types of fires, related laws, introduction to arson and incendiaries, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, court procedures and giving testimony.

FIRETC 125 FIREFIGHTING TACTICS AND STRATEGY

Units: 3.00

CSU 54.00 hours lecture

Examines the principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground.

FIRETC 201 INCIDENT COMMAND SYSTEM 200

Units: 1.00 - CSU 16.94 hours lecture

Develops the necessary foundation for the student to participate as a member of a wildland fire incident, including the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities. Intended for fire personnel who understand the Incident Command System. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

FIRETC 202 I-300 INTERMEDIATE (ICS) INCIDENT COMMAND SYSTEM

Units: 0.25-4.00 - CSU 72.00 hours lecture

For fire personnel who have intermediate-level requirement for understanding the Incident Command System. A continuation of the ICS training for members of a wildland fire incident team. Designed for fire personnel.

FIRE TECHNOLOGY ADVANCED TRAINING

The College, in conjunction with various community partner agencies, provides additional advanced training courses that are approved by the State Fire Marshal and the California Department of Forestry and Fire Protection. These advanced training courses are part of the Fire (FIRETR) and Lifeguard (FIRETL) series, and include concentrations in six distinct disciplines: Administration, Fire Prevention, Tactical Operations, Fire Protection, Apparatus, Equipment and Systems, Clerical and Medical Services and instruction for non-sworn personnel. Various formats will occur depending on the subject matter being taught.

Registration for the following courses is limited to students who have successfully completed program prerequisites in all courses listed below. The courses listed below may be repeated if used for legally mandated training; are offered pass/no-pass only and units do not apply to the associates degree.

FIRETL 10A OCEAN LIFEGUARD TRAINING ACADEMY

Units: 14.75 - Not transferable 210.00 hours lecture, 90.00 hours lab

Prepares the student for employment as an ocean lifeguard. Major topics include: CPR, First aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, and environmental hazard identification. May be repeated if used for legally mandated training.

FIRETL 10B LIFEGUARD CADET

Units: 4.25 - Not transferable 36.00 hours lecture, 104.00 hours lab

Provides selected Junior Lifeguards interested in becoming Ocean Lifeguards with more extensive training through supplemental curriculum items and tower internships.

FIRETL 10C OCEAN LIFEGUARD RECHECK INSTRUCTOR TRAINING

Units: 0.50 - Not transferable 8.00 hours lecture

Provides required annual recertification for returning lifeguards. Topics include teaching guidelines and program policy for recheck instructors, department updates, teaching techniques, review of CPR changes, running skills stations and the recheck agenda.

FIRETL 10D LIFEGUARD ACADEMY INSTRUCTOR TRAINING

Units: 1.00 - Not transferable 10.00 hours lecture, 30.00 hours lab

Training for Lifeguard Training Academy instructors. Topics include teaching techniques, lecture preparation, Ocean Lifeguard Training Manual review, and candidate discipline.

FIRETL 10E ANNUAL OCEAN LIFEGUARD RECERTIFICATION/INSERVICE - PERMANENT

Units: 11.25 - Not transferable 170.00 hours lecture, 40.00 hours lab

Provides annual recheck for all permanent lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

FIRETL 10F ANNUAL OCEAN LIFEGUARD RECERTIFICATION/INSERVICE - RECURRENT

Units: 1.50 - Not transferable 10.00 hours lecture, 50.00 hours lab

Provides annual recheck for all recurrent Lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include Department updates, medical skills and rescue skills.

FIRETL 10G JUNIOR LIFEGUARD INSTRUCTOR CERTIFICATION

Units: 1.75 - Not transferable 20.00 hours lecture, 30.00 hours lab

Provides all new and returning Junior Lifeguard instructors with required annual certification. Covers teaching guidelines and program policy for the upcoming summer program. Topics include ocean and beach safety, lifeguard skills, ocean conditions, basic first aid and CPR.

FIRETL 20A FIELD COMMUNICATIONS FOR LIFEGUARD EMERGENCIES - PERMANENT

Units: 0.75 - Not transferable 12.00 hours lecture, 6.00 hours lab

Teaches permanent Lifeguards basic communications in a multicultural setting during emergencies. Major topics include: Etiquette, making preventions, enforcing ordinances, making ocean rescues, boat rescues, missing persons and medical emergencies.

FIRETL 20B FIELD COMMUNICATIONS FOR LIFEGUARD EMERGENCIES - RECURRENT

Units: 0.50 - Not transferable 8.00 hours lecture, 4.00 hours lab

Teaches recurrent lifeguards basic communications in multicultural settings during emergencies. Major topics include: etiquette, making preventions, enforcing ordinances, making ocean rescues, boat rescues, missing persons and medical emergencies.

FIRETL 20C OCEAN LIFEGUARD SPECIALIST ORIENTATION

Units: 1.00 - Not transferable 15.00 hours lecture, 15.00 hours lab

Prepares seasonal lifeguards for their role as an Ocean Lifeguard Specialists. Major topics include: Sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, response to terrorism, a review of our General Orders and an intro to information management.

FIRETL 20D LIFEGUARD CAPTAIN ORIENTATION

Units: 0.50 - Not transferable 10.00 hours lecture, 10.00 hours lab

Prepares Ocean Lifeguard Specialists for their role as Captains. Major topics include: Sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, scheduling, performance evaluations, a review of General Orders and an intro to information management.

FIRETL 30A ADVANCED DIVER INSERVICE TRAINING

Units: 4.25 - Not transferable 52.00 hours lecture, 52.00 hours lab

Provides inservice training for Underwater Rescue and Recovery Unit divers, as well as for Auxiliary and Guest Divers who are working towards meeting the requirements for the Rescue and Recovery Unit. Topics include diver safety, underwater search techniques, victim and property recovery, and maintaining the underwater crime scene.

FIRETL 30B PERSONAL WATERCRAFT SURF RESCUE INSTRUCTOR

Units: 0.50 - Not transferable 10.00 hours lecture, 10.00 hours lab

Provides training and certification for instructors of Personal Watercraft Rescue. Major topics include pre and post operations techniques, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures. After successful completion of this course students become certified PWC Surf Rescue class instructors.

FIRETL 30C EMERGENCY SAND DRIVING

Units: 0.25 - Not transferable 4.00 hours lecture

Provides training for lifeguards in safe beach driving. Major topics include: routine beach driving, hazards of driving on the beach, proper driving maneuvers, safely responding code R on the beach, vehicle maintenance, liabilities and public perception.

FIRETL 30D INFLATABLE RESCUE BOAT - BASIC

Units: 1.25 - Not transferable 20.00 hours lecture, 10.00 hours lab

Introduces Inflatable Rescue Boat Surf Rescue. Major topics include pre and post operations techniques, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

FIRETL 30E INFLATABLE RESCUE BOAT - OPERATOR

Units: 0.50 - Not transferable 10.00 hours lecture, 10.00 hours lab

Prepares students to become certified IRB operators. Major topics include pre and post operations techniques, craft launch and retrieval, advanced craft operation in the surfline, rescue techniques with rescuers and emergency procedures.

FIRETL 30F INFLATABLE RESCUE BOAT - INSTRUCTOR

Units: 0.50 - Not transferable 10.00 hours lecture, 10.00 hours lab

Trains and certifies instructors for the Inflatable Rescue Boat - Basic class. Major topics include pre and post operations techniques, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

FIRETL 30G BOAT AND MARINE FIREFIGHTING

Units: 2.50 - Not transferable 40.00 hours lecture

Covers basic firefighting tactics and strategies particular to marine, boat and other watercraft fires.

FIRETL 30H BASIC BOAT OPERATIONS

Units: 1.75 - Not transferable 25.00 hours lecture, 15.00 hours lab

Prepares potential rescue boat deckhands with minimum instruction to operate safely as a deckhand aboard a Los Angeles County Rescue Boat. Topics covered include equipment inventory, electronics, damage control, radio communications, radar operation, engine and boat maintenance, towing, free diving, and rescue procedures.

FIRETL 30I PERSONAL WATERCRAFT SURF RESCUE - BASIC

Units: 1.25 - Not transferable 20.00 hours lecture, 10.00 hours lab

Introduces Personal Watercraft Surf Rescue. Major topics include pre and post operations techniques, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

FIRETL 30J PERSONAL WATERCRAFT SURF RESCUE - OPERATOR

Units: 0.50 - Not transferable 10.00 hours lecture, 10.00 hours lab

Builds on the skills learned in the Personal Watercraft Surf Rescue - Basic class. Major topics include pre and post operations techniques, craft launch and retrieval, advanced craft operation in the surfline, rescue techniques with rescuers and emergency procedures. After successful completion of this course students become certified craft operators.

FIRETL 30K RESCUE BOAT OPERATOR

Units: 1.50 - Not transferable 16.00 hours lecture, 24.00 hours lab

Introduces basic rescue boat operations for emergency rescue personnel. Topics include ocean navigation, boat handling, rescues at sea, weather and emergency communications.

FIRETL 40A CPR INSTRUCTOR CERTIFICATION

Units: 0.50 - Not transferable 8.00 hours lecture, 8.00 hours lab

Reviews CPR Guidelines as well as effective teaching and testing techniques. Upon completion students are certified to teach CPR.

FIRETL 40B EMERGENCY MEDICAL TECHNICIAN 1 FOR LIFEGUARDS - PRIMARY

Units: 6.75 - Not transferable 100.00 hours lecture, 30.00 hours lab

A primary EMT course covering topics including anatomy, physiology, patient assessment, pre-hospital care guidelines and basic life support. All students who successfully complete the classroom training must also complete a clinical and field internship. Students receive a course completion certificate. Students must pass a National Registry exam to become certified EMTs in Los Angeles County.

FIRETL 40C PARAMEDIC CONTINUING EDUCATION

Units: 0.25-1.00 - Not transferable 4.00-18.00 hours lecture

Updates training for active Paramedics who have completed and maintained EMT-Paramedic licensure in the State of California and are accredited in Los Angeles County.

FIRETL 40D EMT RECERTIFICATION FOR LIFEGUARDS PERMANENT

Units: 1.00 - Not transferable 16.00 hours lecture

Provides an intensive review of primary EMT training for permanent lifeguards.

FIRETL 40E EMT RECERTIFICATION FOR LIFEGUARDS - RECURRENT

Units: 1.50 - Not transferable 24.00 hours lecture

Provides an intensive review of primary EMT training for recurrent lifeguards.

FIRETR 10B S-339: DIVISION/GROUP SUPERVISOR ALL RISK

Units: 1.25 - Not transferable 20.00 hours lecture

Prepares students to perform in the role of Division/Group Supervisor and provides instruction in support of the specific tasks of the Division on wildfire incidents. Topics include division/group management, organizational interaction, division level and all-hazard-operations.

FIRETR 10C L-280 FOLLOWERSHIP TO LEADERSHIP

Units: 1.00 - Not transferable 16.00 hours lecture

Introduces fundamental leadership concepts of the wildland fire service, focusing on the framework, values and principles that guide wildland fire leaders in providing leadership across a broad range of missions.

FIRETR 10E S-339 DIVISION GROUP SUPERVISOR

Units: 0.25-4.25 - Not transferable 4.00-68.00 hours lecture

Provides specific tasks of the Division/Group supervisor on a wildland fire, but does not provide instruction in general management and supervisory principles or in the incident command system. Course units include: division/group management, organizational interaction, and division operations.

FIRETR 10F S-281 SUPERVISORY CONCEPTS AND TECHNIQUES

Units: 1.00 - Not transferable 18.00 hours lecture

This course of study is for the experienced wildland firefighter to be able to apply the principles of communications and supervision required of a single resource boss to perform on a wildland fire incident.

FIRETR 10G S-359 MEDICAL UNIT LEADER

Units: 1.50 - Not transferable 24.00 hours lecture

Provides instruction in operational settings, including situational assessment skills, coordination with other operational units, and ability to plan, staff and organize the medical unit team.

FIRETR 10H S-445 INCIDENT TRAINING SPECIALIST

Units: 0.75-1.50 - Not transferable 12.00-24.00 hours lecture

Designed for individuals qualifying within the ICS as an Incident Training Specialist, including how to organize and implement an incident training program, develop appropriate training scenarios and preparing incident documentation.

FIRETR 10JA TRAINING INSTRUCTOR 1A

Units: 2.50 - Not transferable 40.00 hours lecture

This is the first of a three-course series. Topics include methods and techniques for training, selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency.

FIRETR 10JB TRAINING INSTRUCTOR 1B

Units: 2.50 - Not transferable 40.00 hours lecture

Prerequisite: FIRETR-10JA

This is the second of a three-course series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing and using instructional materials appropriate for teaching psychomotor lessons; criteria and methods to evaluate teaching and learning efficiency.

FIRETR 10JC TRAINING INSTRUCTOR 1C

Units: 2.50 - Not transferable 40.00 hours lecture

Prerequisite: FIRETR-10JB

This is the third of a three-course series. Topics include a variety of methods and techniques for developing lesson plans and tests in accordance with the latest concepts in career education.

FIRETR 10K S-381 LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT

Units: 1.50 - Not transferable 24.00 hours lecture

This course of study is designed to provide the experienced wildland firefighter with the communication and supervision skills necessary to perform as a unit leader on a wildland fire incident.

FIRETR 10L FIREFIGHTER IN-SERVICE TRAINING

Units: 0.50 - Not transferable 8.50 hours lecture

Provides instruction in various contemporary firefighting techniques and subjects related to fire technology. Major topics may include organizational development, fire service appliances, fire chemistry, portable fire extinguishers, ladders and hose operations, SCBA safety practices.

FIRETR 10M TEAM BUILDING

Units: 0.25 - Not transferable 4.00 hours lecture

This course demonstrates the importance of team in the firefighting industry. Concepts will include conflict resolution, leadership styles, coaching and counseling skills, group characteristics, four stages of effective groups, Maslow's Hierarchy of Needs, problem solving and motivational techniques.

FIRETR 10N CIVIL RIGHTS AND THE WORKPLACE

Units: 0.25 - Not transferable 4.00 hours lecture

Presents a historical perspective of civil rights and pinpoints a supervisor's role to identify and protect against discriminatory practice in the workplace. The course explores how discrimination occurs, legal responsibility to report discrimination, and concepts to prevent discrimination, and effective methods to handle formal complaints.

FIRETR 10O PERFORMANCE MANAGEMENT

Units: 0.25 - Not transferable 4.00 hours lecture

The course demonstrates the use of formal disciplinary techniques by supervisors. The course provides an extensive review of the Los Angeles County Fire Department Standard of Behavior and Penalty guide. Topics include, disciplinary action, Civil Service Commission hearings, organizational role of the Employee Sanctions section, informal versus formal disciplinary techniques and the steps of progressive discipline.

FIRETR 10P BUDGET & MATERIAL MANAGEMENT

Units: 0.25 - Not transferable 4.00 hours lecture

Presents a historical perspective of civil rights and pinpoints a supervisor's role to identify and protect against discriminatory practice in the workplace. The course explores how discrimination occurs, legal responsibility to report discrimination, concepts to prevent discrimination, and effective methods to handle formal complaints.

FIRETR 10Q HOMETOWN ATTENTIVENESS

Units: 0.25 - Not transferable 4.00 hours lecture

This course provides a context for the importance of building positive relationships between executive management and the community it serves. Topics include: Hometown Attentiveness relationship to the departmental mission statement, current effective programs, customer service to the community, problem solving techniques and how to manage growth.

FIRETR 10R ESSENTIALS OF LEADERSHIP

Units: 0.25 - Not transferable 4.00 hours lecture

This course concentrates on the skills necessary to move into a supervisory position within the Fire Department. The following concepts will be covered: leadership styles, lead by example, management philosophy, instilling personal work ethics, conflict resolution, communication styles and instilling trust and empowerment to employees.

FIRETR 10S ETHICAL LEADERSHIP IN THE CLASSROOM

Units: 0.50 - Not transferable 8.00 hours lecture

Introduces the principled values associated with fire service to instructors by exploring examples of ethical behavior in a classroom environment. Investigates changing social and environmental influences on fire training courses and techniques, as well as Instructor Code of Ethics.

FIRETR 10T FIRE MANAGEMENT 2E

Units: 2.50 - Not transferable 40.00 hours lecture

Explores ethical and principle-centered leadership, including ethical systems, ethical dilemmas and ethical decision-making models.

FIRETR 20D S-336 FIRE SUPPRESSION TACTICS

Units: 2.00 - Not transferable 32.00 hours lecture

Prepares experienced Single Resource Bosses and Initial Attack Incident Commanders in the tactics necessary at the Strike Team/Task Force Leader level. Designed to meet training requirements in ICS Operations and is specific to wildland fire suppression.

FIRETR 30A S-215 FIRE OPERATIONS IN THE URBAN INTERFACE

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216 hours lab

Prepares initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property and improvements.

FIRETR 30AA S-400 INCIDENT COMMANDER

Units: 1.50 - Not transferable 24.00 hours lecture

Delivers information for operating as an Incident Commander within the framework of ICS. Subjects covered include: incident briefing, incident planning, incident management, unified command and incident demobilization.

FIRETR 30AC S-258 INCIDENT COMMUNICATION TECHNICIAN

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216 hours lab

Provides prerequisite knowledge and skills necessary to perform the tasks of a communications technician (COMT) in the Incident Command System (ICS). Includes installation, maintenance, and troubleshooting of National Incident Radio Support Cache (NIRSC) communications equipment on incidents.

FIRETR 30AE S-356 SUPPLY UNIT LEADER

Units: 0.25-2.25 - Not transferable 4.00-36.00 hours lecture, 4.00-108.00 hours lab

Reviews the functions, relationships, and strategies used by management, specifically supply unit leaders throughout the fire process, including mobilization and demobilization techniques.

FIRETR 30AF S-404 SAFETY OFFICER

Units: 2.00 - Not transferable 32.00 hours lecture

This course delivers information for operating as a safety officer within the ICS.

FIRETR 30AG I-200 INCIDENT COMMAND SYSTEM

Units: 0.50-1.50 - Not transferable 8.00-24.00 hours lecture

Intended for fire personnel who understand the Incident Command System. Develops the necessary foundation for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities.

FIRETR 30AH I-300 INTERMEDIATE (ICS) INCIDENT COMMAND SYSTEM

Units: 0.25-2.25 - Not transferable 8.00-24.00 hours lecture

ICS 300 is intended for fire personnel assigned to an incident or event to have an intermediate requirement for understanding 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.

FIRETR 30AI INCIDENT COMMAND SYSTEM 200

Units: 1.00 - Not transferable 16.00 hours lecture

Develops the necessary foundation for the student to participate as a member of a wildland fire incident, including the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities. Intended for fire personnel who understand the Incident Command System.

FIRETR 30AJ I-300 INTERMEDIATE (ICS) INCIDENT COMMAND SYSTEM

Units: 0.25-4.25 - Not transferable 4.00-72.00 hours lecture

For fire personnel who have intermediate-level requirement for understanding the Incident Command System. A continuation of the ICS training for members of a wildland fire incident team. Designed for fire personnel.

FIRETR 30AK FIRE COMMAND 2E

Units: 2.50 - Not transferable 40.00 hours lecture

Designed for fire officers who have command responsibilities at wildland fires. Addresses topics such as California's wildland fire problem, wildland fire safety, weather effects, wildland fuels, wildland fire behavior and initial attack methods.

FIRETR 30AL S-245 DISPLAY PROCESSOR

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Presents the skills necessary to perform as a Display Processor (DPRO), including general roles and responsibilities, assisting the Situation Unit Leader with producing incident maps, inputs for the Incident Status Summary Form (ICS-209).

FIRETR 30AM S-230 FIRE CREW SUPERVISOR

Units: 1.50 - Not transferable 24.00 hours lecture

Presents training for the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization and post incident responsibilities.

FIRETR 30AN S-231 ENGINE BOSS - SINGLE RESOURCE

Units: 2.50 - Not transferable 40.00 hours lecture

Presents information and skills associated with Engine Boss. Topics include engine and crew capabilities and limitations, information sources, fire size-up considerations, tactics and wildland/urban interface tactics.

FIRETR 30AP S-330 STRIKE TEAM/TASK FORCE LEADER

Units: 1.50 - Not transferable 24.00 hours lecture

Provides tactics and strategy as it relates to the management of a strike team or task force and meets the S-330 training requirements of the California Incident Command Certification System (CICCS) for the position of Strike Team/Task Force Leader-All Risk.

FIRETR 30B I-400 ADVANCED ICS

Units: 1.00 - Not transferable 16.00 hours lecture

Present the theories and techniques needed to manage large single-agency and complex multi-agency/multi-jurisdictional responses. Topics include fundamentals for command and general staff, major and/or complex incident/event management, area command and multi-agency coordination.

FIRETR 30C S-346 SITUATION UNIT LEADER

Units: 1.50 - Not transferable 24.00 hours lecture

Prepares the student for the duties and responsibilities of a situation unit leader (SITL), including how to activate, set up, organize, manage and demobilize a Situation Unit.

FIRETR 30D S-354 FACILITIES UNIT LEADER

Units: 0.25-4.25 - Not transferable 4.00-72.00 hours lecture

Course objectives include 1) arrive at incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a FACL; 2) plan, staff, and manage the facilities unit in a safe manner to meet the needs of the incident; 3) coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the facilities unit; and 4) utilize the National Interagency Mobile Food Services and Shower Facilities Contracts to ensure services are provided to the government.

FIRETR 30E S-355: GROUND SUPPORT UNIT LEADER

Units: 0.25-4.25 - Not transferable 4.00-72.00 hours lecture

Addresses the following: 1) Arrive at incident properly equipped, gather information to assess the assignments, and begin initial planning activities of a GSUL; 2) plan, staff, and manage the ground support unit in a safe manner to meet the needs of the incident; 3) coordinate with the logistics units and other sections to assist in accomplishing the incident objectives; and 4) demobilize the ground support unit.

FIRETR 30F EDISON DRILL

Units: 0.25-1.00 - Not transferable 4.00-48.00 hours lab

Covers electrical safety for first responders.

FIRETR 30G S-403: INFORMATION OFFICER

Units: 0.25-4.25 - Not transferable 4.00-72.00 hours lecture

Information Officer

FIRETR 30H EXPLORER FIRE ACADEMY

Units: 0.25-4.25 - Not transferable 4.00-72.00 hours lecture

This class is the Fire Department Explorer Fire Academy. All areas of basic firefighter skills are covered.

FIRETR 30I S-358 COMMUNICATIONS LEADER

Units: 1.50 - Not transferable 24.00 hours lecture

This class is designed to prepare the student to accomplish the duties and responsibilities of a communications unit leader on a large incident.

FIRETR 30J S-215 FIRE OPERATIONS IN THE URBAN INTERFACE

Units: 2.50 - Not transferable 40.00 hours lecture

A course of study to prepare initial attack incident commanders and company officers to effectively deal with wildland fires that threaten life, property and improvements.

FIRETR 30K J-342 DOCUMENTATION UNIT LEADER

Units: 0.25-2.25 - Not transferable 4.00-36.00 hours lecture

The documentation leader is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and packaging and sorting incident files for legal, analytical and historical purposes.

FIRETR 30L S-248 STATUS/CHECK-IN RECORDER

Units: 1.00-1.50 - Not transferable 16.00-24.00 hours lecture

This course is designed to introduce students to the tools and techniques used to perform the duties of a status check-in recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident.

FIRETR 30M J-362 STAGING AREA MANAGER

Units: 0.50 - Not transferable 8.00 hours lecture

Presents the skills necessary to perform duties as the staging manager, including establishing and maintaining staging areas where resources are assigned prior to being given a specific fire assignment.

FIRETR 30N S-234 IGNITION OPERATIONS

Units: 0.25-2.25 - Not transferable 4.00-36.00 hours lecture, 4.00-108 hours lab

Provides basic backfire and burnout safety training, and the proper application of fire suppression firing methods and practices.

FIRETR 30O S-270 BASIC AIR OPERATIONS

Units: 1.00 - Not transferable 16.00 hours lecture

Introduces principles of aviation management and safety, including agency aircraft, tactical and logistical uses of aircraft, and requirements for take-off and landing areas.

FIRETR 30P S-330 STRIKE TEAM LEADER

Units: 1.50 - Not transferable 24.00 hours lecture

A course of study for experienced wildland firefighters single resource or crew boss qualified to undertake the role of the Task Force/ Strike Team Leader in the control of wildland fires. This includes utilization of increments of equipment in saving lives and property, and to develop the skills necessary to supervise the various types of equipment in wildland fire control.

FIRETR 30Q I-248 CHECK-IN RECORDER/STATUS RECORDER

Units: 0.50 - Not transferable 8.00 hours lecture

Covers Resource Unit organization, resource coding, check-in, resource status, operational planning worksheet, and keeping current status.

FIRETR 30R S-348 RESOURCES UNIT LEADER

Units: 1.25 - Not transferable 20.00 hours lecture

Prepares the student for duties and responsibilities of a resource unit leader (RESL) on large scale incidents, including organizing and managing the unit, check-in, tracking resource status, operational planning and resources unit products.

FIRETR 30S S-370 INTERMEDIATE AVIATION OPERATIONS

Units: 1.50-2.00 - Not transferable 24.00-36.00 hours lecture

This course of study is to provide Incident Commanders and other fire line supervisors with an understanding of the aviation tools and knowledge to effectively use aviation resources safely, effectively and efficiently on a wildland fire incident.

FIRETR 30T S-244 FIELD OBSERVER

Units: 0.75 - Not transferable 8.00 hours lecture, 12.00 hours lab

Presents the skills necessary to perform as a Field Observer (FOBS), a Fire Effects Monitor (FEMO), including the ability to navigate using a compass and Global Positioning System (GPS).

FIRETR 30U S-420 COMMAND AND GENERAL STAFF

Units: 2.50 - Not transferable 40.00 hours lecture

Presents advanced training for individuals to be assigned to the Command and General Staff positions on a wildland fire incident. Topics develop the skills and knowledge that are necessary to perform on wildland Type 2 incidents in a command or general staff position, information required to set up organizational elements necessary to mitigate a wildland fire incident, how to request additional resources as needed, and supervision issues related to coordination of staff activity.

FIRETR 30W S-430 OPERATIONS STAFF CHIEF

Units: 2.00 - Not transferable 32.00 hours lecture

Presents the information necessary to meet the training requirements of the Operations Section Chief. Includes information to assess incident and determine immediate needs and actions, a description of the six principles of command and the six basic rules of emergency operations management, delineation of the relationship between general staff and the Operations Section Chief, and how to supervise the operations function from situation unit field observers and operations personnel.

FIRETR 30Y S-440 - PLANNING SECTION CHIEF

Units: 2.00 - Not transferable 32.00 hours lecture

Designed to thoroughly familiarize the student with the organization, responsibilities, and duties of the Planning Section Chief. A State Fire Marshal course.

FIRETR 40A FIREFIGHTER CAP TRAINING

Units: 0.50-5.50 - Not transferable 24.00-264.00 hours lab

Provides manipulative skills instruction in various contemporary firefighting techniques and subjects related to Fire Technology, including organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Topics to be announced per semester; consult current class schedule.

FIRETR 40AA RIVER AND FLOOD RESCUE

Units: 0.75 - Not transferable 8.00 hours lecture, 16.00 hours lab

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery.

FIRETR 40B S-490 ADVANCED WILDLAND FIRE BEHAVIOR CALCULATIONS

Units: 0.25-4.25 - Not transferable 4.00-72.00 hours lecture

Instructs advanced wildland fire behavior for effective and safe fire management operations.

FIRETR 40C PWC/IRB (PERSONAL WATERCRAFT/INFLATABLE RESCUE BOAT)

Units: 1.75 - Not transferable 28.00 hours lecture

This class is a technical hands-on course teaching the basic skills of operating a PWC and IRB in static and dynamic water environments.

FIRETR 40D FIRE APPARATUS DRIVER/OPERATOR 1A

Units: 1.75 - Not transferable 24.00 hours lecture, 16.00 hours lab

Presents techniques and practice in driving emergency vehicles, basic maintenance and pre-trip inspections. This course applies to the requirements for Driver/Operator as established by the California State Board of Fire Services.

FIRETR 40E FIRE APPARATUS DRIVER/OPERATOR 1B

Units: 1.75 - Not transferable 24.00 hours lecture, 16.00 hours lab

Presents updated content reflecting the 2009 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. Focusing on methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps.

FIRETR 40F LOW ANGLE RESCUE

Units: 1.50 - Not transferable 24.00 hours lecture

This course provides students with techniques for using rope, webbing, hardware friction devices, and litters in low angle rescue situation. Topics include: rope related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems and single and double line rescue systems.

FIRETR 40G S-271 HELICOPTER CREW MEMBER

Units: 1.50-2.50 - Not transferable 24.00-40.00 hours lecture

This course is designed to provide student proficiency in all areas of the tactical, logistical use of helicopters to achieve efficiency and standardization.

FIRETR 40H J-158 RADIO OPERATOR

Units: 0.50-2.00 - Not transferable 8.00-32.00 hours lecture

Radio operator

FIRETR 40J S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216 hours lab

This course is to prepare advanced firefighters/squad bosses with the ability to understand and function as an engine boss in the control of wildland fires.

FIRETR 40K S-212 WILDFIRE CHAINSAWS

Units: 1.75 - Not transferable 24.00 hours lecture, 12.00 hours lab

Provides introduction to the function, maintenance and use of internal combustion engine powered chainsaws and their tactical wildland fire application. This course prepares the student to be a "Trainee Faller A," performing low complexity project and fireline tasks under the supervision of a fully qualified evaluator.

FIRETR 40O ADVANCED ROPE RESCUE

Units: 2.00 - Not transferable 32.00 hours lecture

Required for in-service certification of firefighters in high angle rescue situations.

FIRETR 40P S-390 INTRO TO WILDLAND FIRE BEHAVIOR CALCULATIONS

Units: 0.50-2.00 - Not transferable 8.00-34.00 hours lecture

This class is designed to develop knowledge and skills required for effective fire behavior predictions.

FIRETR 40Q RESCUE SYSTEMS I

Units: 2.50 - Not transferable 40.00 hours lecture

Introduces rescue systems procedures including team organization, environmental considerations and specialized situations.

FIRETR 40S TRENCH RESCUE

Units: 1.00 - Not transferable 12.00 hours lecture, 12.00 hours lab

Provides fire service personnel with hands-on application of the techniques necessary to safely affect a rescue from an excavation or trenching cave-in. Topics include: critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below-grade rescue safety procedures.

FIRETR 40U CONFINED SPACE RESCUE

Units: 0.25-2.00 - Not transferable 4.00-32.00 hours lecture

Required for in-service certification of firefighters in Confined Space Rescue Specialist.

FIRETR 40V RESCUE SYSTEMS 2

Units: 2.50 - Not transferable 40.00 hours lecture

Provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags, and USAR ICS. A State Fire Marshal course.

FIRETR 40W S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR

Units: 0.50 - Not transferable 8.00 hours lecture

Provides an introduction to wildland fire behavior Issues that are important to wildland fire spread and safety to firefighters involved in suppression.

FIRETR 40X VEHICLE EXTRICATION PROGRAM

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Provides emergency medical responders with the skills to rescue victims of car accidents. Examines rescuer and victim safety issues, situation stabilization techniques, medical care evaluation measures, and injured victim transport provisions.

FIRETR 40Y DEFENSIVE AND SAFE DRIVING

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Provides students defensive and safe driving skills.

FIRETR 40Z GPS LAND NAVIGATION

Units: 0.25-4.00 - Not transferable 4.00-64.00 hours lecture, 4.00-192.00 hours lab

Provides students with GPS Land Navigation skills.

FIRETR 50B INTRODUCTION TO MICROSOFT WORD

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Introduces the latest version of Microsoft (MS) Word to create a variety of business documents. Topics include, editing, formatting, mail merge concepts, clip art, WordArt, charts, tables, newsletters and Web Pages.

FIRETR 50C INTRODUCTION TO MICROSOFT EXCEL

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Introduces the latest version of Microsoft Excel, including how to create, edit, format and print worksheets, formulas and functions, static and dynamic Web pages, construct graphs and build databases.

FIRETR 50D INTERMEDIATE MICROSOFT EXCEL

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Provides a next-level knowledge of Microsoft Excel functions, such as working with and sorting data from databases, using database functions, learning advanced filters and automatic subtotals, introduction to Pivot Tables and Charts, and conducting what-if analysis with Scenario Manager.

FIRETR 50E ADVANCED MICROSOFT EXCEL

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Provides concepts on advanced features of Microsoft Excel, such as customized interfaces, use of templates and custom charts, creating and editing Macros, summarizing data with Pivot tables, integrating applications and collaborating with Workgroups.

FIRETR 50F INTRODUCTION TO MICROSOFT OUTLOOK

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Introduction to the latest version of Microsoft Outlook. Concepts will include identify the components of the outlook environment, how to compose and respond to a simple message, use folders to manage mail, schedule appointments and meetings, manage contacts, and create and edit tasks and notes.

FIRETR 50G ADVANCED MICROSOFT OUTLOOK

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Provides advanced Microsoft Outlook concepts, such organization by grouping, creating Search Folders, setting rules, and applying conditional formatting. Additional functionality includes communicate using MSN Messenger, use stationery and signatures, use contacts to share, link, and communicate information, save and archive mail, and set up you computer for offline and remote use.

FIRETR 50H INTRODUCTION TO MICROSOFT POWERPOINT

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Introduces the latest versions of Microsoft (MS) PowerPoint and covers such topics as how to create and print slide presentations and audience handouts, create and edit text attributes and modify bulleted slides, insert and modify WordArt, AutoShapes and ClipArt, and add slide transitions and animation effects to slide presentations.

FIRETR 50I ADVANCED MICROSOFT POWERPOINT

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

The course presents advanced concepts in Microsoft (MS) PowerPoint that include how to create MS Word tables and MS Excel graphic Charts, use Outline view, create and modify the color schemes and custom background colors, insert hyperlinks and action buttons, and incorporate the use of sounds, and motion clips.

FIRETR 50J INTRODUCTION TO MICROSOFT PUBLISHER

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Introduces the latest version of Microsoft (MS) Publisher and includes how to navigate in the Publisher environment, create a new one-page document and add pages and page elements, import text and graphics, format text using fonts, sizes, type styles, and line spacing, use commands, tabs, and indents to align text, and add and modify rows, columns, text, and tables.

FIRETR 50K ADVANCED MICROSOFT ACCESS

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Provides advanced database techniques and design in the latest version of Microsoft Access. The following concepts will be explored: Designing Applications, Using Advanced Tools and Controls, Creating Dialog Boxes, Using Macros, Controlling Data Entry. Familiarity with computer keyboarding and Windows is needed.

FIRETR 50L INTRODUCTION TO ADOBE ACROBAT

Units: 0.25 - Not transferable 4.00 hours lecture, 3.00 hours lab

Introduces the latest version of Adobe Acrobat to create, modify, authenticate and distribute PDF (Portable Document Format) documents. Topics include creating, modifying and obtaining access to information in PDF documents, adding navigation aids, and working with multiple documents.

FIRETR 50M EFFECTIVE COMMUNICATIONS

Units: 0.25 - Not transferable 4.00 hours lecture

This course explores various methods of communication for effectiveness and appropriate interaction with others. Topics include active listening, basic principles to manage interaction, the communications process, eliminating barriers, giving and receiving feedback, paraphrasing, non-verbal and body language techniques.

FIRETR 50N EFFECTIVE BUSINESS WRITING

Units: 0.25 - Not transferable 4.00 hours lecture

Provides the foundation for solid business writing skills to enhance supervisory advancement. Topics include: four basic categories of business writing, grammar, sentence structure, spelling, content, word selection, proof-reading, defining writing styles, mind mapping and format and organizational techniques for Los Angeles County documents.

FIRETR 50O PERFORMANCE EVALUATIONS

Units: 0.25 - Not transferable 4.00 hours lecture

The course will instruct students in the methods of creating and delivering successful performance evaluations to employees. The following topics will be covered: the purpose of performance evaluations and how they relate to organizational mission, creating probationary status reports, writing reports for different employee classifications, and a review of the performance evaluation handbook.

FIRETR 50P WORKER'S COMPENSATION

Units: 0.25 - Not transferable 4.00 hours lecture

This course provides in-depth analysis of the state's Worker's Compensation system and how it applies to risk management. Topics include worker's compensation actions, risk management procedures, job relate injuries and claims, employer's report of occupational injury and illness, forms, laws and supervisory responsibility.

FIRETR 60A S-223 FIRELINE EMT

Units: 0.50-1.50 - Not transferable 8.00-24.00 hours lecture

This class meets EMT requirements for wildland firefighters.

FIRETR 60C ADVANCED LIFE SUPPORT TRAINING

Units: 30.00 - Not transferable 940.00 hours lecture

An in-depth course of study including classroom work and in-hospital training, and fieldwork to prepare the student for work as a paramedic.

FIRETR 70A FIREFIGHTER IN-SERVICE TRAINING

Units: 0.25-3.25 - Not transferable 4.00-54.00 hours lecture, 12.00-162.00 hours lab

Provides instruction in various contemporary firefighting techniques and subjects related to fire technology. Major topics may include organizational development, fire service appliances, fire chemistry, portable fire extinguishers, ladders and hose operations, and SCBA safety practices.

FIRETR 70B A: ACADEMY TRAINING

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted as a part of an apprentice academy as established by the CFJAC Rules and Regulations and approved by the local SubJAC including, Instructor Training, Explorer Academy, and Recruit Academy.

FIRETR 70C B: PREVENTION

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of codes, ordinances and laws, inspection practices (fire and life safety), public education, relations and information activities, plan checking, and records and reports.

FIRETR 70D C: EMERGENCY MEDICAL

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of first aid initial training and continuing education, CPR initial training and continuing education, first responder initial and continuing education, EMT IA initial and continuing education, EMT NA/FS initial and continuing education, EMT II initial and continuing education, paramedic initial and continuing education, paramedic in-service training, and automatic defib equipment procedures and operations.

FIRETR 70E D: RESCUE PRACTICES

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of extrication procedures: methods and techniques, search and rescue; methods and techniques, evacuation procedures; methods and techniques, human behavior related to rescuers/victims. Also use of non-fire rescue resources, and use of emergency operations plan (local, state, and federal).

FIRETR 70F E: FIRE AND ARSON INVESTIGATION

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of operations.

FIRETR 70G F: PREVENTATIVE MAINTENANCE

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Presents various aspects of training in preventive maintenance, repair and the safe use of multiple types of Fire Department equipment.

FIRETR 70H G: VEHICLE REPAIR

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of engine theory, electrical theory and systems, fire pump theory, suspension and steering theory and systems, brake systems, apparatus electrical, fire pumps, valves and nozzles, gauges and meters, cooling systems, hydraulic systems, transmissions, drive lines, differentials, body and fender components, and tires.

FIRETR 70I H: VEHICLE OPERATION AND PUMP USE

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of vehicle code (laws, rules, and regulations), driver training, emergency vehicle operations, pump theory and operation, hydraulics, winches, radio (on board communications equipment), aerial ladder/elevating platform operations, and specialized equipment.

FIRETR 70J I: PORTABLE AND FIXED ACCESSORY EQUIPMENT

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of ground ladder construction and maintenance, hose, nozzles, fittings and related appliances, master stream appliance and devices, fire hydrants, portable fire extinguishers, breathing apparatus, roses, knots and hitches, rope procedures and technical applications, ventilation tools, forcible entry tools, miscellaneous tools and equipment.

FIRETR 70K J: ADMINISTRATION, MANAGEMENT OR SUPERVISION

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of tools, miscellaneous tools and equipment.

FIRETR 70L K: INSTRUCTOR TRAINING

Units: 0.25-4.25 - Not transferable 4.00-68.00 hours lecture, 4.00-204.00 hours lab

Covers training conducted in the areas of methods of instruction, instructional techniques, materials development, and evaluation techniques.

FIRETR 70M L: EMERGENCY OPERATIONS

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of fundamentals of fire behavior, extinguishing agents, ground ladder evolutions, hose evolutions, wildland hose evolutions, fire fighter tactics and strategy for structural - high rise and wildland, shipboard fire fighting evolutions, tactics and strategy - transportation accidents - major disasters - EMS/multi-casualty incidents, salvage and overhaul, air operations, mutual aid, disaster plans, post incident analysis, live fire training exercises and simulated emergency incidents.

FIRETR 70N M: OFFICE AND CLERICAL SKILLS

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of clerical/office related functions, computer literacy, files, budgeting/purchasing, and materials management.

FIRETR 70O N: CONSTRUCTION TECHNOLOGY AND FIRE PROTECTION SYSTEMS

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of building construction, heating, ventilation and air condition systems, built-in fire protection systems, building utilities, elevators, building demolition, road construction tools and equipment, and road construction techniques and procedures.

FIRETR 70P P: AIRCRAFT/AIRFIELD OPERATIONS

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of aircraft familiarization, systems, airfield familiarization, fire fighter strategy and tactics and SOP's, crash rescue operations and SOP's, emergency landing SOP's, live fire training - aircraft/airfield, special hazards - aircraft/airfield, airfield communications, CFR vehicles, arresting gear procedures, ejection seats, preventative maintenance - aircraft.

FIRETR 70Q R: ICS AND NWCG COURSES

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of introduction to ICS/I-100, Basic ICS/I-200, intermediate ICS/I-300, advanced ICS/I-400, multi-agency coordination, ICS for executives, documentation unit leader, situation unit leader, resources unit leader, demobilization unit, facilities unit leader, ground support unit leader, supply unit

leader, food unit leader, communications unit leader, medical unit leader, cost unit leader, compensation/claim unit leader, time unit leader, procurement unit leader, air tanker coordinator, incident commander, safety officer, liaison officer, information officer, and command and general staff.

FIRETR 70T O: HAZARDOUS MATERIALS

Units: 0.25-4.50 - Not transferable 4.00-72.00 hours lecture, 4.00-216.00 hours lab

Covers training conducted in the areas of hazardous materials identification, incident handling techniques and procedures, radiological incidents, pesticide use and safety, clandestine drug lab, chlorine safety and response program, hazardous materials inspection practices, tactics and strategy for hazardous materials incidents, planning and conducting hazardous materials.

FIRETR 70U IAFF FIRE GROUND SURVIVAL

Units: 0.50 - Not transferable 8.00 hours lecture, 8.00 hours lab

The IAFF Fire Ground Survival course provides all levels of staff the step-by-step tools to use whether they are caught in the MAYDAY or leading the rescue. Through the use of mnemonics, case studies, personal experiences and real-time communications, personnel throughout the ranks will learn the life-saving techniques they need to know to facilitate a successful MAYDAY rescue.

FIRETR 080 SPRING FIRE FIGHTER IN-SERVICE TRAINING

Units: 0.50-3.00 - Not transferable 18.00-64.00 hours lecture, 12.00-40.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

FRENCH

(See Modern Language)

GENERAL AND EMERGING TECHNOLOGIES

GENERAL AND EMERGING TECHNOLOGIES

Certificate of Specialization: General and Emerging Technologies Laboratory Technician

The General and Emerging Technologies Laboratory Technician (GET LAB TECH) program came from a need to train students in entry-level and advanced laboratory technical skills for the industrial workplace. GET LAB TECH focuses on basic science and workplace skills with a goal of preparing students for entry-level jobs in laboratory-science based industries.

The core classes for the General Laboratory Technician Certificate of Specialization were designed to show the way in which scientific laws, principles, and formulas are used by real people, in the real world, in the workplace.

The GET Lab Tech courses:

- Are skills-based
- Use context-based learning
- Integrate academic concepts into technical courses
- Are taught in a workplace environment
- Emphasize cooperative learning
- Show how scientific laws, principles, and formulas are used in the workplace

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core laboratory technical skills and knowledge required for employment in the industrial workplace.

Program Requirements:

Units Required: 14.5

	Units
BIOSCI-090 Biology for Technology	3.0
BIOSCI-095 Cleanroom Technology	1.0
CHEM-090 Chemistry for Technology	3.0
CIT-140 Survey of Microsoft Office Programs	3.0
ENGR-090 Exploring Gadgets, Engineering, and Technology	3.0
INTERD-010 Careers in Technology	1.0
INTERD-090 Health and Safety in the Laboratory	0.5

Recommended electives:

NANO-010 Introduction to Nanotechnology	2.0
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GENERAL STUDIES

GENSTU 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES

Units: 0.25

4.50 hours lecture

Introduces the student to the learning disabilities assessment process and the resource available, including the California Community College eligibility model, achievement and cognitive testing, learning difficulties, support services, study strategies and accommodations. Offered pass/no-pass only. Units do not apply to the associate degree.

GENSTU 081 COGNITIVE BASIC SKILLS - COMPUTER INSTRUCTION TECHNOLOGY

Units: 0.25-2.00

13.50-108.00 hours lab

May be taken three times for credit

Strengthens and retrains cognitive skills in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer assisted instruction and adaptive technology. Designed specifically for students with a verifiable acquired brain injury. Offered pass/no-pass only. Units do not apply to the associate degree.

GENSTU 082 INDIVIDUAL COMPUTER APPLICATIONS

Units: 0.25-2.00

13.50-108.00 hours lab

May be taken three times for credit

Designed to be a computer assisted support for students with disabilities enrolled in coursework other than English and math. Students are able to utilize computer programs, assistive technology, and the Internet in order to complete course assignments. Topics are taken from the student's regular course load, or from subject matter appropriate to the student's current or future employment. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Offered pass/no-pass only. Units do not apply to the associate degree.

GENSTU 090 INDIVIDUAL STUDIES - BLACKBOARD SUPPORT

Units: 0.25-2.00

13.50-108.00 hours lab

May be taken three times for credit

Provides Blackboard support for students with disabilities who are taking online or hybrid classes. Through small group tutoring, students develop strategies to be successful online students. Offered pass/no-pass only. Units do not apply to the associate degree.

GENSTU 091 INDIVIDUAL STUDIES - LANGUAGE SKILLS

Units: 0.25-2.00

13.50-108.00 hours lab

May be taken three times for credit

Designed for DSPS 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 students coursework to provide additional computer support or enhance basic skills. Offered pass/no-pass only. Units do not apply to the associate degree.

GENSTU 092 INDIVIDUAL STUDIES - MATHEMATICS SKILLS

Units: 0.25-2.00

13.50-108.00 hours lab

May be taken three times for credit

Designed for DSPS students who are enrolled in mainstream college math classes and whose disability result in educational limitations in math. The course offers small group tutoring for students. Students must be concurrently enrolled in either MATH-025, Arithmetic, MATH-026 Arithmetic-Computer Assisted, MATH-058 Algebra Preparation I, MATH-059 Algebra Preparation Computer Assisted, MATH-060 Elementary Algebra, MATH-070 Intermediate Algebra, or BUS-144 Business Math. Students will learn strategies to enhance math concepts and computation skills. Offered pass/no-pass only. Units do not apply to the associate degree.

GENSTU 104 TUTORING METHODS

Units: 1.00

CSU 6.00 hours lecture, 36.00 hours lab

Prerequisite: Students must meet minimum qualifications for tutor position in the TLC Lab

Presents tutoring techniques designed to improve the tutees problem-solving, computational, listening, note-taking, and test-taking skills. Practice in individual tutoring under supervision. Offered pass/no-pass only.

GEOGRAPHY

Geography is the broad spatial science that studies the location, distribution, and interaction among all physical and cultural features of Earth. These studies include physical processes that create and modify landforms, affect daily weather and long-term climates, and influence the setting for all biologic phenomena such as plants, animals and humans. These studies also include the distribution and interaction of cultural phenomena such as population, language, religion, economics, politics, diseases, agriculture, migration, resources, urban patterns, ethnic studies, and the many short-term and long-term effects of humans on the environment. The geography program also includes the study and use of graphs, maps, and geospatial digital data retrieval and cartographic technology.

Through lecture, lab, and field study, the geography program provides insight, perspective, and application required to assist citizens in making well-informed decisions involving the inter-relationships between the natural physical environment and the systems and networks of human societies. An associate degree is not available in Geography.

GEOG 101 PHYSICAL GEOGRAPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the basic physical elements of Earth and the processes that affect climate, water, soils, vegetation, landforms, how humans and the environment interrelate, the fundamentals of Earth/Sun relationships and cartography.

GEOG 101H PHYSICAL GEOGRAPHY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H

Examines the basic physical elements of Earth and the processes that affect climate, water, soils, vegetation, landforms, how humans and the environment interrelate, the fundamentals of Earth/Sun relationships, and cartography. Honors work challenges students to be more analytical and creative through expanded assignments that include additional critical thinking, research, and presentation techniques.

GEOG 101L PHYSICAL GEOGRAPHY LAB

Units: 1.00

UC:CSU 54.00 hours lab

Co-requisite: GEOG-101 or GEOG-101H

Focuses on observations, experiments, and demonstrations designed to familiarize students with techniques utilized by physical geographers. Field trips may be required.

GEOG 102 CULTURAL GEOGRAPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the location, distribution, and inter-relationships among cultural patterns which may include population, language, religion, economics, migration, cities, politics, and human effects on the natural environment. Map studies and field trips may be included.

GEOG 103 INTRODUCTION TO METEOROLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Introduction to the mechanics and processes of the atmosphere, including general and severe weather, weather forecasting, climates, and the complex natural and human influences on global climate change. Explores the relationship of climate and weather to the solid Earth and the world oceans. May include field work and field trips.

GEOG 104 WORLD REGIONAL GEOGRAPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the interdependency, connectivity, and diversity of the world's regions, while exploring the processes of global change and their interactions with the environmental and social identities of regional landscapes, cities, and peoples.

GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information System (GIS) is a computer-based geospatial management system that allows the user to visualize, question, analyze, interpret, and understand complex data in order to reveal relationships, patterns, and trends. The study of GIS leads to increased efficiency, improved communication, and all-around better decision making in an almost endless variety of fields and disciplines.

GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the fundamental concepts, methods, and applications of Geographic Information Systems (GIS) and its role in spatial analysis and decision making.

GEOLOGY

Geology is the science that studies the earth. These studies includes earth's formation and composition, the processes that create resources such as fuels, minerals, and construction materials, the energy systems that modify landforms on the crust, the historical evolution of life and global climates, and the continuing interaction between humans and the natural environment.

Through lecture, lab, and field study, the geology program provides insight, perspective, and application required to assist citizens in making well informed decisions concerning earth-related issues such as water resources, building and engineering, natural disasters, agriculture and ocean resources, and the long-term effects on our planet from an increasing population. An Associate degree is not available in geology.

GEOL 100 PHYSICAL GEOLOGY LAB

Units: 1.00

UC:CSU 54.00 hours lab

Co-requisite of GEOL-101

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 required to collect earth materials and to recognize and study existing or on-going geologic processes, landforms and structures.

GEOL 101 PHYSICAL GEOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Explores 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, land sliding, glaciations, coastlines, wind activity, deserts, plate tectonics, mountains, faults and earthquakes, metamorphism and geologic time.

GEOL 102 HISTORICAL GEOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Studies 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 continent, its landforms, contiguous oceans, animals and plants, including some study of the principles of paleontology.

GEOL 104 NATURAL DISASTERS

Units: 3.00

CSU 54.00 hours lecture

Examines the earth processes, forces, and systems that cause natural disasters, including volcanic eruptions, earthquakes, hurricanes, tsunamis, floods, mass extinction, and landslides.

GEOL 105 GEOLOGY OF CALIFORNIA

Units: 3.00

UC:CSU 54.00 hours lecture

Analyzes major geomorphic provinces of California, including their topography, basic geologic landforms and structures, geologic history, main rock units and mineral resources, and fossil assemblages.

GEOL 109 EARTH SCIENCE

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the terminology and basic concepts of the fields of earth science, including astronomy, geology, meteorology, and oceanography. Examines Earth's changing geologic systems and the importance of earth science phenomenon to daily life. UC credit limitation: No credit if taken after a college-level course in astronomy, geology, meteorology or oceanography.

GEOL 218 INTRODUCTION TO OCEANOGRAPHY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

A study of the history of oceanography, geological, chemical, biological and physical oceanography. Laboratories will include both in-class and required field studies - which may include times outside of assigned laboratory times.

GERMAN

(See Modern Language)

GERONTOLOGY

Certificate of Specialization: Skills for Healthy Aging Resources and Programs (SHARP)

As Baby Boomers age, and as they continue to represent a growing percentage of the U.S. population aged 65 and older, the nation faces an increasing use of social services. The longest of which being medical treatment and hospitalization. However, with proper education and training, older adults can effectively decrease their risks of many common injuries and increase their quality of life. Evidence Based Health Promotion (EBHP) is gaining greater recognition among health care professionals working with older adults as a research based model supporting evidence of how, with proper training and education, older adults can decrease the probability of suffering the negative effects of common health risks and increase their chance of aging healthy. Integrating the documented techniques and procedures of EBHP, the SHARP Certificate will provide an intensive semester length program to train individuals as EBHP group facilitators who can teach older adult populations in home or organizational/agency settings the skills necessary to age healthy.

Student Learning Outcome:

Students will be able to compare and contrast principles, theories, and methods incorporated in Evidence Based Health Promotion (EBHP) programs and demonstrate applied techniques associated with maintaining healthy aging among older adults. Design and implement an EBHP activity plan for older adults.

Program Requirements:

Units Required: 12

	Units
GERO-101 Introduction to Healthy Aging	3.0
GERO-102 Health Promotion: Behavior Change Theories and Practices . . .	3.0
GERO-103 Health Promotion: Program Implementation	3.0
GERO-104 Health Promotion: Fieldwork Practicum	2.0

Plus a minimum of one unit from the following:

CWE-188GERO Cooperative Work Experience Education	1.0 - 4.0
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GERO 101 INTRODUCTION TO HEALTHY AGING

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the biological, psychological, and social issues associated with the aging process and reviews aspects of healthy aging among older adults.

GERONTOLOGY

**GERO 102 HEALTH PROMOTION:
BEHAVIOR CHANGE THEORIES AND
PRACTICES**

Units: 3.00

CSU 54.00 hours lecture

Co-requisite: GERO-101

Examines behavior change, processes, and motivational theories, as well as negotiation and motivational interview techniques, group dynamics, and communication skills among older adults.

**GERO 103 HEALTH PROMOTION:
PROGRAM IMPLEMENTATION**

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: GERO-101 Co-requisite: GERO-104

Introduces specific Evidence Based Health Promotion (EBHP) programs for older adults that address issues of chronic disease self-management, physical activity, falls prevention, depression care management, and medication management while discussing program instruction and administration.

**GERO 104 HEALTH PROMOTION:
FIELDWORK PRACTICUM**

Units: 2.00

CSU 36.00 hours lecture

Co-requisite: GERO-103 and Cooperative Work Experience

Capstone course to the Skills for Healthy Aging Resources and Programs (SHARP) Certificate by employing fieldwork methodology and program skills in an Evidence Based Health Promotion (EBHP) setting working with older adults.

GRAPHIC AND MULTIMEDIA DESIGN

**Associate in Arts Degree: Graphic &
Multimedia Design – Graphic Design**

This program offers an associate degree in Graphic and Multimedia Design with an emphasis in graphic design. The primary goal of this degree is to provide students with a foundation of knowledge and technical abilities required of a graphic design position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in graphic design will also provide students with basic skills and competencies.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a graphic design position.

Program Requirements:

Units Required: 30

	Units
ART-110	Art History: Ancient to Medieval . . . 3.0
ART-111	Art History: Renaissance to Modern 3.0
ART-124A	Drawing I 3.0
ART-140	Beginning Design: Two-Dimen- sional Media 3.0
GMD-101	Introduction to Digital Media 3.0
GMD-105	Digital Imaging 3.0
GMD-142	2-D Computer Illustration 3.0
GMD-144	Graphic Design I 3.0
GMD-145	Type and Typography 3.0
GMD-242	Graphic Design II 3.0

**Certificate of Achievement: Graphic &
Multimedia Design – Graphic Design**

The Graphic Design certificate develops students' creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in graphic design, graphic arts, computer illustration, digital photography and art direction.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a graphic design position.

Program Requirements:

Units Required: 19

	Units
GMD-101 Introduction to Digital Media	3.0
GMD-105 Digital Imaging	3.0
GMD-142 2-D Computer Illustration	3.0
GMD-144 Graphic Design I	3.0
GMD-145 Type and Typography	3.0
GMD-242 Graphic Design II	3.0

Plus a minimum of one unit from the following:

CWE-188GMD Cooperative Work Experience Education	1.0 - 4.0
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Associate in Arts Degree: Graphic & Multimedia Design – Multimedia

The primary goal of the Graphic and Multimedia Design degree with emphasis in multimedia is to provide students with a foundation of knowledge and technical abilities required of a multimedia position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in multimedia will also provide students with a set of basic skills and competencies.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a multimedia position.

Program Requirements:

Units Required: 30

	Units
ART-110 Art History: Ancient to Medieval . . .	3.0
ART-111 Art History: Renaissance to Modern	3.0
ART-124A Drawing I	3.0
ART-140 Beginning Design: Two-Dimen- sional Media	3.0
GMD-101 Introduction to Digital Media	3.0
GMD-105 Digital Imaging	3.0
GMD-173 Motion Design	3.0
GMD-175 Flash for the Web	3.0
GMD-177 Web Page Design I	3.0
GMD-277 Web Page Design II	3.0

Certificate of Achievement: Graphic & Multimedia Design – Multimedia

Multimedia is a rapidly growing industry combining video, sound, animation and graphics with digital technology into an interactive environment. The multimedia

certificate develops students' creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in Web design, interface design, motion graphics, digital photography, graphic arts, digital video production and game design.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a multimedia position.

Program Requirements:

Units Required: 19

	Units
GMD-101 Introduction to Digital Media	3.0
GMD-105 Digital Imaging	3.0
GMD-173 Motion Design	3.0
GMD-175 Flash for the Web	3.0
GMD-177 Web Page Design I	3.0
GMD-277 Web Page Design II	3.0

Plus a minimum of one unit from the following:

CWE-188GMD Cooperative Work Experience Education	1.0 - 4.0
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GMD 041 INTRODUCTION TO INDESIGN

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces page layout for print media using Adobe InDesign. Students learn how to utilize layout features for both text and images. Basic computer knowledge is assumed. Offered pass/no-pass only.

GMD 044 INTRODUCTION TO ILLUSTRATOR

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces computer illustration using Adobe Illustrator, including how to create images, use type and layout features, use filters, and format images for print, Web and multimedia formats. Basic computer knowledge is assumed. Offered pass/no-pass only.

GMD 047 INTRODUCTION TO PHOTOSHOP

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces digital imaging using Adobe Photoshop, including how to composite, work with layers, select pixels and adjust digital images. Basic computer knowledge is assumed. Offered pass/no-pass only.

GMD 070 INTRODUCTION TO WEB GRAPHICS

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces the design and creation of Web graphics using Adobe Photoshop. Topics include how to apply specialized effects to create and optimize dynamic graphics for the Web. Basic computer knowledge is assumed. Offered pass/no-pass only.

GMD 071 INTRODUCTION TO DREAMWEAVER

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces dynamic Web page design using Adobe Dreamweaver. Topics include how to insert images, hypertext, movies, sound, forms, email links, tables, frames and style sheets. Basic computer knowledge is assumed. Offered pass/no-pass only.

GMD 074 INTRODUCTION TO FLASH

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces 2D vector-based animation using Adobe Flash. Topics include how to create, animate and export vector graphics for multimedia, web and entertainment applications. Basic computer knowledge is assumed. Offered pass/no-pass only.

GMD 077 INTRODUCTION TO AFTER EFFECTS

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces motion graphics using Adobe After Effects. Topics include how to sweeten video, by introducing specialized effects applied to video, graphics and text. Basic computer skills are assumed. Offered pass/no-pass only.

GMD 094L GRAPHICS LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently-enrolled graphics student who wishes to increase skills through the use of the graphics lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the graphics program. Offered pass/no-pass only. Units do not apply to the associate degree.

GMD 097L MULTIMEDIA LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently-enrolled graphics student who wishes to increase skills through the use of the graphics lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the graphics program. Offered pass/no-pass only. Units do not apply to the associate degree.

GMD 101 INTRODUCTION TO DIGITAL MEDIA

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces the concepts and practices applicable in digital media, including digital imaging, audio, video, graphic design and multimedia. Includes instruction in several software applications.

GMD 105 DIGITAL IMAGING

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Introduces the fundamental concepts, terminology, techniques, and applications of digital imaging using industry standard software such as Adobe Photoshop. Through application of theory, students explore both the technical aspects of image manipulation, as well as the artistic aspects of creating images. Note: In order to access the multimedia and graphics labs outside of class time, students must register for GMD-094L or GMD-097L.

GMD 120 HISTORY OF GRAPHIC DESIGN

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the origin and evolution of graphic design, including the development of typography, advertising, poster design, illustration, corporate identities and trademarks.

GMD 142 2-D COMPUTER ILLUSTRATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces methods, materials, and techniques of commercial illustration for magazines, books, editorials, and graphic communications. Emphasizes two-dimensional aspects of computer illustration using Adobe Illustrator and Adobe Photoshop.

GMD 144 GRAPHIC DESIGN I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the design of print graphics, covering various page layout formats and the fundamentals of typographic design. Includes instruction in several software applications.

GMD 145 TYPE AND TYPOGRAPHY

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces the history, development and use of type and typography in all areas of communication arts. Traditional and contemporary methods for creating type and typography are combined to provide an understanding of the aesthetic qualities of letterforms. Basic computer knowledge is assumed.

GMD 173 MOTION DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

The fundamental concepts, terminology, techniques and applications of motion-based design using industry standard software such as Adobe After Effects. Through application of theory, students will explore the basic principles of compositing, animation, typography, audio, video and graphics. Note: In order to access the multimedia computer lab outside of class time, students must register for GMD-097L.

GMD 175 FLASH FOR THE WEB

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Introduces the fundamental concepts, terminology, techniques and applications of Flash-based Website design using industry standard software such as Adobe Flash. Through application of theory, students will explore the basic principles of animation, aesthetics, graphics, sound, video and interactive design. Note: In order to access the multimedia computer lab outside of class time, students must register for GMD-097L.

GMD 177 WEB PAGE DESIGN I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, techniques and applications of Web page design using industry standard software such as Adobe Photoshop and Adobe Dreamweaver including principles of Web graphics, type, color, layout, interactive design, and usability.

GMD 242 GRAPHIC DESIGN II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Introduces advanced visual communication skills in print graphics, using graphic software applications to explore logo, advertising and publication design.

GMD 277 WEB PAGE DESIGN II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Recommended preparation: GMD-177

The advanced concepts, terminology, techniques and applications of Web page design using industry standard software such as Macromedia Dreamweaver. Through application of theory, students will explore the basic principles of dynamically driven Websites using CSS (Cascading Style Sheets) while advancing interactive design, graphics, type, color, and layout skills. Note: In order to use the multimedia computer lab outside of class time, students must register for GMD-097L.

HEALTH SCIENCE

Certificate of Specialization: Emergency Medical Technician I

Prepares students for certification and employment as an Emergency Medical Technician (also known as EMT-Basic). Includes Emergency Department and ambulance clinical observations. Health clearance and background check required prior to start of clinical rotations. Upon successful completion, students are eligible to take the National Registry EMT-B examination. This course meets DOT objectives. May be repeated if used for legally mandated training.

Student Learning Outcome:

Students will be able to demonstrate proficiency in EMT skills and knowledge as required by state and local regulations.

Program Requirements:

Units Required: 8.0

Units

HLHSCI-151 Emergency Medical Technician I . . .8.0

HLHSCI 045 EMERGENCY MEDICAL SERVICES CAREER PREPARATION

Units: 2.00

36.00 hours lecture

Provides the knowledge and skills necessary to begin an entry-level career in Emergency Medical Services (EMS) and other allied health-related fields of patient care, including beginning concepts of preparatory sciences directly related to the care of sick and injured persons.

HLHSCI 046 EMERGENCY MEDICAL RESPONDER

Units: 3.00

49.50 hours lecture, 13.50 hours lab

Prepare students to become Emergency Medical Responders (EMR) who manage medical and/or trauma emergencies during the first few minutes prior to advanced care arriving on scene.

HLHSCI 051 AHA BLS FOR HEALTHCARE PROVIDERS (CPR)

Units: 0.25

4.25 hours lecture

May be taken four times for credit

This course is the American Heart Association Basic Life Support (CPR) for Healthcare Provider Course. Includes adult, child, and infant CPR as well as AED training. Upon successful completion of this course, the student will be eligible to apply for an AHA Healthcare Provider completion card. This course may be repeated if used for legally mandated training. Offered pass/no-pass only. Units do not apply to the associate degree.

HLHSCI 100 HEALTH EDUCATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the physical, emotional and social dimensions of health, including physical fitness, nutrition, weight management, substance abuse, tobacco and alcohol use, diseases, sexuality, mental health, stress management, consumerism, environmental health, death and dying. UC credit limitation: HLHSCI-243, and HLHSCI-100 combined, maximum credit one course.

HLHSCI 101 INTRODUCTION TO THE HEALTH PROFESSIONS

Units: 3.00

CSU 54.00 hours lecture

Introduces students to a variety of health occupations, including roles and responsibilities, educational preparation requirements, health care career planning, and an overview of the US health system.

HLHSCI 149 NUTRITION FOR FITNESS AND BALANCED LIVING

Units: 2.00

UC:CSU 36.00 hours lecture

Examines the psycho-biological, cultural, social, cognitive, and environmental factors that influence a persons eating and physical activity behaviors and body image. Provides practical strategies to promote healthy attitudes and behaviors.

HLHSCI 150 NUTRITION

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the study of food and nutrients throughout the lifespan and their impact on quality of life and disease prevention.

HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN I

Units: 8.00

CSU 136.00 hours lecture, 24.00 hours lab

Unlimited repeats

Prerequisite: Must be 18 years or older the first day the class meets and have completed an American Heart Association "BLS for the Healthcare Provider" course or HLHSCI 051 or present AHA BLS Healthcare Provider card to instructor the first day of class. Recommended Preparation: HLHSCI-045 or HLHSCI-046

Prepares students for certification and employment as an Emergency Medical Technician, including emergency department clinical experience and ambulance ride-along. Health clearance and background check required prior to start of clinical rotations. Upon successful completion students are eligible to take the National Registry EMT examination. The course meets the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009). May be repeated if used for legally mandated training.

HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER

Units: 2.00

CSU 36.00 hours lecture

Unlimited repeats

Prerequisite: HLHSCI-151 or current/lapsed EMT Certification

Satisfies Los Angeles County and State of California recertification for emergency medical technicians, including skills testing certification. May be repeated if used for legally mandated training. Course is based on United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996.

HLHSCI 243 WOMEN AND HEALTH

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys past and current issues surrounding women's health, including anatomy, sexuality/reproductive health, STI's, disorders common to women, mental health, domestic violence, menopause and women in the health profession. UC credit limitation: HLHSCI-243 and PHYSED-100 combined, maximum credit one course.

HLHSCI 249 MEDICAL TERMINOLOGY

Units: 3.00

CSU 54.00 hours lecture

Comprehensive study of medical terminology with an emphasis on determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

HISTORY

Associate in Arts Degree: History

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 a preparation for law school, foreign service, international work, urban affairs, and library science.

Student Learning Outcome:

Students will be able to analyze and interpret the significance of specific historical events and time periods.

Program Requirements:

Units Required: 18

Units

12 units from the following:

HIST-101	History of Western Civilization: The Pre-Industrial West3.0
OR		
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors3.0
HIST-102	History of Western Civilization: The Modern Era3.0
HIST-111	United States History I3.0
OR		
HIST-111H	United States History I - Honors3.0
HIST-112	United States History II3.0

Plus three units from the following:

HIST-191	History of Eastern Civilization I3.0
HIST-192	History of Eastern Civilization II3.0
HIST-240	Latin American Civilization3.0

Plus three units from the following:

ECON-170	Economic History of the United States3.0
OR		
ECON-170H	Economic History of the United States - Honors3.0
HIST-115	United States History Since 1945 . .	.3.0
HIST-120	The Role of Women in the History of the United States3.0

HISTORY

OR

HIST-120H	The Role of Women in the History of the United States - Honors	3.0
HIST-161	World History I	3.0
HIST-170	Economic History of the United States	3.0

OR

HIST-170H	Economic History of the United States - Honors	3.0
HIST-193	History of India	3.0
HIST-210	History of California	3.0
HIST-212	History of the Middle East	3.0
HIST-230	History of American Indians	3.0
HIST-243	History of Mexico and the Mexican and Chicano Peoples	3.0

HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the history of Western Civilization from earliest times to the 16th Century, including the development of economic, socio-political, and cultural institutions from pre-history to Riverine cultures of the Near East, Greco-Roman world and medieval and early modern Europe.

HIST 101H HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Surveys the history of Western Civilization from earliest times to the 16th Century, including the development of economic, socio-political, and cultural institutions from pre-history to Riverine cultures of the Near East, Greco-Roman world and medieval and early modern Europe. Additional reading, writing, critical thinking, and research techniques are required.

HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the history of Western Civilization from the 16th Century to the present period, including the economic, socio-political, and cultural developments in Europe, the Americas, and the emergent nations of the modern era.

HIST 111 UNITED STATES HISTORY I

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys American civilization, from the Pre-Columbian era through Reconstruction, emphasizing the political, cultural, economic, and social history of the United States. Meets Title 5 American Institutions U.S. History requirement for the associate degree.

HIST 111H UNITED STATES HISTORY I HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Surveys American civilization, from the Pre-Columbian era through Reconstruction, including the political, cultural, economic, and social history of the United States. Additional reading, writing, and research techniques required. UC credit limitation: HIST-111H, 112 combined, maximum credit, two courses. Meets Title 5 American Institutions U.S. History requirement for the associate degree.

HIST 112 UNITED STATES HISTORY II

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the political, economic, and social history of the United States from Reconstruction to the present. Meets Title 5 American Institutions U.S. History requirement for the associate degree.

HIST 115 UNITED STATES HISTORY SINCE 1945

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the political, social, and cultural events occurring in the United States since 1945, exploring the connections with racial unrest, foreign and military policy, civil liberties, and governmental responsibility.

HIST 116 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1619-1877

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: Eligibility for ENGL-101 or ENGL-101H

Surveys the development of the African-American community in the United States from the Colonial Period to 1877. Emphasizes the historical, cultural, social, economic and political experience of the African-American, as well as examines the historical content of the American society as a whole.

HIST 117 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1877-PRESENT

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: Eligibility for ENGL-101 or ENGL-101H

Surveys the African-American experience in the United States from 1877 to present, including the examination of the cultural, social, economic, and political factors that have shaped African-Americans.

HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the political, economic, and intellectual history of women in the development of the United States from the early Colonial Era to the present day, including their challenges and contributions. Meets Title 5 American Institutions US History requirement for the associate degree.

HIST 120H THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Explores the political, economic, and intellectual history of women in the development of the United States from the early Colonial Era to the present day, including their challenges and contributions. Additional reading, writing, and research techniques required. Meets Title 5 American Institutions US History requirement for the associate degree.

HIST 130 SOCIAL AND CULTURAL HISTORY OF THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the social, ethnic, and cultural history of the United States, from the 15th Century to the present, including changes in society, immigration, ethnicity, race, gender, and culture. Meets Title 5 American Institutions U.S. History requirement for the associate degree.

HIST 161 WORLD HISTORY I

Units: 3.00

UC:CSU 54.00 hours lecture

Examines world civilization from prehistory through the 1500's, including Greek and Roman philosophies, Confucianism, Hinduism, Buddhism, Christianity, Islam, political institutions, social practices, literature, women's status, and cross-cultural influences.

HIST 165 HISTORY OF AFRICA

Units: 3.00

UC:CSU 54.00 hours lecture

Examines Classical African Civilization and analyzes its various great societies, including neo-classical Egypt, the Bantu dispersion, the Iron Age, Islamic hegemony, Sudanic Empire, and the Zulu Kingdom, as well as the relationship of the rise and fall between modern day Africa and its historical past.

HIST 170 ECONOMIC HISTORY OF THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Same as ECON-170. Meets Title 5 American Institutions U.S. History requirement for the associate degree.

HIST 170H ECONOMIC HISTORY OF THE UNITED STATES - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation; manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Additional reading, writing, critical thinking, and research techniques required (Same as ECON 170H). Fulfills Title 5 U.S. History requirement for the associate degree.

HIST 191 HISTORY OF EASTERN CIVILIZATION I

Units: 3.00

UC:CSU 54.00 hours lecture

Survey of Asian civilizations from antiquity to the nineteenth century, including philosophical and social environments and cultural and political trends. Specifically examines China and Japan, as well as neighboring areas like Korea, India, and Southeast Asia.

HIST 192 HISTORY OF EASTERN CIVILIZATION II

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys Asian civilizations from the nineteenth century to the present, emphasizing the regions of China, Japan, Korea, India, and Southeast Asia. Topics include Western imperialism, nationalist movements, Asian affairs during World War II, communist regimes, economic modernization, and cultural trends.

HIST 193 HISTORY OF INDIA

Units: 3.00

UC:CSU 54.00 hours lecture

History of India's diverse populations, social practices, religions, government institutions, nationalist movements, art, and literature from antiquity to the present, including the Indus Civilization, Mughal Empire, tenets and socio-political implications of Hinduism, Buddhism, Islam, British colonialism, communal strife, and modern India.

HIST 198 SPECIAL TOPICS IN HISTORY

Units: 1.00-3.00

18.00-54.00 hours lecture

May be taken three times for credit

Examines specific areas of interest in U.S. and global history, including U.S. foreign policy, constitutional history, and African history, among others. Topics will change each term.

HIST 210 HISTORY OF CALIFORNIA

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys California from its pre-Columbian past to the present and emphasizes the economic, political, social, and natural history utilizing a cross-cultural emphasis.

HIST 212 HISTORY OF THE MIDDLE EAST

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the Middle East, ancient civilizations in the Fertile Crescent leading up to the the rise of Islam, including economic, political, ethnic, religious, and national differences.

HIST 230 HISTORY OF AMERICAN INDIANS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys American Indian history from the pre-Columbian past through the modern era, with emphasis on the intersection of American Indian history and United States history. Meets Title 5 American Institutions U.S. History requirement for the associate degree.

HIST 240 LATIN AMERICAN CIVILIZATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the geography, history, culture, economic, and political development of Latin America from the late pre-Colombian era to the present.

HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO PEOPLES

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history of Mexico and the Mexican/Chicano people from the late Pre-Cortesian era to the present, including Aztec and Maya societies, Mexican Independence Movement, Mexican Revolution, and the North American Free Trade Agreement.

HOTEL AND RESTAURANT MANAGEMENT

Associate in Science Degree: Hotel and Restaurant Management

The Associate of Science degree program in Hotel and Restaurant Management provides a broad based fundamental approach to the managerial functions in both the hotel and restaurant industry. The combined designation adds accounting requirements to either the restaurant or the hotel management program offerings.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in hotel and restaurant management.

Program Requirements:

Units Required: 18

	Units
HRMGT-101 Introduction to the Hospitality Industry	3.0
HRMGT-210 Hotel and Restaurant Law	3.0
HRMGT-225 Food Service Sanitation and Safety	3.0
HRMGT-245 Hotel and Restaurant Supervision and Guest Relations	3.0
HRMGT-275 Hospitality Industry Accounting	3.0

Plus three units from the following:

HRMGT-220 Restaurant Operations	3.0
HRMGT-235 Hotel and Restaurant Sales and Marketing	3.0

Associate in Science Degree: Hotel Management

The associate of science degree in Hotel Management focuses on developing the tools necessary to create a career in the hotel industry.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in hotel management.

Program Requirements:

Units Required: 18

	Units
HRMGT-101 Introduction to the Hospitality Industry	3.0
HRMGT-150 Introduction to Hotel/Resort Operations	3.0

HRMGT-210	Hotel and Restaurant Law	3.0
HRMGT-225	Food Service Sanitation and Safety	3.0
HRMGT-245	Hotel and Restaurant Supervision and Guest Relations	3.0

Plus three units from the following:

HRMGT-102	Introduction to the Travel Industry	3.0
HRMGT-235	Hotel and Restaurant Sales and Marketing	3.0

Associate in Science Degree: Restaurant Management

The Associate in Science Degree with a designation prepares students for a career in the restaurant industry.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in restaurant management.

Program Requirements:

Units Required: 18

	Units	
HRMGT-101	Introduction to the Hospitality Industry	3.0
HRMGT-210	Hotel and Restaurant Law	3.0
HRMGT-220	Restaurant Operations	3.0
HRMGT-225	Food Service Sanitation and Safety	3.0
HRMGT-235	Hotel and Restaurant Sales and Marketing	3.0
HRMGT-245	Hotel and Restaurant Supervision and Guest Relations	3.0

HRMGT 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY

Units: 3.00

CSU 54.00 hours lecture

Surveys the careers, responsibilities and trends in the hotel, restaurant, tourism, and recreation industry, including social and economic forces that interrelate and influence various industry components.

HRMGT 102 INTRODUCTION TO THE TRAVEL INDUSTRY

Units: 3.00

CSU 54.00 hours lecture

Comprehensive analysis of the operations, principles and trends in the emerging tourism industry with an emphasis on the marketing and the competitive service strategies of major tourist attractions.

HRMGT 126 DINING ROOM SERVICE

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Recommended Preparation: HRMGT-225

Designing quality food and beverage operations service systems. Evaluates and matches guest service needs to efficient and courteous food presentation techniques. A wide variety of table appointments and settings are evaluated in conjunction with presentation and design principles.

HRMGT 150 INTRODUCTION TO HOTEL/RESORT OPERATIONS

Units: 3.00

CSU 54.00 hours lecture

Introduces the operating systems and components of the lodging industry, including front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

HRMGT 210 HOTEL AND RESTAURANT LAW

Units: 3.00

CSU 54.00 hours lecture

Provides fundamental legal principles and concepts that apply to issues requiring appropriate response and action by hospitality personnel. Students gain the fundamental legal understanding to limit their exposure to liability for themselves as well as their establishments. Also includes proactive actions and programs to limit legal exposure.

HRMGT 220 RESTAURANT OPERATIONS

Units: 3.00

CSU 54.00 hours lecture

Comprehensive study of the operations, management, policy, development and related aspects for the retail restaurant establishment. Emphasis on the development of management careers in the industry and entrepreneurial issues for start-up operations.

HRMGT 225 FOOD SERVICE SANITATION AND SAFETY

Units: 3.00

CSU 54.00 hours lecture

Presents the concepts and related practices that assure a safe and sanitary food service facility. Emphasis is on the maintenance of sanitary standards through the application of the HACCP (Hazard Analysis of Critical Control Point) system of prevention. Areas covered include the following: food handling and processing, food-borne illness and prevention, and accident and fire prevention.

HRMGT 235 HOTEL AND RESTAURANT SALES AND MARKETING

Units: 3.00

CSU 54.00 hours lecture

Examines how marketing plans are conceived, designed and implemented for a variety of hotel, restaurant and related service industry products with a focus on related sales and promotional strategies, merchandising, public relations and advertising.

HRMGT 245 HOTEL AND RESTAURANT SUPERVISION AND GUEST RELATIONS

Units: 3.00

CSU 54.00 hours lecture

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

HRMGT 275 HOSPITALITY INDUSTRY ACCOUNTING

Units: 3.00

CSU 54.00 hours lecture

Specialized accounting for hotel and operations with emphasis on revenue and expenses, payroll, inventory, and food and beverage. Develops analysis of financial statements used for operations of hotels and restaurants.

HUMANITIES

Humanities studies the history and development of human thought and culture. By focusing on literature, history, philosophy, art and film, humanities courses seek a broad and interconnected understanding of the human experience.

HUMAN 100 COMPARATIVE STUDIES IN THE HUMANITIES

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces themes and methods of inquiry of the humanities. Compares and contrasts the ideas and cultural expressions of Western Civilization with those of non-western civilizations, focusing on a selected theme chosen each term.

HUMAN 101 FORMS AND IDEAS IN HUMANITIES

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces 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. UC credit limitation: HUMAN-101, 105 and 106 combined, maximum credit 6 units. No credit for 101 if taken after 105 or 106.

HUMAN 150 GREAT BOOKS, GREAT IDEAS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys humanistic works of literature, philosophy, history, and the arts from Greek Antiquity to the end of the Medieval period as related to contemporary values and ideas.

INTERDISCIPLINARY STUDIES

INTERD 010 CAREERS IN TECHNOLOGY

Units: 1.00

18.00 hours lecture

Provides students with the background needed to evaluate a career path in chemical, biological, and engineering technologies, including an overview of the chemical, biological, and engineering industries, how to access and understand labor market information, and individual career goal setting.

INTERD 090 HEALTH AND SAFETY IN THE LABORATORY

Units: 0.50

9.00 hours lecture

Orients students to laboratory safety, reviews safety information found in the laboratory such as the Material Safety Data Sheet, and instructs students on safe behavior and practices in a laboratory. Offered pass/no-pass only.

INTERIOR DESIGN

The Interior Design program goals are designed to prepare graduates for employment in the current job market and/or fulfill transfer requirements to a four-year institution where courses fulfill the lower division requirements of a specific major or serve as electives. An important element of the program is to offer professional-level curriculum that provides graduates with the ability to perform in a variety of occupations as industry demands change and economic conditions fluctuate. Additionally, the comprehensive curriculum follows CIDA (Council for Interior Design Accreditation) standards to meet the functional and aesthetic needs pertaining to clients and the interior environments. Students who complete this Associate in Science Degree will be eligible to sit for the Certified Interior Designer examination upon graduation that may lead to becoming a Certified Interior Designer. Additionally, the comprehensive curriculum follows FIDER standards to meet the functional and aesthetic needs pertaining to clients and the interior environments.

Associate in Science Degree: Interior Design

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an interior designer.

Program Requirements:

Units Required: 40

	Units
ID-101A	Introduction to Interior Design3.0
ID-101B	Introduction to Interior Design Lab . .1.0
ID-102	Applied Color for Designers3.0
ID-103	Perspective and Interior Illustration3.0
OR	
ID-104	Rapid Visualization and Illustration3.0
ID-110	Architectural Drafting I3.0
ID-113	Interior Design Materials and Specifications3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival3.0
ID-115	Architecture and Interiors History: Classical Revival - Post Modern . . .3.0
ID-190	Design II - Space Planning3.0
ID-207	Residential Design3.0
ID-217	Advanced Interior Design Studio I . .3.0
ID-295	Professional Practices for Interior Design3.0

ARCHT-160	AutoCAD for Architecture and Interior Design	3.0
	<i>OR</i>	
ARCHT-180	Codes and Zoning Regulations . . .	3.0
	<i>Plus three units from the following:</i>	
ID-100	Careers in Architecture, Interior Design and Related Fields	1.0
ID-103	Perspective and Interior Illustration	3.0
ID-104	Rapid Visualization and Illustration .	3.0
ID-111	Kitchen and Bath Design	3.0
ID-219	Interior Design Portfolio	3.0
ARCHT-160	AutoCAD for Architecture and Interior Design	3.0
ARCHT-180	Codes and Zoning Regulations . . .	3.0

Certificate of Achievement: Interior Design

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an interior designer.

Program Requirements:

Units Required: 34

	Units	
ID-101A	Introduction to Interior Design	3.0
ID-101B	Introduction to Interior Design Lab . .	1.0
ID-102	Applied Color for Designers	3.0
ID-103	Perspective and Interior Illustration .	3.0
	<i>OR</i>	
ID-104	Rapid Visualization and Illustration	3.0
ID-110	Architectural Drafting I	3.0
ID-113	Interior Design Materials and Specifications	3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival	3.0
ID-115	Architecture and Interiors History: Classical Revival - Post Modern . . .	3.0
ID-207	Residential Design	3.0
ID-217	Advanced Interior Design Studio I . .	3.0
ID-295	Professional Practices for Interior Design	3.0

Plus three units from the following:

ID-091	Art and Accessories in Interior Design	1.0
ID-100	Careers in Architecture, Interior Design and Related Fields	1.0
ID-111	Kitchen and Bath Design	3.0
ID-219	Interior Design Portfolio	3.0

Certificate of Achievement: Interior Decorating - Merchandising

This certificate prepares students to become interior decorators whose primary industry employment will be in retail furniture sales.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an assistant to an interior designer or decorator, or a salesperson within the residential home furnishing industry.

Program Requirements:

Units Required: 21

	Units	
ID-091	Art and Accessories in Interior Design	1.0
ID-100	Careers in Architecture, Interior Design and Related Fields	1.0
ID-101A	Introduction to Interior Design	3.0
ID-101B	Introduction to Interior Design Lab . .	1.0
ID-102	Applied Color for Designers	3.0
ID-113	Interior Design Materials and Specifications	3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival	3.0
ID-115	Architecture and Interiors History: Classical Revival - Post Modern . . .	3.0

Plus three units from the following:

ID-103	Perspective and Interior Illustration .	3.0
ID-104	Rapid Visualization and Illustration .	3.0
ID-295	Professional Practices for Interior Design	3.0

Recommended electives:

ID-110	Architectural Drafting I	3.0
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Certificate of Specialization: Interior Design - Set Decorator for TV and Film

A certificate designed to prepare students for internships and employment opportunities as production assistants in TV, and film. Students may be able to obtain the following positions upon completion of certificate program: prop house worker, prop house consultant, set dresser, assistant set dresser, on-set dresser, lead of set decoration department, swing gang worker, and set decorator for small non-union production. Students will obtain the following skills and knowledge: color application, identification of period history, the application of principles and elements of design, the ability to obtain trade resources, and stagecraft skills.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a set decorator for TV, film or theatre.

Program Requirements:

Units Required: 16

	Units
ID-091	Art and Accessories in Interior Design1.0
ID-101A	Introduction to Interior Design3.0
ID-101B	Introduction to Interior Design Lab . .1.0
ID-102	Applied Color for Designers3.0
ID-105	Introduction to Production Design . .3.0
ID-106	Trade Resources for TV, Film, and Theatre2.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival3.0
	OR
ID-115	Architecture and Interiors History: Classical Revival - Post Modern . . .3.0

Certificate of Specialization: Interior Design - Home Staging

The Certificate of Specialization in Home Staging provides students with knowledge on how to professionally prepare a home for sale. Home staging requires attention to detail in preparing a sellers home to give it the appearance of a “model home.”

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a residential home stager.

Program Requirements:

Units Required: 11.5

	Units
IID-091	Art and Accessories in Interior Design1.0
ID-093	Home Staging and Applications1.5
ID-101A	Introduction to Interior Design3.0
ID-102	Applied Color for Designers3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival3.0
	OR
ID-115	Architecture and Interiors History: Classical Revival - Post Modern . . .3.0

ID 091 ART AND ACCESSORIES IN INTERIOR DESIGN

Units: 1.00

18.00 hours lecture

Covers the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods, portable light fixtures, linens, and tableware in interior design. Field trips may be included.

ID 092 MERCHANDISING FOR INTERIOR DESIGN

Units: 1.00

18.00 hours lecture

Introduces retailing concepts and strategies used by merchandisers, including sales transactions, customer service, store operations, store policies, advertising and display. Field trips may be included.

ID 093 HOME STAGING AND APPLICATIONS

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces home staging for marketability, including home staging applications using free vendor online tools. Field trips may be required. Students who have earned credit for ID 094 & 095 cannot receive credit for this course. Offered pass/no-pass only.

ID 094 HOME STAGING

Units: 1.00

18.00 hours lecture

Stage homes for marketability by selecting color, theme, scale, furniture and accessories that appeal to a broad base of consumers. Field trips may be required. Offered pass/no-pass only.

ID 095 HOME STAGING APPLICATIONS

Units: 0.50

27.00 hours lab

Prerequisite: ID-094

Introduces home staging applications using free vendor online tools to produce 2-D scaled drawings, furniture layouts, and pencil layouts to demonstrate home staging solutions in plan view and elevation. Offered pass/no-pass only.

ID 096L INTERIOR DESIGN LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently-enrolled Interior Design student who wishes to increase skills through the use of the Interior Design lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the Interior Design program. Offered pass/no-pass only. Units do not apply to the associate degree.

ID 100 CAREERS IN ARCHITECTURE, INTERIOR DESIGN AND RELATED FIELDS

Units: 1.00

CSU 18.00 hours lecture

Surveys careers in architecture, interior design and related fields. Introduces degree requirements, transfer institutions, income, and employment opportunities. Field trips may be required. (Same as ARCHT-100)

ID 101A INTRODUCTION TO INTERIOR DESIGN

Units: 3.00

CSU 54.00 hours lecture

Introduces the principles and elements of interior design based on function and aesthetics. Field trips may be required. Students who have earned credit for ID-101 cannot earn credit for this course.

ID 101B INTRODUCTION TO INTERIOR DESIGN LAB

Units: 1.00

CSU 54.00 hours lab

Co-requisite: ID-101A

Lab component of ID-101A. Students who have earned credit for ID-101 cannot receive credit for this course.

ID 102 APPLIED COLOR FOR DESIGNERS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on color concepts through two- and three-dimensional design problems and theory and application of color in design and digital media. Hands-on experience with the elements of color as they change backgrounds and environments by applying pigmented and/or digital color. Concentrates on color systems and psychology, and appropriate color choices for various projects. Field trips may be required.

ID 103 PERSPECTIVE AND INTERIOR ILLUSTRATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Introduces the basic black and white interior graphic communication techniques focusing on one and two-point perspective sketch techniques, graphic charts, material representation, plan and elevation graphics; emphasis on composition, shade, shadow, lighting, and texture.

ID 104 RAPID VISUALIZATION AND ILLUSTRATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: ID-103

Introduces 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, and rendering will be included. Illustration techniques include projects in pencil, pen, shading, marker and/or water color.

ID 105 INTRODUCTION TO PRODUCTION DESIGN

Units: 3.00

CSU 54.00 hours lecture

Examines the process of production design in TV, film and theatre, including the design process of the production designer, art director, set decorator, set designer, scenic designer, and prop master. Educational and professional qualifications for entry into the TV, film, and theatre industries are reviewed. Field trip may be required.

ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Explores of trade resources for set decorators working in TV, film, and theatre.

ID 110 ARCHITECTURAL DRAFTING I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents current practices in architectural drafting and construction technology focusing on a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy. Same as ARCHT-110.

ID 111 KITCHEN AND BATH DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Analysis and application of the design process to space planning, materials and finish choices, codes application, and selection of specialized equipment unique to the planning of kitchens and baths. Field trips may be required. Students who have earned credit for ID 108 and 109 cannot receive credit for this course.

ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ID-101A & ID-101B

Introduces the selection, specifications, and computations for interior design materials, products and textiles for residential and commercial design. Field trips may be required.

ID 114 ARCHITECTURE AND INTERIORS HISTORY: ANTIQUITY - CLASSICAL REVIVAL

Units: 3.00

CSU 54.00 hours lecture

Traces the development of styles in the decorative arts, architecture, and interior furnishings in the period from Antiquity to Classical Revival. Emphasis is placed on style development as it relates to social, economic, and political influences. Field trips may be required.

ID 115 ARCHITECTURE AND INTERIORS HISTORY: CLASSICAL REVIVAL - POST MODERN

Units: 3.00

CSU 54.00 hours lecture

Traces the development of styles in the decorative arts, architecture and interior furnishings in the period from Classical Revival to Post Modern. Emphasis is placed on style development as it relates to social, economic and political influences.

ID 190 DESIGN II – DESIGN PROCESS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ID-110 or ARCHT-110 Recommended**Preparation: ARCHT-120 and ID-101B and ID-103*

Presents solutions to designing interior and/or exterior spaces, including human factors for all populations, and develops 2-D and 3-D presentations. Same as ARCHT-190.

ID 207 RESIDENTIAL DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisites: ID-101 and ID-110

Addresses space planning, programming, living space, kitchens, baths, and support spaces explored through creative expression related to theme design and lighting application. Includes critiques and design presentations.

ID 217 ADVANCED INTERIOR DESIGN STUDIO I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisites: ID-103 or ID-104, ID-114 or ID-115, ID-113 and ID-207

Examines creative design solutions for residential environments, including new construction and/or remodeling for diverse clients and budgets. Field trips may be required.

ID 219 INTERIOR DESIGN PORTFOLIO

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Presents the process of preparing a professional interior design portfolio including an appropriate selection of work, concept improvement and methods of presentation.

ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN

Units: 3.00

CSU 54.00 hours lecture

Presents basic principles, procedures, and office systems necessary to professionally organize and carry through a creative interior design project from the original client contract to final billing and collecting. Field trips may be required.

ITALIAN*(See Modern Language)***JOURNALISM***(See Media Entertainment Arts)*

KINESIOLOGY – PHYSICAL EDUCATION

Associate in Science Degree: Athletic Training

The Athletic Training program/degree prepares the student for appropriate procedures in the recognition, prevention, care and rehabilitation of athletic related injuries. This program is designed to prepare students to transfer into university degree programs in related fields including but not limited to athletic training, physical therapy, and orthopedics.

Student Learning Outcome:

Students will be able to demonstrate the necessary skills and knowledge required for prevention, evaluation, diagnosis, immediate care, and rehabilitation of athletic injuries.

Program Requirements:

Units Required: 29

	Units
HLHSCI-100 Health Education	3.0
HLHSCI-150 Nutrition	3.0
KPET-120 Emergency Procedures	2.0
KPET-201 Principles of Physical Fitness and Conditioning	3.0
KPET-210 Prevention and Care of Athletic Injuries	3.0
KPET-210L Prevention and Care of Athletic Injuries Lab	1.0
KPET-212 Athletic Training Clinical Experience	3.0
KPET-213 Practicum in Athletic Training	3.0

Plus eight units from the following:

BIOSCI-201 Introduction to Human Anatomy . . .	4.0
BIOSCI-202 Introduction to Human Physiology .	4.0
<i>OR</i>	
BIOSCI-204 Human Anatomy and Physiology I .	4.0
BIOSCI-205 Human Anatomy and Physiology II .	4.0
<i>OR</i>	
BIOSCI-250 Human Anatomy and Physiology . .	8.0

Associate in Arts Degree: Physical Education-Kinesiology

The Physical Education-Kinesiology program offers a diverse curriculum which includes theory courses in Physical Education-Kinesiology, 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.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer to a kinesiology program at a four-year college or university.

Program Requirements:

Units Required: 23

	Units
KPET-200 Introduction to Kinesiology	3.0
KPET-201 Principles of Physical Fitness and Conditioning	3.0
KPET-210 Prevention and Care of Athletic Injuries	3.0
HLHSCI-100 Health Education	3.0
<i>OR</i>	
HLHSCI-150 Nutrition	3.0

Plus eight units from the following:

BIOSCI-201 Introduction to Human Anatomy . . .	4.0
BIOSCI-202 Introduction to Human Physiology .	4.0
<i>OR</i>	
BIOSCI-204 Human Anatomy and Physiology I .	4.0
BIOSCI-205 Human Anatomy and Physiology II .	4.0
<i>OR</i>	
BIOSCI-250 Human Anatomy and Physiology . .	8.0

Plus three units from the following (courses may be repeated):

KPEA-100 Physical Fitness Lab	1.0
KPEA-101A Beginning Weight Training	1.0
KPEA-101B Advanced Weight Training	1.0
KPEA-102 Running for Fitness	1.0
KPEA-103 Cardio Cross-Training	0.25
KPEA-104 Spin Cycling Fitness	0.25
KPEA-105 Step Aerobics	0.25
KPEA-106 Bowling	1.0
KPEA-107 Stretching for Flexibility and Relaxation	1.0
KPEA-108 Budoshin Ju-Jitsu	1.0
KPEA-108A Jun Fan Jeet Kune Do	1.0
KPEA-109 Surfing	1.0
KPEA-110 Mountain Biking	1.0
KPEA-111 Ice Skating	1.0
KPEA-112 Sailing	2.0
KPEA-113 Aqua Aerobics	1.0

KPEA-115	Deep-Water Running and Conditioning	1.0
KPEA-118A	Beginning Ice Hockey	1.0
KPEA-118B	Intermediate Ice Hockey	1.0
KPEA-118C	Advanced Ice Hockey	1.0
KPEA-119	Backpacking and Wilderness Survival	2.0
KPEA-120	Rock Climbing	1.0
KPEA-121	Table Tennis	1.0
KPEA-122	Ultimate Frisbee	1.0
KPEA-125	Walking for Fitness	1.0
KPEA-140	Red Cross Lifeguard Training	1.0
KPEA-141	Water Safety Instructor	1.0
KPEA-150	Basketball	1.0
KPEA-165A	Beginning Golf	1.0
KPEA-165B	Intermediate Golf	1.0
KPEA-165C	Advanced Golf	1.0
KPEA-170A	Beginning Soccer	1.0
KPEA-170B	Intermediate Soccer	1.0
KPEA-171	Badminton	1.0
KPEA-175A	Beginning Softball	1.0
KPEA-175B	Intermediate Softball	2.0
KPEA-180A	Beginning Swimming	1.0
KPEA-180B	Intermediate Swimming	1.0
KPEA-180C	Advanced Swimming	1.0
KPEA-185A	Beginning Tennis	1.0
KPEA-185B	Intermediate Tennis	1.0
KPEA-195A	Beginning Volleyball	1.0
KPEA-195B	Intermediate Volleyball	1.0
KPEA-195C	Advanced Volleyball	1.0
KPEA-196	Beach Volleyball	1.0
KPEA-200	Song and Yell Leaders	2.0
KPEA-245	Off-Season Baseball Training	2.0
KPEA-260	Off-Season Football Training	2.0
KPEA-270	Off-Season Soccer Training	2.0
KPEA-275	Off-Season Softball Training	2.0
KPEA-280	Off-Season Swimming Training	2.0
KPEA-290	Off-Season Track and Field Training	2.0
KPEA-295	Off-Season Volleyball Training	2.0
	<i>Recommended electives:</i>	
KPET-120	Emergency Procedures	2.0

Certificate of Specialization: Personal Training

This certificate will help prepare those who are interested in entering the private training industry. This set of courses will assure that students will have a solid background in Kinesiology, resistance training program design, exercise techniques, and an array of conditioning techniques.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a personal trainer.

Program Requirements:

Units Required: 10

	Units
KPET-200 Introduction to Kinesiology	3.0
KPET-201 Principles of Physical Fitness and Conditioning	3.0
KPET-205 Personal Trainer Certification Preparation	2.0
KPEA-101B Advanced Weight Training	1.0

Plus one unit from the following:

KPEA-103 Cardio Cross-Training	0.25 - 1.0
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Recommended electives:

HLHSCI-150 Nutrition	3.0
BIOSCI-201 Introduction to Human Anatomy	4.0
BIOSCI-202 Introduction to Human Physiology	4.0
BIOSCI-204 Human Anatomy and Physiology I	4.0
BIOSCI-205 Human Anatomy and Physiology II	4.0
BIOSCI-250 Human Anatomy and Physiology	8.0

KINESIOLOGY - ACTIVITY (KPEA)

KPEA 100 PHYSICAL FITNESS LAB

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

A laboratory physical fitness course designed to develop and encourage positive attitudes and habits in a personalized exercise program. Designed to work the five health-related components of fitness. Offered pass/no-pass only.

KPEA 101A BEGINNING WEIGHT TRAINING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Beginning level instruction in weight training emphasizing lifting and training techniques, basic nutrition, and wellness concepts.

KPEA 101B ADVANCED WEIGHT TRAINING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Recommended Preparation: KPEA-101A, KPEI-152, KPEI-153 or equivalent physical preparation.

Advanced methods of physical conditioning and fitness program design, including principles of explosive training like Olympic lifts, plyometrics, balance training, speed development and functional flexibility training.

KPEA 102 RUNNING FOR FITNESS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Principles and theories of aerobic and cardiovascular training. Strength, flexibility, and jogging/running programs will be emphasized.

KPEA 103 CARDIO CROSS-TRAINING

Units: 0.25-1.00

UC:CSU 13.50-54.00 hours lab

May be taken three times for credit

A group exercise class focusing on improvement of cardiovascular and muscular fitness. Various training methods such as step aerobics, kick boxing, plyometrics, muscle sculpting, and core training are included. Proper form, exercise technique, and safety are addressed for all training modes. Basic anatomy and physiology of human conditioning will also be discussed.

KPEA 104 SPIN CYCLING FITNESS

Units: 0.25-1.00

UC:CSU 13.50-54.00 hours lab

May be taken four times for credit

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 will utilize basic principles of exercise physiology, nutrition, and wellness to improve fitness levels and cycling ability.

KPEA 105 STEP AEROBICS

Units: 0.25-1.00

UC:CSU 13.50-54.00 hours lab

May be taken four times for credit

Group cardiovascular conditioning utilizing a step platform. Emphasis is placed on proper technique and safety while students exercise to music. Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve their level of fitness.

KPEA 106 BOWLING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Covers fundamental techniques of bowling, scoring, rules, and etiquette. Practice and class competition are provided to enhance skill development and strategy.

KPEA 107 STRETCHING FOR FLEXIBILITY AND RELAXATION

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces stretching exercises that enhance flexibility, reduce muscle tension, and promote relaxation; styles may include yoga, Pilates and others.

KPEA 108 BUDOSHIN JU-JITSU

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the basic elements of Budoshin Ju-Jitsu including basic releases, block throw, takedown, and falling techniques. Also covers self-defense theory, philosophical aspects and terminology of the traditional martial art.

KPEA 108A JUN FAN JEET KUNE DO

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the basic elements of Bruce Lee's martial art; Jeet Kune Do, including the philosophy, history, and beginning techniques: five ways of attack, body balances, stances, 52 hand forms, Wing Chun, and striking. Mastery of proper technique will be emphasized.

KPEA 109 SURFING

Units: 1.00

UC:CSU 13.50 hours lab, 13.50 hours lecture

Introduces the sport of surfing with lecture and practice in surf techniques. Emphasis on history, equipment, dangers, conditions, and techniques. Students must be able to swim 100 yards to take class. Field trips required.

KPEA 110 MOUNTAIN BIKING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the fundamentals of mountain bike riding styles, techniques, and skills.

KPEA 111 ICE SKATING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the fundamentals of ice skating, including the history of ice skating and related skating techniques, drills, and exercises.

KPEA 112 SAILING

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Introduces the theory and skills associated with sailing small sailboats. This class features both lecture and on-the-water practical experience. At the end of the class students will be able to identify proper sail trim for various points of sail, safety procedures, rules of navigation and steering, and wind direction. Students will be expected to master rigging, coming about, gybing and docking. Students should be in good health and able to tread water (without a lifejacket and with clothes and shoes on) for ten minutes. Students should have sufficient upper body strength to lift 15 pounds above their head, and pull themselves into a boat, with 24 inches of freeboard, from the water.

KPEA 113 AQUA AEROBICS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Aquatic aerobic exercises for swimmers and non-swimmers designed specifically to improve cardiovascular endurance, strength, and flexibility through the mode of free dynamic movement in the water. The water provides resistance and buoyancy that promotes a workout virtually free of orthopedic stress.

KPEA 115 DEEP-WATER RUNNING AND CONDITIONING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

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.

KPEA 118A BEGINNING ICE HOCKEY

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces beginning ice hockey skills, emphasizing power skating and stick handling.

KPEA 118B INTERMEDIATE ICE HOCKEY

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces intermediate ice hockey skills and strategies, emphasizing passing, and shooting.

KPEA 118C ADVANCED ICE HOCKEY

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Develops advanced ice hockey skills including offensive and defensive systems in competitive games.

KPEA 119 BACKPACKING AND WILDERNESS SURVIVAL

Units: 2.00

UC:CSU 31.50 hours lecture, 13.50 hours lab

Provides basic backpacking and wilderness survival knowledge and skills such as first aid, equipment, orienteering, fire building, shelter, food, fishing, plants and animals, and current trends. Field trips may be required. UC credit limitation.

KPEA 120 ROCK CLIMBING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the aspects of mountain rock climbing, including the use of rope systems and gear, knots, belaying techniques, call signals, climbing techniques, footwork, flexibility, and rappelling.

KPEA 121 TABLE TENNIS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Provides students with the rules, scoring, techniques, and strategies of table tennis.

KPEA 122 ULTIMATE FRISBEE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Presents throwing, catching, and passing skills of ultimate Frisbee and their application to team play.

KPEA 125 WALKING FOR FITNESS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Focuses on improving cardio-respiratory endurance through a safe and effective walking exercise program.

KPEA 140 RED CROSS LIFEGUARD TRAINING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: Red Cross Requirements – Students must be at least 15 years old by the date of the last class meeting and be able perform the following: swim 300 yards continuously, using these strokes in the following order: 100 yards of front crawl using rhythmic breathing and a stabilizing, propellant kick, rhythmic breathing can be performed either by breathing to the side or front; 100 yards of breaststroke using a pull, kick and glide sequence; 100 yards of either front crawl or breaststroke. Starting in the water, swim 20 yards using front crawl or breaststroke, surface dive a depth of 7-10 feet, retrieve a 10-pound object, return to surface, swim 20 yards back to the starting point with the object and exit the water without using a ladder or steps, within 1 minute, 40 seconds.

Provides Red Cross Lifeguard training to lifeguard candidates and lifeguards with the skills and knowledge necessary to keep patrons of an aquatic facility safe in and around the water. Upon successful completion of the class students receive Red Cross certification in Lifeguard Training, First Aid, and CPR/AED for the Professional Rescuer.

KPEA 141 WATER SAFETY INSTRUCTOR

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: Students must be 16 years of age on or before the final scheduled session of the course, successfully complete Fundamentals of Instructor Training, and demonstrate the ability to perform the following swimming skills: 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, and sidestroke, 15 yards of butterfly, float or scull on back for one minute in deep water, and tread water for one minute.

Provides Red Cross Water Safety instructor training to instructor candidates. Upon successful completion students will become qualified to teach American Red Cross basic-level classes including Learn to Swim Levels 1-6; Parent and Child Aquatics; and Water Safety Outreach (Basic Water Rescue, water safety presentations and Longfellow's WHALE Tales).

KPEA 150 BASKETBALL

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Covers the basic fundamentals of basketball.

KPEA 165A BEGINNING GOLF

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the fundamentals of golf including stance, grip, swing, putting, rules of golf, and overall gamesmanship.

KPEA 165B INTERMEDIATE GOLF

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Recommended Preparation: KPEA-165A

Develops intermediate level golf skills with further emphasis on fundamentals and the developing of techniques for playing long irons and wood play.

KPEA 165C ADVANCED GOLF

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Recommended preparation: KPEA-165B

Develops advanced skills including course management, match and stroke play strategies, club selection, and long iron play.

KPEA 170A BEGINNING SOCCER

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Instruction and practice in the techniques of the sport of soccer for the beginning level player, with emphasis on recreation play, strategy and rules.

KPEA 170B INTERMEDIATE SOCCER

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Develops intermediate level soccer skills training with emphasis on intermediate/advanced play, strategy and rules.

KPEA 171 BADMINTON

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Designed for the beginning and intermediate player. Basic skills will be developed and refined. Strategy, rules, etiquette and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played.

KPEA 175A BEGINNING SOFTBALL

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the fundamentals of softball, including the rules and mechanics of throwing, hitting, and catching, and overall gamesmanship.

KPEA 175B INTERMEDIATE SOFTBALL

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Designed to enable students to become proficient in the intermediate skills of softball with emphasis on play and strategy. Progressive instruction includes hitting, fielding, throwing and catching, including weight training and conditioning. A lead-up class for intercollegiate softball.

KPEA 180A BEGINNING SWIMMING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces beginning swimming skills, emphasizing water safety.

KPEA 180B INTERMEDIATE SWIMMING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Develops intermediate swim skills, emphasizing the four competitive swim strokes. Speed and endurance swimming will be emphasized in a training environment.

KPEA 180C ADVANCED SWIMMING

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Advanced swim skills developed with emphasis on the five competitive swim strokes. Advanced speed and endurance training will be emphasized in a training environment.

KPEA 185A BEGINNING TENNIS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the rules and fundamentals of tennis, including scoring, doubles play, the grip, ground strokes and serve for the beginner.

KPEA 185B INTERMEDIATE TENNIS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Develops intermediate tennis skills with emphasis on play and strategy.

KPEA 185C ADVANCED TENNIS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Designed to enable students to become proficient in the advanced skills of tennis. Progressive instruction includes attacking ground strokes, quick volleys, offensive overheads, serves, service returns and power ground strokes. UC credit limitation.

KPEA 195A BEGINNING VOLLEYBALL

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Introduces the fundamentals of volleyball, including rules, serving, passing, setting, attacking, digging, and overall gamesmanship.

KPEA 195B INTERMEDIATE VOLLEYBALL

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Fundamentals of volleyball skills are refined and more intermediate skills are taught: jump-serving, the quick attack, 6-2 and 5-1 offensive systems, and perimeter and rotational defensive systems.

KPEA 195C ADVANCED VOLLEYBALL

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Recommended Preparation: KPEA-195B

Advanced skills taught to include the quick attack, jump serving, and strategies associated with the game of volleyball at an advanced/ competitive level.

KPEA 196 BEACH VOLLEYBALL

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Provides indoor volleyball players with an opportunity to develop their skills on sand, emphasizing four-person and doubles competitive formats.

KPEA 200 SONG AND YELL LEADERS

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

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.

KPEA 245 OFF-SEASON BASEBALL TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Refines baseball fundamentals, skills and concepts as they relate to intercollegiate baseball participation.

KPEA 260 OFF-SEASON FOOTBALL TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Refines football fundamentals, skills and concepts as they relate to intercollegiate football participation.

KPEA 270 OFF-SEASON SOCCER TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Provides off-season training in the sport of soccer. Appropriate for members of the intercollegiate soccer team and individuals interested in soccer training at an advanced competitive level.

KPEA 275 OFF-SEASON SOFTBALL TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Provides off-season training in the sport of softball. Appropriate for members of the intercollegiate softball team and individuals interested in softball training at an advanced level.

KPEA 280 OFF-SEASON SWIMMING TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Covers the four basic swim strokes including starts and turns. No prior competitive swim experience is necessary.

KPEA 290 OFF-SEASON TRACK AND FIELD TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Introduction to intermediate techniques and strategies of all track and field events. Topics include methods of training, conditioning, proper technique, and competitive tactics of track and field.

KPEA 295 OFF-SEASON VOLLEYBALL TRAINING

Units: 2.00

UC:CSU 108.00 hours lab

May be taken four times for credit

Provides off-season training in the sport of volleyball. Appropriate for members of the intercollegiate volleyball team and individuals interested in volleyball training at an advanced level.

KINESIOLOGY - INTERCOLLEGIATE (KPEI)

KPEI 152 CONDITIONING FOR INTERCOLLEGIATE SPORTS

Units: 1.00-2.00

UC:CSU 54.00-108.00 hours lab

May be taken four times for credit

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.

KPEI 153 OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS

Units: 1.00-2.00

UC:CSU 54.00-108.00 hours lab

May be taken four times for credit

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.

KPEI 245 INTERCOLLEGIATE BASEBALL

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Intercollegiate competition in the sport of baseball (for men). Students must meet California Community College eligibility requirements as established by the California Commission on Athletics.

KPEI 250A INTERCOLLEGIATE BASKETBALL I

Units: 2.00

UC:CSU 180.00 hours lab

May be taken three times for credit

Fall intercollegiate basketball competition. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. Includes a pre-season game schedule with both home and road competition.

KPEI 250B INTERCOLLEGIATE BASKETBALL II

Units: 2.00

UC:CSU 180.00 hours lab

May be taken three times for credit

Spring intercollegiate basketball competition. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. Includes a pre-season game schedule with both home and road competition.

KPEI 255 INTERCOLLEGIATE CROSS- COUNTRY

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

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.

KPEI 260 INTERCOLLEGIATE FOOTBALL

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Intercollegiate competition in the sport of football. Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics.

KPEI 265 INTERCOLLEGIATE GOLF

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Prepares the student for intercollegiate competition in the sport of golf. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics.

KPEI 270 INTERCOLLEGIATE SOCCER

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Prepares the individual for intercollegiate competition in the sport of soccer. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics.

KPEI 275 INTERCOLLEGIATE SOFTBALL

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Intercollegiate competition in the sport of softball (for women). Students must meet California Community College eligibility requirements as established by the CCJCA Commission on Athletics and the Western State Conference.

KPEI 280 INTERCOLLEGIATE SWIMMING

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Intercollegiate swim competition for men and women. Students must meet California Community College eligibility requirements as established by the Commission on Athletics. Includes home and away meets in the Western State Conference and post-season competition.

KPEI 290 INTERCOLLEGIATE TRACK AND FIELD

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

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.

KPEI 295 INTERCOLLEGIATE VOLLEYBALL

Units: 2.00

UC:CSU 180.00 hours lab

May be taken four times for credit

Intercollegiate competition in the sport of volleyball. Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics.

KINESIOLOGY - THEORY (KPET)**KPET 104 THEORY AND ANALYSIS OF FOOTBALL**

Units: 3.00

UC:CSU 54.00 hours lecture

May be taken four times for credit

Presents advanced football fundamentals, theory and philosophy of offensive and defensive strategy. Principles of the kicking game of football, coaching organization and implementation. Does not meet PE activity requirement. UC credit limitations.

KPET 107 THEORY AND ANALYSIS OF BASKETBALL

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the history, rules, styles, game strategy, and current developments of basketball while preparing teams for games and practices, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations.

KPET 108 THEORY AND ANALYSIS OF SOCCER

Units: 3.00

UC:CSU 54.00 hours lecture

Emphasizes on history, rules, styles, game strategy, current developments, preparations of teams for games and weekly practice schedules, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations.

KPET 120 EMERGENCY PROCEDURES

Units: 2.00

UC:CSU 36.00 hours lecture, 18.00 hours lab

Introduces procedures to maintain health in emergency first aid 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. Does not satisfy the physical education requirement for the associate degree.

KPET 200 INTRODUCTION TO KINESIOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the field of kinesiology as a profession and an academic discipline. Focuses on the following sub-disciplines: exercise physiology, sports nutrition, biomechanics, motor control and learning, sports medicine/athletic training, rehabilitative medicine, teaching and coaching, and sports psychology. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and 201 combined, maximum credit one course.

KPET 201 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING

Units: 3.00

UC:CSU 54.00 hours lecture

Fitness and conditioning concepts and their relationship to the human body. Focus is on physiological principles and the conditioning process. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and 201 combined, maximum credit one course.

KPET 205 PERSONAL TRAINER CERTIFICATION PREPARATION

Units: 2.00

CSU 36.00 hours lecture

Preparation for taking the CPT, Certified Personal Trainer, exam through the National Strength and Conditioning Association, NSCA. Covers methods of client assessment, measurement, and evaluation. Highlights include resistance training program design, nutrition, body composition, and cardio-respiratory fitness. Does not satisfy the physical education requirement for the associate degree.

KPET 209 AMERICAN SPORTS IN FILM

Units: 3.00

CSU 54.00 hours lecture

Examines American sports history, the portrayal of sport, and the contributions made by members representing various gender, ethnic and socio-economic backgrounds as depicted through sports related films.

KPET 210 PREVENTION AND CARE OF ATHLETIC INJURIES

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the field of athletic training, including the role of the athletic trainer in relation to the physician, coach, and athlete, while emphasizing the prevention, recognition, and treatment of common sports injuries. Does not satisfy the physical education requirement for the associate degree.

KPET 210L PREVENTION AND CARE OF ATHLETIC INJURIES LAB

Units: 1.00

UC:CSU 54.00 hours lab

Covers principles and techniques for application of protective taping, padding, wrapping, and bracing with an emphasis on the prevention of sport and exercise injuries. Does not meet the physical education activity requirement for the associate degree.

KPET 212 ATHLETIC TRAINING CLINICAL EXPERIENCE

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Provides clinical experience for students interested in sports related injury care and prevention. Includes prevention, recognition, treatment and rehabilitation of sports injuries. Does not meet the physical education activity requirement for the associate degree.

KPET 213 PRACTICUM IN ATHLETIC TRAINING

Units: 3.00

CSU 162.00 hours lab

May be taken four times for credit

Prerequisite: KPET-212

Provides exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the physical education activity requirement for the associate degree.

KPET 217 SPORTS MANAGEMENT

Units: 3.00

CSU 54.00 hours lecture

Introduces organization, management, planning, staffing, directing, and controlling a sports program, including such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fundraising and marketing.

LAND SURVEYING

Associate in Science and Certificate of Achievement Degree: Land Surveying

The focus of the Land Surveying program is to provide the student with a thorough background in land surveying and mapping in addition to an introduction to the collecting, manipulating, formatting and mapping of geospatial data. A student who successfully completes the program will have the technical expertise necessary for an entry level position in the field of Land Surveying or related fields of geographic information systems specialists, architectural services, and engineering services. Land Surveyors typically measure and record property boundaries and the topography of the land covered by construction and engineering projects. Surveys are used to establish legal boundaries to prepare maps and exhibits, and write descriptions of land tracts that satisfy legal requirements. The program also assists students in preparing for the State Land Surveyor–In-Training and Land Surveyor’s Exams.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in land surveying.

Program Requirements:

Units Required: 34

	Units
SURV-101 Introduction to Land Surveying	4.0
SURV-102 Advanced Land Surveying	4.0
SURV-103 Advanced Applications in Surveying I	3.0
SURV-104 Advanced Applications in Surveying II	3.0
SURV-105 Boundary Control and Legal Principles I	3.0
SURV-106 Boundary Control and Legal Principles II	3.0
SURV-107 Construction Surveying	4.0
SURV-110 Computer Aided Drafting for Surveyors	3.0
MATH-102 Trigonometry	3.0
GEOG-151 This course is no longer offered. See Department Chair for substitution infor- mation.	

SURV 101 INTRODUCTION TO LAND SURVEYING

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Recommended Preparation: MATH-070 & MATH-083
Presents the fundamentals of land surveying, field practice, and calculations. Includes equipment and equipment use, horizontal, vertical, angular measurements; error, traversing, leveling and stadia. Also covers the history of and careers in surveying.

SURV 102 ADVANCED LAND SURVEYING

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: SURV-101 Recommended Preparation: MATH-102
Presents computation of horizontal and vertical curves, tachometry, earthwork, error, adjustment of level nets and topographic surveys. Includes procedures for U.S. Public Land surveys and State Plane Coordinates System.

SURV 103 ADVANCED APPLICATIONS IN SURVEYING I

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SURV-102
Focuses on measurement analysis and adjustments, geodesy, state plane coordinates and the use of GPS for land surveying applications.

SURV 104 ADVANCED APPLICATIONS IN SURVEYING II

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SURV-102
Introduction to photogrammetry emphasizing concepts and calculations performed by the land surveyor, including horizontal and vertical curves.

SURV 105 BOUNDARY CONTROL AND LEGAL PRINCIPLES I

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: SURV-102
Introduction to the basic elements of the U.S. Public Land Survey System (PLSS), including background, history, subdivisions of sections and restoration of lost corners. Principles of preparing land descriptions for surveyors and title companies.

SURV 106 BOUNDARY CONTROL AND LEGAL PRINCIPLES II

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: SURV-105

Principles and techniques of boundary control.

Interpretation of land descriptions, voluntary and involuntary transfer of property, senior rights, simultaneous conveyances, sequential conveyances, and case law pertaining to boundary disputes.

SURV 107 CONSTRUCTION SURVEYING

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: SURV-101

Introduction to construction surveys for pipelines, tunnels, culverts, bridges, buildings, highways and municipal surveys.

SURV 110 COMPUTER-AIDED DRAFTING FOR SURVEYORS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: SURV-101

Introduction to computer-aided drafting for land surveying using AutoCAD Civil 3D.

LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences major is designed for students planning to transfer to either the California State University or University of California. To earn the Associate in Arts degree with a Liberal Arts and Sciences major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern and one of the three areas of emphasis. The areas of emphasis are: Mathematics and Science, Social and Behavioral Sciences or Humanities. The area of emphasis requires a minimum of 18 units with a grade of "C" or better in all courses in the area of emphasis. The courses identified for each area of emphasis fulfill major preparation requirements as demonstrated through ASSIST articulation. A minimum of six units must be within a single discipline and in the case of the Mathematics and Science area of emphasis at least one mathematics course must be completed. Select courses based on ASSIST data for major preparation articulation with selected transfer institutions. Consult a counselor for specific information regarding the intended major at the college the student is choosing.

Courses used to complete a student's area of emphasis can double count for general education just as they may for any other major.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

- Complete CSU General Education Breadth for Certification, including the American Institutions and Diversity requirements. Consult with the Counseling Office for the appropriate list of applicable courses.
- "Earn a "C" or "CR" grade or higher in all CSU Breadth course.
- Complete a minimum of 60 degree applicable CSU transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.

Note: No Physical Education and/or Wellness courses are required.

To meet requirements for the IGETC - CSU associate degree program, students must:

- Complete IGETC - CSU Certification pattern. Consult with the Counseling Office for the appropriate list of applicable courses.
- Meet the American Institutions and Diversity requirements.
- Earn a "C" or "CR" grade or higher in all IGETC courses.
- Complete a minimum of 60 degree applicable CSU transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.

Note: No Physical Education and/or wellness courses are required.

To meet requirements for the IGETC - UC associate degree program, students must:

- Complete IGETC - UC Certification pattern.
- Meet the American Institutions and Diversity requirements.
- Earn a "C" or "CR" grade or higher in all IGETC courses.
- Complete a minimum of 60 degree applicable UC transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.

Note: No Physical Education and/or wellness courses are required.

Associate in Arts Degree: Liberal Arts and Sciences

Student Learning Outcome:

Students will be able to analyze concepts from the liberal arts and sciences.

Program Requirements:

Units Required: 54

Mathematics and Science Emphasis-Minimum 18 units. Select six units from a single discipline and at least one mathematics course.

	Units
BIOSCI-106 Organismal & Environmental Biology	4.0
BIOSCI-107 Molecular and Cellular Biology	4.0
OR	
BIOSCI-107H Molecular and Cellular Biology - Honors	4.0
BIOSCI-215 General Zoology	4.0
BIOSCI-216 General Botany	4.0

CHEM-151	Preparatory General Chemistry	4.0
OR		
CHEM-151H	Preparatory General Chemistry - Honors	4.0
CHEM-201	General Chemistry I	6.0
CHEM-202	General Chemistry II	5.0
CHEM-255	Organic Chemistry I	5.0
CHEM-256	Organic Chemistry II	5.0
GEOG-101	Physical Geography	3.0

OR		
GEOG-101H	Physical Geography - Honors	3.0
GEOG-101L	Physical Geography Lab	1.0
GEOL-100	Physical Geology Lab	1.0
GEOL-101	Physical Geology	3.0
MATH-211	Calculus I	5.0
MATH-212	Calculus II	5.0
MATH-213	Calculus III	5.0
MATH-214	Linear Algebra	3.0
MATH-215	Differential Equations	3.0
PHYSIC-110	General Physics I	4.0
PHYSIC-111	General Physics II	4.0
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism	4.0
PHYSIC-222	Physics for Scientists and Engineers: Wave Motion, Heat, Optics, and Modern Physics	4.0

Social and Behavioral Sciences Emphasis-Minimum 18 units. Select at least six units from one discipline.

ANTHRO-103	Cultural Anthropology	3.0
OR		
ANTHRO-103H	Cultural Anthropology - Honors	3.0
ANTHRO-105	Introduction to Archaeology and Prehistory	3.0
ECON-201	Macroeconomics	3.0
OR		
ECON-201H	Macroeconomics - Honors	3.0
ECON-202	Microeconomics	3.0
OR		
ECON-202H	Microeconomics - Honors	3.0
GEOG-102	Cultural Geography	3.0
HIST-101	History of Western Civilization: The Pre-Industrial West	3.0
OR		
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors	3.0
HIST-102	History of Western Civilization: The Modern Era	3.0
HIST-111	United States History I	3.0

	OR	
HIST-111H	United States History I - Honors . . .	3.0
HIST-112	United States History II	3.0
HIST-161	World History I	3.0
JOURN-100	Mass Media and Society	3.0
	OR	
MEA-100	Mass Media and Society	3.0
POLISC-150	Introduction to American Government and Politics	3.0
	OR	
POLISC-150H	Introduction to American Government And Politics - Honors	3.0
POLISC-250	Comparative Government and Politics	3.0
POLISC-270	International Relations	3.0
PSYCH-101	Introduction to Psychology	3.0
	OR	
PSYCH-101H	Introduction to Psychology - Honors	3.0
PSYCH-102	Physiological Psychology	3.0
PSYCH-103	Introduction to Behavioral Research Methods	3.0
PSYCH-172	Developmental Psychology	3.0
	OR	
PSYCH-172H	Developmental Psychology - Honors	3.0
PSYCH-104	Statistics for the Behavioral Sciences	3.0
	OR	
SOCI-137	Statistics for the Social Sciences . .	3.0
SOCI-207	Social Problems	3.0
SOCI-101	Introduction to Sociology	3.0
	OR	
SOCI-101H	Introduction to Sociology - Honors .	3.0
SOCI-102	Introduction to Sociological Research Methods	3.0
	OR	
Humanities Emphasis-Minimum 18 units. Select at least six units from one discipline.		
ART-110	Art History: Ancient to Medieval . . .	3.0
ART-111	Art History: Renaissance to Modern	3.0
ART-124A	Drawing I	3.0
ART-140	Beginning Design: Two-Dimensional Media	3.0
ENGL-102	Intermediate Composition, Literature and Critical Thinking	3.0

	OR	
ENGL-102H	Intermediate Composition, Literature and Critical Thinking - Honors	3.0
ENGL-250	British Literature I	3.0
ENGL-251	British Literature II	3.0
ENGL-260	American Literature I	3.0
ENGL-261	American Literature II	3.0
FRNCH-101	Elementary French I	4.0
FRNCH-102	Elementary French II	4.0
FRNCH-201	Intermediate French I	4.0
FRNCH-202	Intermediate French II	4.0
GERMAN-101	Elementary German I	4.0
GERMAN-102	Elementary German II	4.0
HIST-101	History of Western Civilization: The Pre-Industrial West	3.0
	OR	
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors . .	3.0
HIST-102	History of Western Civilization: The Modern Era	3.0
MUSIC-120	Tonal Harmony	3.0
MUSIC-121	Chromatic Harmony	3.0
PHILOS-101	Introduction to Philosophy	3.0
PHILOS-110	History of Early Philosophy	3.0
PHILOS-111	History of Philosophy: Renaissance Through the 19th Century	3.0
PHILOS-112	History of Philosophy - 20th Century Philosophy	3.0
PHILOS-120	Introduction to Ethics	3.0
SPAN-101	Elementary Spanish I	4.0
	OR	
SPAN-101A	Spanish for Heritage Speakers I . .	4.0
SPAN-102	Elementary Spanish II	4.0
	OR	
SPAN-102A	Spanish for Heritage Speakers II . .	4.0
SPAN-201	Intermediate Spanish I	4.0
SPAN-202	Intermediate Spanish II	4.0
SIGN-101	American Sign Language I	4.0
SIGN-102	American Sign Language II	4.0
SIGN-103	American Sign Language III	4.0
SIGN-104	American Sign Language IV	4.0
THEATR-110	Understanding Theatre	3.0
THEATR-140	Acting Fundamentals	3.0
THEATR-141	Scene Performance	3.0
THEATR-220	Theatre History I	3.0
THEATR-221	Theatre History II	3.0

LIBERAL STUDIES

Associate in Arts Degree: Liberal Studies-Elementary Teaching Preparation

The Liberal Studies-Elementary Teaching Preparation (Multiple Subject) major is designed for students who are interested in transferring to four-year college or university in Liberal Studies or a teacher preparation program. The requirements of this major includes general education requirements for the associate's degree.

Students planning to transfer should meet with a counselor to identify required courses for their specific transfer institution and develop an educational plan.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer into liberal studies or a teacher preparation program at a four-year college or university.

Program Requirements:

Units Required: 53-54

Units

Composition

Plus three – four units from the following:

ENGL-101 English Composition 3.0

OR

ENGL-101H Honors English Composition 4.0

Oral Communication

Plus three units from the following:

COMS-105 Fundamentals of Public Speaking . . 3.0

OR

COMS-105H Fundamentals of Public Speaking - Honors 3.0

Critical Thinking

Plus three units from the following:

ENGL-103 Critical Reading, Writing and Thinking 3.0

PHILOS-106 Critical Reasoning 3.0

SOCI-108 Thinking Critically About Social Issues 3.0

Literature

Plus three units from the following:

ENGL-102 Intermediate Composition, Literature and Critical Thinking 3.0

OR

ENGL-102H Intermediate Composition, Literature and Critical Thinking - Honors 3.0

ENGL-250 British Literature I 3.0

ENGL-251 British Literature II 3.0

ENGL-260 American Literature I 3.0

ENGL-261 American Literature II 3.0

ENGL-273 World Literature I 3.0

ENGL-274 World Literature II 3.0

Mathematics

MATH-130 Math for Elementary School Teachers 3.0

Science

Plus 11 units from the following:

BIOSCI-100 General Biology 4.0

GEOL-109 Earth Science 3.0

PHYSICI-101 Physical Science 4.0

History and Social Science

Plus 12 units from the following:

GEOG-102 Cultural Geography 3.0

HIST-111 United States History I 3.0

OR

HIST-111H United States History I Honors 3.0

HIST-161 World History I 3.0

POLISC-150 Introduction to American Government and Politics 3.0

OR

POLISC-150H Introduction to American Government And Politics - Honors 3.0

Performing and Visual Arts

Plus three units from the following:

ART-110 Art History: Ancient to Medieval . . . 3.0

ART-111 Art History: Renaissance to Modern 3.0

ART-205 Landmarks of Art and Visual Culture 3.0

DANCE-100 Dance Appreciation 3.0

MUSIC-105 Music Appreciation 3.0

THEATR-110 Understanding Theatre 3.0

Human Development*Plus three units from the following:*

ECE-120 Child Growth and Development3.0

OR

PSYCH-172 Developmental Psychology3.0

*OR*PSYCH-172H Developmental Psychology -
Honors3.0**Education**EDUC-203 Introduction to Teaching in a Diverse
Society3.0**Required Electives**

Select a minimum of six units depending on requirements for your transfer institution of choice:

ANTHRO-220 Magic, Witchcraft, and
Religion3.0CIT-140 Survey of Microsoft Office
Programs3.0

ENGL-111 Introduction to Linguistics3.0

HIST-120 The Role of Women in the
History of the United States3.0

HIST-210 History of California3.0

HIST-230 History of American Indians3.0

HLHSCI-100 Health Education3.0

PHILOS-101 Introduction to Philosophy3.0

PHILOS-120 Introduction to Ethics3.0

PHILOS-220 Introduction to Comparative
Religion3.0SOC-105 Multiculturalism in the United
States3.0

SOC-200 Introduction to Women's Studies . . .3.0

*OR*SOC-200H Introduction to Women's Studies
Honors3.0

LIBRARY/MEDIA TECHNOLOGY

Library/Media Technology courses provide training in phases of library/media work, background knowledge of the types of libraries and media centers and their services, and actual work experience.

**LMTECH 100 COLLEGE RESEARCH
SKILLS**

Units: 1.00

UC:CSU 18.00 hours lecture

Examines strategies and skills needed to locate, retrieve, evaluate, synthesize and utilize information among the various library and other resources to conduct successful college research.

MANUFACTURING TECHNOLOGY

Manufacturing Technology is a career technical education 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, 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. Learned skills may include the ability to operate conventional and CNC machinery, program CNC machinery, operate various CAD/CAM systems and interpret blueprints.

Certificate of Specialization: Manufacturing Technology - CAD/CAM

This certificate prepares students on CAD/CAM training using MASTERCAM specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core CAD/CAM skills and knowledge required for a variety of manufacturing industries.

Program Requirements:

Units Required: 6

	Units
MFGT-131 CAD/CAM I	3.0
MFGT-132 CAD/CAM II	3.0

Certificate of Specialization: Manufacturing Technology - CATIA

This certificate prepares students on CATIA software specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a designer or drafter.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core CATIA skills and knowledge required for a variety of manufacturing industries.

Program Requirements:

Units Required: 9

	Units
MFGT-141 CATIA I	3.0
MFGT-142 CATIA II	3.0
MFGT-143 CATIA III	3.0

Certificate of Specialization: Automated Machining

This certificate provides students training in CAD/CAM using MASTERCAM and CNC Programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

Student Learning Outcome:

Students will be able to accurately perform a variety of CAD/CAM and CNC application and calculations using appropriate equipment.

Program Requirements:

Units Required: 12

	Units
MFGT-121 CNC 1: Operation and Manual Programming	3.0
MFGT-122 CNC 2: Concepts and Programming	3.0
MFGT-131 CAD/CAM I	3.0
MFGT-132 CAD/CAM II	3.0

Certificate of Specialization: Machining/CNC

This certificate prepares students for CNC programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CNC machinist, CNC lathe operator, production machinist, or CNC programmer.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core CNC skills and knowledge required for a variety of manufacturing industries.

Program Requirements:

Units Required: 6

	Units
MFGT-121 CNC 1: Operation and Manual Programming	3.0
MFGT-122 CNC 2: Concepts and Programming	3.0

MFGT 090 MEASUREMENTS AND COMPUTATIONS

Units: 3.00

54.00 hours lecture

Application of measurements and computations, including fractions, decimals, percents, ratio, proportions, English and metric measuring systems, applied algebra, plane geometry, and practical trigonometry as it pertains to manufacturing technology applications.

MFGT 093 INTRODUCTION TO ROBOTICS

Units: 3.00

36.00 hours lecture, 54.00 hours lab

As a first course in robotics, emphasis is placed on building a basic robot, understanding basic robotic computer programming, and integrating switches, sensors, actuators, servo motors, programmable logic controllers to form a working robotic unit. Includes wiring, soldering, putting together electronic components and reading digital volt-ohm meters.

MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

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.

MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MFGT-121

Studies advanced skills for programming and set up for mill and lathe parts on computer numerical control machine tools (3-axis & 5 axis).

MFGT 131 CAD/CAM I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces computer aided design and manufacturing using MASTERCAM as a CAD/CAM environment, emphasizing the writing and running of CNC lathe programs and machining metal parts. Includes a review of machining & CNC programming fundamentals, the MASTERCAM environment and process overview, basic 2D geometry construction and modification, process and toolpath planning, and 2-axis toolpath generation and editing.

MFGT 132 CAD/CAM II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MFGT-131

Provides intermediate level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have some experience with MASTERCAM. Includes construction of 3D wire frame models, surface modeling fundamentals and creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis programming.

MFGT 141 CATIA I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the basic concepts of CATIA as well as CATIA's surface design capabilities.

MFGT 142 CATIA II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MFGT-141

Presents CATIA solid and surface modeling in advanced 3 dimensional design.

MFGT 143 CATIA III

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: MFGT-142

Students to utilize CATIA basic manufacturing Fixed and Multi-Axis CNC milling for various manufacturing environments.

MATHEMATICS

Associate in Science Degree: Mathematics for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does not accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Student Learning Outcome:

Students will be able to:

- Prepare for the mathematical reasoning required in upper division work in their major, including the ability to generalize concepts and comprehend increasing levels of abstraction.
- Demonstrate mathematical literacy, problem solving ability, and modeling ability.

Program Requirements:

Units Required: 18-21

Twelve to fifteen units from the following:

	Units
MATH-211	Calculus I5.0
MATH-212	Calculus II5.0
MATH-213	Calculus III5.0

Plus three units from the following:

MATH-214	Linear Algebra3.0
MATH-215	Differential Equations3.0

Plus three units from the following:

CMPSCI-235	C Programming3.0
CMPSCI-236	C++ Object Oriented Programming .3.0
MATH-140	Introductory Statistics4.0

OR

MATH-140H	Introductory Statistics - Honors4.0
MATH-214	Linear Algebra3.0
MATH-215	Differential Equations3.0
CMPSCI-111	Introduction to Algorithms and Programming/Java3.0

OR

CMPSCI-111L	Introduction to Algorithms and Programming Lab1.0
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Associate in Science Degree: Mathematics

The Mathematics program provides curriculum from basic arithmetic to algebra, statistics, linear algebra, calculus, and differential equations. These 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 the business or technology fields require a solid foundation in mathematics. Examples of these career options include computer programmer, financial analyst, statistician, systems analyst, urban planner, and teacher.

Student Learning Outcome:

Students will be able to:

- Prepare for the mathematical reasoning required in upper division work in their major, including the ability to generalize concepts and comprehend increasing levels of abstraction.
- Demonstrate mathematical literacy, problem solving ability, and modeling ability.

Program Requirements:

Units Required: 18

	Units
MATH-211	Calculus I5.0
MATH-212	Calculus II5.0
MATH-213	Calculus III5.0

Plus three units from the following:

MATH-140	Introductory Statistics4.0
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OR

MATH-140H	Introductory Statistics - Honors4.0
MATH-214	Linear Algebra3.0
MATH-215	Differential Equations3.0
CMPSCI-111	Introduction to Algorithms and Programming/Java3.0

PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids4.0
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MATH 025 ARITHMETIC - LECTURE

Units: 5.00

90.00 hours lecture

Reviews fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, and techniques in solving word problems. Includes an introduction to algebra. Units do not apply to the associate degree.

MATH 026 ARITHMETIC - COMPUTER-ASSISTED

Units: 5.00

90.00 hours lecture

A computer-assisted alternative to Math 025. 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. Units do not apply to the associate degree.

MATH 058 ALGEBRA PREPARATION - LECTURE

Units: 5.00

90.00 hours lecture

Prerequisite: MATH-025 or MATH-026

A lecture-based introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. An alternative to the MATH-059 computer-assisted course. Units do not apply to the associate degree.

MATH 059 ALGEBRA PREPARATION - COMPUTER-ASSISTED

Units: 5.00

90.00 hours lecture

Prerequisite: MATH-025 or MATH-026

A computer-assisted introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. An alternative to Math-058 lecture course. Units do not apply to the associate degree.

MATH 060 ELEMENTARY ALGEBRA

Units: 5.00

90.00 hours lecture

Prerequisite: MATH-058 or MATH-059

Designed to develop beginning algebra skills, including the fundamental concepts of operating within the real number system, working with first degree equations in one unknown, identifying and evaluating functions, factoring of and multiplication of polynomials, and working with algebraic fractions, linear equations and graphs, systems of linear equalities, exponents and radicals, quadratic equations, and applications. Units do not apply to the associate degree.

MATH 070 INTERMEDIATE ALGEBRA

Units: 5.00

90.00 hours lecture

Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.

Examines higher degree and rational equations and inequalities, functions and graphs, systems of equations, exponential and logarithmic functions, introduction to sequences, and applications.

MATH 075 INTERMEDIATE ALGEBRA FOR STATISTICS

Units: 5.00 – Not transferable

90.00 hours lecture

Prerequisite: MATH-058 or MATH-059 or appropriate placement as determined by the COC assessment process.

Introduces intermediate algebra topics and the basic elements of exploratory data analysis. (Advisory: This class is not intended as preparation for calculus. It is only a prerequisite for those students wanting to take MATH-111, 130, or 140. Those students needing MATH-103 or 104 need to take both MATH-060 and 070.)

MATH 083 GEOMETRY

Units: 5.00

90.00 hours lecture

Prerequisite: MATH-060

Explains geometric theory and concepts, and their application to the solutions of practical geometric problems.

MATH 102 TRIGONOMETRY

Units: 3.00

CSU 72.00 hours lecture

Prerequisite: MATH-070 and MATH-083

Examines circular and trigonometric functions, inverse trigonometric functions, identities, trigonometric equations, solutions of triangles, complex numbers, vectors, and applications.

MATH 103 COLLEGE ALGEBRA

Units: 4.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-070

Linear and non-linear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, sequences and series. UC credit limitation: MATH-103 and MATH-104 combined, maximum credit one course.

MATH 104 PRECALCULUS

Units: 5.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-102

Topics include but are not limited to: equations, inequalities, functions, systems of equations, conic sections,

roots of polynomial equations and an introduction to limits. UC credit limitation: MATH-103 and MATH-104 combined, maximum credit one course.

MATH 111 FINITE MATH

Units: 4.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process.

Introduces linear algebra, finance, logic, probability and statistics for business, social or behavioral science majors.

MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-070

Introduces number theory including the development and structure of the real number system beginning with whole numbers, integers and rational numbers; different numeration systems throughout history; the fundamentals of operations on the real number system including various computational algorithms and estimating techniques; set theory; problem solving techniques including making a list, looking for a pattern; algebra, proportional reasoning and logic. (Designed primarily for students intending to teach at the elementary or junior high school level.)

MATH 140 INTRODUCTORY STATISTICS

Units: 4.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.

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. UC credit limitation: BUS-291, ECON-291, MATH-140, PSYCH-135 and SOCI-135 combined, maximum credit one course.

MATH 140H INTRODUCTORY STATISTICS - HONORS

Units: 4.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.

Examines statistical methods including empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, regression, probability, counting techniques and computer-based statistical software. Honors work challenges students to be more analytical through expanded assignments involving critical analysis of peer-reviewed journals and primary scientific literature. UC credit limitation: MATH-140H, MATH-140, BUS-291 and ECON-291 combined, maximum credit one course.

MATH 211 CALCULUS I

Units: 5.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-104, or MATH-102 and MATH-103 if completed prior to Fall 2007

Introduces limits, derivatives and integrals, as well as applications including rate of change, maxima-minima, curve sketching, and area problems.

MATH 212 CALCULUS II

Units: 5.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-211

Covers differentiation and integration of transcendental functions, techniques of integration, improper integrals, infinite series, and applications.

MATH 213 CALCULUS III

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 230

Prerequisite: MATH-212

Presents vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals, Green's Theorem, the Divergence Theorem, Stokes' Theorem.

MATH 214 LINEAR ALGEBRA

Units: 3.00

UC:CSU 72.00 hours lecture

Prerequisite: MATH-211

Presents linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigenvalues.

MATH 215 DIFFERENTIAL EQUATIONS

Units: 3.00

UC:CSU 72.00 hours lecture

Prerequisite: MATH-213

Presents ordinary differential equations, systems of linear differential equations, the Laplace transform, numerical methods, series solutions and applications.

MATH 240 MATH ANALYSIS FOR BUSINESS AND SOCIAL SCIENCE

Units: 5.00

UC:CSU 90.00 hours lecture

Prerequisite: MATH-103

Covers main topics of calculus as applied to business and social science. Topics include limits of functions, derivatives of functions, and integrals of functions.

MEDIA ENTERTAINMENT ARTS

Media Entertainment Arts seeks to create, improve, expand and strengthen relevant and rigorous academic Programs of Study, in cooperation with local high school, ROP, and community and regional business and industry partners. By developing sequentially modeled curricula and practicum for media, entertainment, and design industrial arts, Media Entertainment Arts will link current industry skills and foundation Career and Technical Education standards to all aspects of study.

Associate in Arts Degree: Animation Production

The Animation Production Program will prepare students for an entry-level position in the animation industry with emphasis in either computer or hand-drawn methods. The associate degrees are also designed to transfer to four-year colleges or universities. At the conclusion of their studies, all students will be prepared for entry-level positions in a number of fields (for example: video game design, television and motion picture production) requiring them to create animation, by either computer or hand-drawn methods, or a combination of the two. Classes include traditional drawn animation, character design, layout, storyboarding, 2-D computer animation, and 3-D computer animation.

Student Learning Outcome:

Students will be able to:

- Create portfolio-ready artwork demonstrating their mastery of the fundamentals of concept art and 2D animation.
- Critique animation projects using industry standards.

Program Requirements:

Units Required: 30.5

	Units
MEA-106 Introduction to Animation	3.0
MEA-109 Story Development and Storyboarding	3.0
MEA-232 Character and Prop Design for Animation	3.0
MEA-233 Environmental Design for Animation	3.0
MEA-100 Mass Media and Society	3.0

OR

MEA-101 Television and Film Media Aesthetics	3.0
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OR

MEA-102 History of Animation	3.0
MEA-261 Advanced Animation	3.0
MEA-265 Animation Production	3.0
MEA-295 Professional Practices/Portfolio	1.5
CWE-188MEA Cooperative Work Experience Education	1.0 - 4.0

Required electives:

GMD-047 Introduction to Photoshop	1.0
ART-124A Drawing I	3.0
ART-124B Drawing II	3.0

Recommended electives:

ART-224A Drawing III - Life Drawing	3.0
ANIM-190 Digital Animation Production	3.0
THEATR-140 Acting Fundamentals	3.0

Certificate of Achievement: Animation Production

Animation Production provides the skills necessary in the animation industry with a focus on drawn animation and concept art.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills required for employment in animation production.

Program Requirements:

Units Required: 18

	Units
MEA-106 Introduction to Animation	3.0
MEA-109 Story Development and Storyboarding	3.0
MEA-232 Character and Prop Design for Animation	3.0
MEA-261 Advanced Animation	3.0
MEA-233 Environmental Design for Animation	3.0

Required electives:

ART-124A Drawing I	3.0
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OR

ART-124B Drawing II	3.0
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Recommended electives:

GMD-173 Motion Design	3.0
MEA-114 Digital Audio for Multimedia	2.0
MEA-116 Digital Video Editing I	2.0

Associate in Arts Degree: Computer Animation

Student Learning Outcome:

Students will be able to:

- Create portfolio-ready artwork demonstrating their mastery of the fundamentals of computer animation and CGI scene creation.
- Critique animation projects using industry standards.

MEDIA ENTERTAINMENT ARTS PROGRAM CONVERSION

Course Revisions

New Course No.	New Course Name	New Units	Old Course No.	Old Course Name	Old Unit
MEA-090L	Media Production Lab	1.0	RTVF-090L	Open Radio, Television, Film Lab	1.0
MEA-091L	Advanced Media Production Lab	1.0	RTVF-091L	Advanced Open Radio, Television, Film Lab	1.0
MEA-100	Mass Media and Society	3.0	RTVF-100	Media and Society	3.0
MEA-101	Television and Film Media Aesthetics	3.0	RTVF-101	Structure of the Moving Image	3.0
MEA-102	History of Animation	3.0	ANIM-100	History of Animation	3.0
MEA-103	Exploring Contemporary Television	3.0	NEW COURSE		
MEA-106	Introduction to Animation	3.0	ANIM-101	Introduction to Animation	3.0
MEA-108	Scriptwriting Fundamentals	3.0	RTVF-195	Introduction to Screenplay Writing	3.0
MEA-109	Story Development and Storyboarding	3.0	ANIM-120	Story Development and Storyboarding	3.0
MEA-110	Writing for Journalism and New Media	3.0	NEW COURSE		
MEA-111	Exploring Video Field Production	2.0	NEW COURSE		
MEA-112	Exploring Video Studio Production	2.0	NEW COURSE		
MEA-113	Exploring Online Media Communication	2.0	NEW COURSE		
MEA-114	Digital Audio for Multimedia	2.0	RTVF-074	Introduction to Logic Audio	1.25
MEA-116	Digital Video Editing I	2.0	RTVF-118	Introduction to Digital Editing for Film/Video	3.0
MEA-118	Interactive 2D Animation	2.0	ANIM-130	Flash Animation	3.0
MEA-119	Announcing and Media Performance	2.0	RTVF-151	Radio/Television Announcing	3.0
MEA-120	Introduction to Cinematography	2.0	RTVF-250	Film/Video Cinematography	3.0
MEA-125	News Reporting and Anchoring	3.5	RTVF-125	Introduction to Television Production	3.0
MEA-131	3D Modeling and Surfacing	3.0	ANIM-141	Introduction to 3D Computer Animation: Maya	3.0
MEA-135	Computer Animation and Special Effects	3.0	NEW COURSE		
MEA-155	Sound for Film, Television & New Media	3.0	RTVF-170	Fundamentals of Audio Production	3.0
MEA-159	Music for Film, Television and New Media	3.0	RTVF-129	Music Production for Film and Television	3.0
MEA-180	Filmmaking I	3.0	RTVF-190	Introduction to Film Production	3.0
MEA-201	Film Style Seminar	3.0	NEW COURSE		
MEA-206	Digital Video Editing II	3.0	RTVF-218	Advanced Digital Editing for Film/Video	3.0
MEA-215	Photojournalism and News Photography	3.0	NEW COURSE		
MEA-218	Real-Time Video Game Animation	3.0	ANIM-260	Real-Time Video Game Animation	3.0
MEA-225	Advanced News Media Production	3.0	RTVF-225	Advanced Television Production	3.0
MEA-230	Online Production and New Media Management	3.0	NEW COURSE		
MEA-231	Digital Sculpture	3.0	ANIM-230	Texture Mapping for Computer Animation	3.0
MEA-232	Character and Prop Design for Animation	3.0	ANIM-222	Character and Prop Design for Animation	3.0
MEA-233	Environmental Design for Animation	3.0	ANIM-221	Environmental Design for Animation	3.0
MEA-234	Character Animation	3.0	ANIM-241	Advanced Maya Animation	3.0
MEA-235	Visual effects	3.0	NEW COURSE		
MEA-255	Digital Audio Post-Production	3.0	RTVF-270	Advanced Digital Audio Production	3.0
MEA-261	Advanced Animation	3.0	ANIM-201	Advanced Animation	3.0
MEA-265	Animation Production	3.0	ANIM-190	Digital Animation Production	3.0
MEA-280	Filmmaking II: Directing and Producing	3.0	RTVF-280	Advanced Film/Video Production	3.0
MEA-295	Professional Practices/Portfolio	1.5	ANIM-280/ RTVF-290	Animation Portfolio/ RTVF Portfolio	3.0/ 3.0

Program Requirements:

Units Required: 29.5

	Units
MEA-100 Mass Media and Society	3.0
<i>OR</i>	
MEA-102 History of Animation	3.0
<i>OR</i>	
MEA-109 Story Development and Storyboarding	3.0
MEA-106 Introduction to Animation	3.0
MEA-114 Digital Audio for Multimedia	2.0
<i>OR</i>	
MEA-116 Digital Video Editing I	2.0
<i>OR</i>	
MEA-118 Interactive 2D Animation	2.0
MEA-131 3D Modeling and Surfacing	3.0
MEA-135 Computer Animation and Special Effects	3.0
MEA-231 Digital Sculpture	3.0
MEA-234 Character Animation	3.0
<i>OR</i>	
MEA-235 Visual Effects	3.0
MEA-265 Animation Production	3.0
MEA-295 Professional Practices/Portfolio	1.5
GMD-047 Introduction to Photoshop	1.0
GMD-173 Motion Design	3.0
CWE-188MEA Cooperative Work Experience Education	1.0 - 4.0
<i>Recommended electives:</i>	
ART-124A Drawing I	3.0
DANCE-111 Fundamentals of Dance Movement	1.0
<i>OR</i>	
THEATR-241 Movement for the Performer	3.0
PHOTO-150 Introduction to Cameras and Composition	3.0
MEA-108 Scriptwriting Fundamentals	3.0
MEA-116 Digital Video Editing I	2.0

Certificate of Achievement: Computer Animation

The Computer Animation Certificate provides skills necessary in the animation industry with a focus on 2D and 3D computer animation.

Student Learning Outcome:

Students will be able to create portfolio-ready artwork demonstrating their mastery of the fundamentals of computer animation and CGI scene creation.

Program Requirements:

Units Required: 18.5

	Units
MEA-131 3D Modeling and Surfacing	3.0
MEA-135 Computer Animation and Special Effects	3.0
MEA-118 Interactive 2D Animation	2.0
MEA-231 Digital Sculpture	3.0
MEA-234 Character Animation	3.0
<i>OR</i>	
MEA-235 Visual Effects	3.0
MEA-295 Professional Practices/Portfolio	1.5
GMD-173 Motion Design	3.0
<i>Recommended Electives</i>	
MEA-114 Digital Audio for Multimedia	2.0
MEA-116 Digital Video Editing I	2.0
MEA-265 Animation Production	3.0

Associate in Arts Degree: Filmmaking

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the filmmaking industry.

Program Requirements:

Units Required: 29.5

	Units
MEA-101 Television and Film Media Aesthetics	3.0
MEA-120 Introduction to Cinematography	2.0
<i>Plus two units from the following:</i>	
MEA-111 Exploring Video Field Production	2.0
MEA-112 Exploring Video Studio Production	2.0
MEA-113 Exploring Online Media Communication	2.0
<i>Plus 17 units from the following:</i>	
MEA-100 Mass Media and Society	3.0
<i>OR</i>	
MEA-103 Exploring Contemporary Television	3.0
MEA-108 Scriptwriting Fundamentals	3.0
MEA-116 Digital Video Editing I	2.0
MEA-180 Filmmaking I	3.0
MEA-201 Film Style Seminar	3.0
MEA-280 Filmmaking II: Directing and Producing	3.0

Required electives: Capstone (needs only 1 unit of CWE-188MEA, and choose 3 units of any MEA Elective) (5.5 units)

MEA-295 Professional Practices/Portfolio	1.5
CWE-188MEA Cooperative Work Experience Education	1.0 - 4.0

Associate in Arts Degree: New Media Journalism

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for new media journalism.

Program Requirements:

Units Required: 25

Fundamental Skills (in addition to the requirements below, complete 3 additional units from MEA department) (19.5 units)

	Units
MEA-110 Writing for Journalism and New Media	3.0
MEA-125 News Reporting and Anchoring . . .	3.5
MEA-225 Advanced News Media Production .	3.0

Plus three units from the following

MEA-100 Mass Media and Society	3.0
MEA-103 Exploring Contemporary Television .	3.0
COMS-105 Fundamentals of Public Speaking .	3.0

OR

COMS-105H Fundamentals of Public Speaking - Honors	3.0
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Plus two units from the following:

MEA-111 Exploring Video Field Production . .	2.0
MEA-112 Exploring Video Studio Production .	2.0
MEA-113 Exploring Online Media Communication	2.0

Plus two units from the following:

MEA-119 Announcing and Media Performance	2.0
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OR

MEA-120 Introduction to Cinematography . . .	2.0
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Required Electives: Capstone (needs only 1 unit of CWEE-188MEA, plus MEA 295; and in addition, you may choose 3 units from any MEA 200-level elective in place of MEA-230) (5.5 units)

MEA-230 Online Production and New Media Management	3.0
MEA-295 Professional Practices/Portfolio . . .	1.5
CWE-188MEA Cooperative Work Experience Education	1.0 - 4.0

Associate in Arts Degree: Media Entertainment Arts - Sound Arts

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for sound arts.

Program Requirements:

Units Required: 26.5

	Units
MEA-111 Exploring Video Field Production . .	2.0
OR	
MEA-112 Exploring Video Studio Production .	2.0
OR	
MEA-113 Exploring Online Media Communication	2.0
MEA-114 Digital Audio for Multimedia	2.0
MEA-155 Sound for Film, Television & New Media	3.0

Plus 14 units from the following:

MEA-108 Scriptwriting Fundamentals	3.0
OR	

MEA-110 Writing for Journalism and New Media	3.0
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MEA-116 Digital Video Editing I	2.0
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MEA-159 Music for Film, Television and New Media	3.0
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MEA-100 Mass Media and Society	3.0
OR	

MEA-101 Television and Film Media Aesthetics	3.0
OR	

MEA-103 Exploring Contemporary Television	3.0
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MEA-255 Digital Audio Post-Production	3.0
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Required Electives: Capstone (needs only 1 unit of CWE-188MEA, and in addition, choose 3 units from any MEA 200-level elective course) (5.5 units)

CWE-188MEA Cooperative Work Experience Education	1.0 - 4.0
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MEA-295 Professional Practices/Portfolio . . .	1.5
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Certificate of Specialization: News Reporting and Anchoring

Student Learning Outcome:

Students will be able to report a news story in new media journalism.

Program Requirements:

Units Required: 11.5

	Units
MEA-110 Writing for Journalism and New Media	3.0
MEA-119 Announcing and Media Performance	2.0
MEA-125 News Reporting and Anchoring . . .	3.5
MEA-225 Advanced News Media Production	3.0

Certificate of Achievement: Video Game Animation

A certificate designed to prepare students to enter the video game animation industry.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the field of video game animation.

Program Requirements:

Units Required: 23.5

	Units
MEA-106 Introduction to Animation	3.0
MEA-109 Story Development and Storyboarding	3.0
MEA-131 3D Modeling and Surfacing	3.0
MEA-218 Real-Time Video Game Animation	3.0
MEA-231 Digital Sculpture	3.0
MEA-232 Character and Prop Design for Animation	3.0
MEA-234 Character Animation	3.0
MEA-295 Professional Practices/Portfolio	1.5
GMD-047 Introduction to Photoshop	1.0
<i>Recommended electives:</i>	
CMPSCI-235 C Programming	3.0
CMPSCI-236 C++ Object Oriented Programming	3.0
CWE-188MEA Cooperative Work Experience Education	1.0 - 4.0

MEA 090L MEDIA PRODUCTION LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently-enrolled Media Entertainment Arts student who wishes to increase skills through the use of the Media Entertainment Arts lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the Media Entertainment Arts program. Formerly RTVF-090L. Offered pass/no-pass only. Units do not apply to the associate degree.

MEA 091L ADVANCED MEDIA PRODUCTION LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently-enrolled advanced Media Entertainment Arts student who wishes to increase skills through the use of the Media Entertainment Arts lab facility. Note: Students must attend faculty supervised

weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the Media Entertainment Arts program. Formerly RTVF-091L. Offered pass/no-pass only. Units do not apply to the associate degree.

MEA 100 MASS MEDIA AND SOCIETY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and evaluates mass media, including newspapers, television, motion pictures, radio, publishing, advertising, and new and emerging digital media. Historical and theoretical perspectives are highlighted in order to critically examine the complex relationship between society and contemporary mass communications. Formerly RTVF-100.

MEA 101 TELEVISION AND FILM MEDIA AESTHETICS

Units: 3.00

CSU 54.00 hours lecture

Surveys and examines the fundamental components of cinematic art, as found in television, film, and digital media. Students analyze how various dramatic, narrative, and technological conventions are used to tell stories and create meaning. Representative television programs, films, and new digital media are viewed and discussed to understand the structure of the moving image. Formerly RTVF-101.

MEA 102 HISTORY OF ANIMATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and analyzes animated motion picture and television masterpieces from their inception to the present, including the ideas and values of the examined animated films as reflected and emphasized through artistic techniques. Formerly ANIM-100.

MEA 103 EXPLORING CONTEMPORARY TELEVISION

Units: 3.00

CSU 54.00 hours lecture

Surveys and analyzes contemporary American and global television media content and genres, such as news-cast, sports coverage, action/adventure, episodic drama, situation comedy, news documentary/news magazine, and reality-based scripted programming. Examines the television's narrative strategies and industrial practices, and relates the broader effects of contact and consumption on popular culture.

MEA 106 INTRODUCTION TO ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken three times for credit

Recommended Preparation: ART-124B

Introduces the principles of animation, laws of motion, timing, analysis, and the production of a short animated narrative video using traditional drawing methods. Formerly ANIM-101.

MEA 108 SCRIPTWRITING FUNDAMENTALS

Units: 3.00

CSU 54.00 hours lecture

Introduces writing for film, television, and electronic media. Surveys standard industry script formats for commercials, broadcast, and film and television narratives. Students analyze and compare produced scripts from early drafts through the final on-screen product to develop practical skills that emphasize clarity, economy, and visualization. Formerly RTVF-195.

MEA 109 STORY DEVELOPMENT AND STORYBOARDING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces story development and storyboarding for animation emphasizing understanding traditional story structure for animated film, television, and internet. Also explores a variety of storyboarding techniques, including the use of digital software and animatics. Formerly ANIM-120.

MEA 110 WRITING FOR JOURNALISM AND NEW MEDIA

Units: 3.00

CSU 54.00 hours lecture

Examines and develops language and style as it applies to basic, broadcast and new media journalism. Emphasizes practical application for online and broadcast journalism. Students analyze and perform script development of news excerpts applicable to new media and television production.

MEA 111 EXPLORING VIDEO FIELD PRODUCTION

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces the theory, terminology, and operation of field video production, including camera operation, portable lighting, audio, and video recording equipment. Examines the aesthetics and fundamentals of scripting, producing, and directing on location for broadcast and multimedia outlets. Students who have earned credit for RTVF-112 cannot receive credit for this course.

MEA 112 EXPLORING VIDEO STUDIO PRODUCTION

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces the theory and technology of video studio production, including lighting, camera, switcher, special effects, microphones, audio mixer, and videotape recorders. Examines the production process from script to screen through a variety of in-class studio projects. Students who have earned credit for RTVF-112 cannot receive credit for this course.

MEA 113 EXPLORING ONLINE MEDIA COMMUNICATION

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces conceptual foundations of online media communication, including production, distribution, access, and storage. Examines Weblogs (blogs), internet-based audio/visual media, and emerging mobile technologies to analyze the impact of online media communication on society, culture, and commerce.

MEA 114 DIGITAL AUDIO FOR MULTIMEDIA

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces methods of applying audio to various forms of digital media, including the hardware, software, and technical processes employed in recording, editing, and mixing digital audio for CD-ROMs, DVDs, video, and the Internet. Formerly RTVF-074.

MEA 116 DIGITAL VIDEO EDITING I

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces non-linear editing technology and media management skills. Students learn basic Final Cut Pro operation and workflow, including importing, manipulating, and exporting digital media for a variety of formats. Formerly RTVF-118.

MEA 118 INTERACTIVE 2D ANIMATION

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

May be taken two times for credit

Introduces 2D computer animation. Students produce a short narrative film using characters. Formerly ANIM-130.

MEA 119 ANNOUNCING AND MEDIA PERFORMANCE

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Presents the theory and practice of announcing for media, emphasizing developing an individual 'on air personality.' Students learn how vocal delivery, eye contact, and body language combine to direct attention and create meaning in a highly personal yet ethically responsible fashion. Formerly RTVF-151.

MEA 120 INTRODUCTION TO CINEMATOGRAPHY

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Examines the well-disciplined creative control of film/video cameras and lighting for both studio and field production, including the principles of grip, gaff and electrics. Formerly RTVF-250.

MEA 125 NEWS REPORTING AND ANCHORING

Units: 3.50

CSU 36.00 hours lecture, 81.00 hours lab

Recommended Preparation: MEA-110

Intermediate instruction and practice in television news production, including television newsgathering, writing, field camera operation, studio production, post production, new media creation, and on-camera reporting. Formerly RTVF-125.

MEA 131 3D MODELING AND SURFACING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Introduces 3D computer design, including modeling, surfacing, textures, lighting and rendering through the use of Maya software. Students learn how Maya 'nodes' work with polygon and subdivision modeling as well as surfacing controls. Students learn how to design and explore camera and lighting setups. Formerly ANIM-141.

MEA 135 COMPUTER ANIMATION AND SPECIAL EFFECTS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Recommended Preparation: MEA-131

Introduces 3D computer animation and special effects through the use of Maya software. Students learn how the graph editor works to control animation, how to apply the principles of motion and emotion to animated scenes, and how to create visual special effects used in animation and live-action entertainment.

MEA 155 SOUND FOR FILM, TELEVISION & NEW MEDIA

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Recommended Preparation: MEA-114

Introduces the tools and techniques used to create professional audio for film, television, and new media. Explores recording methods for both studio and location sound recording and mixing, and examines related concepts, including microphone placement, room acoustics, multi-source mixing, signal flow, and non-linear recording/editing. Formerly RTVF-170.

MEA 159 MUSIC FOR FILM, TELEVISION AND NEW MEDIA

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Examines technical and aesthetic tools used in electronic music production, to create soundtracks for motion picture, television, and new media. Explores music production fundamentals, including basic composition techniques in synchronization with a visual counterpart. Formerly RTVF-129. (Same as MUSIC-159)

MEA 180 FILMMAKING I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MEA-120

Introduces basic training in visual storytelling, directing cast and crew, and organizing a production. Key concepts of narrative structure and production protocol are grounded in technical knowledge of both 16mm film and digital video formats. Formerly RTVF-190.

MEA 201 FILM STYLE SEMINAR

Units: 3.00

CSU 54.00 hours lecture

Investigates the nature of film style through the examples of individual directors by examining what constitutes 'style' and how it develops in relation to factors such as era, genre, technology, politics, commerce, aesthetics, and critical influence. Builds fundamental communication skills for directors and producers in professional film.

MEA 206 DIGITAL VIDEO EDITING II

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MEA-116

Examines motion picture editing theory in its historical and technical contexts. Students analyze and perform editing processes using stylistically appropriate techniques and devices. Topics include the development and use of film grammar, continuity and montage editing, narrative structure, and experimental techniques. Formerly RTVF-218.

MEA 215 PHOTOJOURNALISM AND NEWS PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-120

Introduces contemporary photojournalism and news photography through applications of theory and concepts of visual communication to digital photographic processes to produce news stories, photographic series, and photo-essays. Note: It is recommended that students have access to a Digital SLR camera with manual exposure and interchangeable lenses. (Same as PHOTO-215)

MEA 218 REAL-TIME VIDEO GAME ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-131

Design, create, and animate within a real-time, virtual, 3-D game environment using 3-D character and set modeling, character animation, surface texturing, and virtual set lighting. Formerly ANIM-260.

MEA 225 ADVANCED NEWS MEDIA PRODUCTION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Recommended Preparation: MEA-125

Presents advanced principles of scripting, gathering and editing of television news production for airing on broadcast, cable television, and the Internet (Webcasting). Advances techniques of television field and studio production using digital broadcast production technologies. Formerly RTVF-225.

MEA 230 ONLINE PRODUCTION AND NEW MEDIA MANAGEMENT

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MEA-225

Capstone course offering instruction and practice in producing television news as well as online publishing and production management, emphasizing the role of the producer in the television and new media news team and supervision of the Cougar News website.

MEA 231 DIGITAL SCULPTURE

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-131

Presents digital sculpting software to create 3-D computer images or characters from concept to digital model as well as a professional production process to create digital 3-D creatures for films and games. Formerly ANIM-230.

MEA 232 CHARACTER AND PROP DESIGN FOR ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken three times for credit

Recommended Preparation: ART-124B

Introduces traditional and digital tools to create animated models, emphasizing emotional content and clarity of design, as well as technical conventions. Formerly ANIM-222.

MEA 233 ENVIRONMENTAL DESIGN FOR ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken three times for credit

Prerequisite: MEA-106 Recommended Preparation: ART-124A

Presents design, composition, perspective, atmospheric and psychological lighting, and camera placement as applied to the construction of scenes, the congruency of sequences, and the designing of environments for animation. Formerly ANIM-221.

MEA 234 CHARACTER ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-135

Explores 3-D computer character animation through the use of Maya software to create characters showing action and emotions, including facial animation and non-linear editing. Formerly ANIM-241.

MEA 235 VISUAL EFFECTS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-135. Recommended Preparation: GMD-173

Advances the practice and theory of using computer generated special effects combined with live action, video, and film. Addresses compositing special effects in a variety of different styles and looks as well as the use of green-screen or matting and rotoscoping and digital set extensions.

MEA 255 DIGITAL AUDIO POST-PRODUCTION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-155

Examines advanced audio techniques and technologies for the audio post-production process, including digital sound editing, sound design, and mixing of audio soundtracks for film/video media. Formerly RTVF-270.

MEA 261 ADVANCED ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-106

Examines 2-D character animation and its techniques in depth. Students will complete advanced animation exercises, as well as design and produce a short animated film. Formerly ANIM-201.

MEA 265 ANIMATION PRODUCTION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: MEA-106, MEA-131, MEA-135

Presents designing, planning, and creating an animated film in a team-based environment. Formerly ANIM-190.

MEA 280 FILMMAKING II: DIRECTING AND PRODUCING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: MEA-180

Examines advanced filmmaking techniques to create film projects that reflect the personal style of the writer-director, including management skills in directing and producing. Formerly RTVF-280.

MEA 295 PROFESSIONAL PRACTICES/PORTFOLIO

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

Provides advanced students with the business and career skills required for entry-level industry positions or transfer to four-year film/media schools. Topics include portfolio design and assembly, writing resumes, cover letters, and artist statements, networking, personal presentation, and applying for industry jobs and film festivals. Formerly ANIM-280.

MEDICAL LABORATORY TECHNICIAN

Associate in Science Degree: Medical Laboratory Technician

The Medical Laboratory Technology Associate Degree program prepares students for employment in clinical laboratories, industry and biotechnology. The MLT Program curriculum, an integration of classroom lectures, student laboratories and clinical training, fosters development of analytical and problem-solving skills required in this profession.

PREREQUISITES – completed with minimum 2.50 GPA

1. Anatomy (4 semester or 6 quarter units)
2. Physiology (4 semester or 6 quarter units)
3. Microbiology (4 semester or 6 quarter units)
4. Preparatory General Chemistry (4 semester or 6 quarter units)
5. Phlebotomy Certification
6. English 101 (3 semester units or 5 quarter units)

Completing program prerequisites, does not assure admission into the program.

APPLICATION PROCEDURE:

1. Submit College of the Canyons application and obtain a student identification number.
2. Submit the following documents to Admissions and Records:
 - Official sealed transcripts from all colleges attended, except COC (must include all coursework regardless if MLT prerequisite or not)
 - For transcripts from other countries, an official sealed foreign transcript evaluation from a NACES approved agency
 - Official College Board AP English score
 - A copy of high school transcript, copy of diploma, OR copy of GED certificate
3. Submit MLT Program Application to the Allied Health and Public Safety Division Office. Evidence of completion of Phlebotomy must be attached to the application. A valid COC email address is required.

4. The MLT application and official transcripts will be evaluated to determine if applicant meets current MLT Program selection criteria. Applicants will not be eligible for selection if admission requirements are not met.
5. Selected applicants must attend and complete the mandatory program orientation or they will be dropped from the program.

Mandatory Requirements of all Medical Lab Technician (MLT) Students:

Once admitted to the MLT Program, students are required to complete lab experiences at affiliated hospitals and clinical labs. Students must have their own means of transportation to these off-campus sites. These facilities have requirements above and beyond the requirements of being a student on a community college campus. All students entering the program must complete the following in order to participate in program activities. If these mandatory requirements are not met, the student will be blocked from registration for the MLT courses and dropped from the program.

- Current Physical
- Current TB clearance – 2 Step Process or Chest Xray
- Color Blindness Screening
- Immunizations and Titers
- Drug Screening
- Current CPR card
- Current Fire Life Safety Card
- Malpractice Insurance
- Background Check and OIG/GSA Clearance
- Hepatitis B Video
- ID Badge

Additional details and information about these requirements will be provided to students upon acceptance to the program. Students who have questions prior to applying the program may contact the Allied Health and Public Safety Division Office for assistance.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a medical laboratory technician.

Program Requirements:

Units Required: 58.75

	Units
MLT-110 Clinical Hematology Lecture	3.0
MLT-110L Clinical Hematology Lab	1.0
MLT-112 Clinical Urinalysis Lecture	1.0
MLT-112L Clinical Urinalysis Lab	0.5
MLT-114 Clinical Coagulation Lecture	1.0
MLT-114L Clinical Coagulation Lab	0.75
MLT-116 Clinical Microbiology Lecture	3.0
MLT-116L Clinical Microbiology Lab	1.0
MLT-118 Clinical Immunology/Immunohematology Lecture	3.0

MLT-118L Clinical Immunology/Immunohematology Lab	1.0
MLT-120 Clinical Chemistry I Lecture	3.0
MLT-120L Clinical Chemistry I Lab	1.0
MLT-124 Clinical Chemistry II Lecture	3.0
MLT-124L Clinical Chemistry II Lab	1.0
MLT-128 Clinical Hematology/Urinalysis/Coagulation Practicum	4.0
MLT-129 Clinical Microbiology Practicum	4.0
MLT-130 Clinical Immunology/Immunohematology Practicum	3.0
MLT-131 Clinical Chemistry Practicum	4.0

Required electives:

MLT-050 Phlebotomy	3.5
BIOSCI-221 Introduction to Microbiology	5.0
CHEM-151 Preparatory General Chemistry	4.0

OR

CHEM-151H Preparatory General Chemistry - Honors	4.0
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Plus eight units from the following:

BIOSCI-201 Introduction to Human Anatomy	4.0
BIOSCI-202 Introduction to Human Physiology	4.0

OR

BIOSCI-204 Human Anatomy and Physiology I	4.0
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OR

BIOSCI-205 Human Anatomy and Physiology II	4.0
BIOSCI-250 Human Anatomy and Physiology	8.0

MLT 050 PHLEBOTOMY

Units: 3.50

45.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: High school diploma or GED. CPR for Health Care Workers card. Once registered, students must pick up a packet from the Allied Health and Public Safety Division Office. The packet includes forms for all requirements that must be submitted prior to first class meeting. These requirements include, but are not limited to, physical, TB clearance, immunizations and titers, drug screening, CPR card, Fire Safety card, malpractice insurance, and background check. If these mandatory requirements are not met, the student will be blocked from registration for MLT-050 and dropped from the course.

Designed to prepare personnel who collect blood samples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of the course will result in a Phlebotomy Technician Proficiency Certificate, which makes students eligible for State certification. Includes learning experiences both in on-campus skills laboratories and at affiliated clinical sites. Students must have their own means of transportation to these off-campus sites. May be repeated if used for legally mandated training.

MLT 110 CLINICAL HEMATOLOGY LECTURE

Units: 3.00

CSU 54.00 hours lecture

Co-requisite: MLT-110L

Presents hematology from the unclassified stem cell in the bone marrow to both normal and abnormal peripheral blood cells, including the procedures used to identify these cells.

MLT 110L CLINICAL HEMATOLOGY LAB

Units: 1.00

CSU 54.00 hours lab

Prerequisite: MLT-050 Co-requisite: MLT-110

Introduces the instruments and techniques used for hematology testing, including calibration and interpretation of results. Emphasizes the morphology and identification of common human blood cells.

MLT 112 CLINICAL URINALYSIS LECTURE

Units: 1.00

CSU 18.00 hours lecture

Co-requisite: MLT-112L

Presents the properties and constituents of urine, emphasizing the interpretation of qualitative and quantitative clinical analysis of urine, and a comparison of lab results to kidney function.

MLT 112L CLINICAL URINALYSIS LAB

Units: 0.50

CSU 27.00 hours lab

Co-requisite: MLT-112

Presents urine testing, interpretation, and correlation. Emphasizes qualitative and quantitative clinical examination of urine specimens, including the principle of each reaction, quality control, interpretation, and correlation to other laboratory findings.

MLT 114 CLINICAL COAGULATION LECTURE

Units: 1.00

CSU 18.00 hours lecture

Co-requisite: MLT-114L

Presents hemostasis, properties, and factors involved in the clotting system, including various coagulation disorders and their related laboratory findings.

MLT 114L CLINICAL COAGULATION LAB

Units: 0.75

CSU 40.50 hours lab

Co-requisite: MLT-114

Introduces the techniques and safety procedures used in the clinical coagulation laboratory, emphasizing platelet function tests and intrinsic and extrinsic clotting pathway testing.

MLT 116 CLINICAL MICROBIOLOGY LECTURE

Units: 3.00

CSU 54.00 hours lecture

Co-requisite: MLT-116L

Introduces identification methods, theories, and techniques used in basic bacteriology, parasitology, and mycology emphasizing routine organism identification.

MLT 116L CLINICAL MICROBIOLOGY LAB

Units: 1.00

CSU 54.00 hours lab

Co-requisite: MLT-116

Introduces the various techniques and safety procedures in clinical microbiology. Emphasizes the morphology and identification of common pathogenic organisms. Must have completed BIOSCI 221 to enter the course and must be admitted to the MLT program.

MLT 118 CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY LECTURE

Units: 3.00

CSU 54.00 hours lecture

Co-requisite: MLT-118L

Introduces the principles of antigen and antibody reactions included in blood grouping and typing, and compatibility testing, and serological and immunohematological procedures.

MLT 118L CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY LAB

Units: 1.00

CSU 54.00 hours lab

Co-requisite: MLT-118

Introduces serological and immunohematology procedures and techniques to measure analytes qualitatively and quantitatively.

MLT 120 CLINICAL CHEMISTRY I LECTURE

Units: 3.00

CSU 54.00 hours lecture

Co-requisite: MLT-120L

Presents the theoretical and practical concepts associated with testing procedures used in the clinical chemistry laboratory, including the fundamentals of general laboratory principles and specific basic instrumentation and methodologies.

MLT 120L CLINICAL CHEMISTRY I LAB

Units: 1.00

CSU 54.00 hours lab

Co-requisite: MLT-120

Introduces the various types of instrumentation used in the clinical chemistry laboratory, including testing parameters, calibration, quality control, preventative maintenance, and some manual procedures.

MLT 124 CLINICAL CHEMISTRY II LECTURE

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: MLT-120 and MLT-120L Co-requisite: MLT-124L

Second in two-part clinical chemistry series, emphasizing the endocrine, liver, kidney, and pancreatic functions. Also includes tumor markers, drug screening, and body fluids.

MLT 124L CLINICAL CHEMISTRY II LAB

Units: 1.00

CSU 54.00 hours lab

Prerequisite: MLT-120 and MLT 120L Co-requisite: MLT-124

Presents more advanced instrumentation used in the clinical chemistry laboratory to test different body systems as well as drug screening, tumor markers, and body fluids. Includes their principles, testing parameters, calibration, quality control, and preventive maintenance.

MLT 128 CLINICAL HEMATOLOGY/ URINALYSIS/ COAGULATION PRACTICUM

Units: 4.00

CSU 216.00 hours lab

Prerequisite: MLT-110 and MLT-110L, MLT-112 and MLT-112L, MLT-114 and MLT-114L

Provides entry-level clinical laboratory experience in the clinical laboratory hematology, urinalysis, and coagulation departments, emphasizing technique, accuracy, and precision.

MLT 129 CLINICAL MICROBIOLOGY PRACTICUM

Units: 4.00

CSU 216.00 hours lab

Prerequisite: MLT-116 and MLT-116L

Provides entry-level clinical laboratory experience in the clinical laboratory microbiology department, emphasizing technique, accuracy, and precision.

MLT 130 CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY PRACTICUM

Units: 3.00

CSU 162.00 hours lab

Prerequisite: MLT-118 and MLT-118L

Provides entry-level clinical laboratory experience in the serology and blood banking departments, emphasizing technique, accuracy, and precision.

MLT 131 CLINICAL CHEMISTRY PRACTICUM

Units: 4.00

CSU 216.00 hours lab

Prerequisite: MLT-124 and MLT-124L

Provides entry-level clinical laboratory experience in the general and special chemistry departments, emphasizing technique, accuracy, and precision.

MODERN LANGUAGES

The Department of Modern Languages offers courses in French, German and Spanish. Foreign-language studies provide the student with a foundation in written communication skills of the language. From a vocational standpoint, the program provides skills 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 conversational groups, cultural excursions, poetry reading, and foreign film festivals.

CHINESE

CHINESE 101 ELEMENTARY CHINESE I

Units: 4.00

UC:CSU 72.00 hours lecture

Introduces Chinese language (Mandarin) with emphasis in developing essential skills in communication. Practice in speaking and understanding as well as reading and writing Chinese characters. Introduces the geography, customs and culture of China. Corresponds to the first two years of high school Chinese. Not appropriate for native or heritage speakers.

FRENCH

Associate in Arts Degree: French

Student Learning Outcome:

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in French. Compare and contrast cultures and histories of the French speaking world.

Program Requirements:

Units Required: 19

	Units
FRNCH-101 Elementary French I	4.0
FRNCH-102 Elementary French II	4.0
FRNCH-150 Beginning Conversational French	3.0
FRNCH-201 Intermediate French I	4.0
FRNCH-202 Intermediate French II	4.0

FRNCH 101 ELEMENTARY FRENCH I

Units: 4.00

UC:CSU 72.00 hours lecture

Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Corresponds to the first two years of high school French. Not appropriate for native speakers.

FRNCH 102 ELEMENTARY FRENCH II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: FRNCH-101

Continues the study of the fundamentals of the French language, emphasizing correct pronunciation and mastery of a practical vocabulary, oral and written expression, and the study of the cultures of the contemporary French-speaking world. Not appropriate for native speakers. Corresponds to the third year of high school French.

FRNCH 150 BEGINNING CONVERSATIONAL FRENCH

Units: 3.00

CSU 54.00 hours lecture

For students with little or no background in French. Emphasis is on understanding and speaking French in everyday situations, including phrases useful for studying and working in French-speaking countries.

FRNCH 201 INTERMEDIATE FRENCH I

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: FRNCH-102

Reviews French grammar, emphasizing practical and idiomatic usage as well as analyzing essays, poems and short stories in French by famous authors from the French-speaking world. Corresponds to the fourth year of high school French.

FRNCH 202 INTERMEDIATE FRENCH II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: FRNCH-201

Studies more advanced grammatical structures and syntax, emphasizing practical and idiomatic usage, as well as analyzing essays, poems and short stories in French by famous authors from the French-speaking world.

GERMAN

GERMAN 101 ELEMENTARY GERMAN I

Units: 4.00

UC:CSU 72.00 hours lecture

An introduction to understanding, speaking, reading and writing simple German, using a basic vocabulary and stressing idiomatic expressions. Intensive drill in pronunciation and the fundamentals of German. Corresponds to the first two years of high school German.

GERMAN 102 ELEMENTARY GERMAN II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: GERMAN-101

Develops linguistic and cultural proficiency at the novice high level. Taught in German. Corresponds to the third year of high school German. Not appropriate for native or heritage speakers.

ITALIAN**ITAL 101 ELEMENTARY ITALIAN I**

Units: 4.00

UC:CSU 72.00 hours lecture

Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Emphasizes acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension and production of spoken and written Italian at the beginning level. This course is taught in Italian. This course corresponds to the first two years of high school Italian. Not appropriate for native or heritage speakers.

ITAL 102 ELEMENTARY ITALIAN II

Units: 4.00

CSU 72.00 hours lecture

Prerequisite: ITAL-101

Develops linguistic and cultural proficiency at the novice high level. Taught in Italian. Corresponds to the third year of high school Italian. Not appropriate for native or heritage speakers.

ITAL 150 CONVERSATIONAL ITALIAN

Units: 3.00

CSU 54.00 hours lecture

May be taken two times for credit

Essentials of Italian for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Italian.

SPANISH**Associate in Arts Degree: Spanish****Student Learning Outcome:**

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in Spanish and compare and contrast cultures and histories of the Spanish-speaking world.

Program Requirements:

Units Required: 18

	Units
SPAN-150	Beginning Conversational Spanish
	3.0
SPAN-201	Intermediate Spanish I
	4.0
SPAN-202	Intermediate Spanish II
	4.0
SPAN-240	Introduction to Latin American Literature
	3.0

Plus four units from the following:

SPAN-102	Elementary Spanish II	4.0
SPAN-102A	Spanish for Heritage Speakers II . . .	4.0

SPAN 080A INTENSIVE ELEMENTARY SPANISH I

Units: 2.00

36.00 hours lecture

May be taken two times for credit

Introduces basic listening, speaking, reading, and writing skills in Spanish while providing an overview of the cultures of the Spanish speaking world. Designed for students with little or no previous experience with the Spanish language. Intensive practice in the expression and comprehension of spoken Spanish. Offered pass/no-pass only.

SPAN 080B INTENSIVE ELEMENTARY SPANISH II

Units: 2.00

36.00 hours lecture

May be taken two times for credit

Strengthens the grammar, vocabulary, and conversation skills developed in Spanish 080A and provides further overview of the cultures of the Spanish speaking world. Provides continuous practice in the expression and comprehension of spoken Spanish. Offered pass/no-pass only.

SPAN 101 ELEMENTARY SPANISH I

Units: 4.00

UC:CSU 72.00 hours lecture

Develops linguistic and cultural proficiency at the novice mid level. Taught in Spanish. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101 and 101A combined, maximum credit one course.

SPAN 101A SPANISH FOR HERITAGE SPEAKERS I

Units: 4.00

UC:CSU 72.00 hours lecture

Focuses on developing and strengthening reading and writing skills while exploring Spanish speaking culture. Attention is given to the formal aspects of the language. 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 oral proficiency. This might include students who have acquired the language outside of the classroom setting. Students who have earned credit for SPAN-101 cannot receive credit for this course.

SPAN 102 ELEMENTARY SPANISH II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SPAN-101

Develops linguistic and cultural proficiency at the novice high level. Corresponds to the third year of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-102 and 102A combined, maximum credit one course.

SPAN 102A SPANISH FOR HERITAGE SPEAKERS II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SPAN-101A

Focuses on reading and writing with special attention to formal aspects of the language while exploring the Spanish speaking culture. Designed for students who communicate in Spanish and/or have near-native oral proficiency. Students who have earned credit for SPAN-102 cannot receive credit for this course.

SPAN 150 BEGINNING CONVERSATIONAL SPANISH

Units: 3.00

UC:CSU 54.00 hours lecture

May be taken two times for credit

Essentials of Spanish for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Spanish. Emphasizes the practical application of the language, not grammar acquisition or review.

SPAN 201 INTERMEDIATE SPANISH I

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SPAN-102

Comprehensive review of Spanish grammar. Readings of short stories in Spanish by famous Latin American and Peninsular authors. Discussions and written and oral reports in Spanish based upon reading selections. This course corresponds to the fourth year of high school Spanish.

SPAN 202 INTERMEDIATE SPANISH II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SPAN-201

Studies more advanced grammatical structures and syntax, emphasizing linguistic and cultural proficiency using cultural and literary materials.

SPAN 240 INTRODUCTION TO LATIN AMERICAN LITERATURE

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys literature and culture of Latin America from the colonial period to the present, including basic literary concepts and analysis of the four genres, narrative, essay, poetry, and drama within literary movements in Latin America. Lectures and discussions are in Spanish.

MUSIC

Associate in Arts Degree: Music - Composition

The Music-Composition program is designed to give students the ability to develop an individualistic artistic voice through the exposure to the rigors of traditional music theory, performance and musicianship, with the option to choose among various elective courses to focus on their area of creative interest.

The Department of Music offers a comprehensive curriculum to prepare songwriters, electronic minded musicians, symphonic composers, pop and jazz enthusiasts, in the path toward successful creative careers.

Music students in this major must participate in at least two major performing group while enrolled in the program. Students should select a performing group that fits their performance specialty or interest.

Student Learning Outcome:

Students will be able to apply theoretical music concepts and performance-based skills to produce and to create original music.

Program Requirements:

Units Required: 21-24

	Units
MUSIC-103 Musicianship Skills III	.1.0
MUSIC-104 Musicianship Skills IV	.1.0

Plus nine units from the following:

MUSIC-120 Tonal Harmony	.3.0
MUSIC-121 Chromatic Harmony	.3.0
MUSIC-122 Tonal Counterpoint	.3.0
MUSIC-123 Modal Counterpoint	.3.0
MUSIC-126 Pop and Jazz Music Theory	.3.0

Plus six units from the following:

MUSIC-118 Popular Songwriting	.3.0
MUSIC-125 Studies in Music Composition	.3.0
MUSIC-127 Orchestration for Strings and Woodwinds	.3.0
MUSIC-128 Orchestration for Brass, Percussion, and Harp	.3.0
MUSIC-142 Electronic Music Composition	.3.0
MUSIC-146 Electronic Music for the Stage	.3.0

Plus two units from the following:

MUSIC-131 Keyboard Instruction I	.2.0
MUSIC-132 Keyboard Instruction II	.2.0
MUSIC-160 Guitar Studies I	.2.0
MUSIC-161 Guitar Studies II	.2.0
MUSIC-167 Jazz Guitar Studies I	.2.0

MUSIC-168 Jazz Guitar Studies II	.2.0
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Plus two - five units from the following:

MUSIC-116 Performance Ensembles for Music Theater	.2.0 - 4.0
MUSIC-151 Jazz Improvisation	.1.0
MUSIC-153 Studio Jazz Ensemble	.2.0
MUSIC-165 Symphony of the Canyons	.2.0
MUSIC-185 Symphonic Band	.2.0
MUSIC-186 Music Ensemble	.2.0

Recommended electives:

MUSIC-100 Fundamentals of Music	.3.0
MUSIC-101 Musicianship Skills I	.1.0
MUSIC-102 Musicianship Skills II	.1.0

Associate in Arts Degree: Music – Concert Performance

Music-Concert Performance students are required to audition and, once accepted, enroll in Music 189 (Individualized Lessons), to receive instruction on an instrument of their choice. Performance majors will be required to take Music 189 and Music 190 (Applied Performance) for a total of four times. Students enrolled in this program will also have to take music theory and musicianship classes to earn the degree and to participate in one of the various instrumental ensembles in residence at the college per semester.

The Music-Concert Performance option offers music students an array of traditional symphonic, Jazz ensembles and chamber groups to prepare them toward the successful transfer to four-year institutions, as well as providing valuable experiences to build a professional career in music performance.

Music students in this major must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest. All ensembles and Jazz Improvisation classes are repeatable for credit up to four times all total.

Student Learning Outcome:

Students will be able to apply theoretical music concepts and performance-based skills to produce and to create original music.

Program Requirements:

Units Required: 24

	Units
MUSIC-103 Musicianship Skills III	.1.0
MUSIC-104 Musicianship Skills IV	.1.0

Plus six units from the following:

MUSIC-120 Tonal Harmony	.3.0
MUSIC-121 Chromatic Harmony	.3.0
MUSIC-122 Tonal Counterpoint	.3.0
MUSIC-123 Modal Counterpoint	.3.0
MUSIC-126 Pop and Jazz Music Theory	.3.0

Take both courses below for a total of four units each:

MUSIC-189	Individualized Music Lessons	1.0
MUSIC-190	Applied Performance0.5 - 1.0

Plus eight units from the following:

MUSIC-116	Performance Ensembles for Music Theater	2.0 - 4.0
MUSIC-151	Jazz Improvisation	1.0
MUSIC-153	Studio Jazz Ensemble	2.0
MUSIC-165	Symphony of the Canyons	2.0
MUSIC-185	Symphonic Band	2.0
MUSIC-186	Music Ensemble	2.0

Recommended electives:

MUSIC-100	Fundamentals of Music	3.0
MUSIC-101	Musicianship Skills I	1.0
MUSIC-102	Musicianship Skills II	1.0
MUSIC-191	Contemporary Practices in Music Publishing	3.0
MUSIC-192	Music Business	3.0

Associate in Arts Degree: Music - Guitar Performance

Students pursuing the guitar major given the recommendation to enroll in any of the several guitar classes offered by the Music Department, while preparing to qualify for private lessons on either Jazz or Classical guitar, through the Individualized Music Lessons program. Students will be required to take Music 189 and Music 190 for four times altogether. They will also need to enroll in music theory and musicianship classes to earn the degree. They must also participate in one major group per semester.

Music students in this major must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

Student Learning Outcome:

Students will be able to play guitar music of various styles both as a soloist and in conjunction with other musicians.

Program Requirements:

Units Required: 24

		Units
MUSIC-103	Musicianship Skills III	1.0
MUSIC-104	Musicianship Skills IV	1.0

Plus six units from the following:

MUSIC-120	Tonal Harmony	3.0
MUSIC-121	Chromatic Harmony	3.0
MUSIC-122	Tonal Counterpoint	3.0
MUSIC-123	Modal Counterpoint	3.0
MUSIC-126	Pop and Jazz Music Theory	3.0

Take both courses below for a total of four units each:

MUSIC-189	Individualized Music Lessons	1.0
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MUSIC-190	Applied Performance0.5 - 1.0
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Plus eight units from the following:

MUSIC-116	Performance Ensembles for Music Theater	2.0 - 4.0
MUSIC-151	Jazz Improvisation	1.0
MUSIC-153	Studio Jazz Ensemble	2.0
MUSIC-185	Symphonic Band	2.0
MUSIC-186	Music Ensemble	2.0

Recommended electives:

MUSIC-100	Fundamentals of Music	3.0
MUSIC-101	Musicianship Skills I	1.0
MUSIC-102	Musicianship Skills II	1.0
MUSIC-160	Guitar Studies I	2.0
MUSIC-161	Guitar Studies II	2.0
MUSIC-167	Jazz Guitar Studies I	2.0
MUSIC-168	Jazz Guitar Studies II	2.0
MUSIC-191	Contemporary Practices in Music Publishing	3.0
MUSIC-192	Music Business	3.0

Associate in Arts Degree: Music - Jazz Performance

Students in the Jazz Performance option will have access to various college-based ensembles as well as jazz theory and improvisation courses to prepare them to either transfer to a four-year university, or pursue a musical career.

There is also the opportunity to enroll in the college's Applied Music courses. For all qualified students, private lessons are offered on the instrument of their choice.

All students in this degree must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

Student Learning Outcome:

Students will be able to perform and improvise with a jazz-based ensemble on any band instrument.

Program Requirements:

Units Required: 18

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

OR

MUSIC-175	Festival Choir: Voices of the Canyons	1.0
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Plus four units from the following

(courses may be repeated):

MUSIC-151	Jazz Improvisation	1.0
MUSIC-153	Studio Jazz Ensemble	2.0

Recommended electives:

MUSIC-191	Contemporary Practices in Music Publishing	3.0
MUSIC-192	Music Business	3.0

Associate in Arts Degree: Music - Voice Performance

Students choosing the Voice Performance option will have access to various college-based ensembles as well as theory and improvisation courses to prepare them to either transfer to a four-year university or to pursue musical careers.

There is also the opportunity to enroll in the college's Applied Music courses. For all qualified students private lessons are offered for vocalists.

All students in this degree must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

The seven unit "Required Electives" option below is only required for the Applied Music option.

Student Learning Outcome:

Students will be able to sing music of various styles from different historical periods both as a soloist and in conjunction with other musicians.

Program Requirements:

Units Required: 18

Units

Fourteen units from the following:

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

OR

MUSIC-175	Festival Choir: Voices of the Canyons	1.0
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Plus four units from the following (courses may be repeated):

MUSIC-140	Vocal Development for Popular Music	1.0
MUSIC-141	Voice Development: From the Baroque to The 21st Century	2.0
MUSIC-173	Jazz Vocal Ensemble	1.0
MUSIC-174	College Chorus	1.0
MUSIC-175	Festival Choir: Voices of the Canyons	1.0
MUSIC-176	Chamber Singers	2.0
MUSIC-177	Women's Choir (Les Chanteuses)	2.0

Recommended electives:

MUSIC-191	Contemporary Practices in Music Publishing	3.0
MUSIC-192	Music Business	3.0

MUSIC 080 PRELUDE STRINGS ENSEMBLE

Units: 0.50

27.00 hours lab

May be taken four times for credit

Requirement: Audition

Introduces orchestral performance for string players without previous orchestral experience. Emphasizes note reading and ensemble skills. Repertoire consists of short pieces of easy to medium easy level. Audition is required. Offered pass/no-pass only. Units do not apply to the associate degree.

MUSIC 081 SANTA CLARITA VALLEY YOUTH ORCHESTRA

Units: 1.50

18.00 hours lecture, 27.00 hours lab

May be taken four times for credit

Requirement: Audition

Introduces performance in instrumental ensembles, surveying the evolution of orchestral forms from baroque to the present. Offered pass/no-pass only. Units do not apply to the associate degree.

MUSIC 082 INTERMEDIATE ORCHESTRA

Units: 1.00

54.00 hours lab

May be taken four times for credit

Requirement: Audition

Provides opportunity to apply intermediate musical skills such as playing in upper position on a string instrument, intermediate tonguing and articulation technique on a brass or woodwind instrument, and orchestral mallet techniques on a percussion instrument. Audition is required. Offered pass/no-pass only. Units do not apply to the associate degree.

MUSIC 090L ELECTRONIC MUSIC LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently enrolled music student who wishes to increase skills through the use of the music lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the Music program. Offered pass/no-pass only. Units do not apply to the associate degree.

MUSIC 100 FUNDAMENTALS OF MUSIC

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the elements of music and musical notation; music reading and sight-singing; scales and intervals.

MUSIC 101 MUSICIANSHIP SKILLS I

Units: 1.00

UC:CSU 54.00 hours lab

Prerequisite: MUSIC-100

First in a series of four comprehensive training workshops for musicians. It includes intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

MUSIC 102 MUSICIANSHIP SKILLS II

Units: 1.00

UC:CSU 54.00 hours lab

Prerequisite: MUSIC-101

Second in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

MUSIC 103 MUSICIANSHIP SKILLS III

Units: 1.00

UC:CSU 54.00 hours lab

Prerequisite: MUSIC-102

Third in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

MUSIC 104 MUSICIANSHIP SKILLS IV

Units: 1.00

UC:CSU 54.00 hours lab

Prerequisite: MUSIC-103

Fourth in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

MUSIC 105 MUSIC APPRECIATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys musical masterpieces through all eras of musical evolution. Develops on appreciation and understanding of music in relation to culture and other art forms through listening experiences, lecture, and discussion.

MUSIC 106 DEVELOPMENT OF JAZZ

Units: 3.00

UC:CSU 54.00 hours lecture

Presents jazz as a cultural medium, including its historical background and development in the United States.

MUSIC 107 HISTORY OF ROCK & ROLL

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the rise of rock and roll as a modern musical genre and examines its place in modern society.

MUSIC 108 WORLD MUSIC

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys non-Western cultures through their musical traditions.

MUSIC 112 MUSIC HISTORY

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the main periods and styles of Western music from the Middle Ages to the present, including the most important composers as well as the cultural context in which their music was created.

MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER

Units: 2.00-4.00

UC:CSU 108.00-216.00 hours lab

May be taken four times for credit

Rehearsal and performance of music for scenes and complete musical theater productions produced in conjunction with Theater and other performing arts departments. Ability to sing or play a wind, brass, string or percussion instrument is assumed. Offered pass/no-pass only.

MUSIC 118 POPULAR SONGWRITING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces popular song-writing and the construction of lyrics for the commercial music industry. Basic knowledge of music fundamentals is assumed.

MUSIC 120 TONAL HARMONY

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: MUSIC-100

Presents 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 harmonic tones and harmonic analysis of music from the classical period [c.1725-1825].

MUSIC 121 CHROMATIC HARMONY

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: MUSIC-120

Emphasizes modulatory techniques, altered chords, formal analysis of Romantic, Impressionist and Modern music literature to late 20th century compositional techniques.

MUSIC 122 TONAL COUNTERPOINT

Units: 3.00

UC:CSU 54.00 hours lecture

Presents forms of counterpoint emphasizing the tonal concept. Analyzes contrapuntal forms in the 18th century style of J.S. Bach, including imitative forms, canon, invention, and fugue.

MUSIC 123 MODAL COUNTERPOINT

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: MUSIC-100

Presents composition practices of the 16th century emphasizing species counterpoint. Analyzes motet and mass, fugue, and other musical forms using imitative techniques.

MUSIC 125 STUDIES IN MUSIC COMPOSITION

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles.

MUSIC 126 POP AND JAZZ MUSIC THEORY

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: MUSIC-120

Focuses on the theoretical principles and practices found within the styles of jazz and pop music. Emphasizes analytical comprehension of style and chordal understanding.

MUSIC 127 ORCHESTRATION FOR STRINGS AND WOODWINDS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: MUSIC-100

A study of orchestration using the instruments of the standard symphonic ensemble with emphasis on strings and woodwinds. Course also focuses upon 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.

MUSIC 128 ORCHESTRATION FOR BRASS, PERCUSSION, AND HARP

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: MUSIC-100

Presents orchestration as it applies to the instruments of the standard symphonic ensemble emphasizes brass, percussion, and harp. Includes the use of computers, samplers, and synthesizers as tools for the contemporary composer and arranger, as well as instruments from non-European traditions.

MUSIC 129 MUSIC PRODUCTION FOR FILM AND TELEVISION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Designed to provide the technical and aesthetic tools needed for the production of music for motion pictures and video. Focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart. (Same as RTVF-129.)

MUSIC 131 KEYBOARD INSTRUCTION I

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces piano playing, including five finger patterns, chords, sight-reading, technical exercises, transposition, improvisation, keyboard theory, and beginning piano literature.

MUSIC 132 KEYBOARD INSTRUCTION II

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Recommended Preparation: MUSIC-131

Presents second level piano playing, music reading, technique, scales, transposition, keyboard harmonization, and analysis of the formal structure of simple to intermediate piano literature.

MUSIC 140 VOCAL DEVELOPMENT FOR POPULAR MUSIC

Units: 1.00

CSU 54.00 hours lab

May be taken four times for credit

Develops vocal skills for professional singing of popular music; public performances will be scheduled.

MUSIC 141 VOICE DEVELOPMENT: FROM THE BAROQUE TO THE 21ST CENTURY

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Presents the art and technique of solo singing, including musical theater repertoire, art songs and arias from the European tradition of the last five centuries, non-Western music, American folk music, and spiritual selections.

MUSIC 142 ELECTRONIC MUSIC COMPOSITION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents the composition and production of in-studio music in a variety of contemporary idioms utilizing digital technology.

MUSIC 146 ELECTRONIC MUSIC FOR THE STAGE

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on the techniques and aesthetics of music created with the computer for on-stage applications.

MUSIC 151 JAZZ IMPROVISATION

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Recommended Preparation: MUSIC-100

Emphasizes understanding basic theoretical structure as well as stylistic, melodic and rhythmic considerations. Designed to assist the jazz musician. Public performance may be required.

MUSIC 153 STUDIO JAZZ ENSEMBLE

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: Audition by instructor to ensure satisfactory performance ability.

Examines the historical basis of jazz and fosters the improvement of jazz performance skills on wind, string, vocal or percussion instruments through participation in public concerts. Field trips may be required.

MUSIC 159 MUSIC FOR FILM, TELEVISION AND NEW MEDIA

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Examines technical and aesthetic tools used in electronic music production, to create soundtracks for motion picture, television, and new media. Explores music production fundamentals, including basic composition techniques in synchronization with a visual counterpart. Formerly MUSIC-129. (Same as MEA-159)

MUSIC 160 GUITAR STUDIES I

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces skills for the guitar, including chord structures, sight reading, and rhythm techniques.

MUSIC 161 GUITAR STUDIES II

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Recommended Preparation: MUSIC-160

Advances the study and application of guitar skill through advanced chord structures, sight-reading (open strings through 5th position), and more complex rhythm techniques.

MUSIC 165 SYMPHONY OF THE CANYONS

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: See schedule of classes for audition information.

Examines musical styles, performance techniques and basic theoretical analysis as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. Includes participation in public performance with the ensemble.

MUSIC 167 JAZZ GUITAR STUDIES I

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces position-playing for jazz guitar, including jazz chordal structures, rhythm comping, harmonic structure and historical context of jazz forms.

MUSIC 168 JAZZ GUITAR STUDIES II

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Recommended Preparation: MUSIC-167

An intermediate level study of position-playing for jazz guitar, including jazz chordal structures, rhythm comping and structural analysis of jazz forms.

MUSIC 169 IMPROVISATION FOR GUITARISTS

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Focuses on the many facets of improvising on the guitar. It is assumed students are able to perform on the guitar at a beginning or intermediate level.

MUSIC 170 BASS GUITAR STUDIES I

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Studies and applies 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.

MUSIC 171 BASS GUITAR STUDIES II

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Second in a series of studies on the application of intermediate skills on the electric bass guitar utilizing basic music theory concepts as they apply to the bass, including construction and performance of complex bass lines through chord changes in standard popular and jazz repertoire as well as intermediate note-reading skills on the instrument.

MUSIC 173 JAZZ VOCAL ENSEMBLE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: Audition

Provides the advanced singer an opportunity to learn and develop jazz vocal technique. The repertoire consists of vocal arrangements from standard and progressive jazz schools. This group refines individual selections to high performance standards and represents the College at inter-collegiate festivals, on-campus performances, and in the community. Appropriate sight-singing proficiency and ability to follow a conductor are assumed. Audition through the Department of Music; contact for time, date and other details.

MUSIC 174 COLLEGE CHORUS

Units: 1.00

CSU 54.00 hours lab

May be taken four times for credit

Provides training and singing for the vocal chamber group from all eras in music history.

MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Examines musical styles, performance practices and rehearsal techniques while refining individual selections to high performance standards and represents the college at inter-collegiate festivals, on-campus performances, and in the community. Field trips may be required.

MUSIC 176 CHAMBER SINGERS

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: Audition by instructor to ensure satisfactory performance ability. Contact the Music Department for date, time, and other details.

Presents the study and performance of chamber music from the 15th to the 21st centuries, emphasizing the development of skills needed to sing from a variety of choral styles and historical periods. Represents the college at intercollegiate festivals, on-campus events, and within the community. Attendance at all scheduled performances is required.

MUSIC 177 WOMEN'S CHOIR (LES CHANTEUSES)

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: Audition

Studies musical styles and performance practices from an historical perspective as well as correct and efficient rehearsal techniques as they apply to the selected choral literature. Represents the College at intercollegiate festivals, on-campus events, and within the community. Field trips may be required.

MUSIC 180 MUSIC BUSINESS

Units: 3.00

CSU 54.00 hours lecture

Examines the music business industry as it relates to production, recording, manufacturing, publishing and copyrights, performing rights, and marketing.

MUSIC 185 SYMPHONIC BAND

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: Audition Recommended Preparation: Ability to play a wind, percussion, or brass instrument is assumed.

Emphasizes the performance of college level wind and percussion standards literature including proper playing and performance technique. Extensive warm-up skills will be developed, along with scale studies and rhythmic refinement exercises. Public performances with the symphonic band are required. Audition through the Music Department; contact for time, date and other details.

MUSIC 186 MUSIC ENSEMBLE

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Explores chamber music literature and practices. Specific technical skills will be addressed including breathing, phrasing, tonguing, bow technique, embouchure development, as well as vocal techniques and rehearsal standards. Public performance is required.

MUSIC 189 INDIVIDUALIZED MUSIC LESSONS

Units: 1.00

CSU 54.00 hours lab

May be taken four times for credit

Prerequisite: Audition Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC 080, 081, 082, 114, 116, 151, 153, 165, 173, 174, 175, 176, 177, 185 or 186.

Emphasizes technical development, the performing of musical repertoire, and the development of concert presentation skills. Individual instruction is provided by appointment.

MUSIC 190 APPLIED PERFORMANCE

Units: 1.00

UC:CSU 54.00 hours lab

May be taken four times for credit

Co-requisite: MUSIC-189

Preparation and presentation of music literature to be performed before the class with a subsequent critique by the other students and instructor.

MUSIC 191 CONTEMPORARY PRACTICES IN MUSIC PUBLISHING

Units: 3.00

CSU 54.00 hours lecture

Explores the business of marketing and selling music, including intellectual property statutes, copyright law, royalties and music contracts.

MUSIC 192 MUSIC BUSINESS

Units: 3.00

CSU 54.00 hours lecture

Examines the music business industry as it relates to production, recording, manufacturing, publishing, marketing, copyright and performing rights.

NANOTECHNOLOGY

The Nanotechnology program trains students in entry-level technical skills for the emerging Nanotechnology workplace. This program focuses on essential science, technology and workplace skills with the goal of preparing students for entry-level jobs in a variety of industries that use laboratories for product development, testing, and quality control as related to Nanotechnology products and processes.

NANO 010 INTRODUCTION TO NANOTECHNOLOGY

Units: 2.00

36.00 hours lecture

Introduces nanotechnology in a descriptive and interdisciplinary way, including an introduction to microscopy used for nanomaterial characterization.

NANO 011 INTRODUCTION TO SEM TECHNOLOGY

Units: 0.50

9.00 hours lecture

Introduces the theory and applications of Scanning Electron Microscopy in the biological and non-biological disciplines, including comparison to optical and transmission microscopy.

NURSING

College of the Canyons offers two Registered Nursing Programs that are approved by the California Board of Registered Nurses and accredited by the National League for Nursing Accreditation Commission.

RN Program

Nursing is an art and science incorporating knowledge from the 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 is an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute-care setting, sub-acute setting, and home setting. The program prepares the students for an entry-level position in the health care setting. An RN (Registered Nurse), after taking a national examination, may move directly into the position of beginning staff nurse. The program prepares the student for this test.

LVN-RN Career Ladder Program

Nursing is an art and science incorporating knowledge from the 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. This program is for students already possessing a LVN license and experience as an LVN that allows them to complete a series of courses providing advance standing due to credit for their experience. Offered is an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute-care setting, sub-acute setting, and home setting. The program prepares the students for an entry-level position in the health care setting. An RN (Registered Nurse), after taking a national examination, may move directly into the position of beginning staff nurse. The program prepares the student for this test.

Specific Career Ladder Requirements:

LVN to RN applicants must have completed an approved LVN program. Copy of California LVN license must be provided with application.

The following requirements are due prior to beginning the LVN to RN Program:

- Proof of approved I.V. certification course
- LVN to RN students are required to work as an LVN
Proof of a minimum of four months of employment as an LVN.

An additional 30 unit option is available to LVN's.

30 Unit Option:

The Career Ladder Student may also choose a "30 Unit Option" plan. The LVN who chooses the "30 Unit Option" must have met the microbiology and physiology requirements with a grade of C or better. The applicant must then take Nursing 109, 126, 234, and 240. Upon satisfactory completion of these classes, the applicant would be eligible to apply to take the RN licensure examination. NOTE: Students who complete this option (30 units) will take NCLEX-RN as a non-graduate. This status will not change even if student goes on to obtain a degree. There is no restriction to practice within California. The student may have difficulty in transferring to another state or territory. The student may also have difficulty applying to a college/university for an advanced degree.

Applicants to this curriculum alternative must meet with the program director for objective counseling that includes admission process, course requirements, and the advantages/disadvantages of this route to licensure. TEAS test is required, but results will not deny admission to the program. The applicant is not required to meet college admission requirements.

RN AND LVN TO RN NURSING PROGRAM PREREQUISITES :

1. English 101 (3 units)
2. Anatomy (4 semester units or 6 quarter units)
3. Physiology (4 semester units or 6 quarter units)
4. Microbiology (4 semester units or 6 quarter units)
5. Eligibility for Math 070: Intermediate Algebra

The College of the Canyons Registered Nursing Program is committed to servicing the community by providing the highest level of nursing education to all qualified students. The ability to enter the nursing program shall not be hindered by issues of age, sex, religion, ethnic origin, race, or socioeconomic status. Open access shall be the means by which all program participants are selected, all information disseminated, and all selection procedures are determined. Therefore, the following serves as a selection process outline for any, and all, nursing programs at College of the Canyons which require a specific selection process: applications, selection information, and individual program brochures are openly distributed from the Allied Health Office and are provided to any person requesting such data. Potential and current applicants are requested to attend a Nursing Information Session. These sessions are given once each semester. Information covers general campus information and provides specific data pertaining to selection requirements of the nursing programs. The counseling department determines transferability of non-nursing courses. The Director of Nursing and/or Assistant Nursing Program Director determines the transferability of nursing courses.

SELECTION CRITERIA FOR RN AND LVN TO RN PROGRAMS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

To be considered for entrance, all prerequisites and previous nursing courses must be completed with a 2.5 GPA or higher. Completing the prerequisites, however, does not assure admission into the program.

SELECTION CRITERIA FOR RN PROGRAMS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

Students will be admitted to the program based on their scholastic eligibility and placement on a nursing assessment test as per SB 1309.

SCHOLASTIC ELIGIBILITY:

Scholastic eligibility is determined through a statewide approved formula which calculates the student's probability of successfully completing the ADN program. The formula uses the following criteria:

- Core Biology GPA – all Anatomy, Physiology, and Microbiology courses taken at the college level.
- Core Biology repetitions – the number of times a student has repeated a Core Biology course including withdrawals.
- English GPA – all credit English course grades regardless of the level of the course.
- Overall GPA – the college GPA as it appears on college transcripts excluding non-credit and not-for-credit courses.
- Students must have a minimum required score of 70 to be eligible for admission.

To be more competitive for admission, students are encouraged to:

- Complete all courses without repeating or withdrawing.
- Minimum of a 3.0 GPA in all Biology courses
- Minimum of a 3.0 GPA in all English courses
- Minimum of a 2.5 cumulative GPA

ASSESSMENT TEST:

Qualified applicants will be required to take a state-approved nursing assessment test. Students must rank at the required level to be eligible for admission into the program. Currently, this is a 62% composite score on TEAS test (version V) based on the California Community College Chancellor's Office recommendation. Valid photo ID must be presented at time of test. See nursing website for updates which reflect current state guidelines and regulations.

RN Applicants:

Final selections are made using both multi-criteria screening and random selection. Qualified applicants not selected must reapply in order to be considered. The Allied Health Division Office does not retain applications or transcripts.

Students not meeting eligibility criteria are offered a remediation plan. After successful completion, students are eligible to reapply for random selection.

If the remediation plan is not complete by the deadline, the student is no longer eligible to apply to the program.

LVN to RN Applicants:

Applicants accepted into the program will first enroll in the Transitions into Nursing course, Nursing 109. Upon completion of Nursing 109, the student will be placed on a waitlist to progress in the program on a space-available basis.

APPLICATION PROCEDURE:

Follow current application process as outlined at www.canyons.edu/nursing

TRANSFER STUDENTS

Students may apply to the RN program by transfer or challenge. Students are not allowed to transfer into the first semester; students must enter first semester as a generic student. Students are only eligible to be considered for transfer if they have been in a nursing program within 12 months of the day their application is accepted and are eligible to re-enter their previous program. Students who have been out of a nursing program for more than 12 months must apply as beginning students.

- Student must provide letter from Director of previous nursing program stating student is clinically safe and eligible to return to their program. The Director of Nursing determines how the applicant's previous courses correlate with the COC Nursing Program curriculum and determines what portion of the program must be taken in order to complete the nursing program at COC. The Director of Nursing has the right to accept or deny any transfer.
- Approved applicants MUST attend a mandatory orientation and complete Nursing 109. Upon completing Nursing 109, approved applicants will be placed on a waiting list until an opening in the appropriate course becomes available.
- Transfer students who have previously failed another RN program will only be allowed one entry into the COC RN program. Follow current application process for transfer students as outlined at www.canyons.edu/nursing.
- Students advised by the BRN to take specific courses to obtain a license must also take the TEAS exam with any necessary remediation, attend a mandatory orientation and complete Nursing 109.

SPECIAL REQUIREMENTS FOR ALL NURSING STUDENTS:

Once admitted to any of the RN programs, the student must comply with the following requirements:

- Proof of vaccination followed by positive titers for Hepatitis B (or signed waiver), rubeola, rubella, mumps
- Proof of Diphtheria/Tetanus/Pertussis (Tdap) and annual flu vaccinations

- Negative mantoux or chest x-ray documentation for Tuberculosis clearance.
- An annual physical examination. The first physical with functional abilities verification must be within six months of beginning classes
- Current CPR certificate (American Heart Association for health care providers)
- Student Registered nurse malpractice insurance.
- Clear Background check and OIG/GSA clearance
- Clear 10 panel drug test
- L. A. City Fire Card

New curriculum below is approved to begin Fall 2011.

Associate in Science Degree: Nursing – Registered Nurse

Nursing is an art and science incorporating knowledge from the 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 as an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute-care, sub-acute, and home setting. The program prepares the students to take the national licensure exam and for an entry-level Registered Nurse (RN) position in the health care setting.

Student Learning Outcome:

Students will be able to integrate the perspectives of the provider of care, manager of care, and member of the nursing profession into patient care situations.

Clinical:

Function in the roles of provider of care, manager of care, and member of the nursing profession.

Program Requirements:

Units Required: 61

	Units
NURSNG-112 Foundations of Nursing	4.25
NURSNG-114 Fundamentals of Nursing	6.50
NURSNG-124 Beginning Medical Surgical Nursing	5.75
NURSNG-126 Psychiatric Nursing	3.75
NURSNG-234 Intermediate Medical-Surgical Nursing	4.75
NURSNG-236 Maternal Child Nursing	5.50
NURSNG-240 Advanced Medical-Surgical Nursing and Leadership	8.50

Plus eight units from the following options:

BIOSCI-201 Introduction to Human Anatomy . . .	4.0
BIOSCI-202 Introduction to Human Physiology .	4.0
<i>OR</i>	
BIOSCI-204 Human Anatomy and Physiology I .	4.0
BIOSCI-205 Human Anatomy and Physiology II	4.0

OR

BIOSCI-250 Human Anatomy and Physiology . .	8.0
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Plus eleven units from the following options:

BIOSCI-221 Introduction to Microbiology	5.0
ENGL-101 English Composition	3.0

OR

ENGL-101H Honors English Composition	4.0
PSYCH-101 Introduction to Psychology	3.0

OR

PSYCH-101H Introduction to Psychology - Honors	3.0
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Plus three units from the following:

COMS-105 Fundamentals of Public Speaking . .	3.0
COMS-105H Fundamentals of Public Speaking – Honors	3.0
COMS-223 Small Group Communication	3.0

Associate in Science Degree: Nursing – Career Ladder LVN to RN

Nursing is an art and science incorporating knowledge from the 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.

This program is for students already possessing a license as a Licensed Vocational Nurse (LVN) and experience as an LVN, which provides them advance standing due to credit for their experience. Offered as an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute-care, sub-acute, and home setting. The program prepares the students to take the national licensure exam and for an entry-level Registered Nurse (RN) position in the health care setting.

Program Requirements:

Units Required: 43

	Units
NURSNG-109 Transition Into Nursing	4.0
NURSNG-126 Psychiatric Nursing	3.75
NURSNG-234 Intermediate Medical-Surgical Nursing	4.75
NURSNG-240 Advanced Medical-Surgical Nursing and Leadership	8.50

Plus eight units from the following options:

BIOSCI-201 Introduction to Human Anatomy . . .	4.0
BIOSCI-202 Introduction to Human Physiology .	4.0

OR

BIOSCI-204 Human Anatomy and Physiology I .	4.0
BIOSCI-205 Human Anatomy and Physiology II	4.0

OR

BIOSCI-250 Human Anatomy and Physiology . .	8.0
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Plus eleven units from the following options:

BIOSCI-221	Introduction to Microbiology	5.0
ENGL-101	English Composition	3.0
OR		
ENGL-101H	Honors English Composition	4.0
PSYCH-101	Introduction to Psychology	3.0
OR		
PSYCH-101H	Introduction to Psychology - Honors	3.0

Plus three units from the following:

COMS-105	Fundamentals of Public Speaking . . .	3.0
COMS-105H	Fundamentals of Public Speaking – Honors	3.0
COMS-223	Small Group Communication	3.0

The current curriculum outlined below will continue through its cycle with all of the currently enrolled cohort of students.

Associate in Science Degree: Nursing – Registered Nurse (Students enrolled in Program prior to Fall 2011)

Program Requirements:

Units required: 61

	Units	
NURSNNG-110	Fundamentals	8.0
NURSNNG-111	Pharmacology	2.0
NURSNNG-120	Beginning Medical/Surgical Nursing	4.75
NURSNNG-122	Maternal Newborn Pediatric Nursing	5.25
NURSNNG-220	Psychiatric Nursing	4.0
NURSNNG-222	Intermediate Medical/Surgical Nursing	5.5
NURSNNG-232	Advanced Medical/Surgical Nursing	9.5

Plus eleven units from the following options:

BIOSCI-221	Introduction to Microbiology	5.0
PSYCH-101	Introduction to Psychology	3.0
ENGL-101	English Composition	3.0
OR		
ENGL-101H	Honors English Composition	4.0

Plus eight units from the following options:

BIOSCI-201	Introduction to Human Anatomy . . .	4.0
BIOSCI-202	Introduction to Human Physiology . .	4.0
OR		
BIOSCI-204	Human Anatomy and Physiology I . .	4.0
BIOSCI-205	Human Anatomy and Physiology II . .	4.0
OR		
BIOSCI-250	Human Anatomy and Physiology . . .	8.0

Plus three units from the following:

COMS-105	Speech Fundamentals	3.0
COMS-105H	Speech Fundamentals – Honors . . .	3.0
COMS-223	Small Group Communication	3.0

In addition to the requirements outlined above, the student is required to take six units of the American Institutions requirement and meet the math graduation requirement in order to obtain their associate of science degree from College of the Canyons. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

In order to receive an associate degree, RN students must complete all nursing education courses and all general education requirements with a grade of “C” or better. All requirements for the completion of the nursing program must be fulfilled before the student will be allowed to apply for licensure.

Associate in Science Degree: Nursing – Career Ladder LVN to RN (Students enrolled in Program prior to Fall 2011)

Program Requirements:

Units required: 43

	Units	
NURSNNG-103	Nursing Bridge	2.0
NURSNNG-220	Psychiatric Nursing	4.0
NURSNNG-222	Intermediate Medical/Surgical Nursing	5.5
NURSNNG-232	Advanced Medical/Surgical Nursing	9.5

Plus eleven units from the following options:

BIOSCI-221	Introduction to Microbiology	5.0
ENGL-101	English Composition	3.0
OR		
ENGL-101H	Honors English Composition	4.0
PSYCH-101	Introduction to Psychology	3.0

Plus eight units from the following options:

BIOSCI-201	Introduction to Human Anatomy . . .	4.0
BIOSCI-202	Introduction to Human Physiology . .	4.0
OR		
BIOSCI-204	Human Anatomy and Physiology I . .	4.0
BIOSCI-205	Human Anatomy and Physiology II . .	4.0
OR		
BIOSCI-250	Human Anatomy and Physiology . . .	8.0

Plus three units from the following:

COMS-105	Speech Fundamentals	3.0
COMS-105H	Speech Fundamentals – Honors . . .	3.0
COMS-223	Small Group Communication	3.0

In addition to the requirements outlined above, the student is required to take six units of the American Institutions requirement and meet the Math graduation requirement in order to obtain their associate of science degree from College of the Canyons. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

GENERAL INFORMATION

Accrediting and approval agencies for Registered Nursing and LVN-RN Career Ladder Programs:

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)

3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
P: (404) 975-5000
F: (404) 975-5020

BOARD OF REGISTERED NURSING (BRN)

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

Link to RN NCLEX pass rates is posted on nursing website.

CERTIFICATES

The Nursing Department offers certificates in health related fields. Students gain experience caring for patients in a variety of community settings. State and local requirements apply to all programs, and students must meet all mandated requirements.

Certificate of Specialization: CNA – Certified Nursing Assistant

Upon completion of this course and a state test for certification, the student will be able to function as a certified nurse assistant in a skilled nursing facility providing basic patient care for residents. The CNA works under the supervision of a licensed vocational nurse or registered nurse.

Program Requirements:

Units Required for certificate: 6

	Units
NURSNG-050 Nurse Assistant Training	6.0

NURSNG 045 BASIC EKG INTERPRETATION

Units: 1.50

27.00 hours lecture maximum

Provides basic EKG interpretation including basic principles, normal sinus rhythm, dysrhythmias of focal origin and rhythm blocks. Designed for practicing nurses, student nurses, and those seeking to become a monitor technician. Offered credit/no-credit or pass/no-pass only.

NURSNG 050 NURSE ASSISTANT TRAINING

Units: 6.00

63.00 hours lecture maximum, 135.00 hours lab maximum

Recommended Preparation: ENGL-081

Prerequisite: TB test and physical exam within the last six months. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. In order to register, a packet must be picked up in the Nursing Office. Forms must be completed and submitted to the instructor on the first day of class.

Presents the 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. Upon completion, the student will be eligible to take the California test for certification.

NURSNG 061 INTERPRETATION OF LABORATORY TESTS

Units: 1.00

18.00 hours lecture maximum

Provides an in-depth review and analysis of laboratory values and integration of the nursing process across the life span. Offered credit/no-credit or pass/no-pass only.

NURSNG 089 SUCCESS IN FUNDAMENTAL NURSING

Units: 1.00

18.00 hours lecture maximum

May be taken two times for credit

Co-Requisite: Nursing 112 and Nursing 114.

Expands on students' critical thinking skills focusing on content from NURSNG 112 and 114.

NURSNG 092 SUCCESS IN BEGINNING MEDICAL/ SURGICAL NURSING

Units: 0.50

9.00 hours lecture

Co-requisite: NURSNG-124

Expands on students' critical thinking skills focusing on content from NURSNG 124. Units do not apply to the associate degree. Offered pass/no-pass only.

NURSNG 093 SUCCESS IN MATERNAL NEWBORN AND PEDIATRIC NURSING

Units: 0.50

9.00 hours lecture

Co-requisite: NURSNG-236

Expands on students' critical thinking skills focusing on content from NURSNG-236. Units do not apply to the associate degree. Offered pass/no-pass only.

NURSNG 094 SUCCESS IN PSYCHIATRIC NURSING

Units: 0.50

9.00 hours lecture

May be taken two times for credit

Co-requisite: NURSNG-220

Expands on students' critical thinking skills focusing on content from NURSNG-220. Units do not apply to the associate degree. Offered pass/no-pass only. (NURSNG-126 is equivalent to NURSNG-220 and will satisfy the co-requisite)

NURSNG 095 SUCCESS IN INTERMEDIATE MEDICAL/ SURGICAL NURSING

Units: 0.50

9.00 hours lecture

Co-requisite: NURSNG-234

Expands on students' critical thinking skills focusing on content from NURSNG-234. Units do not apply to the associate degree. Offered pass/no-pass only.

NURSNG 096 SUCCESS IN ADVAN. MED/SURGICAL NURSING

Units: 1.00

18.00 hours lecture maximum|

Co-requisite: NURSNG-232 or NURSNG-240

Expands on students' critical thinking skills focusing on content from NURSNG-232 or NURSNG-240. Units do not apply to the associate degree. Offered pass/no-pass only.

NURSNG 120 BEGINNING MEDICAL/SURGICAL NURSING

Units: 4.75

CSU 45.00 hours lecture maximum, 121.50 hours lab maximum

Prerequisite: NURSNG-110 and NURSNG-111

The second in a series of medical/surgical nursing courses. Examines the care of adult and elderly patients with diabetes, gastrointestinal disorders, genitourinary disorders, and disorders of the reproductive system. Expands the understanding of the impact of physiological, psychological, socio-cultural, developmental, and spiritual dimensions on patients' ability to provide self-care. Students apply the nursing process at a beginning level to the multifaceted needs of patients.

NURSNG 122 MATERNAL NEWBORN PEDIATRIC NURSING

Units: 5.25

CSU 54.00 hours lecture maximum, 121.50 hours lab maximum

Prerequisite: NURSNG-120

An integrated course in the care of mother/baby dyads and pediatric patients. Content covers normal and high risk pregnancies, normal growth and development, and common pediatric disorders. The developmental dimension of individuals is more heavily emphasized in the application of the nursing process. The role of the family in enhancing self-care is explored. (Formerly NURSNG-106 and NURSNG-106L)

NURSNG 130 NURSING CLINICAL PRACTICE

Units: 2.00

CSU 108.00 hours lab maximum

Prerequisite: NURSNG-124

Provides additional clinical practice to students emphasizing beginning and intermediate medical/surgical skills. Not appropriate for students who have completed a nursing program. Offered pass/no-pass only.

NURSNG 206 OPERATING ROOM NURSING

Units: 5.00

CSU 90.00 hours lecture maximum

Theory of operating room nursing. Encompasses three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation.

NURSNG 210 NURSING INTERNSHIP

Units: 3.00

CSU 153.00 hours lab maximum

May be taken four times for credit

Prerequisite: NURSNG-120.

Clinical internship giving students the opportunity to apply skills and knowledge learned in the nursing program in a sponsoring acute care facility with an assigned preceptor. Students must attend scheduled clinical conferences held by the assigned College of the Canyons nursing faculty member. Students must work 153 hours to receive credit. Offered pass/no-pass only. May be taken four times for credit.

NURSNG 212 PHYSICAL ASSESSMENT

Units: 1.00

CSU 18.00 hours lecture maximum

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. Offered pass/no-pass only. May be taken two times for credit.

NURSNG 215 PHARMACOLOGICAL PRINCIPLES

Units: 3.00

CSU 54.00 hours lecture maximum

Presents in-depth pharmacological principles, including drug classifications, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, legal and ethical issues, patient and family education, and dosage calculation. (Formerly NSCOL 275)

NURSNG 220 PSYCHIATRIC NURSING

Units: 4.00

CSU 45.00 hours lecture maximum, 81.00 hours lab maximum

Prerequisite: NURSNG-122 and PSYCH-101/101H.

Focuses on the dynamics of children, adolescents, and adults undergoing psychological stress. Presents a comprehensive overview of psychiatric diseases as well as the applicable nursing care. The multifaceted needs of patients are examined, but the psychological dimension is more heavily emphasized when applying the nursing process to help patients achieve self-care. (Formerly NURSNG-200 and NURSNG-200L)

NURSNG 222 INTERMEDIATE MEDICAL-SURGICAL NURSING

Units: 5.50

CSU 54.00 hours lecture maximum, 135.00 hours lab maximum

Prerequisite: NURSNG-220.

The third in a series of medical/surgical nursing courses. Examines the care of patients with cardiac, respiratory, and neurological diseases. The dynamic interrelationship between the physiological, psychological, socio-cultural, developmental, and spiritual dimensions is more fully explored than in previous courses. Use of the nursing process emphasizes focusing and prioritizing care to help patients achieve self-care. (Formerly NURSNG-202 and NURSNG-202L)

NURSNG 232 ADVANCED MEDICAL/SURGICAL NURSING

Units: 9.50

CSU 99.00 hours lecture maximum, 216 hours lab maximum

Prerequisite: NURSNG-222.

The fourth in a series of medical/surgical nursing courses. Examines the care of patients with complex multi-system issues. Also examines renal, immune, endocrine, and oncology disorders. Management and leadership skills are used to meet the physiological, psychological, socio-cultural, developmental, and spiritual needs of patients in a variety of settings. Students apply the nursing process to help a wide range of patients achieve self-care. (Formerly NURSNG-204 and NURSNG-204L)

NURSNG 242 CRITICAL CARE NURSING II

Units: 3.00

CSU 54.00 hours lecture maximum

Recommended Preparation: For RN or LVN students.

A study of current concepts of critical care nursing of disease processes for each of the major body systems: pulmonary, cardiovascular, neurological, renal, endocrine, hematological, immunologic, gastrointestinal and multisystem. Critical care equipment and procedures related to the care of these clients will be discussed. Psychosocial and ethical and legal aspects of critical care nursing will be addressed.

NURSNG 244 EMERGENCY ROOM NURSING

Units: 3.00

54.00 hours lecture

Prerequisite: NURSNG-222 or RN, LVN license.

Presents current concepts of emergency room nursing practice related to trauma and major medical/surgical emergencies, including special populations and legal and regulatory issues.

NURSNG 246 DISASTER NURSING AND EMERGENCY PREPAREDNESS

Units: 3.00

54.00 hours lecture

Prerequisite: NURSNG-222 or RN, LVN license.

Prepares nurses for major public health emergencies, including tornadoes, floods, hurricanes, earthquakes, infectious disease outbreaks, and biological, chemical, and radiological events. Covers information that is applicable to any catastrophe, including legal and ethical issues, psychosocial impact, crisis communications, and care of children during disasters.

CURRICULUM EFFECTIVE FALL 2011

NURSNG 109 TRANSITION INTO NURSING

Units: 4.00

CSU 31.50 hours lecture, 121.50 hours lab

Prerequisite: Admission to the Nursing Program.

Designed to assist all transfer, returning, and LVN to RN students to successfully integrate into the Registered Nursing Program, including the knowledge, skills, and attitudes necessary to address health problems of adult and elderly patients as a provider of care, manager of care, and member of the nursing profession. Emphasizes a patient-centered approach by focusing on their multifaceted needs and the integrated concepts of person, health, nursing and environment.

NURSNG 112 FOUNDATIONS OF NURSING

Units: 4.25

CSU 36.00 hours lecture, 121.50 hours lab

Prerequisite: Admission to the Nursing Program.

Presents the foundational knowledge, skills, and attitudes necessary for socialization to the roles of provider of care, manager of care, and member of the nursing profession. Prepares the student for patient-centered nursing by focusing on the physiological, psychological, socio-cultural, developmental, and spiritual needs of patients across the lifespan and the integrated concepts of person, health, environment and nursing.

NURSNG 114 FUNDAMENTALS OF NURSING

Units: 6.50

CSU 63.00 hours lecture, 162.00 hours lab

Prerequisite: NURSNG-112

Presents the knowledge, skills, and attitudes necessary to provide basic care to adult and elderly patients as a professional nurse at a fundamental level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and health alterations of mobility and protection.

NURSNG 124 BEGINNING MEDICAL-SURGICAL NURSING

Units: 5.75

CSU 63.00 hours lecture, 121.50 hours lab

Prerequisite: NURSNG-114

Presents the knowledge, skills, and attitudes necessary to provide care for non-complex health problems of adult and elderly patients at a beginning level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, nutrition, elimination, metabolism and sexuality.

NURSNG 126 PSYCHIATRIC NURSING

Units: 3.75

CSU 40.50 hours lecture, 81.00 hours lab

Prerequisite: NURSNG-114 and PSYCH-101/101H

Presents the knowledge, skills, and attitudes necessary to provide care for health problems of psychiatric patients across the life-span at a beginning level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and psychological health alterations.

NURSNG 234 INTERMEDIATE MEDICAL-SURGICAL NURSING

Units: 4.75

CSU 45.00 hours lecture, 121.50 hours lab

Prerequisite: NURSNG-124 and NURSNG-126

Presents the knowledge, skills, and attitudes necessary to provide care for complex health problems of adult and elderly patients at an intermediate level. Emphasizes management of patient-centered care by focusing on the multifaceted needs of patients and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, elimination, mobility, sensation, cognition and sexuality.

NURSNG 236 MATERNAL CHILD NURSING

Units: 5.50

CSU 58.50 hours lecture, 121.50 hours lab

Prerequisite: NURSNG-234

Presents the knowledge, skills, and attitudes necessary to provide care for health problems of the pediatric, newborn, maternal patient and their families at the intermediate level. Emphasizes management of patient and family centered care by focusing on the multifaceted needs of the family and integrated concepts related to wellness and alterations health.

NURSNG 240 ADVANCED MEDICAL-SURGICAL NURSING AND LEADERSHIP

Units: 8.50

CSU 72.00 hours lecture, 243.00 hours lab

Prerequisite: NURSNG-234 and NURSNG-236

Presents the knowledge, skills, and attitudes necessary to provide care for complex and multi-system health problems of the adult and elderly patient at an advanced level. Manages groups of patients and provides leadership for patient centered care by focusing on their multifaceted needs and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, elimination, mobility, sensation and cognition. Prepares the student for transition into practice.

PARALEGAL

Associate in Arts Degree: Paralegal Studies

The paralegal profession continues to be one of the fastest growing professions in the United States. COC's Paralegal Studies curriculum prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. Students who successfully complete the Paralegal Studies Program will have: a broad-based understanding of the American legal system and the practice of law in California; the skills and knowledge needed to work as a paralegal in civil litigation law firms; an understanding of and appreciation for the ethical rules and regulations applicable to the paralegal and other legal professionals; a balanced education based on the integration of legal theory and practical course work; strong written and oral communication skills; and the tools necessary to begin a career in a respected and well-paid profession. Successful paralegals have excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

Associate in Arts Degree: Paralegal Studies

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a paralegal.

Program Requirements:

Units Required: 31

	Units
PARLGL-101 Introduction to Law	3.0
PARLGL-104 Contract Law	3.0
PARLGL-105 Tort Law	3.0
PARLGL-106 Legal Analysis and Writing	3.0
PARLGL-107 Legal Ethics	1.0
PARLGL-108 Legal Research	3.0
PARLGL-109 Computer Literacy for Paralegals ..	3.0
PARLGL-111 Civil Litigation I	3.0
PARLGL-112 Civil Litigation II	3.0
PARLGL-150 Family Law	3.0
PARLGL-200 Paralegal Seminar	1.0

Plus a minimum of two units from the following:

CWE-188PLGL Cooperative Work Experience
Education1.0 - 4.0

Recommended electives:

PARLGL-140 Bankruptcy3.0
 PARLGL-180 Estate Planning3.0
 POLISC-150 Introduction to American
 Government and Politics3.0
 OR
 POLISC-150H Introduction to American
 Government And Politics -
 Honors3.0

PARLGL 101 INTRODUCTION TO LAW

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of the history, philosophy, and practices of the legal profession, including paralegals, in the United States while introducing legal concepts, terms and theories.

PARLGL 104 CONTRACT LAW

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: PARLGL-101

Examines contract law, including formation of contracts, statute of frauds, third-party rights and remedies, liability for breach of contract, and the Uniform Commercial Code.

PARLGL 105 TORT LAW

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: PARLGL-101

Introduces tort law including the study of negligence, strict liability and intentional torts.

PARLGL 106 LEGAL ANALYSIS AND WRITING

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H

Examines the processes of analysis and writing found within the legal profession, including preparation of legal memoranda.

PARLGL 107 LEGAL ETHICS

Units: 1.00

CSU 18.00 hours lecture

Examines legal ethics and rules of professional responsibility, including unauthorized practices of law, confidentiality, conflicts of interest, and advice and solicitation, as they affect legal professionals.

PARLGL 108 LEGAL RESEARCH

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: PARLGL-101

Covers legal research tools (hard copy and computer databases) and strategies, including primary authority (cases, statutes, regulations, and constitution) and secondary authority.

PARLGL 109 COMPUTER LITERACY FOR PARALEGALS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents the specific software applications and document preparation processes used in the legal profession. Familiarity with computer keyboarding and the Windows operating system is assumed.

PARLGL 111 CIVIL LITIGATION I

Units: 3.00

CSU 54.00 hours lecture

Examines the basic functions and procedures found within a civil law office, including pre-suit considerations, initial pleadings, challenges to pleadings, interrogatories, depositions, discovery law and motion, and the review of legal ethics. Students who have earned credit for PARLGL 110 cannot receive credit for this course.

PARLGL 112 CIVIL LITIGATION II

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: PARLGL-111

Examines the basic functions and procedures found within a civil law office, including third party depositions, discovery subpoenas, request for admissions, demand for inspection, demand for physical or mental exam, calendaring trial deadlines, preparation for motion for summary judgment, trial and appeal, and the review of legal ethics. Students who have earned credit for PARLGL-110 cannot receive credit for this course.

PARLGL 140 BANKRUPTCY

Units: 3.00

CSU 54.00 hours lecture

Overview of the basic functions, procedures and ethics involved when examining various forms of bankruptcy law. Introduces the techniques of intake, preparation, and filing of the necessary forms to resolve bankruptcy cases.

PARLGL 150 FAMILY LAW

Units: 3.00

CSU 54.00 hours lecture

Introduces students to the fundamentals of family law.

PARLGL 180 ESTATE PLANNING

Units: 3.00

CSU 54.00 hours lecture

Focuses on the preparation of wills, trusts, life insurance, annuities, tax issues and administration after death.

PARLGL 200 PARALEGAL SEMINAR

Units: 1.00

CSU 18.00 hours lecture

Prerequisite: PARLGL-101, 105, 106, 107, 108, 109, 111, 112, and POLISC-150 /150H

Provides the capstone course for the Paralegal Program, including interning in a law office or other place of employment of paralegals. Students will review rules of ethics, write resumes, create portfolios, practice interview techniques, and develop skills necessary for employment as a paralegal, while participating in a seminar setting.

PARLGL 201 AGING AND THE LAW

Units: 3.00

CSU 54.00 hours lecture

Examines the legal, ethical, and social issues impacting aging adults as well as introduces law-related documentation processes and procedures used to serve older clients.

PHILOSOPHY

Associate in Arts Degree: Philosophy

Philosophy is the activity of trying to make sense of our world through sustained and rigorous thinking about the most difficult questions rooted in the minds of human beings. Thus, the study of philosophy invites reflection upon and analysis of the nature of reality, value, and the self. Courses in philosophy offer students the opportunity for self-development and the building of a coherent view of world and culture. Majoring in philosophy is an excellent way to develop skill in argument analysis as well as critical reasoning, and thus is relevant to understanding problems and evaluating solutions in any area of study or employment. The study of philosophy is excellent preparation for careers in law, journalism, politics, and university teaching. Study in philosophy does not focus on what to think, but on how to think. The program in Philosophy is designed as preparation for transfer to a four-year university with a major in Philosophy, Humanities, or any liberal arts discipline.

Student Learning Outcome:

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

Program Requirements:

Units Required: 21

	Units
PHILOS-101 Introduction to Philosophy	3.0

Plus three units from the following:

PHILOS-106 Critical Reasoning	3.0
OR	
PHILOS-230 Symbolic Logic	3.0

Plus three units from the following:

PHILOS-120 Introduction to Ethics	3.0
OR	
PHILOS-240 Contemporary Moral Problems	3.0

Plus three units from the following:

PHILOS-110 History of Early Philosophy	3.0
OR	
PHILOS-111 History of Philosophy- Renaissance Through the 19th Century	3.0

Plus three units from the following:

PHILOS-102 Introduction to Eastern Religion & Philosophy	3.0
OR	
PHILOS-220 Introduction to Comparative Religion	3.0
OR	
PHILOS-225 Introduction to Philosophy of Religion	3.0

Plus three units from the following:

PHILOS-112 History of Philosophy - 20th Century Philosophy	3.0
OR	
PHILOS-250 Environmental Ethics	3.0

PLUS

Three additional units from any of the above courses that have not yet been taken. 3.0

PHILOS 101 INTRODUCTION TO PHILOSOPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys major western and non-western philosophies, philosophical figures and philosophical issues, including theory of knowledge, nature of reality, the mind/body problem, philosophy of religion, political philosophy, and ethical theory.

PHILOS 102 INTRODUCTION TO EASTERN RELIGION AND PHILOSOPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Explores philosophies contained in Hinduism, Buddhism, Confucianism, Taoism and Shinto.

PHILOS 106 CRITICAL REASONING

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces reasoning skills for evaluating and understanding arguments, including using deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-106 and SOCI-108 combined, maximum credit one course.

PHILOS 110 HISTORY OF EARLY PHILOSOPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys ancient and medieval European philosophical thought from the Pre-Socratics through Medieval philosophers, including Socrates, Plato, Aristotle, Anselm, Augustine, Abelard and Aquinas.

PHILOS 111 HISTORY OF PHILOSOPHY: RENAISSANCE THROUGH THE 19TH CENTURY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys western philosophical thought from the Renaissance through the 19th century, including the philosophical systems of empiricism, rationalism, skepticism and idealism.

PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys 20th and 21st century investigations into notions of human nature, the place of individuals in history, and the determination of value and choice. Topics include European existentialism (Nietzsche, Sartre, Camus, etc.), analytical philosophy, and contemporary thinkers and movements.

PHILOS 120 INTRODUCTION TO ETHICS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

PHILOS 210 INTRODUCTION TO ETHICS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION

Units: 3.00

UC:CSU 54.00 hours lecture

A philosophical overview and study of major world religions, eastern and western. Includes historical roots, major doctrines and figures and central concerns.

PHILOS 225 INTRODUCTION TO PHILOSOPHY OF RELIGION

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: PHILOS-101 or PHILOS-220

Surveys philosophical problems relating to religious belief. Topics include the existence of God, religious experience, the relationship between faith and reason, concepts of God, religion and ethics, miracles, religious language, the problem of evil, personal destiny and religious diversity.

PHILOS 230 SYMBOLIC LOGIC

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: PHILOS-101

Introduces 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.

PHILOS 240 CONTEMPORARY MORAL PROBLEMS

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces ethical theory and applied contemporary moral issues in areas such as medicine, business, health care, technology and the environment.

PHILOS 250 ENVIRONMENTAL ETHICS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: PHILOS-101

Examines complex moral issues raised by our interactions with non-human animals and the natural world, including pollution, global warming, sustainability, ecofeminism, animal rights, Third World development, property rights, fossil fuel dependency, deep ecology, "Green" politics, species preservation, rights and duties to nature, and the need for developing new, clean technologies. These issues will be examined in light of ethical theories such as utilitarianism, deontological ethics and social contract theory.

PHOTOGRAPHY

Associate in Arts Degree: Fine Art Photography

This program offers an associate degree in photography. The primary goal of this degree is to provide the student a foundation of knowledge and technical abilities for art photography. Elective courses allow for preparedness specific to industry. All lower division courses are sequenced to optimize transferability to an art or photography program at a four-year university.

Along with the transferability aspect of this program, the associate degree in photography will also provide students with basic photographic competencies. The student learning outcomes for this program are:

- Compose effective photographic images using a SLR digital camera, and utilizing rules of composition.
- Define and apply the vocabulary used in photography.
- Examine historical and contemporary uses of photography.
- Evaluate photographic prints using critical and aesthetic standards.
- Create and design a photographic portfolio, as well as, analyze, appraise and evaluate the portfolios of others photographers (both student and professional).

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer into a photography program at a four-year college or university.

Program Requirements:

Units Required: 30

	Units
ART-110 Art History: Ancient to Medieval . . .	3.0
ART-111 Art History: Renaissance to Modern	3.0
ART-124A Drawing I	3.0
ART-140 Beginning Design: Two-Dimensional Media	3.0
ART-141 Beginning Design: Three-Dimensional Media	3.0
PHOTO-140 History of Photography	3.0
PHOTO-150 Introduction to Cameras and Composition	3.0
PHOTO-155 Photography	3.0

OR

PHOTO-160 Black and White Photography	3.0
<i>Plus six units from the following:</i>	
PHOTO-171 Handmade Book and Photographic Reproduction Process	3.0
PHOTO-180 Documentary and Landscape Photography	3.0
PHOTO-185 Experimental Photography	3.0
PHOTO-190 Studio Photography	3.0
PHOTO-195 Color Photography	3.0
PHOTO-201 Independent Projects in Photography	2.0
PHOTO-280 Large Format Photography and the Zone System	3.0
PHOTO-285 Concept Development	3.0
PHOTO-295 Professional Practices and Portfolio	3.0
GMD-105 Digital Imaging	3.0

Certificate of Achievement: Fine Art Photography

This program is designed to prepare a student for an entry-level position in a career related to fine art photography such as fine art photographer, fine art assistant photographer, custom photographic printing, or photographic lab assistant.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in fine art photography.

Program Requirements:

Units Required: 21

	Units
ART-111 Art History: Renaissance to Modern	3.0
ART-124A Drawing I	3.0
ART-140 Beginning Design: Two-Dimensional Media	3.0
PHOTO-140 History of Photography	3.0
PHOTO-150 Introduction to Cameras and Composition	3.0
PHOTO-155 Photography	3.0

OR

PHOTO-160 Black and White Photography	3.0
PHOTO-295 Professional Practices and Portfolio	3.0

Recommended Electives:

GMD-105 Digital Imaging	3.0
PHOTO-180 Documentary and Landscape Photography	3.0
PHOTO-185 Experimental Photography	3.0
PHOTO-190 Studio Photography	3.0
PHOTO-195 Color Photography	3.0
PHOTO-285 Concept Development	3.0
PHOTO-171 Handmade Book and Photographic Reproduction Process	3.0

PHOTO-201	Independent Projects in Photography2.0
PHOTO-280	Large Format Photography and the Zone System3.0

Certificate of Achievement: Commercial Photography

This program is designed to prepare a student for an entry-level position in a career related to commercial photography such as commercial photographer, digital imaging technician, event photographer, commercial assistant photographer, photography laboratory technician, photography restoration specialist, wedding photographer, portrait photographer, or advertising photographer.

The student learning outcomes for this program are:

- Define and apply the vocabulary used in the photographic industry.
- Compose effective photographic images using small and medium format digital cameras and utilizing rules of composition.
- Differentiate and utilize appropriate computer hardware and software for digital imaging by creating a variety of conceptually and aesthetically interesting images.
- Design and operate photographic studio lighting equipment, including evaluation and practice of advanced light metering techniques.
- Create and design a photographic portfolio, as well as, analyze, appraise and evaluate the portfolios of others photographers (both student and professional).
- Develop and assess critical organizational and business skills.

Student Learning Outcome:

Students will be able to demonstrate and apply the technical skills and principles of commercial photography.

Program Requirements:

Units Required: 21

	Units	
PHOTO-150	Introduction to Cameras and Composition3.0
PHOTO-155	Photography3.0
PHOTO-190	Studio Photography3.0
PHOTO-195	Color Photography3.0
PHOTO-295	Professional Practices and Portfolio3.0
GMD-105	Digital Imaging3.0
<i>Recommended electives:</i>		
PHOTO-200	Portraiture3.0
PHOTO-201	Independent Projects in Photography2.0
PHOTO-210	Wedding Photography3.0
PHOTO-285	Concept Development3.0

PHOTO 090L PHOTOGRAPHIC LAB PRACTICES

Units: 1.00

54.00 hours lab

May be taken four times for credit

A lab for the currently-enrolled photography student who wishes to increase skills through the use of the photography lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Offered pass/no-pass only. Units do not apply to the associate degree.

PHOTO 091L ADVANCED PHOTOGRAPHY LAB

Units: 1.00

54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-160

A lab for the currently-enrolled photography student who wishes to increase skills through the use of the photography lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Offered pass/no-pass only. Units do not apply to the associate degree.

PHOTO 140 HISTORY OF PHOTOGRAPHY

Units: 3.00

UC:CSU 54.00 hours lecture

History and appreciation of photography from 19th century to present; relationship with history, culture, technology, art, social values, and other concerns.

PHOTO 150 INTRODUCTION TO CAMERAS AND COMPOSITION

Units: 3.00

UC:CSU 54.00 hours lecture

Explores how artistic and mechanical principles are used to record photographic images. Students review photographic works that include major influences in the photographic world and relate broader artistic and societal issues. No laboratory. It is recommended that students provide a digital or 35 MM film SLR camera capable of manual exposure adjustment. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

PHOTO 155 PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, and techniques of photography, including the theory and basic principles of image correction and print technologies. Note: It is recommended that students provide a digital SLR camera capable of manual exposure adjustment.

PHOTO 160 BLACK AND WHITE PHOTOGRAPHY

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

A beginning course in 35mm black and white photography integrating both mechanical and artistic principles to record photographic images. Acquaints students with basic history, mechanics, optics, chemistry, aesthetics, and lighting principles of elementary black and white photography. The student may furnish a fully manual/adjustable 35mm SLR camera. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

PHOTO 171 HANDMADE BOOK AND PHOTOGRAPHIC REPRODUCTION PROCESS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Explores methods of photographic reproduction processes as related to traditional and non-traditional forms of bookbinding.

PHOTO 180 DOCUMENTARY AND LANDSCAPE PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-160

Explores documentary and landscape genre photography for its aesthetic, social and political impact. Includes fieldwork and field trips.

PHOTO 185 EXPERIMENTAL PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-155 or PHOTO-160

Designed for the intermediate level student, this course will explore experimental and technical process and creative camera operations, and give opportunity to fully develop an understanding of the alternative methods of photographic print making.

PHOTO 190 STUDIO PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-155 and PHOTO-160

Explores the photographic studio through lectures and demonstrations, including medium format cameras, studio light equipment, and the history of studio photography will also be discussed.

PHOTO 195 COLOR PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-155 or PHOTO-160

Presents the principles of light and color in digital or film photography and the practice of exposure and color printing.

PHOTO 200 PORTRAITURE

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-155 or PHOTO-160

Explores basic portraiture techniques for commercial photographic and artistic use, utilizing medium format cameras.

PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY

Units: 2.00-3.00

CSU 18.00 hours lecture, 54.00-108.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-150, PHOTO-155, or PHOTO-160

A course for intermediate and advanced students to explore individual photographic projects and techniques. Offered pass/no-pass only.

PHOTO 210 WEDDING PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-155 or PHOTO-160

Introduces essential skills for a career as a wedding photographer, including individual and group portraits, using studio lighting and electronic flash, developing skills in marketing, pricing and album production. It is recommended that students provide a 35 MM or medium format film or digital SLR camera capable of manual exposure adjustment.

PHOTO 215 PHOTOJOURNALISM AND NEWS PHOTOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: PHOTO-150

Introduces contemporary photojournalism and news photography through applications of theory and concepts of visual communication to digital photographic processes to produce news stories, photographic series, and photo-essays. Note: It is recommended that students have access to a Digital SLR camera with manual exposure and interchangeable lenses. (Same as MEA-215).

PHOTO 220 THE BUSINESS OF PHOTOGRAPHY

Units: 3.00

CSU 54.00 hours lecture

Introduces the business of photography, including training and strategies in creating studio space, marketing plans, building clientele, contracts and forms, creating portfolios and pricing.

PHOTO 280 LARGE FORMAT PHOTOGRAPHY AND THE ZONE SYSTEM

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-160

Expands black and white film based on utilizing large format cameras, including perspective controls, chemicals and materials, and the zone system and its variations. NOTE: To access facilities outside of class time, students must register for PHOTO-090L, Open Lab.

PHOTO 285 CONCEPT DEVELOPMENT

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Prerequisite: PHOTO-155 or PHOTO-160

Presents advanced theory, concept development and execution of the creative process. UC credit limitation: PHOTO 160, 285 and ART 250 combined: maximum credit, two courses.

PHOTO 295 PROFESSIONAL PRACTICES AND PORTFOLIO

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: PHOTO-160

Provides essential career skills for the field of photography, including preparation and presentation of a photographic portfolio, entrepreneurial and communication skills, and project planning and team work.

PHYSICAL SCIENCE

Physical Science classes prepare students to understand and appreciate nature and become knowledgeable about fundamental forces in nature, the basic principles behind modern technology and energy sources, and the role of science in everyday life. Physical Science may be utilized in such professions as teaching, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

PHYSICI 101 PHYSICAL SCIENCE

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Recommended Preparation: MATH-070

Introduces the non-science major to a survey of chemistry, and physics. Includes mechanics, heat, light, sound, motion, magnetism, electricity, light, atomic structure, chemical bonding, chemical reaction rates and their practical applications. Topics are developed with a minimum of mathematical presentation. UC credit limitation: No credit if taken after a college level course in Physics or Chemistry.

PHYSICAL EDUCATION

(See Kinesiology - Physical Education)

PHYSICS

The Physics program provides curriculum concerned with the properties of matter and energy, their interactions and transformations. The Physics program includes both major and non-major courses. The following is a sample of career options available for physics. Most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer safety officer, engineer, teacher, astrophysicist and physicist. An associate degree is not available in physics.

Associate in Science Degree: Physics for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students are required to complete:

A. a minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.

B. 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

C. No more than 60 semester units are required.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Physics. Additional majors are being developed. Please see a counselor or visit www.canyons.edu for more information.

Student Learning Outcome:

Students will be able to:

- Reason conceptually and logically about physical phenomena using scientific models involving the fundamental physics principles of kinematics, kinetics, energy conservation, electromagnetism, thermodynamics, optics, and modern physics.
- Utilize appropriate instruments to measure and examine examples of physics phenomena and relate the results of experimental data to the concepts discussed in the lecture portion of the class.

Program Requirements:

Units Required: 27

	Units	
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC-221	Physics for Scientist & Engineers: Electricity & Magnetism	4.0
PHYSIC-222	Physics for Scientist & Engineers: Wave Motion, Heat, Optics & Modern Physics	4.0
MATH-211	Calculus I	5.0
MATH-212	Calculus II	5.0
MATH-213	Calculus III	5.0

PHYSIC 101 INTRODUCTION TO PHYSICS

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: MATH-070

An introductory survey course in classical and modern physics: motion, gravity, heat, light, sound, electricity, magnetism, atomic and nuclear physics, relativity, and quantum mechanics. For non-science majors.

PHYSIC 110 GENERAL PHYSICS I

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-102

Introduces the mechanics of solids and fluids, heat and wave motion. Designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: PHYSICS 110-111, and 20-221-222 combined, maximum credit one series.

PHYSIC 111 GENERAL PHYSICS II

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: PHYSIC-110

Introduces electricity and magnetism, optics, and modern physics. Designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: PHYSICS 110-111 and 220-221- 222 combined, maximum credit one series.

**PHYSIC 220 PHYSICS FOR SCIENTISTS
AND ENGINEERS: MECHANICS OF
SOLIDS AND FLUIDS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: MATH-211

Presents a calculus-based introductory study of particle and rigid body statics and dynamics, vibrational motion, and fluid mechanics.

**PHYSIC 221 PHYSICS FOR SCIENTISTS
AND ENGINEERS: ELECTRICITY AND
MAGNETISM**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.

Presents electric and magnetic fields, circuit theory and electromagnetic induction.

**PHYSIC 222 PHYSICS FOR SCIENTISTS
AND ENGINEERS: WAVE MOTION, HEAT,
OPTICS, AND MODERN PHYSICS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Prerequisite: PHYSIC 220 and MATH-211.

Heat, introduction to thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics, and an introduction to modern physics. UC credit limitation: PHYSICS 110-111 and 220-221-222 combined, maximum credit one series.

PLUMBING TECHNOLOGY

The plumbing curriculum provides an introduction to the fundamentals for either new construction or service and repair plumbing processes.

PLMB 030 PLUMBING FUNDAMENTALS

Units: 3.00

54.00 hours lecture

Presents fundamental methods, materials and uses of tools in the plumbing industry, including occupational safety and technical drawings.

POLITICAL SCIENCE

Public authority, responsibility, and acquisition of power are 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. An associate degree is not available in political science.

POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the institutions, activities, and issues of American and California Governments while presenting an overview of the major ideas and forces that shape the use of public power in American society. The Constitution, the three branches of government, political parties, interest groups, and the media are among the major topics covered. Satisfies the Title V U.S. Constitution requirement and the California State and Local Government requirement.

POLISC 150H INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H

Examines the institutions, activities, and issues of American and California governments, including an overview of the major ideas and forces that shape the use of public power in American society, the Constitution, the three branches of government, political parties, interest groups, and the media. Additional reading, writing, and research techniques are required.

POLISC 200 INTRODUCTION TO POLITICAL SCIENCE

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the nature, scope and methodology of political science, including basic concepts, terms, contending theories, institutions and sub-fields in the discipline. This course does not meet the Title V American Institutions requirement in U.S. Constitution, California state and local government.

POLISC 210 INTRODUCTION TO POLITICAL SCIENCE

Units: 3.00

CSU 54.00 hours lecture

Examines the norms, rules, and procedures of the United Nations leading to participation in a United Nations simulation. Emphasizes parliamentary procedure, international advocacy, the role of the United Nations, and extemporaneous speaking. Field trip required.

POLISC 230 POLITICAL THEORY

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the major political concepts and theories from the early Greeks to modern day political philosophers, including the origins of government, state power, justice, and the distribution of political and economic resources that impact our conceptions of the "good life."

POLISC 250 COMPARATIVE GOVERNMENT AND POLITICS

Units: 3.00

UC:CSU 54.00 hours lecture

Provides a comparative, analytical, and theoretical study of political cultures, government institutions, and political processes from selected regions of the world.

POLISC 270 INTERNATIONAL RELATIONS

Units: 3.00

UC:CSU 54.00 hours lecture

Analyzes the basic historical, geographical, economic, ideological, and strategic factors which underlie conflict and cooperation among nations, including between international actors and structures of the international system.

POLISC 290 ETHNIC AND GENDER POLITICS

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history, issues, and political processes that affect the status and power of ethnic and gender groups which have traditionally been politically and economically disadvantaged in the United States, including issues of inclusion and exclusion; otherness and scapegoating; and, barriers of inequality among politically marginalized groups.

PSYCHOLOGY

Associate in Arts Degree: Psychology for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Student Learning Outcome:

Students will be able to assess the influence of a variety of factors that contribute to behavior and mental processes, evaluate psychological concepts, and compare and contrast theoretical perspectives, empirical findings, and historical trends in the field of Psychology.

Program Requirements:

Units Required: 18

	Units
PSYCH-101 Introduction to Psychology	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology - Honors	3.0
PSYCH-102 Physiological Psychology	3.0
PSYCH-103 Introduction to Behavioral Research Methods	3.0
PSYCH-104 Statistics for the Behavioral Sciences	3.0

Plus three units from the following:

PSYCH-109 Social Psychology	3.0
PSYCH-172 Developmental Psychology	3.0

OR

PSYCH-172H	Developmental Psychology - Honors	3.0
PSYCH-225	Psychology of Learning and Behavior	3.0

Plus three units from the following that have not already been selected from the courses listed above:

PSYCH-100	Psychology as a Major and Profession	3.0
PSYCH-105	Personal Growth and Adjustment	3.0
PSYCH-109	Social Psychology	3.0
PSYCH-126	Cognitive Psychology	3.0
PSYCH-172	Developmental Psychology	3.0

OR

PSYCH-172H	Developmental Psychology - Honors	3.0
PSYCH-175	Health Psychology	3.0
PSYCH-180	Positive Psychology	3.0
PSYCH-225	Psychology of Learning and Behavior	3.0
PSYCH-230	Human Sexuality	3.0
PSYCH-235	Psychology of Gender Roles	3.0
PSYCH-240	Abnormal Psychology	3.0
PSYCH-272	Adult Development and Aging	3.0
PSYCH-272	Adult Development and Aging	3.0

Associate in Arts Degree: Psychology

The Associate in Arts degree in Psychology will provide students with an introduction to the field of human behavior including the major perspectives, scientific foundations, and applied areas. The intent is to prepare students for future academic study in the field. The degree includes curriculum that can lead to a baccalaureate degree in psychology at a four-year college or university. The degree can also be a terminal, two year option of study for students interested in psychology who do not wish to pursue a baccalaureate degree in the field.

Student Learning Outcome:

Students will be able to assess the influence of a variety of factors that contribute to behavior and mental processes, evaluate psychological concepts, and compare and contrast theoretical perspectives, empirical findings, and historical trends in the field of Psychology.

Program Requirements:

Units Required: 24-25

Units

18 units from the following:

PSYCH-101	Introduction to Psychology	3.0
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OR

PSYCH-101H	Introduction to Psychology - Honors	3.0
PSYCH-102	Physiological Psychology	3.0

PSYCH-103	Introduction to Behavioral Research Methods	3.0
PSYCH-126	Cognitive Psychology	3.0
PSYCH-225	Psychology of Learning and Behavior	3.0
PSYCH-104	Statistics for the Behavioral Sciences	3.0

OR

MATH-140	Introductory Statistics	4.0
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OR

MATH-140H	Introductory Statistics - Honors	4.0
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Plus three units from the following:

PSYCH-172	Developmental Psychology	3.0
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OR

PSYCH-172H	Developmental Psychology - Honors	3.0
PSYCH-230	Human Sexuality	3.0
PSYCH-235	Psychology of Gender Roles	3.0
PSYCH-240	Abnormal Psychology	3.0
PSYCH-272	Adult Development and Aging	3.0

Plus three units from the following:

PSYCH-100	Psychology as a Major and Profession	3.0
PSYCH-105	Personal Growth and Adjustment	3.0
PSYCH-109	Social Psychology	3.0
PSYCH-175	Health Psychology	3.0
PSYCH-180	Positive Psychology	3.0

PSYCH 100 PSYCHOLOGY AS A MAJOR AND PROFESSION

Units: 3.00

CSU 54.00 hours lecture

Introduces the profession of psychology, including careers in the field of psychology. Exposure to prerequisite study, computer, Internet, library, and report writing skills important for success in the psychology major at various educational levels.

PSYCH 101 INTRODUCTION TO PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Examine behavior through an exploration of major concepts, theoretical perspectives, research findings, and historical trends in psychology. Topics include biological, physiological, and cognitive processes; states of consciousness; learning, memory and intelligence; life span development; psychological disorders and therapies; and social behavior.

PSYCH 101H INTRODUCTION TO PSYCHOLOGY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H
Examines behavior through an explanation of major concepts, theoretical perspectives, research findings, and historical trends in psychology. Topics include biological, physiological, and cognitive processes; states of consciousness; learning, memory and intelligence; life span development; psychological disorders and therapies; and social behavior. Additional reading, writing, critical thinking, and research techniques are required.

PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: PSYCH-101 or PSYCH-101H
Examines the functional and anatomical aspects of the nervous system in order to interpret behavior in terms of physiological processes, including cellular and organizational structure of the nervous system, the effects of psychoactive substances on the nervous system, the means by which sensory systems detect and process environmental events, and the biological basis of a variety of complex behaviors and mental processes.

PSYCH 103 INTRODUCTION TO BEHAVIORAL RESEARCH METHODS

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the basic principles and concepts of research methodology used in psychology including: naturalistic observation, case study, questionnaire, co-relational research, and laboratory experiments. Research design and the process of data analysis are also reviewed using classic studies, while providing added insight into the scientific method.

PSYCH 104 STATISTICS FOR THE BEHAVIORAL SCIENCES

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-070 or MATH-075
Examines the methods used in social and behavioral science to analyze and interpret data generated by social and behavioral science research. Emphasis is placed on gathering of data and the computation, interpretation, application, and presentation of statistics. Topics include: measures of central tendency and variability, graphing techniques, descriptive and inferential statistics, hypothesis testing, sampling, probability, non-parametric and parametric statistics, the normal distribution, t-tests, correlation, one-way and two-way analysis

of variance, and use of the Statistical Package for the Social Sciences (SPSS). UC credit limitation: ECON-291, MATH-140, MATH-140H, PSYCH-104 and SOCI-137 combined, maximum credit one course.

PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT

Units: 3.00

UC:CSU 54.00 hours lecture

Emphasizes the application of theoretical psychology to the personal growth and self-knowledge issues relevant to college students. Explores topics such as the search for identity, stress, emotions and interactions with others.

PSYCH 109 SOCIAL PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the psychological theories, psychological research and applications in major areas of social psychology, including communication and social interaction, group dynamics, attitudes, stereotyping and prejudice, altruism and aggression, person perception and social cognition, roles, and cultural differences.

PSYCH 126 COGNITIVE PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the theory and research related to information-processing, focusing on attention, perception, memory storage and information retrieval. Also highlights work in artificial intelligence and cognitive neuroscience which serves to describe and explain cognitive processes.

PSYCH 172 DEVELOPMENTAL PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys human development, emphasizing changes occurring throughout the lifespan, including the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults.

PSYCH 172H DEVELOPMENTAL PSYCHOLOGY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H
Surveys human development throughout the lifespan, emphasizing physical, emotional, cognitive, and social changes occurring from the prenatal period through late adulthood. Additional reading, writing, critical thinking, and research techniques are required.

PSYCH 175 HEALTH PSYCHOLOGY

Units: 3.00

CSU 54.00 hours lecture

Introduces the research, theoretical, and methodological approaches utilized in health psychology, including health behavior, primary prevention techniques, stress and coping strategies, treatment settings, and management of chronic and terminal illnesses. Relationships between psychological, biological, and social factors are also examined.

PSYCH 180 POSITIVE PSYCHOLOGY

Units: 3.00

CSU 54.00 hours lecture

Explores the theory and research on the sources and effects of positive cognitive states, positive emotional states, and prosocial behavioral processes. Also examines Western and Eastern cultural approaches to the understanding of human strengths, developmental influences on positive functioning, methods for measuring and enhancing human strengths, and the benefits of human strengths, positive experiences and positive environments.

PSYCH 225 PSYCHOLOGY OF LEARNING AND BEHAVIOR

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: PSYCH-101 or PSYCH-101H

Introduces behavioral psychology, covering such topics as classical conditioning, operant conditioning, observational learning, and behavior modification.

PSYCH 230 HUMAN SEXUALITY

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: PSYCH-101 or PSYCH-101H

Explores the psychological and physiological aspects of human sexuality, including social and biological foundations of sexuality, human anatomy, reproduction, 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 our society.

PSYCH 235 PSYCHOLOGY OF GENDER ROLES

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the psychological development of women and men as related to gender issues, including 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.

PSYCH 240 ABNORMAL PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended preparation: PSYCH-101 or PSYCH-101H

Examines the history, patterns, and causes of maladaptive behavior as reviewed in the field of abnormal psychology, including clinical assessments using the current Diagnostic and Statistical Manual, therapies, and prevention strategies.

PSYCH 272 ADULT DEVELOPMENT AND AGING

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys adult human development and aging, emphasizing changes occurring throughout the adult years. Examines the physical, emotional, cognitive, and social growth and aging of adults. Cross cultural studies of development and aging will also be discussed throughout the course.

PUBLIC SAFETY

The college, in conjunction with various community partner agencies, provides additional advanced training courses that are approved by the Commission on Peace Officer Standards Training (P.O.S.T.). These advanced training courses are part of the Public Safety (PUBSAF) series, and include concentrations in six distinct disciplines: Administration, Patrol, Investigation, Tactical, Firearms, and instruction for non-sworn personnel. Various formats will occur depending on the subject matter being taught.

Registration for the following courses is limited to students who have successfully completed program prerequisites

in all courses listed below. The courses listed below may be repeated if used for legally-mandated training; are offered pass/no-pass only and units do not apply to the associate degree (except for 200 level courses).

PUBSAF 10AA LEADERSHIP EMPLOYEE RELATIONS

Units: 0.50-1.00 - Not transferable 8.00-16.00 hours lecture

This course teaches the student to utilize their leadership skills and knowledge of labor laws to enhance employee relations in the work environment.

PUBSAF 10AB SEX OFFENDER AND REGISTRATION ENFORCEMENT

Units: 0.50 - Not transferable 8.00 hours lecture

This course provides the student with the laws, rules, procedures, and protocols for the registration of sex offenders.

PUBSAF 10AC CROWD MANAGEMENT AND CONTROL FOR MANAGEMENT

Units: 0.50 - Not transferable 8.00 hours lecture

Designed to give supervisors and managers the opportunity to learn or review policy, procedures, protocols, and laws relating to Crowd Control Management, focusing on the managers' roles, responsibilities, and leadership responsibilities in managing large crowds.

PUBSAF 10AD BATON FOR CROWD CONTROL INSTRUCTOR

Units: 0.25-0.50 - Not transferable 4.00-8.00 hours lecture, 4.00-8.00 hours lab

Instructor Training Course that provides training the effective use of a baton in crowd control.

PUBSAF 10AE GANG SUPERVISOR COURSE

Units: 0.50 - Not transferable 8.00 hours lecture, 8.00 hours lab

Course designed for police supervisory personnel in the supervision of a unit that is responsible for monitoring and reducing gang activity.

PUBSAF 10AF INTERMEDIATE ICS

Units: 1.25 - Not transferable 20.00 hours lecture

An intermediate level course for those who are charged with the administration or application of the Incident Command System at the local, state or federal level.

PUBSAF 10AG ICS ADVANCED

Units: 1.00 - Not transferable 16.00 hours lecture

An advanced Incident Command System (ICS) course for those who are involved in the administration or application of the ICS at the state, local or Federal level.

PUBSAF 10AH DEPUTY LEADERSHIP INSTITUTE

Units: 1.00 - Not transferable 16.00 hours lecture

Develops and enhances deputy sheriffs' ability to better perform their job duties implementing the ethics, values and principles of law enforcement in a leadership role.

PUBSAF 10AI DEVELOPING LEARNING ACTIVITIES

Units: 1.00 - Not transferable 8.00 hours lecture, 16.00 hours lab

Introduces the concepts, principles and methods of developing learning activities, including identifying critical and non-critical tasks, learning activity summaries, identifying various learning styles, presentation methods, lesson plan development, and creating a task list.

PUBSAF 10AJ REGULAR BASIC COURSE (RBC) FACILITATOR CAPRA INTER

Units: 1.00 - Not transferable 8.00 hours lecture, 16.00 hours lab

Introduces advanced concepts, skills, teaching fundamentals, methods, and philosophies of problem based learning and instructor facilitation. Focus on the CAPRA Problem Solving Model (Client-Acquiring-Partnership-Response-Assessment) .

PUBSAF 10AK ACADEMY INSTRUCTOR CERTIFICATION COURSE

Units: 2.50 - Not transferable 40.00 hours lecture

Introduces the principles, concepts, theories, and skills needed to qualify as a Police Academy Instructor according to POST standards.

PUBSAF 10AL SUPERVISORY LINE DEPUTY - SUPERVISORY COURSE

Units: 0.75 - Not transferable 14.00 hours lecture, 2.00 hours lab

Introduces the essential supervisory principles and concepts that lead students to accomplish daily supervisory tasks. The students will develop skills that will assist them in problem solving and critical decision making.

PUBSAF 10AM ETHICS: TO SERVE WITH INTEGRITY

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to the dynamics of ethical decision-making and develops a method for examining ethical issues. The student will apply concepts through a learning activity centered on a contemporary ethical issue.

PUBSAF 10AN STAFF OFFICER ANNUAL REPORT (SOAR)

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to concepts, philosophies, policies and procedures and contemporary issues facing law enforcement leaders and managers.

PUBSAF 10AO CONSOLIDATED CRIMINAL HISTORY REPORTING

Units: 0.25-5.00 - Not transferable 4.00-80.00 hours lecture

Introduces Consolidated Criminal History Reporting System (CCHRS).

PUBSAF 10AP LAN (LOCAL AREA NETWORK)

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals of working in a local area network.

PUBSAF 10AQ NECS (NETWORK COMM SYSTEM)

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Use of LAPD network communications.

PUBSAF 10AR PROACT (CIVIL LITIGATION)

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals of civil litigation exposure.

PUBSAF 10AS STAFF OFFICER ANNUAL RETREAT

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Annual review of policies and concerns for staff officers.

PUBSAF 10AT SUPERVISORY DEVELOPMENT SCHOOL

Units: 9.00-10.00 - Not transferable 144.00-1600.00 hours lecture

PUBSAF 10AU WATCH COMMANDER SCHOOL

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

A basic class on the role and duties of an L.A.P.D. patrol watch commander.

PUBSAF 10AV WEST POINT LEADERSHIP PART I

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Leadership training for the USMA at West Point.

PUBSAF 10AW WEST POINT LEADERSHIP PART II

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Leadership training for the USMA at West Point.

PUBSAF 10AX WEST POINT LEADERSHIP PART III

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Leadership training for the USMA at West Point.

PUBSAF 10AY WEST POINT LEADERSHIP PART IV

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Leadership training for the USMA at West Point.

PUBSAF 10AZ ADVANCED JAIL SECURITY

Units: 0.50 - Not transferable 8.00 hours lecture

Teaches students basic jail security techniques and escape prevention. Provides information on past escapes pointing out security issues such as: tool security, security checks, inmate counts, inmate movement, complacency and more. The case review and analysis portion allows the class to analyze an escape scenario identifying breaches of security which could lead to an escape.

PUBSAF 10BA ANGER MANAGEMENT

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Designed to enable the student to understand and recognize the many aspects of anger and become skilled at dealing with and managing anger and related issues. Offered credit/no-credit only.

PUBSAF 10BB BASIC VIDEO TRAINING

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

This course is designed to familiarize students with the principles and techniques of operating a video camera for the purpose of recording jail disturbances, cell extractions and gathering evidence for future prosecutions.

PUBSAF 10BC CPR RECERTIFICATION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Reviews the philosophies and basic principles of CPR and the mechanics of basic life support.

PUBSAF 10BD DEPARTMENT ETHICS AND FRATERNIZATION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Department ethics and fraternization.

PUBSAF 10BE FIRST AID RECERTIFICATION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Designed to review the philosophies and concepts of first aid and personal safety mandated by the State of California Emergency Medical Services Authority (EMSA). Instructs staff to apply proper first aid procedures when confronted with a medical emergency.

PUBSAF 10BF SIGN LANGUAGE FOR EMERGENCY PERSONNEL

Units: 0.25 - Not transferable 4.00 hours lecture

Sign language for emergencies.

PUBSAF 10BG SUPERVISOR'S FORCE UPDATE

Units: 0.50 - Not transferable 8.00 hours lecture

Supervisor's force update.

PUBSAF 10BH SUICIDE PREVENTION

Units: 0.25 - Not transferable 4.00 hours lecture

Addresses suicide as it occurs in a custody setting, identifies the 'at risk' inmate and the events that trigger suicidal situations. Detailed procedures for prevention, identification of symptoms that signal suicide risk, and intervention measures to ward off suicide are discussed.

PUBSAF 10BI PREMIERE CAD

Units: 1.50 - Not transferable 24.00 hours lecture

Provides techniques and technical skills necessary to effectively operate the Premiere Computer Aided Dispatch System.

PUBSAF 10BJ CRITICAL INCIDENT DECISION MAKING HYDRA SIMULATION

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to techniques that examine and identify means of improving police service's management of critical incidents. Developed simulations provide law enforcement leadership teams with the ability to develop problem solving skills in a realistic and immersive environment.

PUBSAF 10BK AUDITING POLICE DEPARTMENTS

Units: 2.00 - Not transferable 32.00 hours lecture

Presents the student skills necessary for auditing police departments, including risk assessment, audit planning procedures and sampling techniques.

PUBSAF 10DH PLAIN CLOTHES OFFICER SAFETY UPDATE

Units: 0.25-0.50 - Not transferable 4.00-8.00 hours lecture

Provides an update on the skills, policies and procedures regarding firearms, undercover officer rescue, and arrest and control.

PUBSAF 20AA CROWD MANAGEMENT CONTROL-PATROL

Units: 0.25 - Not transferable 4.00 hours lecture, 6.00 hours lab

Provides the student the opportunity to learn or review policy, procedures, and laws related to public assemblies, crowd management and control and to provide a fast method to assemble a platoon-size, tactical force.

PUBSAF 20AB DETECTIVE OPERATIONS FOR PATROL

Units: 0.25-1.00 - Not transferable 4.00-16.00 hours lecture

Provides an understanding of the laws, legislation, and Department policies that directly impact the duties of patrol officers.

PUBSAF 20AC CRISIS NEGOTIATION UPDATE

Units: 0.50 - Not transferable 8.00 hours lecture

Provides the knowledge, tactics, advanced techniques and skills needed to manage a hostage/barricade suspect incident, focusing on updating and debriefing the members of a crisis negotiation team by reinforcing verbal and physical tactics used to manage a hostage/barricade suspect incident.

PUBSAF 20AD BICYCLE RAPID RESPONSE TEAM

Units: 0.25-0.50 - Not transferable 4.00-8.00 hours lecture, 4.00-8.00 hours lab

A course on the function and application of a police bicyclist involved in rapidly deploying to trouble areas.

PUBSAF 20AE 832 LAWS OF ARREST

Units: 3.50 - Not transferable 56.00 hours lecture

Provides the student with the knowledge, skills, and laws necessary to conduct arrests that comply with California Law, including aspects of community relations, cultural diversity, use of force, crimes against the justice system, laws of arrest, use of the baton and search and seizure.

PUBSAF 20AF LAW ENFORCEMENT PROTECTIVE MEASURES

Units: 0.50 - Not transferable 8.00 hours lecture

Provides the knowledge and skills needed to respond to and manage incidents involving acts of terrorism, including the concepts of terrorist threats, terrorist activities, weapons of mass destruction, potential targets of terrorism, incident command and law enforcement response actions, and prevention methods.

PUBSAF 20AG CRITICAL INCIDENT RESPONSE BASIC

Units: 0.25-1.00 - Not transferable 4.00-16.00 hours lecture, 4.00-48.00 hours lab

Provides the basic knowledge, skills, and protocols for handling critical incidents, including the four characteristics of all crises, the stages of a crisis, potential crisis individual indicators, events that can precipitate a crisis, and the procedures for responding, mitigating, and recovery from a critical incident.

PUBSAF 20AH COUNTER TERRORISM TRAINING - LERA

Units: 0.50 - Not transferable 8.00 hours lecture

Provides the knowledge and skills needed to respond to and manage an incident involving chemical, biological, radiological and nuclear (CBRNE) weapons, as well as the skills needed to evaluate and provide basic medical treatment to victims exposed to weapons of mass destruction.

PUBSAF 20AI FIREARMS TACTICAL (ADVANCED)

Units: 0.25-1.00 - Not transferable 4.00-16.00 hours lecture, 4.00-48.00 hours lab

Provides basic firearm safety rules, advanced tactics and techniques in the use of a handgun and shotgun, advanced weapon manipulation skills, combat shooting, and marksmanship proficiency.

PUBSAF 20AJ SEARCH AND SEIZURE LAW

Units: 0.50 - Not transferable 8.00 hours lecture

Introduces the basic principles, concepts, and legal issues concerning search and seizure. Focuses on constitutional issues regarding Fourth Amendment Rights, probable cause, legal standing, knock and notice, detentions and types of searches.

PUBSAF 20AK NIGHT INDIVIDUAL PROFICIENCY COURSE (N.I.P.R.C.)

Units: 0.50 - Not transferable 5.00 hours lecture, 5.00 hours lab

Introduces the basic fundamentals, emergency procedures, protocols and advanced skills needed for riding a motor cycle at night.

PUBSAF 20AL MOTORCYCLE TRAINING INSTRUCTOR

Units: 2.50 - Not transferable 25.00 hours lecture, 55.00 hours lab

Introduces the concepts and skills necessary to become Motorcycle Instructors, including training techniques to properly demonstrate and complete all of the motor exercises used in the Basic Motorcycle Course.

PUBSAF 20AM RADIO CAR PROCEDURES FOR FIRST RESPONDER

Units: 0.50 - Not transferable 6.00 hours lecture, 2.00 hours lab

Introduces the principles and skills needed to respond to a jail or county emergency/tactical alert (I.E., Escape, Civil Disturbance, Natural Disaster), when assigned as first responders.

PUBSAF 20AN LEGAL UPDATE

Units: 0.50 - Not transferable 8.00 hours lecture

Introduces the legal issues associated with law enforcement, Emphasizing laws of arrest, search and seizure, and Miranda issues. Current case law will be reviewed with their impact on existing policies and procedures.

PUBSAF 20AO CROWD MANAGEMENT/CONTROL MOTOR STRIKE TEAM

Units: 0.50 - Not transferable 8.00 hours lecture

Introduces student to the policies, procedures, techniques, and laws related to public assemblies, crowd management & control and Motor Strike Team concepts.

PUBSAF 20AP RADAR OPERATOR SCHOOL

Units: 1.50 - Not transferable 20.00 hours lecture, 12.00 hours lab

Introduces the student to the policies, procedures, techniques, and laws related to the use of radar equipment for traffic enforcement.

PUBSAF 20AQ EMERGENCY VEHICLE OPERATIONS (EVOC) PIT

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to behind the wheel instruction in low and high speed emergency vehicle operations, fundamentals of vehicle control and appropriate employment of Pursuit Immobilization Techniques (PIT).

PUBSAF 20AR FORCE REFRESHER

Units: 0.25 - Not transferable 5.00 hours lecture, 3.00 hours lab

Introduces the student to the departments use of force policy, control, search, and handcuffing, situational use of force options chart, and carotid restraint techniques.

PUBSAF 20AS RADIO CAR PROCEDURES FOR FIRST RESPONDERS

Units: 0.25 - Not transferable 6.00 hours lecture, 2.00 hours lab

Introduces the student to the skills, knowledge, and procedures needed to respond to a jail or county emergency/tactical alert (I.E., escape, civil disturbance, natural disaster) when assigned as First Responders through LASD.

PUBSAF 20AT CUSTODY COLLISION

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to the skills needed to handle and document a vehicle collision while working in a custody and transportation security detail.

PUBSAF 20AU DISASTER AND TRIAGE

Units: 0.25 - Not transferable 5.00 hours lecture, 3.00 hours lab

Introduces emergency triage techniques using the Simple Triage and Rapid Transport system, when responding to a major disaster.

PUBSAF 20AV ABC'S OF CALL TAKING

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals of GTA for patrol officers.

PUBSAF 20AW ADVANCED COLLISION COURSE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Advanced procedures as they relate to TA investigation.

PUBSAF 20AX AIRCREW COURSE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Teaches patrol officers the basics of police helicopter operations.

PUBSAF 20AY ARREST & CNTRL RECERTIFICATION

Units: 0.50 - Not transferable 1.00 hours lecture, 16.00 hours lab

Arrest and control update of persiable skills for officers.

PUBSAF 20AZ ARREST & CONTROL TECHNIQUES (BASIC-JAIL)

Units: 0.75 - Not transferable 40.00 hours lab

Arrest and control techniques taught are based upon intensive study of altercations involving LAPD officers, and the recommendations of the Civilian Martial Arts Advisory Panel (C-MAAP).

PUBSAF 20BA ARREST AND CONTROL INSTRUCTOR COURSE PART 2

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Certifies officer as an instructor in A&C when part one and part two are complete.

PUBSAF 20BB ATV RIDER-LAW ENFORCEMENT

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

An update for current law enforcement officers who enforce the laws and rules regarding all terrain vehicles.

PUBSAF 20BC BASIC BICYCLE SCHOOL

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals course for police bicycle patrol operations.

PUBSAF 20BD BASIC COLLISION COURSE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic policies and procedures as they relate to TA investigation.

PUBSAF 20BE BASIC CRIMINAL INVESTIGATION, (ICI) (PRESLEY)

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic criminal investigation techniques.

PUBSAF 20BF CRISIS NEGOTIATION - ADVANCED

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Advanced technique of crisis negotiation.

PUBSAF 20BG DANGEROUS DRUGS UPDATE 11550

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

An update for current law enforcement officers who enforce the dangerous drug laws with emphasis on 11550 H&S Code.

PUBSAF 20BH DEFENSE TACTICS UPDATE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Updates perishable skills in defensive tactics training.

PUBSAF 20BI DRIVING AWARENESS INSTRUCTOR COURSE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

An update for current law enforcement officers who are assigned instructor duties in teaching driving methods.

PUBSAF 20BJ DRIVING UNDER THE INFLUENCE UPDATE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

An update for current law enforcement officers who enforce the laws and rules regarding driving under the influence (DUI) also known as driving while intoxicated (DWI).

PUBSAF 20BK DRUG INFLUENCE UD

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Update for officers on latest information on persons under the influence of drugs.

PUBSAF 20BL DRUG RECOGNITION EXPERT INSTRUCTOR

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Course to teach qualified DRE officers methods of instruction in DRE.

PUBSAF 20BM DRUG RECOGNITION EXPERT SCHOOL

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Drug recognition expert school.

PUBSAF 20BN DRUG RECOGNITION EXPERT UD

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Update information for officers qualified as DRE's.

PUBSAF 20BO FIELD TRAINING OFFICER

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Field Training Officers (FTO) will obtain a full understanding of the importance of ethics in the workplace, and will have the ability to recognize the negative impacts of unethical behavior negatively on the officers, the police department and the community. FTO training emphasizes evaluation procedures using Standardized Evaluation Guidelines (SEG), proper identification to minimize potential liability incidents, and understanding the Community Policing and Problem Solving philosophy.

PUBSAF 20BP FIELD TRAINING OFFICER BASIC

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

A fundamental class in the training of newly hired officers who have completed a POST approved academy and need direct supervision in the practical areas of police patrol work during their initial probationary period.

PUBSAF 20BQ FIELD TRAINING OFFICER UPDATE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Ensures currency of training officers involved in supervising and training newly hired probationary officers.

PUBSAF 20BR FORCE OPTION SIMULATOR

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

An update on tactics used, available force options that can be used, and the training in articulating the reasons why a particular method was chosen.

PUBSAF 20BS FTO UPDATE MODULE 3

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

To assist students in recognizing the importance of influencing probationary officers in adhering to ethical standards and how improper behavior and ethics negatively impacts the community and the Department.

PUBSAF 20BT GANG AWARENESS UPDATE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 270.00 hours lab

Gang training update.

PUBSAF 20BU HOSTAGE CRISIS NEGOTIATION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic course for hostage negotiation officers.

PUBSAF 20BV IDAP-DRIVING UNDER INFLUENCE APPREHENSION

Units: 2.50 - Not transferable 40.00 hours lecture

Provides the student with the ability to increase DWI deterrance, identify the impaired driver, and decrease alcohol related crashes, deaths and injuries.

PUBSAF 20BW INSTRUCTOR DEVELOPMENT

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals of teaching for a police department.

PUBSAF 20BX JUVENILE PROCEDURES SCHOOL

Units: 2.00 - Not transferable 34.00 hours lecture

Provides a full understanding of the function of Child Protection Section's Injury Control Unit. Identification and investigation of child abuse cases, role of the Department of Children and Family Services and how it interfaces with law enforcement, mandated laws and procedures regarding the completion of juvenile petitions, and the State of California Welfare and Institution Code as it relates to juveniles.

PUBSAF 20BY LASER OPERATOR COURSE - LIDAR

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Use of the LIDAR Traffic Radar system.

PUBSAF 20CA LOS ANGELES POLICE RESERVE OFFICER LEVEL II TRAINING

Units: 14.00 - Not transferable 228.00 hours lecture, 60.00 hours lab

Prerequisite: ADMJUS-291PD

Provides Los Angeles Police Department reserve officer level II training. Successful completion of this course will also certify the student's ability to proceed to level III training and will certify the student under P.C. 832. Units do not apply to the associate degree.

PUBSAF 20CC MAC SCHOOL-SEXUAL ASSAULT-DOMESTIC VIOLENCE

Units: 2.50 - Not transferable 40.00 hours lecture

Designed for personnel assigned to investigate violent crimes with a focus on domestic violence, sexual assault and child abuse crime. Meets the requirements of Penal Code Section 13516 once approved by POST. (POST # 32342) POST certified and (CPT) Continuing Professional Training will be awarded.

PUBSAF 20CD MENTAL HEALTH INTRODUCTION

Units: 1.50 - Not transferable 24.00 hours lecture

To assist students in assessing and evaluating mental illnesses as a first responder.

PUBSAF 20CE MOTORCYCLE TRAINING - BASIC

Units: 4.50 - Not transferable 80.00 hours lecture

Basic training for officers newly assigned to motorcycle duty.

PUBSAF 20CF OFFICE SAFETY/FIELD TACTICS INSTRUCTOR

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic instruction in field safety techniques.

PUBSAF 20CG PATROL OFFICER AUTO THEFT INVESTIGATION

Units: 0.50-5.00 - Not transferable 8.00-90.00 hours lecture

Auto theft investigation for the patrol officer.

PUBSAF 20CH PEDESTRIAN STOPS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Manner and method of safely making pedestrian stops.

PUBSAF 20CI RADAR OPERATOR TRAINING

Units: 2.25 - Not transferable 40.00 hours lecture

Provides information on radar operations, enforcement, principles of stationery and moving radar, and case law. This course requires the student to complete a class notebook as well as two quizzes and a final examination. POST certified (#23300) and credit for continuing Professional Training (CPT) will be awarded.

PUBSAF 20CJ RAPID DEPLOY 1ST RESPONDER

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Designed to improve and enhance the student's basic skill in immediate action/rapid deployment concepts to an acceptable proficiency level to perform in a field platoon deployment.

PUBSAF 20CK SCENARIO EVALUATOR TRAINING

Units: 0.25-0.50 - Not transferable 4.00-90.00 hours lecture

To assist students with evaluating and utilizing the proper POST testing forms.

PUBSAF 20CL STOLEN VEHICLE FOR PATROL

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals of GTA for patrol officers.

PUBSAF 20CM TACTICAL FOOT PURSUITS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Familiarization on how to safely and effectively pursue a person on foot.

PUBSAF 20CN VEHICLE STOPS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Manner and method of safely making vehicle stops.

PUBSAF 20CO WEAPONS OF MASS DESTRUCTION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

This course explores the scope and nature of weapons of mass destruction (WMD) and hazardous materials (Haz Mat). Students will recognize and identify major problem elements, the types of materials used and the risks posed by WMD/Haz Mat incidents. Students will explore and design and assess appropriate response actions, including Incident Command Systems (ICS) protocol.

PUBSAF 20CQ ADVANCED REPORT WRITING

Units: 0.50 - Not transferable 8.00 hours lecture

Designed for Sheriff's Department employees with average to above report writing skills and have completed the report writing course. Uses scenarios and practical application to enhance the student's investigative and report writing skills.

PUBSAF 20CR ARWEN TRAINING

Units: 0.25 - Not transferable 4.00 hours lecture

This course will train and familiarize the students with the nomenclature, operation and responsibilities for the use of the ARWEN weapon.

PUBSAF 20CS BASIC FORCE TRAINING

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Basic force training.

PUBSAF 20CT BASIC REPORT WRITING SKILLS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Provides students with the basic report writing skills needed to investigate and write reports. Uses written exercises and practical application to assist the students in basic report writing skills and techniques.

PUBSAF 20CU BASIC TACTICAL COMMUNICATIONS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

This course is designed to teach students the basic communication skills needed to effectively communicate with inmates in a custody setting. As this course is skills-oriented, the training is practical, immediately applicable and teaches real skills. It will include: learning the basics (sizing up the situation), add-ons (communicating with inmates), and the application (controlling behaviors).

PUBSAF 20CV CHEMICAL AGENTS HANDLING

Units: 0.50 - Not transferable 8.00 hours lecture

Chemical agents handling.

PUBSAF 20CW COURTROOM TESTIMONY

Units: 0.25 - Not transferable 4.00 hours lecture

This course will instruct Los Angeles County Sheriff's Department personnel in how to effectively prepare and testify in the courtroom. Additionally, students will understand the various procedures in the courtroom.

PUBSAF 20CX DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.) MIDDLE SCHOOL

Units: 5.00 - Not transferable 85.00 hours lecture

Drug abuse resistance education middle school.

PUBSAF 20CY OFFICER SURVIVAL IN A CUSTODY FACILITY

Units: 0.25 - Not transferable 4.00 hours lecture

Designed to teach students department policy regarding hostages and off-duty conduct. Students learn about inmate hostage takers and what to do if taken hostage. Provides detailed information regarding off-duty conduct and the effects of stress on the body.

PUBSAF 20CZ PRISONER TRANSPORTATION AND SECURITY

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

The student will become familiar with department rules and regulations in the transporting of prisoners and their safety.

PUBSAF 20DD BASIC MOUNTED PATROL LAPD

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic course in using horses in police work.

PUBSAF 20DE METRO DIVISION SCHOOL

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Special course for VIP Security, crowd control, and witness protection.

**PUBSAF 20DF ARREST AND CONTROL:
RECERTIFICATION OF INSTRUCTORS**

Units: 1.50 - Not transferable 24.00 hours lecture

Recertification of instructors who teach arrest and control techniques.

**PUBSAF 20DG BASIC MOTORCYCLE
SCHOOL UPDATE**

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic police motorcycle training.

PUBSAF 20DH AIR CREW COURSE

Units: 1.50 - Not transferable 16.00 hours lecture, 24.00 hours lab

Provides the student with the knowledge, skills and techniques required to work as a law enforcement air crew member.

**PUBSAF 20DI METRO SPECIAL
OPERATIONS**

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic course for officers newly assigned to the metropolitan division.

PUBSAF 20DJ BUILDING SEARCHES

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

An update on procedures and search concepts and techniques as they relate to building searches.

PUBSAF 30AA BANK STAKEOUTS

Units: 0.25 - Not transferable 4.00 hours lecture, 6.00 hours lab

To provide the student with the knowledge, skills, and guidelines for conducting special operations involving bank stakeouts.

**PUBSAF 30AB OFFICER INVOLVED
SHOOTING INVESTIGATION**

Units: 1.50 - Not transferable 24.00 hours lecture

The proper policies, procedures, and protocols for conducting an officer involved shooting investigation.

PUBSAF 30AC DNA AWARENESS

Units: 0.50 - Not transferable 8.00 hours lecture

This course provides the student with the basic principles, concepts, science, biological structure and advancements in technology regarding DNA. This course will introduce the student to the Combined/DNA Index System(CODIS)as well as the legal issues involved in use of DNA to solve crimes. This course also provides the student with guidelines, policies, procedures, and protocols for the collection of DNA evidence at crime scenes.

**PUBSAF 30AD FORENSIC PHOTOSHOP
TEAM**

Units: 0.25 - Not transferable 4.00 hours lecture, 0.00 hours lab

Introduces the student to the techniques and skills necessary to work with still video images and photos in a law enforcement setting.

PUBSAF 30AE EMERGING DRUG TRENDS

Units: 0.25 - Not transferable 5.00 hours lecture, 3.00 hours lab

Introduces the increasing number of new drugs, substitute drugs, designer drugs and, non-traditional drugs being manufactured, imported, and used by today's drug culture.

**PUBSAF 30BA INVESTIGATING AND
PROSECUTING IDENTITY THEFT**

Units: 0.75 - Not transferable 12.00 hours lecture

Provides the student with the basic laws, concepts, principles, and protocols for investigating and prosecuting identity theft crimes. The course will introduce the student to the various identity theft crimes, investigative techniques, laws, and use of technology which will assist the investigator when investigating and prosecuting identity theft crimes.

**PUBSAF 30BB INVESTIGATING AND
PROSECUTING HIGH TECH CRIMES**

Units: 0.75 - Not transferable 12.00 hours lecture

Provides the student with the knowledge necessary to investigate and prosecute high tech crimes. The course will focus on the laws, protocols, guidelines, procedures, and technology relating to the successful investigation and prosecution of computer crimes. The course will also focus on basic computer skills, rules of evidence, computer forensics, email, search warrants, trends, case law, and various internet crimes.

PUBSAF 30BC DETECTIVE SYMPOSIUM

Units: 1.50 - Not transferable 24.00 hours lecture

Provides the student with the knowledge and investigative skills necessary to investigate and prosecute the crime of murder. The course will also focus on the investigation of kidnap for murder, gangs, juvenile law, search warrant procedures, crimes against children, and case studies of numerous high-profile cases.

**PUBSAF 30BD TAGGER AND GRAFFITI
INVESTIGATION**

Units: 0.50 - Not transferable 8.00 hours lecture

Provides the student with information regarding major types of graffiti with an emphasis on 'Tagger' graffiti vandalism. Information will be provided to allow the student to identify, interpret, investigate, and successfully prosecute graffiti vandalism. This course will also provide a foundation for expert testimony.

PUBSAF 30BE INTERVIEW AND INTERROGATION UPDATE

Units: 0.50 - Not transferable 8.00 hours lecture

Provides the student with a legal update which includes: Importance of Confession Evidence, Four tests of Admissibility, Miranda Facts, Myths, and Best Practices, voluntaries Issues, Confessions and Due Clauses, and Interrogation Tactics. This course will also provide the student with interview and interrogation techniques.

PUBSAF 30BF CORRECTIONS OFFICER SUPPLEMENTARY CORE

Units: 3.00 - Not transferable 45.50 hours lecture, 12.00 hours lab

Provides the student with the skills and knowledge necessary to perform the basic functions of an entry level corrections officer in a custody environment, including inmate management and supervision, inmate conduct and psychology, booking and release procedures, inmate contraband, processing and releasing, security of inmates, medical screening, and emergency response procedures.

PUBSAF 30BG CHILD PASSENGER SAFETY TECHNICIAN

Units: 1.50 - Not transferable 10.00 hours lecture, 30.00 hours lab

Provides the student with the knowledge, skills, protocols, and techniques required for operating the various child safety restraints as governed by the National Highway Traffic Safety Administration (NHTSA). In addition, the course will provide the student with the legal aspects of child safety restraints, identify the various seat belt restraint systems, and cover the policies and procedures for operating each individual restraint system. This course meets National requirements and POST standards for certification as a Child Passenger Safety Technician.

PUBSAF 30BH DRUG RECOGNITION EXPERT PRE-SCHOOL

Units: 1.50 - Not transferable 24.00 hours lecture

Introduces the Drug Abuse Recognition (DAR) program, providing knowledge to assist the peace officer/student in identifying persons under the influence of major drug categories, and identification of commonly used drugs, as well as aspects of investigation, report writing, and court room testimony.

PUBSAF 30BI INVESTIGATIVE SUPERVISORY OPERATIONS

Units: 1.50 - Not transferable 24.00 hours lecture

Introduces leadership concepts, principles, and techniques for effective supervisory investigations. Focuses on the investigative supervisors role in managing and investigating criminal investigations.

PUBSAF 30BJ BASIC DETECTIVE COURSE

Units: 5.00 - Not transferable 85.00 hours lecture

The instruction offered in the course represents a sound basis of duties and responsibilities faced by detectives and will prepare students to meet departmental goals and objectives. Provides students the ability to understand, recognize and model characteristics and traits associated with outstanding detective work, methods to improve the quality and appearance of follow-up investigations, and proper reporting requirements to clear a criminal case.

PUBSAF 30BK BASIC HOMICIDE SCHOOL (PRESLEY)

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Fundamentals of investigating homicide.

PUBSAF 30BL BASIC TRAFFIC COLLISION INVESTIGATION

Units: 2.50 - Not transferable 40.00 hours lecture

Designed to give the field traffic collision investigator an extensive understanding of traffic collision reporting procedures and Department policies using California State Traffic Collision Report Form Set. Shows the student methods of investigating various types of collision, including vehicles, trains, hit and run, staged, and DUI. Vehicle Code and Penal Code laws pertaining to traffic collisions are taught, as well as techniques for identifying the impaired driver and conducting thorough field interviews. Includes many class participation field activities in which the students actually diagram and off-set intersection and observe various tire marks being made by a moving vehicle. Concludes with a simulated vehicle collision which must be investigated and documented by each student. POST certified and CPT will be awarded.

PUBSAF 30BM BURGLARY INVESTIGATION ICI (PRESLEY)

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic investigation course.

PUBSAF 30BN BURGLARY, THEFT, RSP INVEST.

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Overview of theft, burglary and RSP investigation.

PUBSAF 30BO BURGLARY/THEFT INVESTIGATION FOR PATROL OFFICERS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Patrol training in burglary and theft for patrol officers.

PUBSAF 30BP CAL GANG COMPUTER

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

CAL GANG computer training.

PUBSAF 30BQ CHILD VICTIM INTERVIEW

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Specialized techniques to interview a child victim.

PUBSAF 30BR INTERNAL AFFAIRS INVESTIGATIONS UPDATE

Units: 1.50 - Not transferable 24.00 hours lecture

Updates techniques used in Internal Affairs Investigations.

PUBSAF 30BS NARCOTICS SCHOOL

Units: 2.50 - Not transferable 40.00 hours lecture

Designed for field officers and intended to provide the most current information available concerning drug identification and narcotics investigations. POST certified and CPT awarded.

PUBSAF 30BT SEARCH AND ARREST WARRANT

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Aids law enforcement officers in the application, procedure and techniques pertaining to search warrants.

PUBSAF 30BU SURVEILLANCE TECHNIQUES

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Surveillance techniques.

PUBSAF 30BV VICE SCHOOL

Units: 2.50 - Not transferable 40.00 hours lecture

A basic class on the legal issues of prostitution, lewd conduct, and pornography.

PUBSAF 30BW GANGS IN THE CUSTODIAL ENVIRONMENT

Units: 0.50 - Not transferable 8.00 hours lecture

This course is designed to teach students within the Los Angeles County Sheriff's department the background and future expectations of gang activity within the custody environment. The course will provide information about identification, behavioral traits and inmate and officer safety.

PUBSAF 30BX JAIL INTELLIGENCE GATHERING

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Familiarizes students with the principles of analytical interviewing, enabling enhancement of abilities and success during interviews.

PUBSAF 30BY NARCOTICS**IDENTIFICATION AND INVESTIGATION**

Units: 0.50 - Not transferable 8.00 hours lecture

Narcotics identification and investigation.

PUBSAF 40AA SPECIAL OPERATIONS FOR WITNESS PROTECTION

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

This course provides the student with the skills necessary to provide witness protection.

PUBSAF 40AB DIGNITARY PROTECTION

Units: 0.25-0.50 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

A course designed to reflect the necessary overview in the protection of dignitaries and persons of importance in local, state, Federal and world affairs.

PUBSAF 40AC AIRBORNE OPERATIONS GROUND OFFICER TRAINING

Units: 0.50 - Not transferable 8.00 hours lecture

This course provides the student with the information regarding tactics used by suspects to avoid apprehension by both air and ground police personnel.

PUBSAF 40AD GANG AWARENESS UPDATE

Units: 0.50 - Not transferable 8.00 hours lecture

This course provides the student with updated trends, guidelines and protocols for officers and supervisors working with gang members.

PUBSAF 40AE SPECIAL WEAPONS AND TACTICS

Units: 11.50 - Not transferable 74.00 hours lecture, 390.00 hours lab

Introduces the concepts, principles and skills needed to perform the duties of a Special Weapons and Tactics Officer, including firearms training, high risk entries, hostage rescue, defense tactics and crisis negotiations.

PUBSAF 40AF PILOT FLIGHT REVIEW TEAM

Units: 0.50 - Not transferable 8.00 hours lecture, 8.00 hours lab

Introduces the student to an overview of flight techniques and required skills for piloting an aircraft.

PUBSAF 40AG AIRCREW UPDATE COURSE TEAM

Units: 0.50 - Not transferable 8.00 hours lecture

Introduces the student to the legal issues, tactics, techniques, and policies and procedures of an air unit during a pursuit or 'high risk' incident.

PUBSAF 40AH MOUNTED PLATOON BASIC TRAINING

Units: 6.50 - Not transferable 60.00 hours lecture, 140.00 hours lab

Introduces the student to an overview of the Mounted platoon purpose, history, functions, and objectives, equine anatomy, and techniques for horse control.

PUBSAF 40AI MULTI-AGENCY RESPONSE TO TERRORIST INCIDENTS

Units: 0.25 - Not transferable 6.00 hours lecture, 4.00 hours lab

Introduces the multi-agency response to incidents involving Weapons of Mass Destruction.

PUBSAF 40AJ NARCOTICS TACTICAL UD

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

To prepare students for critical analysis of the safety factors involving narcotics searches and warrant services.

PUBSAF 40AK TACTICAL APPLICATIONS LETAC

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Patrols skills in handling calls for service.

PUBSAF 40AL TACTICAL ENTRY TECHNIQUES AND TOOLS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Narcotics warrant service update of skills and techniques.

PUBSAF 40AM WARRANT SERVICES TACTICS

Units: 0.50 - Not transferable 8.00 hours lecture

Provides information to officers to evaluate and assess the correct tactical approach on the service of various warrants.

PUBSAF 40AO SQUAD TACTICS AND RIOT TR

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Designed to teach students departmentally approved emergency response procedures. Provides detailed information pertaining to tactical formations in squad and platoon size deployments. A review of special weapons nomenclature, operations, and tactical deployment, as well as basic riot equipment and chemical agents will be covered. The practical application phase will involve the use of tactics, weapons, and directing squads of personnel.

PUBSAF 40AP TEAM CELL EXTRACTIONS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

The purpose of this course is to improve the students' knowledge and skill level in the areas related to cell extractions. The class will focus on risk management, state and federal laws of authority, department force policy and use of special weapons as it relates to cell extractions.

PUBSAF 40AQ MOBILE FIELD FORCE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Techniques in assembling a field force to respond to emergencies.

PUBSAF 40AR SPECIAL WEAPONS TRAINING

Units: 0.50 - Not transferable 8.00 hours lecture

Includes the nomenclature, operation, and tactical deployment considerations of the following weapons: T.A.S.E.R. electronic immobilization device, 37mm A.R.W.E.N., Stingball, and the 37mm stinger shot cartridge. Lecture, handout material and live-fire applications.

PUBSAF 40AS GROUND DEFENSIVE TRAINING

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to the skills and techniques required to effectively control a combative person on the ground.

PUBSAF 50AA RIFLE MARKSMANSHIP - SNIPER

Units: 1.00 - Not transferable 10.00 hours lecture, 30.00 hours lab

A basic fundamentals course that helps students to review and update the training, skills, techniques needed to successfully utilize the sniper rifle in tactical situations.

PUBSAF 50AB FIREARMS TACTICAL SHOTGUN

Units: 0.50 - Not transferable 24.00 hours lab

The student will be taught the basic skills and techniques necessary to operate the shotgun in a safe and effective manner.

PUBSAF 50AC LESS LETHAL MUNITIONS FOR CROWD CONTROL

Units: 0.25 - Not transferable 4.00 hours lecture

Provides students with training in the use of less lethal munitions in a crowd control situation.

PUBSAF 50AD ELECTRONIC WEAPONS (TASER)

Units: 0.25 - Not transferable 4.00 hours lecture, 2.00 hours lab

Introduces the technology, principles, techniques and skills required to be proficient with electronic weapons (Taser). Focuses on explaining the operating technology and operation of the Taser, medical issues from exposure to the Taser, and the department policy regarding the deployment/use of the Taser.

PUBSAF 50AE FIREARMS TACTICAL RIFLE A

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Presents an eight hour fundamental course in the use of the Tactical Rifle utilizing knowledge, skills, techniques, and tactical decision making in the use of the rifle.

PUBSAF 50AF FIREARMS TACTICAL RIFLE B

Units: 0.25 - Not transferable 5.00 hours lecture, 5.00 hours lab

Presents a ten hour fundamental course reviewing the Urban Police Rifle skills, policy, procedures, drills, manipulation, and legal updates.

PUBSAF 50AG FIREARMS TACTICAL RIFLE C

Units: 0.75 - Not transferable 8.00 hours lecture, 12.00 hours lab

Presents a 20-hour course to students/managers on the techniques for safe deployment of the Patrol Rifle in an urban environment allowing officers to contain heavily armed suspects.

PUBSAF 50AH FIREARMS TACTICAL RIFLE D

Units: 1.25 - Not transferable 12.00 hours lecture, 24.00 hours lab

Presents a 36-hour course to students on the techniques for safe deployment of the Patrol Rifle in an urban environment which will allow Officers to contain heavily armed suspects. Essential Skills Obtained: Basic Rules of Firearm Safety, Breath Control Techniques and Marksmanship Mental Checklist.

PUBSAF 50AJ RIFLE INSTRUCTOR - BASIC

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic training for police rifle instructors.

PUBSAF 50AK S&W .45 TRANSITION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Use of the S&W .45 in police work.

PUBSAF 50AL SHOTGUN INSTRUCTOR - BASIC

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic training for police shotgun instructors.

PUBSAF 50AM TACTICAL HANDGUN CEOP 8

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Training in the use of handguns in tactical situations.

PUBSAF 50AN AR-15 RIFLE

Units: 1.00 - Not transferable 16.00 hours lecture

AR-15 rifle use.

PUBSAF 50AO AR-15 RIFLE REFRESHER

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Rifle refresher.

PUBSAF 50AP BASIC LONG RIFLE INSTRUCTION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Basic Long Rifle instruction.

PUBSAF 50AQ SHOTGUN REMINGTON 870 TRANSITION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Qualifies students to safely employ the Remington 870 shotgun.

PUBSAF 50AR COMBAT FIREARMS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Combat firearms.

PUBSAF 50AS TACTICAL WEAPONS QUALIFICATION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Qualifies the student in the following 'Less Lethal Special Weapons' systems, 37mm A.R.W.E.N., 37mm Stinger Shot, Stingball Grenade and the MK-46 Riot Extinguisher (OC). Classroom lecture and handout material is used to cover the nomenclature, operation, and safety considerations of each weapon system. Course is followed by practical application 'live fire' training with each weapon.

PUBSAF 50AT FIREARM/SHOTGUN SLUG UPDATE

Units: 0.50 - Not transferable 8.00 hours lecture

Using lecture, group discussion, learning activities, practical application and testing, students will demonstrate the knowledge, skills and ability to safely manipulate the tactical shotgun, review and discuss Department policy, legal issues, and use of force options that are applicable in a use of force case studies. Demonstrate the ability to shoot accurately in varied tactical situations. Shoot a qualifying score on the 10-round Shotgun Qualification Course. Demonstrate the ability to disassemble, care and clean a tactical shotgun.

PUBSAF 50AU FIREARMS - UPR CADRE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

UPR Care.

PUBSAF 50AV FIREARMS TACTICAL RIFLE UPDATE

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Basic long rifle instruction update.

PUBSAF 50AW GLOCK PISTOL TRANSITION

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Techniques and familizarization with the Glock Pistol.

PUBSAF 50AX HANDGUN INSTRUCTOR - BASIC

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

Basic training for police handgun instructors.

PUBSAF 60AA DISPATCHER TERRORISM AWARENESS

Units: 0.50 - Not transferable 8.00 hours lecture

A course designed to assist the dispatcher in recognizing a possible terrorist situation and the best methods in assisting and coordinating a response to a terrorist incident.

PUBSAF 60AB PREMIER COMPUTER AIDED DISPATCH (CAD) TRAINING

Units: 0.25-1.50 - Not transferable 24.00 hours lecture, 8.00 hours lab

This course provides the student with condensed training on the techniques and skills necessary to operate the Premier Comptuer Aided Dispatch System (CAD).

PUBSAF 60AC MENTAL ILLNESS FOR PUBLIC SAFETY DISPATCHERS

Units: 0.50 - Not transferable 8.00 hours lecture

This course provides the student with information that will allow them to assess situations involving persons who may be suffering from mental illness who meet the 5150 Welfare and Institutions Code (WIC) criteria, and assess information received during request for calls for service in order to provide information to responding officers.

PUBSAF 60AD CIVILIAN DISPATCHER TRAINING

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture, 4.00-270.00 hours lab

A fundamentals class designed to train civilians in the manner, method and procedure of handling a modern police communications dispatch center.

PUBSAF 60AE DISPATCHER, COMPUTER AIDED

Units: 1.50 - Not transferable 24.00 hours lecture

Identify and apply all computer commands necessary to maintain unit status; assign, update and dispatch calls for service; and process inquiries through all database inquiry systems.

PUBSAF 60AF TERRORISM AWARENESS FOR DISPATCHERS

Units: 0.25-5.00 - Not transferable 4.00-90.00 hours lecture

Familiarization course for dispatchers on issues of terrorism.

PUBSAF 60AH CUSTODY INCIDENT COMMAND SCHOOL

Units: 2.50 - Not transferable 40.00 hours lecture

This course will instruct correctional supervisors in concepts of effective emergency preparedness and incident command. The instruction will include identification of potential incidents that they need to be prepared to handle, learning points from prior incidents, and effective planning, training and command requirements and techniques.

PUBSAF 60AI CUSTODY TRAINING OFFICER

Units: 1.50 - Not transferable 24.00 hours lecture

Custody training officer.

PUBSAF 60AJ CUSTOMER SERVICE DISPATCHER

Units: 0.25 - Not transferable 4.00 hours lecture, 4.00 hours lab

Introduces the student to the communication skills and knowledge necessary for public safety dispatchers.

PUBSAF 200 BASIC ACADEMY

Units: 17.00-21.25 - Not transferable 36.00-54 hours lecture, 648.00-1026 hours lab

Provides training in basic law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship.

PUBSAF 200A REGULAR BASIC COURSE I

Units: 12.00

CSU 226.00 hours lecture, 94 hours lab

Introduces the student to the communication skills and knowledge necessary for public safety dispatchers.

PUBSAF 202 CUSTODY ASSISTANT

Units: 14.75

CSU 199.50 hours lecture, 120.50 hours lab

Provides entry level training for students to assist deputy Sherrifs in the supervision of inmates, processing inmate records, preparing inmates for court appearances, assigning classification of security categories and supervising inmate visitation. Must be 18 years or older to enroll.

PUBSAF 291PD LOS ANGELES POLICE RESERVE OFFICER LEVEL III TRAINING

Units: 9.50

CSU 142.00 hours lecture, 44.00 hours lab

Provides Los Angeles Police Department Reserve Officer Level III training. Successful completion of this course will also certify the student's ability to proceed to level II training and will certify the student under P.C. 832.

PUBSAF 291SO SHERIFF RESERVE DEPUTY LEVEL III TRAINING

Units: 6.25

CSU 84.00 hours lecture, 69.00 hours lab

Provides Sheriff Reserve Deputy Level III training. Successful completion of this course will also certify the student's ability to proceed to Level II training and will certify the student under P.C. 832.

PUBSAF 292PD LOS ANGELES POLICE RESERVE OFFICER LEVEL II TRAINING

Units: 14.00

CSU 228.00 hours lecture, 60.00 hours lab

Prerequisite: PUBSAF-291PD

Provides Los Angeles Police Department reserve officer level II training. Successful completion of this course will also certify the student's ability to proceed to level III training and will certify the student under P.C. 832.

PUBSAF 292SO SHERIFF RESERVE DEPUTY LEVEL II TRAINING

Units: 8.75

CSU 130.00 hours lecture, 81.00 hours lab

Prerequisite: PUBSAF -291SO

Provides Sheriff Reserve Deputy Level II training. Successful completion will also certify the student's ability to proceed to Level I training.

PUBSAF 293PD LOS ANGELES POLICE RESERVE OFFICER LEVEL I TRAINING

Units: 18.75

CSU 275.00 hours lecture, 95.00 hours lab

Prerequisite: PUBSAF -292PD

Provides Los Angeles Police Department reserve officer level I training. Successful completion of this course is equivalent to completing Basic P.O.S.T. Academy and will certify the student as having completed the necessary Peace Officers Standards and Training for employment as a full time police officer.

PUBSAF 293SO SHERIFF RESERVE DEPUTY LEVEL I TRAINING

Units: 16.00

CSU 234.00 hours lecture, 160.00 hours lab

Prerequisite: PUBSAF -292SO

Provides Sheriff Reserve Deputy Level I training, the highest level of Reserve Office training. Successful completion is the equivalent of completing Basic Peace Officers Standards and Training Academy and certifies the student as having completed the necessary POST training for employment as a full time Deputy Sheriff.

RADIO, TELEVISION/FILM

(See Media Entertainment Arts)

REAL ESTATE

Associate in Science Degree and Certificate of Achievement: Real Estate

The Real Estate program involves the study of California real estate principles, practices, procedures, law and offers courses mandated by the California Department of Real Estate to prepare those who desire a career in real estate.

Students who successfully complete and pass the Real Estate Principles class (REAL 100), the Real Estate Practices class (REAL 101), and one additional class (of the student's choosing) in the Real Estate department to academically qualify for the California Real Estate Salesperson's license. These classes may also be applied to the academic requirement for the California Real Estate Broker's License.

Upon successful completion of the full program, the student will be academically qualified to take the California Real Estate Broker's Examination.

Target occupations for this course of study include Real Estate Sales, Real Estate Brokers, Mortgage Brokers, Property Management, Loan Brokers and Escrow Officer.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge required for the California Department of Real Estate examination for Real Estate Salesperson/Broker's license.

Program Requirements:

Units Required: 26

	Units
REAL-100 Real Estate Principles	3.0
REAL-101 Real Estate Practices	3.0
REAL-105 Real Estate Financing	3.0
REAL-115 Legal Aspects of Real Estate	3.0
REAL-120 Real Estate Appraisal I	3.0
BUS-201 Principles of Accounting I	5.0

Plus six units from the following:

BUS-211 Business Law	3.0
REAL-121 Real Estate Appraisal II	3.0
REAL-130 Escrow Procedures and Processing	3.0
REAL-150 Mortgage Loan Brokering	3.0

REAL 100 REAL ESTATE PRINCIPLES

Units: 3.00

CSU 54.00 hours lecture

Introduces real estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate Sales License exam.

REAL 101 REAL ESTATE PRACTICES

Units: 3.00

CSU 54.00 hours lecture

Examines the theoretical and practical aspects of office operation systems, ethics, obtaining and processing listings, fundamentals of escrow, financing and appraisal within the real estate industry. A State of California required course for the Real Estate Sales License.

REAL 105 REAL ESTATE FINANCING

Units: 3.00

CSU 54.00 hours lecture

Overview of real estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Department of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

REAL 115 LEGAL ASPECTS OF REAL ESTATE

Units: 3.00

CSU 54.00 hours lecture

Examines California real estate law emphasizing practical applications, including sources of real estate law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyances, and security devices.

REAL 120 REAL ESTATE APPRAISAL I

Units: 3.00

CSU 54.00 hours lecture

Covers real estate appraisals, the appraisal process as well as the different approaches, methods, and techniques used to determine the value of real property. Emphasizes residential and single unit property. Approved by Department of Real Estate (DRE) for Sales and Broker's educational requirements.

REAL 121 REAL ESTATE APPRAISAL II

Units: 3.00

CSU 54.00 hours lecture

Provides an advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Approved by the California Department of Real Estate for the Sales and Broker's license.

REAL 130 ESCROW PROCEDURES AND PROCESSING

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of the Real Estate escrow process emphasizing on the procedures used in the State of California. Can be used to satisfy the California Department of Real Estate's requirement for both Salespersons or Brokers.

REAL 150 MORTGAGE LOAN BROKERING

Units: 3.00

CSU 54.00 hours lecture

Fundamental theories and principles of Federal and California law regarding Mortgage Loan Brokering. Incorporates California Departments of Real Estate (DRE) and Corporations requirements for Loan Brokering. Qualifies as one of the California DRE classes for the Broker's License.

RECREATION MANAGEMENT

Associate in Arts Degree: Recreation Management

An Associate in Arts degree in Recreational Management involves classes and field experiences which assist the student to prepare for work in the recreation and leisure industry. Recreational managers are responsible for planning and assisting in a variety of programs and overseeing the daily operations of recreational facilities for public agencies (federal, state, county or municipal), private non-profit agencies and business. The diverse curriculum exposes students the wide range of possibilities for work and career within recreation and leisure industry. Course work includes courses on recreation and contemporary society, outdoor recreation, therapeutic recreation for special populations, and planning programs and events.

Student Learning Outcome:

Students will be able to:

- Analyze the motives, values, and benefits to the individual as well as society, that are associated with recreation and leisure experiences.
- Demonstrate entry level proficiencies desired by local municipal organizations, businesses, and non-profit agencies within the recreation and leisure industry.

Program Requirements:

Units Required: 23-24

	Units
REC-101 Recreation and Leisure in Contemporary Society	3.0
REC-102 Planning Programs and Events for Recreation Experiences	3.0
REC-104 Introduction to Therapeutic Recreation And Special Populations	3.0
REC-105 Leadership in Recreation and Leisure Services	3.0

Plus 11 to 12 units from the following:

REC-103 Recreation and the Natural Environment	3.0
KPET-120 Emergency Procedures	2.0
KPET-217 Sports Management	3.0
HRMGT-101 Introduction to the Hospitality Industry	3.0
SOCI-233 Sociological Issues of Life and Longevity	3.0

RECREATION MANAGEMENT

Recommended electives:

BUS-110 Principles of Management3.0
 PSYCH-172 Developmental Psychology3.0

OR

PSYCH-172H Developmental Psychology -
 Honors3.0

REC 101 RECREATION AND LEISURE IN CONTEMPORARY SOCIETY

Units: 3.00

CSU 54.00 hours lecture

Investigates the contributions of play, leisure and recreation to the social, psychological and economic well being of individuals and groups, incorporating local, regional, national and international perspectives.

REC 102 PLANNING PROGRAMS AND EVENTS FOR RECREATION EXPERIENCES

Units: 3.00

CSU 54.00 hours lecture

Presents the principles and practice of effective recreational leadership including program and event planning as it relates to play, recreation, and leisure experiences. Requires field work visits to recreation programs.

REC 103 RECREATION AND THE NATURAL ENVIRONMENT

Units: 3.00

CSU 54.00 hours lecture

Introduces recreational use of outdoor/natural areas and the trends, both past and present, that create changing patterns of use, including an overview of human, animal, and technological impacts on outdoor recreation resources.

REC 104 INTRODUCTION TO THERAPEUTIC RECREATION AND SPECIAL POPULATIONS

Units: 3.00

CSU 54.00 hours lecture

Introduces the characteristics and needs of individuals with disabilities and special populations as they relate to the delivery of recreation and leisure services, including the nature and function of recreation in rehabilitation agencies and therapeutic settings, plus planning and adapting recreational programs in various settings.

REC 105 LEADERSHIP IN RECREATION AND LEISURE SERVICES

Units: 3.00

CSU 54.00 hours lecture

Focuses on the foundations of leadership and management skills integral for recreational leaders, emphasizing leadership theories and developing competencies and skills for effective leadership. Examines leadership roles in various recreation and leisure settings.

REC 124 CHALLENGE ROPES COURSE EXPERIENCE

Units: 1.00

CSU 54.00 hours lab

May be taken four times for credit

Builds students' self confidence, communication skills, and leadership skills through participation in activities which incorporate high and low ropes courses, zip lines and climbing walls.

SERVICE LEARNING

Service Learning opportunities exist through various courses and are designed to tie volunteer experiences to course content. An associate degree is not available in Service Learning.

SRVLR 100 INTRODUCTION TO SERVICE-LEARNING

Units: 1.00

CSU 18.00 hours lecture

Introduces the philosophy and methods involved in Service-Learning, including experiential learning through community service.

SIGN LANGUAGE

Associate in Arts Degree: American Sign Language Interpreting

The American Sign Language Interpreting program is a comprehensive two-year program designed to award students with an Associate in Arts degree in American Sign Language Interpreting. The degree will provide students with transfer opportunities to a four-year college or university as well as equip them with the necessary skills for entry-level positions within the field of interpreting.

Students may take American Sign Language courses to satisfy the General Education language requirement. They may also take the courses for pleasure or practical usage in communication with the deaf community, as well as to prepare for a profession that will require communication competence in the language. Enrollment in the courses will provide students with opportunities to develop their linguistic skills as well as their cultural awareness.

Interpreters work in a variety of settings. These include, but are not limited to: educational, legal, medical, religious, community, theater, rehabilitation, and freelance.

Students with an American Sign Language Interpreting degree will develop the following competencies:

- Advanced American Sign Language skills
- * Knowledge of the Code of Ethics for Interpreters
- * Knowledge of principles, practices, and procedures of interpreting
- * Knowledge of Deaf Culture
- * Knowledge of interpreting techniques
- * Interpreting skills (English to ASL)
- * Transliterating skills (English to MCE)
- * American Sign Language/MCE to English skills
- * Cultural bridging techniques
- * Idiomatic and specialized vocabulary skills
- * Knowledge of specialized settings and applied techniques
- * Fingerspelling skills: Expressive and receptive
- * Historical knowledge of American Sign Language, Deaf Culture, and Interpreting
- * Knowledge of the structure of American Sign Language

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an interpreter.

Program Requirements:

Units Required: 38

	Units
SIGN-103 American Sign Language III	4.0
SIGN-104 American Sign Language IV	4.0
SIGN-110 American Deaf Culture	3.0
SIGN-112 Interpreting: Principles and Practices	3.0
SIGN-200 Specialized Signs and Settings . . .	3.0
SIGN-201 Interpreting I	3.0
SIGN-202 Transliterating I	3.0
SIGN-203 Sign to English Interpreting/ Transliterating I	3.0
SIGN-204 Interpreting II	3.0
SIGN-205 Transliterating II	3.0
SIGN-206 Sign to English Interpreting/ Transliterating II	3.0

Plus a minimum of three units from the following:

CWE-188SIGN Cooperative Work Experience Education	1.0 - 4.0
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Recommended Electives:

ENGL-111 Introduction to Linguistics	3.0
SIGN-111 Fingerspelling	2.0
SIGN-113 Creative Uses of Sign	3.0

SIGN 101 AMERICAN SIGN LANGUAGE I

Units: 4.00

UC:CSU 72.00 hours lecture

A fundamental study of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Corresponds to the first two years of ASL offered in the high school.

SIGN 102 AMERICAN SIGN LANGUAGE II

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SIGN-101.

Continuing study of American Sign Language (ASL) designed to increase the students proficiency in intermediate ASL communication skills with a continued emphasis on comprehension skills, conversational skills, cultural awareness, grammatical features and vocabulary development. Field assignments required.

SIGN 103 AMERICAN SIGN LANGUAGE III

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SIGN-102

Continues the study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an increased emphasis on complex vocabulary, grammatical structures, and cultural awareness. Field assignments required.

SIGN 104 AMERICAN SIGN LANGUAGE IV

Units: 4.00

UC:CSU 72.00 hours lecture

Prerequisite: SIGN-103

An advanced study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an emphasis placed on fluency and refinement of complex vocabulary, grammatical structures, and cultural awareness. Students gain a greater ability to utilize various verb types, temporal markers, adverbial and adjectival structures. Field assignments required.

SIGN 110 AMERICAN DEAF CULTURE

Units: 3.00

UC:CSU 54.00 hours lecture

Studies various aspects of American Deaf Culture, including the 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. Field assignments required.

SIGN 111 FINGERSPELLING

Units: 2.00

CSU 36.00 hours lecture

Prerequisite: SIGN-102

Develops basic skills in receptive and expressive fingerspelling. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language. Offered pass/no-pass only.

SIGN 112 INTERPRETING: PRINCIPLES AND PRACTICES

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-102

Introduces the field of sign language interpreting including the history of interpreting, models of interpretation, professional standards, code of ethics, interpreter assessments, credentialing, roles and responsibilities.

SIGN 113 CREATIVE USES OF SIGN

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-103

Introduces students to artistic expressions of American Sign Language including poetry, storytelling, play on signs, songs, puns, jokes, handshape stories, and theatrical presentation of signs. Perspective, movement, characterization, form, and technique will be explored.

SIGN 200 SPECIALIZED SIGNS AND SETTINGS

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-104, 110 and 112

Introduces students to specialized signs for vocabulary and specialized terminology presented in a variety of environments including educational, religious, medical, legal, and theatrical. Special settings (deaf-blind, tactile, oral, teaming, and video-relay) will be analyzed and interpreting techniques will be applied.

SIGN 201 INTERPRETING I

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-104, 110 and 112

Introduces the process of consecutive interpreting including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into American Sign Language.

SIGN 202 TRANSLITERATING I

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-104, 110 and 112

Introduces the process of consecutive transliteration, analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

SIGN 203 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING I

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-104, 110 and 112

Introduces the skills required for accurate Sign to English interpreting/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing common techniques and difficulties.

SIGN 204 INTERPRETING II

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-201

Develops advanced, simultaneous interpreting skills, including the skills for analyzing, processing, and interpreting English meaning and conveying it simultaneously into American Sign Language.

SIGN 205 TRANSLITERATING II

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-202

Develops the advanced process of simultaneous transliterating, including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

SIGN 206 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING II

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: SIGN-203

Develops the advanced skills and knowledge for accurate simultaneous Sign to English interpretation/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing solutions to common difficulties.

SOCIAL SCIENCE

Associate in Arts Degree: Social Science

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. This 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.

Student Learning Outcome:

Students will be able to analyze current and historical individuals or groups using concepts and theories from the social sciences.

Program Requirements:

Units Required: 24

Units

Three units from the following:

PSYCH-101	Introduction to Psychology	.3.0
PSYCH-101H	Introduction to Psychology - Honors	.3.0
PSYCH-172	Developmental Psychology	.3.0
PSYCH-172H	Developmental Psychology - Honors	.3.0

Plus three units from the following:

ANTHRO-103	Cultural Anthropology	.3.0
ANTHRO-103H	Cultural Anthropology - Honors	.3.0
ANTHRO-210	Indians of California	.3.0

Plus three units from the following:

SOCI-101	Introduction to Sociology	.3.0
SOCI-101H	Introduction to Sociology - Honors	.3.0
SOCI-207	Social Problems	.3.0

Plus three units from the following:

HIST-101	History of Western Civilization: The Pre-Industrial West	.3.0
OR		
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors	.3.0
HIST-102	History of Western Civilization: The Modern Era	.3.0
HIST-161	World History I	.3.0

Plus three units from the following:

POLISC-230	Political Theory	.3.0
POLISC-250	Comparative Government and Politics	.3.0
POLISC-270	International Relations	.3.0

Plus nine units from the following:

BUS-126	Managing Diversity in the Workplace	.3.0
COMS-260	Communication and Gender	.3.0
ECON-201	Macroeconomics	.3.0
OR		
ECON-201H	Macroeconomics - Honors	.3.0
GEOG-102	Cultural Geography	.3.0
HIST-120	The Role of Women in the History of the United States	.3.0
OR		
HIST-120H	The Role of Women in the History of the United States - Honors	.3.0
OR		
HIST-240	Latin American Civilization	.3.0
PSYCH-235	Psychology of Gender Roles	.3.0
PSYCH-240	Abnormal Psychology	.3.0
PSYCH-272	Adult Development and Aging	.3.0
SOCI-103	Intimate Relationships and Families	.3.0
OR		
SOCI-103H	Intimate Relationships and Families Honors	.3.0
SOCI-105	Multiculturalism in the United States	.3.0
SOCI-150	Introduction to Criminology	.3.0
SOCI-200	Introduction to Women's Studies	.3.0
OR		
SOCI-200H	Introduction to Women's Studies Honors	.3.0
SOCI-233	Sociological Issues of Life and Longevity	.3.0

SOCIOLOGY

Associate in Arts Degree: Sociology for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Student Learning Outcome:

Students will be able to analyze a social issue using sociological concepts.

Program Requirements:

Units Required: 18

	Units
SOCI-101 Introduction to Sociology	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology - Honors . . .	3.0
<i>Plus six units from the following:</i>	
SOCI-102 Introduction to Sociological Research Methods	3.0
MATH-140 Introductory Statistics	4.0
<i>OR</i>	
MATH-140H Introductory Statistics - Honors . . .	4.0
<i>OR</i>	
PSYCH-104 Statistics for the Behavioral Sciences	3.0

OR

SOCI-137 Statistics for the Social Sciences . . .3.0

Plus six units from the following:

PSYCH-109 Social Psychology3.0
 SOCI-103 Intimate Relationships and Families3.0

OR

SOCI-103H Intimate Relationships and Families Honors3.0
 SOCI-108 Thinking Critically About Social Issues3.0
 SOCI-150 Introduction to Criminology3.0
 SOCI-200 Introduction to Women's Studies . . .3.0

OR

SOCI-200H Introduction to Women's Studies Honors3.0
 SOCI-207 Social Problems3.0

Plus three units from the following that have not already been selected from the courses listed above:

PSYCH-109 Social Psychology3.0
 SOCI-103 Intimate Relationships and Families3.0

OR

SOCI-103H Intimate Relationships and Families Honors3.0
 SOCI-105 Multiculturalism in the United States3.0
 SOCI-108 Thinking Critically About Social Issues3.0
 SOCI-110 Self and Society3.0
 SOCI-136 Field Experience in Qualitative Research2.0 - 3.0
 SOCI-150 Introduction to Criminology3.0
 SOCI-200 Introduction to Women's Studies . . .3.0

OR

SOCI-200H Introduction to Women's Studies Honors3.0
 SOCI-207 Social Problems3.0
 SOCI-208 Sociology of Death and Dying3.0
 SOCI-210 Sociology of Deviance, Crime and Social Control3.0
 SOCI-230 Sociology of Sexualities3.0
 SOCI-233 Sociological Issues of Life and Longevity3.0

Associate in Arts Degree: Sociology

The Sociology major is designed to prepare students for further studies in the discipline which will lead to the B.A., M.A., and/or Ph.D. degrees. The Associate in Arts degree in Sociology will provide an introduction to the major theoretical perspectives, research methodologies, and related sub-areas associated with the field. The degree incorporates the primary courses required for the

baccalaureate degree at many four-year colleges and universities, as well as establishes the foundation needed for later graduate studies. Students can also pursue the A.A. degree in Sociology, yet decide not to attain the baccalaureate degree. The field of sociology provides students with a broad based knowledge of human behavior and social interaction, which is transferable to a multitude of areas, including education, law, medicine, government, administration of justice, and organizations.

Student Learning Outcome:

Students will be able to analyze a social issue using sociological concepts.

Program Requirements:

Units Required: 24

	Units
SOCI-101 Introduction to Sociology	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology - Honors	3.0
<i>Plus the following:</i>	
SOCI-102 Introduction to Sociological Research Methods	3.0
SOCI-108 Thinking Critically About Social Issues	3.0
<i>Plus 12 units from the following:</i>	
SOCI-103 Intimate Relationships and Families	3.0
<i>OR</i>	
SOCI-103H Intimate Relationships and Families Honors	3.0
SOCI-105 Multiculturalism in the United States	3.0
SOCI-110 Self and Society	3.0
SOCI-150 Introduction to Criminology	3.0
SOCI-200 Introduction to Women's Studies	3.0
<i>OR</i>	
SOCI-200H Introduction to Women's Studies Honors	3.0
SOCI-205 Society and the Environment	3.0
SOCI-207 Social Problems	3.0
SOCI-208 Sociology of Death and Dying	3.0
SOCI-210 Sociology of Deviance, Crime and Social Control	3.0
SOCI-230 Sociology of Sexualities	3.0
SOCI-233 Sociological Issues of Life and Longevity	3.0
<i>Plus three units from the following:</i>	
SOCI-137 Statistics for the Social Sciences	3.0
MATH-140 Introductory Statistics	4.0
MATH-140H Introductory Statistics - Honors	4.0
<i>Recommended electives:</i>	
SOCI-136 Field Experience in Qualitative Research	2.0

SOCI 101 INTRODUCTION TO SOCIOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 110

Examines small group interactions and cultural patterns of American and other societies using the conceptual, theoretical, and methodological principles and applications to explain how values, roles, norms, social interaction, and social inequality as well as other concepts influence individuals, groups and society.

SOCI 101H INTRODUCTION TO SOCIOLOGY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H

Examines small group interactions and cultural patterns of American and other societies using the conceptual, theoretical, and methodological principles and applications to explain how values, roles, norms, social interaction, and social inequality as well as other concepts influence individuals, groups and society. Additional reading, writing, and research techniques are required.

SOCI 102 INTRODUCTION TO SOCIOLOGICAL RESEARCH METHODS

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces scientific methods used in contemporary sociological research with focus on ethics, quantitative and qualitative research design, data collection and data analysis.

SOCI 103 INTIMATE RELATIONSHIPS AND FAMILIES

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the various forms of intimate partner relationships that exist within a diverse, multicultural society. Social, cultural, and political constructs that apply to the definition, status and legality of human partnerships are analyzed.

SOCI 103H INTIMATE RELATIONSHIPS AND FAMILIES HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H

Examines the various forms of intimate partner relationships that exist within a diverse, multicultural society. Social, cultural, and political constructs that apply to the definition, status, and legality of human partnerships are analyzed. Additional reading, writing and research techniques are required.

SOCI 105 MULTICULTURALISM IN THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Explores several levels of cultural diversity in the context of a complex, modern society, while providing the skills to understand and live in an increasingly multicultural U.S. society.

SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: ENGL-101 or ENGL-101H

Compares and contrasts the content, meaning and interpretation of social phenomena as reported by the media and scientific community. Literary criticism, logic, argumentation, and persuasion are used to analyze the content and validity of social issues. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.

SOCI 110 SELF AND SOCIETY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines ways in which culture and socialization affect individual conduct, including social structures and social institutions, and their effect on the development of self identity, attitudes, values and norms of social behavior.

SOCI 136 FIELD EXPERIENCE IN QUALITATIVE RESEARCH

Units: 2.00-3.00

CSU 18.00 hours lecture, 54.00-108.00 hours lab

May be taken two times for credit

Recommended Preparation: SOCI-102

Integrates lecture and field experience to enable students to learn and practice qualitative research skills. Field trips are required.

SOCI 137 STATISTICS FOR THE SOCIAL SCIENCES

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: MATH-070 or MATH-075

Examines methods used in sociology to gather quantitative data and to compute, interpret, apply, and present statistical analyses via the use of SPSS. UC credit limitation: ECON-291, MATH-140, MATH-140H, PSYCH-104 and SOCI-137 combined, maximum credit one course.

SOCI 150 INTRODUCTION TO CRIMINOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the scientific study of crime and criminality and the definition of crime and its violations as well as the laws and methods used to control criminal behavior.

SOCI 200 INTRODUCTION TO WOMEN'S STUDIES

Units: 3.00

UC:CSU 54.00 hours lecture

Provides an overview of the academic field of women's studies, including the topics of socialization, communication, politics, crime, sexuality and religion.

SOCI 200H INTRODUCTION TO WOMEN'S STUDIES HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

Recommended Preparation: ENGL-101 or ENGL-101H

Provides an overview of the academic field of women's studies, including the social and cultural consequences of living in a 'gendered world.' Socialization, communication, politics, crime, sexuality, and religion are examined, as well as the historical and cross-cultural aspects of gender relationships. Additional reading, writing, and research techniques are required.

SOCI 201 DOMESTIC VIOLENCE, ABUSE AND NEGLECT

Units: 3.00

CSU 54.00 hours lecture

Examines violence as it affects various interpersonal and intimate relationships within U.S. domestic environments, including maltreatment types, intergenerational connections, and recurrence patterns that prevail in the absence of effective intervention.

SOCI 205 SOCIETY AND THE ENVIRONMENT

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the interconnections between the social and biological features of society, as well as the sociological ramifications of environmental policies and cultural practices.

SOCI 207 SOCIAL PROBLEMS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 115

Applies sociological principles and the research process to identify and analyze selected contemporary social problems that are occurring in the United States. Issues of crime, substance abuse, overpopulation, poverty, gender violence, and the environment are examined nationally, while global comparisons are also reviewed.

SOCI 208 SOCIOLOGY OF DEATH AND DYING

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the cultural, social, and political meanings of death as it exists within the United States and abroad while analyzing the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by society.

SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL

Units: 3.00

UC:CSU 54.00 hours lecture

Provides a sociological explanation of deviance, crime, and social control found within the United States, including the societal norms, values, and beliefs that influence socially constructed definitions of deviant behavior.

SOCI 220 INTRODUCTION TO HUMAN SERVICES

Units: 3.00

CSU 54.00 hours lecture

Introduces the field of human services, including the historical developments, populations, and issues it serves. Emphasizes the role of social work and its related agencies and organizations in the intervention, assessment, and prevention of social conditions among client groups, including those affected by alcohol and substance abuse, homelessness, domestic violence, HIV/AIDS, child maltreatment, and elder abuse.

SOCI 230 SOCIOLOGY OF SEXUALITIES

Units: 3.00

UC:CSU 54.00 hours lecture

Explores sociological perspectives, theories, and research of sexuality from historical and contemporary social, cultural, and gendered contexts in a diverse society.

SOCI 233 SOCIOLOGICAL ISSUES OF LIFE AND LONGEVITY

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the life course of older adults and the aging process, including the cultural, social, and political influences that shape concepts of growing old.

SOLAR

Certificate of Specialization: Solar Energy Technician

The Solar Energy Technician certificate of specialization is designed to provide entry level skills to students seeking employment as an installer of solar panels or solar thermal systems. Students will gain a broad knowledge of alternative energy, system design and installation techniques. The program will prepare students for the North American Board of Certified Energy Practitioners (NABCEP) exams in Entry Level Solar Thermal and Entry Level Photovoltaic.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to design and install basic solar electrical (photovoltaic) systems, and basic solar thermal systems.

Program Requirements:

Units Required: 13

	Units
SOLAR-050 Photovoltaic Systems	5.0
SOLAR-052 Solar Thermal Systems	5.0
SOLAR-101 Introduction to Energy Technology	3.0

SOLAR 050 PHOTOVOLTAIC SYSTEMS

Units: 5.00

54.00 hours lecture, 108.00 hours lab

Prerequisite: SOLAR-101

Presents the principles of photovoltaics, including site evaluation, system design, performance simulation, permitting, installation, and rebates and financial incentives. Prepares students for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Photovoltaics Examination.

SOLAR 052 SOLAR THERMAL SYSTEMS

Units: 5.00

54.00 hours lecture, 108.00 hours lab

Prerequisite: SOLAR-101

Introduces solar thermal technology, including solar hot water systems, thermal pool heating, and solar radiant floor heating systems. Prepares students for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Solar Thermal Exam.

SOLAR 101 INTRODUCTION TO ENERGY TECHNOLOGY

Units: 3.00

CSU 54.00 hours lecture

Introduces major types of energy and their sources and interrelationships while exploring concepts of renewability, sustainability, and environmental impacts.

SPANISH

(See Modern Languages)

THEATRE

Associate in Arts Degree: Theatre Arts for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

- A. A minimum of 18 semester units in the major with a grade of C or better while maintaining a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.
- B. 60 semester CSU-transferable units using the California State University-General Education-Breadth pattern (CSU-GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- C. No more than 60 semester units are required.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Theatre Arts. Additional majors are being developed. Please see a counselor or visit www.canyons.edu for more information.

Student Learning Outcome:

Students will be able to:

- Demonstrate a basic level of competency as a performer or technician (stagecraft, make-up design, costume construction or stage lighting technology) performing the duties of either in a realized production.
- Analyze and critique dramatic literature and/or performance.

Program Requirements:

Units Required:18

Choose three units from the following:

	Units
THEATR-110 Understanding Theatre3.0
<i>OR</i>	
THEATR-220 Theatre History I3.0

Plus three units from the following:

THEATR-140 Acting Fundamentals3.0
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Plus three units from the following:

THEATR-190A New Plays Workshop & Production	1.5 – 4.0
THEATR-190B Classical Theatre Production	1.5 – 4.0
THEATR-190C Theatre Production – Comedy	1.5 – 4.0
THEATR-190D Theatre Production – Drama	1.5 – 4.0
THEATR-191 Technical Theatre Production	1.5 – 4.0
THEATR-193 Summer Theatre Workshop	1.5 – 4.0

Plus nine units from the following that have not been taken above:

THEATR-120 Stagecraft3.0
THEATR-130 Costume Crafts3.0
THEATR-141 Scene Performance3.0
THEATR-150 Introduction to Lighting Design3.0
THEATR-180 Theatrical Make-up2.5
THEATR-190A New Plays Workshop & Production	1.5 – 4.0
THEATR-190B Classical Theatre Production	1.5 – 4.0
THEATR-190C Theatre Production – Comedy	1.5 – 4.0
THEATR-190D Theatre Production – Drama	1.5 – 4.0
THEATR-191 Technical Theatre Production	1.5 – 4.0
THEATR-193 Summer Theatre Workshop	1.5 – 4.0

Associate in Arts Degree: Theatre

The Theatre program at College of the Canyons is designed to provide students with the lower-division major preparation for transfer to a four-year university with a major in Theatre.

Career opportunities for theatre professionals are diverse and serve people at all stages of life, in settings that touch our lives almost daily: live theatrical presentations and performances, recorded medium (including: film, television, radio, video, computer games), large public events and conventions, recreation, art and edu-

cation programming in both the private and public sectors and amusement parks and attractions. Participation in these settings include, performers, designers, writers, directors, and managers.

Student Learning Outcome:

Students will be able to demonstrate performance techniques and proficiency in one or more technical area.

Program Requirements:

Units Required: 22.5 - 24

	Units
THEATR-110 Understanding Theatre3.0
THEATR-140 Acting Fundamentals3.0

Plus one and a half - two units from the following:

THEATR-190 Theatre Production	1.5 – 4.0
THEATR-190A New Plays Workshop & Production	1.5 – 4.0
THEATR-190B Theatre Production	1.5 – 4.0
THEATR-190C Theatre Production - Comedy	1.5 – 4.0
THEATR-190D Theatre Production - Drama	1.5 – 4.0
THEATR-191 Technical Theatre Production	1.5 – 4.0
THEATR-193 Summer Theatre Workshop	1.5 – 4.0

Plus twelve - thirteen units from the following:

THEATR-061 Auditioning for Stage, Film and Television2.0
THEATR-126 Improvisation2.0
THEATR-127 Improvisational Performance3.0
THEATR-141 Scene Performance3.0
THEATR-144 Acting for the Camera3.0
THEATR-161 Musical Theatre3.0
THEATR-180 Theatrical Make-Up2.5
THEATR-220 Theatre History I3.0
THEATR-221 Theatre History II3.0

Plus three units from the following:

THEATR-120 Stagecraft3.0
THEATR-130 Costume Crafts3.0

Associate in Arts Degree: Theatre – Performance

An Associate in Arts degree in Theatre – Performance Emphasis offers courses in both theory and practice. Students acquire an immediately useful set of theatre skills, including acting, voice, movement, and script-analysis, while working with a wide spectrum of production experiences in which to practice them. Courses in history, theory and criticism place the art of theatre in its larger historical context.

The Performance major will acquire a strong foundation in theatre and the dramatic form. Requirements for the major include all aspects of the dramatic event: creation,

rehearsal, and performance. Practical experience is gained in a number of performance spaces and genres. Students are provided with the opportunity to participate in a professional setting, giving the student an understanding of the theatrical production and dramatic experience.

Student Learning Outcome:

Students will be able to demonstrate advanced performance techniques.

Program Requirements:

Units Required: 23

	Units
THEATR-110 Understanding Theatre	3.0
THEATR-140 Acting Fundamentals	3.0
THEATR-141 Scene Performance	3.0

Plus three units from the following:

THEATR-120 Stagecraft	3.0
THEATR-130 Costume Crafts	3.0

Plus three units from the following:

THEATR-190 Theatre Production	1.5 – 4.0
THEATR-190A New Plays Workshop & Production	1.5 – 4.0
THEATR-190B Theatre Production	1.5 – 4.0
THEATR-190C Theatre Production - Comedy	1.5 – 4.0
THEATR-190D Theatre Production - Drama	1.5 - 4.0

Plus eight units from the following:

THEATR-061 Auditioning for Stage, Film and Television	2.0
THEATR-126 Improvisation	2.0
THEATR-127 Improvisational Performance . . .	3.0
THEATR-144 Acting for the Camera	3.0
THEATR-161 Musical Theatre	3.0
THEATR-180 Theatrical Make-Up	2.5
THEATR-191 Technical Theatre Production	1.5 – 4.0
THEATR-195 Solo Performance	3.0
THEATR-240 Acting Shakespeare	3.0
THEATR-241 Movement for the Performer . . .	3.0
THEATR-242 Voice for the Performer	3.0

Recommended electives:

THEATR-061 Auditioning for Stage, Film and Television	2.0
THEATR-126 Improvisation	2.0
THEATR-161 Musical Theatre	3.0
THEATR-180 Theatrical Make-Up	2.5
THEATR-241 Movement for the Performer . . .	3.0
THEATR-242 Voice for the Performer	3.0

THEATR 060 THE BUSINESS OF ACTING

Units: 2.00

36.00 hours lecture

Covers acting as a business and becoming a working professional in the entertainment industry. Topics also include: pictures, resumes, agents, unions, interviewing, auditioning and marketing.

THEATR 061 AUDITIONING FOR STAGE, FILM AND TELEVISION

Units: 2.00

18.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: THEATR-140

Presents processes for professional work in theatre, television and film, including selection, preparation and performance of material with which to audition.

THEATR 100 THEATRE APPRECIATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys theatre by exploring the creation and presentation of theatrical performances. Students are required to attend on-campus and regional live performances.

THEATR 110 UNDERSTANDING THEATRE

Units: 3.00

UC:CSU 54.00 hours lecture

Analyzes theatre and the theatrical event from the audience perspective, including the functions of the producer, architect, playwright, director, actors, designers, and critics.

THEATR 120 STAGECRAFT

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Provides the theory and practical application of scenic elements for the stage including design, construction, painting, rigging, safety practices, methods of shifting scenery, handling scenery and handling properties.

THEATR 126 IMPROVISATION

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces the history, theories, principles and practices of theatrical improvisation, including exercises, games and situational scenes designed to hone performance skills.

THEATR 127 IMPROVISATIONAL PERFORMANCE

Units: 3.00

CSU 54.00 hours lecture

May be taken four times for credit

Prerequisite: THEATR-126

Further develops spontaneity, physicalization, character and ensemble. Improvisational techniques directed towards live performance.

THEATR 130 COSTUME CRAFTS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Presents basic design and construction techniques as applied to theatrical costuming and the theatre process, including tools, materials, fabrics and construction techniques.

THEATR 140 ACTING FUNDAMENTALS

Units: 3.00

UC:CSU 54.00 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.

THEATR 141 SCENE PERFORMANCE

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

May be taken two times for credit

Prerequisite: THEATR-140.

Designed for more advanced theater students to further develop voice, movement and the ability to analyze dramatic text and characters through extended scene work.

THEATR 144 ACTING FOR THE CAMERA

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: THEATR-126 or THEATR-140

Presents the fundamental techniques required in acting before the camera, including guidelines for following the specific demands of the camera.

THEATR 150 INTRODUCTION TO LIGHTING DESIGN

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Introduces the theory and practice of designing light for a live theatrical production. Emphasizes lighting instruments, controls, and the aesthetics of color, distribution, intensity, and movement of light, as well as practical experience in the design and implementation of a light plot.

THEATR 161 MUSICAL THEATRE

Units: 3.00

UC:CSU 54.00 hours lecture

May be taken four times for credit

Develops vocal skills, choreographic movement and acting techniques for musical theatre, including exercises, solo and fully-staged scenes.

THEATR 170 INTRODUCTION TO STAGE MANAGEMENT

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: THEATR-110

Explores basic stage managerial skills for organizing, preparing, and fulfilling theatrical productions from inception through rehearsal and performance.

THEATR 180 THEATRICAL MAKE-UP

Units: 2.50

UC:CSU 36.00 hours lecture, 27.00 hours lab

Presents the theory, design and application of makeup for the theatre, including corrective, character and non-realistic. Practical use of theatrical makeup materials for the various theatrical forms.

THEATR 190 THEATRE PRODUCTION

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-216.00 hours lab

May be taken four times for credit

Provides a study and laboratory exploration of all aspects of theatre production involving actor, technician and manager, and their contributions to the total aesthetic effect of a dramatic production before a public audience.

THEATR 190A NEW PLAYS WORKSHOP AND PRODUCTION

Units: 1.50-4.00

CSU 18.00 hours lecture, 27.00-216.00 hours lab

May be taken four times for credit

Requirement: Audition & Interview

Provides for the exploration, development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers close examination of the playwrights function in the theatrical process, the playwright and director relationship as well as the performer's participation with and relationship to newly created dramatic work.

THEATR 190B THEATRE PRODUCTION

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-216.00 hours lab

May be taken four times for credit

Prerequisite: Audition

Explores a classical play through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and breath techniques for handling heightened text. Culminates in public performances of the play.

THEATR 190C THEATRE PRODUCTION - COMEDY

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-216.00 hours lab

May be taken four times for credit

Prerequisite: Audition

Explores a comedic play through lecture, rehearsals and performance. stage, and developing physical and vocal technique for comic delivery, including textual analysis, historical research, connecting text to comedic action, culminating in public performances.

THEATR 190D THEATRE PRODUCTION - DRAMA

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab

May be taken four times for credit

Prerequisite: Audition

Explores a dramatic play through lecture, rehearsals and performance, including textual analysis, historical research, connecting text to dramatic action, culminating in public performances.

THEATR 191 TECHNICAL THEATRE PRODUCTION

Units: 1.50-4.00

CSU 18.00 hours lecture, 27.00-162.00 hours lab

May be taken four times for credit

Recommended Preparation: THEATR-120

Provides technical support for TH 190 (A-D), Theatre Production, and TH 193, Summer Theatre Workshop, through the installation and operation of scenery, props, lights, sound, and wardrobe for the complete run of a theatrical production.

THEATR 193 SUMMER THEATRE WORKSHOP

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab

May be taken four times for credit

Prerequisite: Audition

Focuses on production and performance of one or more summer stock presentations.

THEATR 195 SOLO PERFORMANCE

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Recommended Preparation: THEATR-140 and/or THEATR-126

Introduces the essential elements of an original solo show, including writing, giving and receiving feedback, rewriting, rehearsal and performance.

THEATR 220 THEATRE HISTORY I

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys theatre from ancient times through the 18th century.

THEATR 221 THEATRE HISTORY II

Units: 3.00

UC:CSU 54.00 hours lecture

A study of theatre as a product and reflection of its time, from the late 18th century to the present. Examination and analysis of the effects of the audiences upon playwright, actor, director and settings.

THEATR 240 ACTING SHAKESPEARE

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

May be taken three times for credit

Prerequisite: THEATR-140.

Explores Shakespeare's plays and poetry from a performance perspective, through research, exercises, monologues and scene study.

THEATR 241 MOVEMENT FOR THE PERFORMER

Units: 3.00

UC:CSU 54.00 hours lecture

May be taken three times for credit

Develops the performer's instrument as it pertains to the body through awareness, relaxation, flexibility, and responsiveness in order to communicate openly and effectively, including movement as a key to character development and as an aid to understanding the complex relationship between the actor, character and text.

THEATR 242 VOICE FOR THE PERFORMER

Units: 3.00

UC:CSU 54.00 hours lecture

May be taken four times for credit

Introduces 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.

WATER SYSTEMS TECHNOLOGY

Associate in Science Degree and Certificate of Achievement: Water Systems Technology

Water Systems Technology is the study of water treatment and distribution processes. The program is designed to prepare students seeking a career in drinking water treatment and distribution. The Water Systems Technology program also provides instruction for water personnel interested in career advancement as well as continuing education opportunities for State certified Water Treatment and Water Distribution Operators for certification renewal. Coursework will help prepare students for various certification examinations given by the State of California-Department of Public Health. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, chemical dosage techniques, water distribution, water chemistry, water quality, water mathematical calculations and other skills needed in this vital industry. The students completing the program can become employed as a distribution operator, water treatment plant operator, water service representative, water quality specialist, wastewater collection worker and/or wastewater treatment operator.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the water industry.

Program Requirements:

Units Required: 21

	Units
WATER-020 Introduction to Water Systems Technology3.0
WATER-030 Waterworks Mathematics3.0
WATER-031 Advanced Waterworks Mathematics3.0
WATER-032 Water Supply3.0
WATER-035 Water Quality3.0

Plus six units from the following:

WATER-040 Water Distribution Operator I3.0
WATER-041 Water Distribution Operator II3.0
OR	
WATER-050 Water Treatment Plant Operation Processes I3.0
WATER-052 Water Treatment Plant Operation Processes II3.0

WATER 020 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY

Units: 3.00

54.00 hours lecture

Explores the technologies, potential career opportunities and the State of California certification requirements in the water industry. Topics include water sources, water quality, water treatment, water distribution, and related topics.

WATER 030 WATERWORKS MATHEMATICS

Units: 3.00

54.00 hours lecture

Introduces basic mathematical principles related to water distribution and treatment systems; including areas, volumes, pressure, flow rates, unit conversion, chemical dosage, detention time, and filtration rates. Assists in preparation for Water Distribution and Treatment Operator Certification Examinations.

WATER 031 ADVANCED WATERWORKS MATHEMATICS

Units: 3.00

54.00 hours lecture

Prerequisite: WATER-030

Examines advanced study of mathematical principles related to pump hydraulics: horsepower, flow rates, pump curves, chemical dosages, detention time, filtration and backwash rates, CT calculations and various utility management analyses related to budget preparations, water rate structures, and demand design forecasting. Focuses on mathematical computations within the expected range of knowledge on the California Department of Public Health Certification exams for D3, D4, D5, T3, and T4.

WATER 032 WATER SUPPLY

Units: 3.00

54.00 hours lecture

Recommended Preparation: WATER-030

Examines the sources of drinking water supplies, with special emphasis on water in California. Explores the uses of water, including residential, commercial/industrial/institutional, and landscaping demands. It also examines the roles and methods of conservation on water demand management.

WATER 035 WATER QUALITY

Units: 3.00

54.00 hours lecture

Examines basic principles of chemistry and microbiology, and applies them to drinking water quality and related state and federal regulations.

WATER 040 WATER DISTRIBUTION OPERATOR I

Units: 3.00

54.00 hours lecture

Recommended Preparation: WATER-030

Introduces basic concepts and processes of drinking water distribution systems, including a general background of drinking water sources, regulations, water system design, and various distribution system appurtenances. Assists in the preparation of California Department of Public Health Operator Certification Exams for Grades I and II.

WATER 041 WATER DISTRIBUTION OPERATOR II

Units: 3.00

54.00 hours lecture

Recommended Preparation: WATER-040 or four years of employment in a water treatment plant, water distribution system or hold a valid Grade I license.

Presents intermediate to advanced principles of water distribution. Assists in preparation for Grade III & IV Water Distribution Operator's Certificate examination given by the State of California Department of Public Health.

WATER 050 WATER TREATMENT PLANT OPERATION PROCESSES I

Units: 3.00

54.00 hours lecture

Recommended Preparation: WATER-030 & WATER-035

Presents the basic operating principles and techniques of the conventional surface water treatment processes of coagulation, flocculation, sedimentation, and filtration, plus those of disinfection processes. Assists in preparation for Grade T1 and T2 Water Treatment Plant Operator's Certificate examination given by the State of California Department of Public Health.

WATER 052 WATER TREATMENT PLANT OPERATION PROCESSES II

Units: 3.00

54.00 hours lecture

Recommended Preparation: WATER-031 and 050.

Examines advanced topics in conventional surface water treatment processes and disinfection, as well as non-conventional treatment processes. Assists in preparation for Grade T3 and T4 Water Treatment Plant Operator's Certificate examination given by the State of California Department of Public Health.

WELDING

Certificate of Achievement: Welding Technology

Welding Technology is a career technical education program designed to prepare students for a variety of entry-level positions in today's welding and fabrication related industries. Course offerings range from very basic welding fundamentals to the most technically advanced. Students gain skillfulness in safety procedures, applied theory, metal fabrication, and related welding processes. Emphasis is placed on individual instruction. Instructors are AWS Certified Welding Inspectors/Educators. Students can earn welder certifications in accordance with the American Welding Society (AWS), The Los Angeles Department of Building and Safety (LADBS), and The American Society of Mechanical Engineers (ASME). Upon successful completion of the program, students are prepared to enter into the following career opportunities: welder, welding inspector, welding technician/fitter, pipe fitter/welder, and metal fabricator.

Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

Program Requirements:

Units Required: 27

Units

Complete fifteen units from one of the four options below:

WELD-100	Introduction to Oxyacetylene Welding	2.0
WELD-101A	Introduction to Shielded Metal Arc Welding	2.5
WELD-101B	Intermediate Shielded Metal Arc Welding	2.5
WELD-101C	Advanced Shielded Metal Arc Welding	2.5
WELD-104	Introduction to Gas Tungsten Arc Welding	2.0
WELD-105	Advanced Gas Tungsten Arc Welding	2.0
WELD-165	Pipe Welding Fundamentals	3.0
OR		
WELD-120	Industrial Welding I	5.0
WELD-122	Industrial Welding II	5.0
WELD-124	Industrial Welding III	5.0
OR		
WELD-092	Introduction to Metal Fabrication	2.0
WELD-093	Intermediate Metal Fabrication	2.0

WELD-094	Advanced Metal Fabrication2.0
WELD-100	Introduction to Oxyacetylene Welding2.0
WELD-101A	Introduction to Shielded Metal Arc Welding2.5
WELD-104	Introduction to Gas Tungsten Arc Welding2.0
WELD-106	This course is no longer offered. See Department Chair for substitution information.	
CWE-188WELD	Cooperative Work Experience Education	1.0 - 4.0

Required electives:

WELD-130	Welding Metallurgy3.0
WELD-132	Blueprint Reading for Welders and Fabricators3.0
MFGT-090	Measurements and Computations . .	.3.0
ENGL-094	Introduction to Technical Reading and Writing3.0

OR

ENGL-204	Technical Report Writing3.0
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Recommended electives:

WELD-096	Welding Certification and License Preparation3.0
WELD-133	Welding Inspection3.0

Certificate of Specialization: Welding Technology - Shielded Metal Arc Welding

The Welding Technology Certificate of Specialization in Shielded Metal Arc Welding (SMAW) is designed for those interested in welding structural steel. Course work includes a comprehensive study with an emphasis on application of fundamental welding techniques and industry practices. Program completers are prepared for entry level employment into industries such as steel construction and maintenance & repair, and general fabrication.

Student Learning Outcome:

Students will be able to demonstrate advanced level skills to produce quality welds in the flat, horizontal, vertical, and overhead positions using the shielded metal arc welding process.

Program Requirements:

Units Required: 16.5

		Units
WELD-101A	Introduction to Shielded Metal Arc Welding2.5
WELD-101B	Intermediate Shielded Metal Arc Welding2.5
WELD-101C	Advanced Shielded Metal Arc Welding2.5

Plus nine units from the following:

WELD-080	Non-Destructive Testing3.0
WELD-130	Welding Metallurgy3.0
WELD-132	Blueprint Reading for Welders and Fabricators3.0
WELD-133	Welding Inspection3.0

WELD 080 NON-DESTRUCTIVE TESTING

Units: 3.00

54.00 hours lecture

Surveys common non-destructive testing (NDT) theories and applications as they relate to industry recognized quality control systems. Emphasizes proper evaluation methods using eddy current test (ET), liquid dye penetrate test (PT), magnetic particle test (MT), radiographic test (RT), and ultrasonic test (UT). Field trips may be required. Units do not apply to the associate degree.

WELD 092 INTRODUCTION TO METAL FABRICATION

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Recommended Preparation: WELD-132

First in a three-part series of courses examining the principles and practices of metal fabrication. Emphasis is placed on safe proper operation of drilling, cutting, threading, grinding, and related equipment. Students are exposed to layout and design techniques used to fabricate basic metal projects. Units do not apply to the associate degree.

WELD 093 INTERMEDIATE METAL FABRICATION

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Prerequisite: WELD-092

Second in a three-part series of courses examining the principles and practices of metal fabrication. Emphasis is placed on safe proper operation of bending, turning, cutting, milling and related equipment. Students are exposed to enhanced layout and design techniques used to fabricate basic metal projects.

WELD 094 ADVANCED METAL FABRICATION

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Prerequisite: WELD-093

Third in a three-part series of courses examining the principles and practices of metal fabrication. Emphasis is placed on safe proper operation of metal working equipment. Students construct complex projects that involve design, layout, machining, fabrication, and welding technology.

WELD 096 WELDING CERTIFICATION AND LICENSE PREPARATION

Units: 3.00

54.00 hours lecture

Recommended Preparation: WELD-101C & WELD-124
Reviews the practical applications and fundamental concepts to prepare students for the Los Angeles City Department of Building and Safety written structural welding certification test.

WELD 100 INTRODUCTION TO OXYACETYLENE WELDING

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

May be taken four times for credit

Introduces oxyacetylene welding techniques on ferrous and non-ferrous metals, exposure to using alternate oxyfuel gasses, and proper torch cutting practices. Includes safety procedures, basic weld joint design, expansion, contraction, and residual stress in the welding of metals.

WELD 101A INTRODUCTION TO SHIELDED METAL ARC WELDING

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

The first of a three-part series introducing the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW welding equipment and proper welding techniques in accordance with the American Welding Society SENSE program.

WELD 101B INTERMEDIATE SHIELDED METAL ARC WELDING

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

Prerequisite: WELD-101A

The second of a three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW welding equipment and intermediate level welding techniques in accordance with the American Welding Society SENSE program.

WELD 101C ADVANCED SHIELDED METAL ARC WELDING

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

Prerequisite: WELD-101B

The third of a three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW welding equipment and advanced level welding techniques in accordance with the American Welding Society SENSE program. Welder performance certification is emphasized.

WELD 103 METAL SCULPTURING

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Provides a foundation in methods of cutting, forming, and shaping of metal using metal joining processes, including riveting, brazing, soldering, and mechanical to create metal sculptures. Proper safety procedures in the use of shop tools and related welding equipment are emphasized.

WELD 104 INTRODUCTION TO GAS TUNGSTEN ARC WELDING

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Introduces the principles and practices of gas tungsten arc welding (GTAW), including basic welding-joint design, expansion, contraction, and residual stress in welding of metals.

WELD 105 ADVANCED GAS TUNGSTEN ARC WELDING

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Prerequisite: WELD-104

Provides further development and strengthening of gas tungsten arc welding (GTAW) skills. Emphasizes theory, techniques and applications of GTAW commonly used in the aerospace, pharmaceutical and motor sport industries. Upon completion, students can earn welder performance certifications in accordance with the American Welding Society D17.1 code.

WELD 120 INDUSTRIAL WELDING I

Units: 5.00

CSU 54.00 hours lecture, 108.00 hours lab

First in a three-part series of trade technical courses providing theory and vocational skills related to current welding applications. Focuses on oxyacetylene and shielded metal arc welding processes. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding.

WELD 122 INDUSTRIAL WELDING II

Units: 5.00

CSU 54.00 hours lecture, 108.00 hours lab

Recommended Preparation: WELD-120

Second in a three-part series of courses providing theory and skills related to current welding applications. Continued focus on the shielded metal arc welding process. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding.

WELD 124 INDUSTRIAL WELDING III

Units: 5.00

CSU 54.00 hours lecture, 108.00 hours lab

May be taken four times for credit

Recommended Preparation: WELD-122

Third in a three-part series of trade technical courses providing theory and skills related to current welding applications. Examines the gas tungsten arc welding and gas metal arc welding processes. Safety mathematics, metallurgy, and weld-joint design are studied in detail. Provides the levels of proficiency needed for various certifications available in today's welding industry.

WELD 130 WELDING METALLURGY

Units: 3.00

CSU 54.00 hours lecture

Introduces basic metallurgy as applied to welding. Common heat treatment procedures, welding enhancement procedures, and thermal control of stress and strain in relation to ferrous and non-ferrous metals are emphasized. Proper determination of chemical contents of common steels, cast irons, stainless steels, and aluminum alloys are demonstrated.

WELD 132 BLUEPRINT READING FOR WELDERS AND FABRICATORS

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: MFGT-100

Examines blueprint interpretation practices commonly used by welding and metal fabrication industries. Exposure to common drawing types, symbols, views, lines, dimensions, and tolerances. Emphasis is placed on the analysis of welding symbols as approved by the American Welding Society (AWS) and International Organization of Standardization (ISO).

WELD 133 WELDING INSPECTION

Units: 3.00

CSU 54.00 hours lecture

Examines weld inspection principles and practices in order to prepare students for the American Welding Society's Certified Welding Inspector (CWI) exam, including welding theory, hands-on inspection, and a survey of respective welding codes.

WELD 165 PIPE WELDING FUNDAMENTALS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

May be taken three times for credit

Prerequisite: WELD-101

Examines both theory and application of pipe welding using the shielded metal arc welding (SMAW) process. Procedures leading to skillfulness in pipe weld-joint design, pre-weld fit up, basic metallurgy, weld symbols, and related codes and standards are emphasized.

WINE STUDIES

Certificate of Specialization: Wine Studies

The Wine Studies program is designed to provide students desiring employment in the Culinary or Restaurant industry with foundational knowledge and skills in world viticulture and wine styles. The curriculum provides and introduction to wine appreciation, service and wine and food pairings. Upon completion of the program, students will have a well-developed wine palate and will be able to assist customers in wine selection.

Student Learning Outcome:

Students will be able to:

- Perform sensory evaluation on wines from a variety of world viticulture regions.
- Compare and contrast the world wine regions.

Program Requirements:

Units Required: 17

	Units
WINEST-085 Wines of California2.0
WINEST-086 Wines of Italy1.5
WINEST-087 Wines of France1.5
WINEST-088 Wines of Australia & New Zealand . .	.1.5
WINEST-089 Wines of Spain1.5
WINEST-100 Wine Appreciation3.0
WINEST-102 World Viticulture and Wine Styles .	.3.0
WINEST-104 Introduction to Wine in the Restaurant3.0

Certificate of Specialization: Hospitality Wine Service

The Hospitality Wine Service program is designed to provide students with knowledge and skills related to providing exceptional wine service in restaurants, hotels and other culinary venues. The program provides introductory knowledge on world viticulture and wine styles but focuses on the food, business and service aspects wine and the role of wine in the hospitality industry.

Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the wine service/hospitality/restaurant industry.

Program Requirements:

Units Required: 6.5

	Units
WINEST-084 Wine Service and Hospitality1.5
WINEST-085 Wines of California2.0
WINEST-100 Wine Appreciation3.0

WINEST 084 WINE SERVICE AND HOSPITALITY

Units: 1.50

27.00 hours lecture

Introduces the basics of wine service for the food service industry. Appropriate for either hospitality professionals or wine aficionados.

WINEST 085 WINES OF CALIFORNIA

Units: 2.00

36.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Explores the major wine regions of California including the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of California. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 086 WINES OF ITALY

Units: 1.50

27.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Introduces the major wine regions of Italy, grape varieties grown, and the wines produced. Includes the process of Italian wine making, the importance of wine in Italian cuisine and culture and the stature Italian wines have achieved worldwide. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 087 WINES OF FRANCE

Units: 1.50

27.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Explores the major wine regions of France, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of France. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 088 WINES OF AUSTRALIA AND NEW ZEALAND

Units: 1.50

27.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Explores the major wines of Australia and New Zealand, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of Australia and New Zealand. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 089 WINES OF SPAIN

Units: 1.50

27.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Explores the major wine regions, grape varieties, and types of wine production of Spain. Includes the wine styles and associated wine laws, structure and culture of Spain. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 100 WINE APPRECIATION

Units: 3.00

CSU 54.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Provides the basics of appreciation of different types of wine, including varietal characteristics and other components. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 102 WORLD VITICULTURE AND WINE STYLES

Units: 3.00

UC:CSU 54.00 hours lecture

Prerequisite: Students must be 21 years of age to enroll.

Surveys the world of viticulture and the wine industry. Includes the history of viticulture, grapevine anatomy, worldwide grape, raisin and wine production and consumption, world wine regions and sensory evaluations. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

WINEST 104 INTRODUCTION TO WINE IN THE RESTAURANT

Units: 3.00

CSU 54.00 hours lecture

Examines the management of wine purchasing, storage, and selling for the culinary arts or restaurant management professional.

CONTINUING EDUCATION

Noncredit Classes

The College's Community Education Department provides lifelong learning classes to residents of all ages with opportunities for professional development, skills development, and language acquisition. These courses are offered tuition-free and are supported by the State of California. Courses include English as a Second Language (ESL), Immigrant Education & Citizenship, College Success Skills, programs for Older Adults (Emeritus College), Health and Safety Education, and Career Technical Education programs. Some courses may require a materials fee to be paid at the time of registration to cover the cost of supplies and materials given to students during the class. This fee does not cover the cost of any required textbooks.

COLLEGE SUCCESS SKILLS (BASIC SKILLS)

Certificate of Completion: General Education Development Preparation

This certificate prepares students to take the General Education Development exam.

Student Learning Outcome:

Students will be able to demonstrate proficiency in reading, writing, science, social studies, mathematics, and the test taking strategies required to meet the GED requirements.

Program Requirements:

Units Required: 0

	Units
NC.BCSK-50 Test Taking Skills0.0
NC.BCSK-100 GED Preparation0.0

Certificate of Completion: CAHSEE

This certificate is designed to prepare students to successfully pass the California High School Exit Exam (CAHSEE).

Student Learning Outcome:

Students will be able to demonstrate competency in English and Mathematics skills at the CAHSEE level.

Program Requirements:

Units Required: 0

	Units
NC.BCSK-50 Test Taking Skills0.0
NC.BCSK-090 CAHSEE Preparation0.0

Certificate of Competency: Academic Skills

Students who receive this certificate have demonstrated mastery of skills in English and mathematics at the elementary and secondary levels.

Student Learning Outcome:

Students will be able to demonstrate proficiency in English and mathematics skills at the elementary and secondary levels.

Program Requirements:

Units Required: 0

	Units
NC.BCSK-080 Academic Skills I0.0
NC.BCSK-085 Academic Skills II0.0

Certificate of Completion: Summer Bridge

Demonstrate proficiency in elementary algebra, writing fundamentals, and college success skills.

Student Learning Outcome:

Students will be able to demonstrate proficiency in elementary algebra, writing fundamentals, and college success skills.

Program Requirements:

Units Required: 0

	Units
NC.BCSK-SBC Summer Bridge Counseling0.0
NC.BCSK-SBE Summer Bridge English0.0
NC.BCSK-SBM Summer Bridge Math0.0

NC.BCSK 050 TEST TAKING SKILLS

Units: 0.00

Addresses the skills necessary to become a successful test-taker, including test anxiety, test types, study tips, time management, and academic integrity. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK 080 ACADEMIC SKILLS I

Units: 0.00

Develops basic reading, writing, and math skills through individualized, computer-assisted instruction. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK 085 ACADEMIC SKILLS II

Units: 0.00

Continues to develop reading, writing, and math skills through individualized, computer-assisted instruction. This course may be offered open entry-open exit. Offered pass/no-pass only.

NC.BCSK 090 CAHSEE PREPARATION

Units: 0.00

Provides English and math instruction targeting California High School Exit Exam (CAHSEE) competencies for students who have not yet passed either the mathematics or the English portions of the exam. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK 100 GED PREPARATION

Units: 0.00

Prepares students to pass the five sections of the General Education Development Test: Reading, Writing I and II (essay), Science, Social Studies, and Mathematics. Students should have basic computer literacy to utilize GED tutorial software. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK 50 TEST TAKING SKILLS

Units: 0.00

Addresses the skills necessary to become a successful test-taker, including test anxiety, test types, study tips, time management, and academic integrity. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK E19 STUDY TECHNIQUES

Units: 0.00

Improve skills necessary for good study habits including organizing study materials, time management, concentration techniques, test preparation, test taking strategies, memory improvement, listening skills, and note taking. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK E20 SPELLING TECHNIQUES

Units: 0.00

Designed to improve spelling skills. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK E21 GRAMMAR AND SENTENCE WRITING

Units: 0.00

Reviews the fundamentals of English with emphasis on improvement of sentence grammar, word usage, mechanics and punctuation. Students focus on subjects, pronouns, verbs, avoiding fragments and run-ons, and writing coherent, grammatical sentences. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK H07 HSD U.S. HISTORY A/B

Units: 0.00

Provides a review of two themes: the Nation's constitutional framework dividing power between the states and the federal government, and the industrial transformation of the new nation. Also examines major turning points in American history in the twentieth century. Emphasis is given to the expanding role of the federal government and issues between minority rights and majority power; the emergence of modern corporate economy; the impact of technology on American society and culture; change in the ethnic composition of American society; the movements toward equal rights for racial minorities and women; and the role of the United States as a major world power. Offered pass/no-pass only.

NC.BCSK H16 HSD HEALTH

Units: 0.00

Promotes student wellness behaviors through the study of first aid, substance abuse prevention, diseases and disorders, nutrition, family health, and mental and emotional health issues. HSD Health meets the health requirement for high school graduation. Offered pass/no-pass only.

NC.BCSK M07 HSD TRIGONOMETRY

Units: 0.00

Trigonometry, a one-semester high school course. Topics include circular functions and their graphs, polar coordinates, trigonometric identities and equations, triangle trigonometry, trigonometric addition formulas, double and half-angle formulas. Trigonometry is a comprehensive study of trigonometric functions with emphasis on application. Offered pass/no-pass only.

NC.BCSK MA1 ESSENTIAL ARITHMETIC

Units: 0.00

A first course in basic arithmetic including whole numbers, fractions, mixed numerals, decimals, and percents. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK MA2 MATH SKILLS FOR NURSES

Units: 0.00

Introduction to medication dosage calculations and dimensional analysis. Includes a review of arithmetic, metric, apothecary, household systems, conversions between the systems, calculating oral medication dosages, intravenous fluid calculations and injections. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.BCSK SBC SUMMER BRIDGE COUNSELING

Units: 0.00

Co-requisite: NC.BCSK-SBE and NC.BCSK-SBM

Develops college success skill through discussion of college procedures, student rights, learning skills and study skills, including close collaboration with co-requisite English and mathematics courses to help ensure application of skills to materials covered in those subjects. Offered pass/no-pass only.

NC.BCSK SBE SUMMER BRIDGE ENGLISH

Units: 0.00

Prerequisite: ENGL-071 or placement into ENGL-081 as determined by the COC English assessment process.

Co-requisite: NC.BCSK-SBC and NC.BCSK-SBM

Designed to facilitate the transition of students from high school or other pre-collegiate education into an academically successful and well-balanced college lifestyle, this course will focus on the fundamentals of composing source-based paragraphs for students who need a review of intermediate English topics before entering introductory college English. Offered pass/no-pass only.

NC.BCSK SBM SUMMER BRIDGE MATH

Units: 0.00

Prerequisite: MATH-025 or MATH-026 or placement as determined by the COC math assessment process. Co-requisite: NC.BCSK-SBC and NC.BCSK-SBE

Designed to facilitate the transition of students from high school into an academically successful and well-balanced college lifestyle, this course focuses on the fundamental concepts of pre-algebra for those who need a review of topics before entering elementary algebra. Offered pass/no-pass only.

NC.TUTR 094 SUPERVISED TUTORING

Units: 0.00

Co-requisite: Enrollment as a COC student and referral of instructor/counselor

Provides individualized and group activities designed to support success in the classroom setting. Includes learning style assessment and follow-up, study skills workshops, group tutorials activities and assignments for individualized tutoring support. This course may be offered open entry/open exit. Offered pass/no-pass only.

ENGLISH AS A SECOND LANGUAGE (ESL)

Certificate of Competency: ESL/Beginning Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Beginning Low and Beginning High levels of English skills in reading, writing, speaking and listening.

Student Learning Outcome:

Students will be able to communicate in English through reading, writing, speaking, and listening at the beginning high level.

Program Requirements:

Units Required: 0

	Units
NC.ESL-1A Beginning Low A	0.0
NC.ESL-1B Beginning Low B	0.0
NC.ESL-2A Beginning High A	0.0
NC.ESL-2B Beginning High B	0.0

Recommended Electives

NC.ESL-10 ESL Beginning Language Lab	0.0
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Certificate of Competency: ESL/Intermediate Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Intermediate Low and Intermediate High levels of English skills in reading, writing, speaking and listening.

Student Learning Outcome:

Students will be able to demonstrate proficiency in English through reading, writing, speaking and listening in English at the intermediate high level.

Program Requirements:

Units Required: 0

	Units
NC.ESL-3A Intermediate Low A	0.0
NC.ESL-3B Intermediate Low B	0.0
NC.ESL-4A Intermediate High A	0.0
NC.ESL-4B Intermediate High B	0.0

NC.ESL 10 ESL BEGINNING LANGUAGE LAB

Units: 0.00

Develops English skills in listening, reading, speaking and writing through self-paced, computer-mediated instruction. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.ESL 1A BEGINNING LOW A

Units: 0.00

Develops basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 1B BEGINNING LOW B

Units: 0.00

Prerequisite: NC.ESL-1A or Placement Test

Continues and expands the development of basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 2A BEGINNING HIGH A

Units: 0.00

Prerequisite: NC.ESL-1B or Placement Test

Develops English skills at the beginning high level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 2B BEGINNING HIGH B

Units: 0.00

Prerequisite: NC.ESL-2A or Placement Test

Continues and expands the development of English skills at the beginning high level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 3A INTERMEDIATE LOW A

Units: 0.00

Prerequisite: NC.ESL-2B or Placement Test

Develops English skills at the Intermediate Low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 3B INTERMEDIATE LOW B

Units: 0.00

Prerequisite: NC.ESL-3A or Placement Test

Continues and expands English skills at the Intermediate Low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 4A INTERMEDIATE HIGH A

Units: 0.00

Prerequisite: NC.ESL-3B or Placement Test

Develops English skills at the Intermediate High level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.ESL 4B INTERMEDIATE HIGH B

Units: 0.00

Prerequisite: NC.ESL-4A or Placement Test

Continues and expands English skills at the Intermediate High level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

NC.VESL 01 COMMUNICATION FOR EMPLOYMENT

Units: 0.00

50.82 hours lecture

Recommended Preparation: NC.ESL-LVL2

Introduces the nonnative speaker to basic written and verbal communication skills, as well as cultural knowledge necessary to obtain employment in the United States. Focuses on traditional and web-based employment opportunity resources, completing job applications, writing simple resumes, and answering questions at job interviews. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.VESL 02 ENGLISH FOR AUTOMOTIVE TECHNOLOGY

Units: 0.00

50.82 hours lecture

Develops language and communication skills for automotive technology workers. Focuses on skills required by automotive industry employees and gives practice in pronunciation, listening, and speaking. Class uses industry manuals and data, to develop work-related reading and writing skills. This course may be offered open entry/open exit. Offered pass/no-pass only.

NC.VESL 03 ENGLISH FOR LANDSCAPE EMPLOYEE

Units: 0.00

Develops vocabulary, reading comprehension and verbal skills for the non-native speaker working in the landscape industry, including language instruction in floriculture, landscape horticulture and general nursery work. This course may be offered open entry/open exit. Offered pass/no-pass only.

IMMIGRATION EDUCATION

NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION

Units: 0.00

Introduces the history and government of the United States, including an overview of the branches of government, the Constitution, and the Bill of Rights necessary to pass the U.S. Citizenship Examination. This course may be offered open entry/open exit. Offered pass/no-pass only.

Faculty

ACOSTA, CLAUDIA (1998)**Spanish - Professor**

Ed.D. EducationPepperdine University
 M.A. SpanishUC Riverside
 B.A. Liberal StudiesCSU San Marcos

ALFANO, KATHLEEN (1996)**Director NSF-Create Regional Center, Professor**

Ph.D. Higher EDUC Los Angeles
 M.S. CounselingPurdue University
 B.S. ChemistryChestnut Hill College

ALONSO, EDEL (1999)**Counselor - Professor**

Ed.D. Organizational LeadershipUniversity of
 La Verne
 M.A. CounselingLoyola Marymount University
 B.A. SpanishMontclair State College

AMADOR, JONATHAN (2001)**Radio/Television/Film - Professor**

M.F.A Fine ArtsCalifornia Institute of the Arts
 B.F.A MusicCalifornia Institute of the Arts

ANDERSON, JAMES (1991)**Chemistry - Professor**

M.S. ChemistryCSU Fresno
 B.S. ChemistryUC Davis

ANDRADE, MEHGEN (2008)**Psychology – Associate Professor**

M.A. PsychologyCSU Sacramento
 B.A. PsychologyMills College

ANDRUS, DAVID (2007)**Political Science – Associate Professor**

J.D. LawSouthwestern University
 B.A. Political ScienceCSU Los Angeles

ANTHONY, KEVIN (1999)**Hotel/Restaurant Management - Professor**

B.A. Political ScienceLoyola Marymount University

APPLEN, BRITTANY (2007)**Sign Language – Associate Professor**

M.A. Communication StudiesCSU Northridge
 B.A. Deaf StudiesCSU Northridge

AYRES, DIANE (1988)**English/Journalism - Professor**

M.A. SpeechCSU Northridge
 B.A. SpeechCSU Northridge
 A.A. General EducationCollege of the Canyons

BABER, TIMOTHY (2000)**Welding - Professor**

B.S. Business Administration/FinanceCSU Northridge
 A.S. WeldingCollege of the Canyons

BAKER, DIANE (2002)**Nursing - Professor**

M.S.N NursingCSU Los Angeles
 B.S.N NursingUniversity of West Florida

BAKER, JEFFREY (2007)**Animation – Associate Professor**

B.A. FilmPennsylvania State University

BARKE, SHERI (2004)**Health Science - Professor**

M.P.H. Public HealthUC Los Angeles
 B.S. Nutritional SciencesCalifornia State
 Polytechnic University, San Luis Obispo

BATES, MARY (2002)**Geography – Professor**

M.A. GeographyCSU Northridge
 B.A. GeographyCSU Northridge
 A.A. Social ScienceCollege of the Canyons

BATHKE, TAMMY (2004)**Nursing - Professor**

M.S. NursingCSU Los Angeles
 B.S. NursingCreighton University
 B.S. BiologyUC Los Angeles
 A.A. General ScienceSanta Monica College

BAUWENS, DENNIS (1987)**Business - Professor**

M.B.A Business AdministrationCSU
 Dominguez Hills
 B.S. Business AdministrationCSU
 Dominguez Hills

BAYTARYAN, RUZANNA (2001)**Mathematics - Professor**

Ed.D. Higher EducationNova Southeastern
 University
 Equivalent to: MS Electrical
 EngineeringPolytechnic Institute, Armenia
 Equivalent to: B.S. Electrical
 EngineeringPolytechnic Institute, Armenia

BEDA, BRANDY (2008)**English – Associate Professor**

M.A. EnglishNotre Dame de Namur University
 B.A. EnglishCSU Hayward
 A.A. EnglishSanta Rosa Community College

BEDNAR, HEIDI (2011)**Chemistry -Assistant Professor**

M.S. ChemistryThe University of Iowa
 B.S. ChemistryMinnesota State University
 Mankato

BLAKEY, CHRISTOPHER (2001)**Philosophy -Professor**

Ph.D. PhilosophyUC Riverside
 M.A. PhilosophyCSU Los Angeles
 B.S. MicrobiologyCalifornia State Polytechnic
 University, San Luis Obispo

BLASBERG, REGINA (2006)**Civil Engineering – Associate Professor**

M.S. Civil EngineeringUC Los Angeles
 B.S. Civil Engineering ..Loyola Marymount University

BOGNA, GINA (1998)**Director, Internships and Job Placement**

B.S. Organizational Management.....University of
LaVerne
M.S. AdministrationCSU Bakersfield
A.S. Computer Business ApplicationsCollege of
the Canyons

BRANCH, STEPHEN (2000)**History - Professor**

M.A. American StudiesUniversity of
Southern Florida
B.A. HistoryUniversity of Southern Florida

BRETTALL, LESLIE (1991)**Librarian - Professor**

M.L.S Public Library Spec.UC Los Angeles
B.A. HistoryUC Los Angeles

BREZINA, JENNIFER (2001)**Division Dean, Humanities**

Ph.D. English.....UC Riverside
M.A. EnglishCSU San Diego
B.A. EnglishUC Los Angeles

BRILL, DAVID (2003)**Radio/Television/Film – Professor**

B.S. Journalism.....University of Colorado

BRILL-WYNKOOP, WENDY (1997)**Photography - Professor**

M.F.A Creative PhotographyCSU Fullerton
B.F.A PhotographyUniversity of Southern
California

BRODE, ROBERT (2000)**Admin of Justice - Professor**

J.D. LawWhittier College
A.A. AccountingLA Valley College

BROGDON-WYNNE, PAMELA (1997)**Director EOPS/CARE - Professor**

Ed.D. EducationNova Southeastern University
M.S. Guidance CounselingYoungstown State
University
B.S. Education/Eng.Youngstown State University

BROWN, KERRY (1998)**Counselor – Professor**

M.A. Education Psych./Counseling....CSU Northridge
B.A. Deaf StudiesCSU Northridge
A.A. Social Sciences.....College of the Canyons

BROWN, LORI (2008)**Nursing – Associate Professor**

M.S. NursingMount St. Mary's College
B.S. Health Sciences/Nursing
ServicesCSU Northridge
A.A. NursingSanta Barbara City College
A.A. General StudiesSanta Barbara City College

BURIEL, JUAN (2007)**English – Associate Professor**

Ph.D. Comparative LiteratureUC Irvine
M.A. Comparative LiteratureUC Irvine
M.A. American StudiesUniversity of New Mexico
B.A. American StudiesUniversity of New Mexico
B.A. CommunicationUniversity of New Mexico

BURKE, KELLY (2005)**Biology – Professor**

M.S. MicrobiologyUniversity of Southern Florida
B.S. BiologyUniversity of Tampa, Florida

BUTTS, DANIELLE (1999)**Director, Transfer Center - Professor**

Ed.D. EducationPepperdine University
M.S. CounselingCSU Northridge
B.A. Deaf Studies/Special
EducationCSU Northridge

CARROLL, SANDY (2006)**Nursing – Associate Professor**

Ed.D. Higher EducationCalifornia Lutheran
University
M.S. NursingMount St. Mary's College
B.S. NursingUniversity of Texas, Arlington

CHARI, JEANNIE (2007)**Biology - Associate Professor**

M.S. BiologyCSU Northridge
B.S. Biology & Geography-
EcosystemsUC Los Angeles

CHENG-LEVINE, JIA-YI (2005)**English – Professor**

Ph.D. English.....Indiana University of Pennsylvania
M.A. EnglishUniversity of Georgia
B.A. English.....Tamkang University

CIARDI, TERESA (2007)**Physical Science – Associate Professor**

M.S. PhysicsUniversity of Wyoming
B.A. Astronomy & PhysicsBoston University

CORBETT, MARY (2006)**Nursing – Associate Professor**

M.S. NursingUniversity of Virginia
B.S. NursingCSU Sacramento

COTA, CHRISTOPHER (2002)**Physical Education - Professor**

M.Ed. Physical EducationAzusa Pacific University
B.A. Physical Education.....CSU Northridge
A.S. Math/ScienceCollege of the Canyons

CROWTHER, SUSAN (1988)**MESA Director**

M.S. BiologyCSU Northridge
B.A. Biology.....CSU Northridge

CRUZ, GUILLERMO (2001)**Economics - Professor**

M.A. EconomicsMcGill University Quebec
B.S. EconomicsUniversity of Montreal

CUDE, KELLY (2007)**Biology – Associate Professor**

Ph.D. BiologyUniversity of Washington
 B.S. GeneticsUC Davis

DAVIS, DEANNA (1998)**English - Professor**

Ph.D. Philosophy/EnglishUC Los Angeles
 M.A. EnglishUC Los Angeles
 B.A. EnglishUC Los Angeles

DAYBELL, MARK (2000)**Graphics & Multimedia Design – Professor**

M.F.A Art/Creative Photo.....CSU Fullerton
 B.S. Applied Art & Design, Photo.....California State
 Polytechnic University, San Luis Obispo

DELAVERA-SOLOMON, OLGA DIANE (1998)**Counselor - Professor**

M.Ed. Educational & Counseling
 Psychology.....University of Missouri-Columbia
 B.A. PsychologySan Diego State University
 A.A. Liberal ArtsPierce College

DEMERJIAN, MARLENE (1990)**Mathematics - Professor**

Ed.D. Higher EducationNova Southeastern
 University
 M.A. Applied MathematicsUC Los Angeles
 B.S. Applied MathematicsUC Los Angeles
 A.A. MathematicsGlendale Community College

DERMODY, MICHAEL (1988)**History/Political Science - Professor**

M.A. History/Political ScienceUC Riverside
 B.A. HistoryUC Riverside

DEVLAHOVICH, VINCENT (2007)**Geology - Associate Professor**

M.S. Interdisciplinary Studies..... CSU Northridge
 B.S. PsychologyUniversity of Utah

DOMINGUEZ, CARMEN (2011)**Division Dean, Fine & Performing Arts**

Doctorate of Musical Arts, Conducting ..John Hopkins
 University
 M.M. MusicSan Diego State University
 B.A. MusicSan Diego State University

DORROH, CYNTHIA (2010)**Division Dean, Allied Health and Public Safety**

M.S. Nursing.....CSU Los Angeles
 B.S. NursingCSU Los Angeles
 A.A. Applied ArtsGlendale Community College

DOS REMEDIOS, ROBERT (1999)**Physical Education - Professor**

M.A. Physical EducationCSU Northridge
 B.A. Social SciencesUC Berkeley

DREILING, RONALD (2000)**PACE English - Professor**

M.A. EnglishUniversity of Kansas
 B.A. English & Philosophy.....Washburn University

EDWARDS, REBECCA (2007)**Art - Associate Professor**

M.F.A. ArtCSU Los Angeles
 B.F.A ArtSan Francisco Art Institute

EIKEY, REBECCA (2005)**Chemistry - Professor**

Ph.D. ChemistryUC Los Angeles
 M.S. ChemistryUC Los Angeles
 B.S. ChemistryChatham College

ETIENNE, PIERRE (2000)**French - Professor**

M.A. French Language & Literature ..Tufts University
 B.A. French & GermanMiddlebury College

FELDMAN, BERNARDO (1989)**Music - Professor**

Ph.D. Music CompositionUC Los Angeles
 M.F.A. Fine Arts/Music ..California Institute of the Arts
 B.F.A. Fine Arts/Music ..California Institute of the Arts

FERGUSON, CHRISTOPHER (1999)**Computer Science - Professor**

M.S. Computer ScienceCSU Northridge
 B.S. Computer Science.....CSU Northridge

FEUERHELM, JANE (1995)**Director, Disabled Students Programs & Services - Professor**

Ph.D. EducationUniversity of Southern California
 M.A. Special Education - Learning
 Disabilities.....University of Northern Colorado
 B.A. Speech Pathology &
 AudiologyUniversity of Denver

FIERO, DIANE (2004)**Assistant Superintendent/Vice President, Human Resources**

M.S. Human Resource DesignClaremont
 Graduate University
 B.S. PsychologyUniversity of Houston

FISHER, HOWARD (2000)**Physical Education - Professor**

M.A. Physical Education.....UC Los Angeles
 B.A. Physical Education/
 Recreation.....Whittier College
 A.A. Liberal ArtsLA Pierce College

FLYNN, KATHY (1999)**Chemistry - Professor**

Ph.D. Inorganic ChemistryUC Davis
 M.S. ChemistrySan Diego State University
 B.S. Chemistry.San Diego State University

FORBES, DOUGLAS (1985)**Computer Science/Electronics - Professor**

A.S. Computer Science &
 Electronics.....College of the Canyons

FRANKLIN, CHRISTI (2003)**Learning Disability Specialist – Professor**

Ph.D. Clinical PsychologyFuller Theological Seminary
 M.A. Christian LeadershipFuller Theologica Seminary
 M.A. PsychologyFuller Theological Seminary
 M.A. Counseling PsychologyNational University
 B.A. BiologyPoint Loma Nazarene College

GELKER, NECIA (2007)**Art History - Associate Professor**

Ph.D. Art HistoryUniversity of Southern California
 M.A. Art History University of Southern California
 B.A. Fine Arts (Art History)University of Southern California

GERDA, JOSEPH (1987)**Interim Assistant Superintendent/Vice President, Instruction**

M.A. Mathematics.....University of Texas
 M.S. BiomathematicsUC Los Angeles
 B.A. MathematicsUniversity of Texas

GIBSON, COLLETTE (1999)**Mathematics - Professor**

M.A. Mathematics UC Los Angeles
 B.S. Applied Mathematics UC Los Angeles
 A.S. Mathematics..... College of the Canyons

GILMORE, JAMES (2001)**Mathematics - Professor**

M.S. Mathematics.CSU Northridge
 B.A. MathematicsUC Berkeley

GLAPA-GROSSKLAG, JAMES (1999)**Dean, Education Technology, Learning Resources & Distance Education**

M.A. History/HumanitiesUniversity of Chicago
 B.A. HistoryIllinois Wesleyan University

GOLBERT, MIRIAM (2001)**Biology - Professor**

Ed.D. Higher EducationNova Southeastern University
 M.S. BiologyCSU Northridge
 Equivalent to: B.S. Chemistry ..National University of Cordoba, Argentina

GREEN, AUDREY (1989)**Associate Vice President of Academic Affairs**

M.A. Educational Psychology - Counseling & GuidanceCSU Northridge
 B.A. History.....UC Los Angeles
 A.A. Social Sciences.....College of the Canyons

GRIBBONS, BARRY (1999)**Assistant Superintendent/VP, Institutional Development, Technology & On-line Services**

Ph.D. EducationUniversity of Southern California
 M.S. EducationUniversity of Southern California
 B.A. PsychologyCSU Northridge
 A.A. PsychologyCollege of the Canyons

GRIGORYAN, ANZHELA (2008)**Mathematics – Associate Professor**

M.S. MathematicsCSU Northridge
 B.S. MathematicsCSU Northridge

GURNEE, KIM (2000)**English - Professor**

M.A. EnglishCalifornia State Polytechnic University, San Luis Obispo
 B.A. Language Studies.....Humboldt State University

GUSSIN, PHIL (2012)**Political Science - Assistant Professor**

Ph.D. Political ScienceUC Los Angeles
 M.A. Political ScienceUC Los Angeles
 M.A. Political Science.....UC Berkley

HALEY, PATRICIA (2005)**EMT - Professor**

B.S.N Nursing.....CSU Los Angeles

HARUTUNIAN, MICHAEL (1999)**English - Professor**

M.A. EnglishCSU Northridge
 B.A. HistoryCSU Northridge
 B.A. English LiteratureCSU Northridge
 A.A. General EducationCollege of the Canyons

HAUSS, JENNIFER (2000)**English – Assistant Professor**

Ph.D. EnglishUniversity of Rhode Island
 M.A. EnglishSalisbury University
 B.A. English & JournalismRadford University

HELPING, SHELDON (2002)**Sociology - Professor**

M.S.W. Social WorkUniversity of Washington
 M.A. EducationCSU Northridge
 B.A. Psychology/SociologyCSU Northridge

HILLIARD, LEE (2003)**Computer Networking - Professor**

M.S. Industrial TechnologyCSU Fresno
 B.S. Industrial TechnologyCSU Fresno
 A.S. Computer NetworkingCollege of the Canyons

HILST, BRANDON (2007)**Mathematics - Associate Professor**

M.S. MathematicsCSU Northridge
 B.A. MathematicsThe Master's College

HINSHAW, SUSAN (1999)**Theatre - Professor**

M.F.A Theatre Arts-ActingCSU Fullerton
 B.A. DramaUniversity of Washington

HOOPER, GARRETT (2008)**Counseling – Associate Professor**

M.S. Counseling/MFTCSU Northridge
 B.A. Religious Studies.....CSU Northridge

HOOPER, LISA (2001)**Physical Education - Professor**

M.A. KinesiologyCSU Long Beach
 B.S. NutritionPepperdine University

HOUGHTON, RACHAEL (2009)**Nursing – Assistant Professor**

M.S.N. NursingUC Los Angeles
 B.S.N. NursingUC Los Angeles
 A.S. NursingCollege of the Canyons

HOUSER, KRISTIN (2006)**Dean, Career Technical Education**

M.A. PsychologyUniversity of Florida
 M.B.A. Business AdministrationUC Berkeley
 B.A. English/PsychologyIndiana University

HOWE, RICHARD (2001)**Psychology - Professor**

M.A. General-Experimental
 PsychologyCSU Northridge
 B.A. PsychologyCSU Northridge

HYATT, RHONDA (2008)**Recreation Management – Associate Professor**

Ed.D. EducationUC Los Angeles
 M.S. Physical EducationUniversity of Arizona
 B.S. EducationUniversity of Nevada, Las Vegas

JADAON, VICTOR (1999)**Computer Information Technology - Professor**

M.S. Educational TechnologyNational University
 B.S. Electrical EngineeringGolden State University
 B.S. Computer ScienceNational University

JENKINS, JAMES "KEVIN" (2002)**Graphic & Multimedia Design - Professor**

M.F.A. Studio Art & PhotographyUC Irvine
 B.F.A. SculptureCalifornia College of Arts & Crafts

JOHNSON, CHARLES (2000)**Mathematics - Professor**

M.S. MathematicsCalifornia State Polytechnic
 University, San Luis Obispo
 B.S. Applied MathematicsUC Los Angeles

JONES-CATHCART, ANDREW (2007)**Philosophy – Associate Professor**

Ph.D. PhilosophyUniversity of South Carolina
 M.A. PhilosophyBoston College
 B.A. PhilosophyAssumption College
 A.A. Liberal Arts ..Quinsigamond Community College

JOSLIN, MICHAEL (1991)**Dean, Student Services**

M.S. CounselingCSU Northridge
 B.A. JournalismCSU Northridge
 A.A. Liberal StudiesMoorpark College

KANE, BELINDA (1999)**Physical Education – Professor**

M.Ed. Physical EducationAzusa Pacific University
 B.A. Physical Education /Teaching &
 CoachingCSU Northridge

KARLIN, RONALD (2000)**Librarian Bibliographic Instruction/Electronic Resources - Professor**

M.L.S. Library & Information
 ScienceUC Los Angeles
 BA AnthropologyUniversity of Southern California

KEMPLER, ADAM (1997)**English - Professor**

M.A. English LiteratureCSU Long Beach
 B.A. EnglishCSU Long Beach
 A.A. General EducationOrange Coast College

KICENSKI, KARYL (2000)**Communications Studies/Speech - Professor**

Ph.D. Cultural StudiesGeorge Mason University
 M.A. Speech CommunicationCSU Northridge
 B.A. Speech CommunicationCSU Northridge

KIM, ADINA (2011)**Nursing – Assistant Professor**

M.S.N. NursingUC Los Angeles
 B.S. NursingCSU Fullerton
 A.S. NursingRio Hondo College

KRESSIN, ANN (2000)**Chemistry - Professor**

M.S. ChemistryUC San Diego
 B.S. ChemistryMarquette University

KUBO, KATHY (2000)**Mathematics - Professor**

M.A. MathematicsUC Los Angeles
 B.S. Business AdministrationUC Berkeley

LABRIE, MICHELLE (2002)**Psychology - Professor**

M.A. PsychologyPepperdine University
 B.A. PsychologyUC Santa Cruz
 A.A. Social ScienceCollege of the Canyons

LAWSON, JULIE (2007)**Music – Associate Professor**

M.A. MusicCSU Northridge
 B.A. MusicCSU Northridge

LE, LUONG (1999)**Mathematics - Professor**

M.S. MathematicsUC Riverside
 B.S. MathematicsUC Davis
 A.S. MathematicsCollege of the Canyons

LEACH, MICHAEL (2007)**Communication Studies – Associate Professor**

M.A. Speech CommunicationCSU Los Angeles
 B.A. English LiteratureCSU Northridge

LEE, STEPHANIE (2008)**DSP&S Counselor – Associate Professor**

Ph.D. Clinical PsychologyAlliant University
 M.A. PsychologyAlliant University
 M.A. Education/Educational PsychologyCSU
 Northridge
 B.S. Biological SciencesUC Davis

LEONARD, VICTORIA (1995)**Communication Studies - Professor**

M.A. Speech CommunicationCSU Northridge
 B.A. Speech CommunicationCSU Northridge

LING, SUSAN (2008)

DSP&S Counselor – Associate Professor
 M.S. College Counseling.....CSU Northridge
 B.A. Journalism.....Long Island University

LIPMAN, MELANIE (1998)

Computer Information Technology - Professor
 M.S. Instructional Leadership/
 Educational AdminNational University
 B.S. SecretarialFairleigh Dickinson University
 A.A. Liberal ArtsNassau Community College

LOAIZA, ALBERT (2011)

Counselor, Student Athletes – Assistant Professor
 M.S. Counseling.....University of LaVerne
 B.A. Sociology.....CSU San Bernardino

LORIGAN, JAMES (2000)

Fine Art – Professor
 M.A. Art-Drawing & PaintingCSU Fullerton
 M.F.A. Painting, Drawing/
 PrintmakingCSU Fullerton
 B.A. Art.CSU Fullerton

LOWE, ANN (2000)

Nursing - Professor
 M.S.N NursingCSU Long Beach
 B.S.N Nursing.....UC Los Angeles

LOZANO, DORA (2011)

EOPS/CARE Counselor – Assistant Professor
 M.S. Educational Counseling....University of LaVerne
 B.A. Public AdministrationCSU Dominguez Hills
 A.A. General StudiesCerritos College

LUCY, NICOLE (2007)

Paralegal- Associate Professor
 J.D. LawPepperdine University
 B.S. EducationUniversity of Georgia

LYNCH, SVETLANA (2000)

English - Professor
 Equivalent to: MA Philosophy
 (Literature) & English.....International Education
 Institute Russia

LYON, CHARLES (1998)

Athletic Director - Professor
 M.A. Education Emphasis PE.....Azusa Pacific
 University
 B.A. Physical EducationCSU Northridge
 A.A. General EducationCollege of the Canyons

MACLEAN, HEATHER (2001)

ESL - Professor
 M.A. TESOL.....Monterey Institute of
 International Studies
 B.A. German/RussianBradford University

MAHAN, TAMMY (2005)

Psychology - Professor
 M.A. PsychologyCSU Bakersfield
 B.S. PsychologyCalifornia State Polytechnic
 University, San Luis Obispo

MAHN, MOJDEH (1996)

Tutoring/Learning Computing Lab Director - Professor
 M.S. MathematicsCSU Northridge
 B.S. MathematicsCSU Northridge
 A.S. Math/ScienceCollege of the Canyons

MAKEVICH, JOHN (2007)

Director, Distance & Accelerated Learning
 M.S. Atmospheric Sciences.....University of Arizona
 B.S. Earth SciencesUC San Diego

MALINOSKI, VALERIE (2003)

Nursing – Professor
 M.S.N NursingUC Los Angeles
 B.S.N Nursing.....CSU Los Angeles
 A.A. NursingLA Valley College

MALLEY, LISA (2007)

Anthropology – Associate Professor
 M.A. AnthropologyCSU Fullerton
 B.A. Anthropology.....CSU Long Beach
 A.A. AnthropologyOrange Coast College

MANJI, KIMI (2001)

Music - Professor
 M.A. MusicKansas State University
 B.A. Music.....Humboldt State University

MAPLE, CHELLEY (2001)

Director of Matriculation - Professor
 Ph.D. Anthropology.....UC Los Angeles
 M.A. Counselor EducationUniversity of
 Southern California
 M.A. AnthropologyUC Los Angeles
 B.A. PsychologyCSU Northridge

MARCELLIN, PHILIP (1998)

Physical Education - Professor
 M.Ed. Education/Physical Education/
 Athletic Administration.University of Toledo
 B.S. Physical Education-Teaching/
 CoachingCalifornia State Polytechnic
 University, San Luis Obispo

MARENCO, ANNE (2007)

Sociology – Associate Professor
 Ph.D. SociologyUniversity of Southern California
 M.A. SociologyUniversity of Southern California
 M.A. Family & Consumer ServicesCSU Northridge
 B.A. Family & Consumer ServicesCSU Northridge

MARTIN, JOSE (2001)

Spanish - Professor
 Ph.D. Spanish LiteratureUC Irvine
 M.A. SpanishUC Irvine
 B.A. Social Work.....University of Maryland

MARTINEZ, DAVID (2006)

Engineering – Associate Professor
 Ed.D. EducationUniversity of Southern California
 M.S. Ops. Research Engineering.....University of
 Southern California
 B.S. Industrial Engineering &
 Operations ResearchUC Berkeley

MATSUMOTO, SABURO (2007)**Mathematics - Associate Professor**

Ph.D. MathematicsUniversity of Michigan
 M.S. MathematicsVirginia Polytechnic
 Institute and State University

MAXWELL, ROBERT (2001)**Business - Professor**

M.B.A MarketingWichita State University
 B.A. AccountingWichita State University

MCCAFFREY, MICHAEL (2007)**Art - Professor**

M.F.A. Art & DesignUniversity of Illinois
 B.A. PaintingGlasgow School of Art

MICHAELS, DAVID (2011)**Physics/Astronomy – Assistant Professor**

M.S. PhysicsUC Davis
 B.S. Physics.....University of Arizona
 B.A. PsychologyUC Santa Barbara

MICHAELIDES, ANTHONY (2001)**Director of Career Services**

M.S. PsychologyCSU Los Angeles
 B.A. Behavioral ScienceCalifornia State
 Polytechnic University, Pomona

MINARSCH, DOROTHY (1999)**CAD/Drafting/Interior Design - Professor**

M.A. Interdisciplinary StudiesCSU Northridge
 B.F.A Interior DesignAmerican InterContinental
 University
 A.S. Interior DesignMt. San Antonio College

MOHNEY, LEN (1986)**Division Dean, Physical Education & Athletics**

M.Ed. Education.....Azusa Pacific University
 B.A. Physical EducationCSU Northridge
 A.A. Physical EducationCollege of the Canyons

MOREY, DIANE (1999)**Assistant Dean, Allied Health and Public****Safety/Director, Nursing Programs**

Ph. D. Instructional Design for
 Online LearningCapella University
 M.S.N NursingCSU Dominguez Hills
 B.S. Health ScienceCSU Northridge
 B.S.N NursingCSU Dominguez Hills
 A.A. Nursing.....LA Pierce College

MOSLEH, MAJID (2001)**Political Science - Professor**

Ph.D. Political ScienceUniversity of Southern
 California
 M.A. Political ScienceUniversity of Southern
 California
 B.A. Political Science/World
 PoliticsCSU Los Angeles

MUCHA, GREGORY (1999)**Mathematics - Professor**

M.S. MathematicsPurdue University
 B.S. Mathematics.....Indiana University

OTOO, SAMUEL (1992)**ESL - Professor**

Ed.D. Higher EducationNova Southeastern
 University
 M.A. TESOLWilliam Carey Int'l University
 M.A. EducationPoint Loma Nazarene College
 M.A. TESOL.....Biola University
 BA EnglishUniversity of Cape Coast Ghana

PALMER, ANAID (2001)**Mathematics - Professor**

M.S. Mathematics.....CSU Los Angeles
 B.S. MathematicsCSU Los Angeles

PARRISH, PETER (2011)**Alternative Energy - Assistant Professor**

Ph.D. PhysicsUC Berkely
 B.A. PhysicsUniversity of Colorado, Boulder

PENNINGTON, SHERRILL (1999)**History - Professor**

M.A. HistoryColumbia University
 B.A. Secondary EducationUniversity of Missouri
 B.A. History & Asian Studies.....Northwestern
 University

PEREZ, CONCEPCION (2007)**Counselor – Associate Professor**

M.S. CounselingCSU Northridge
 B.A. Human Services.....CSU Fullerton

PESCARMONA, KRISTINA “DENE” (2002)**Associate Dean, Canyon Country Campus (Acting)**

M.A. English.....Arizona State University
 B.A. English/History.....UC San Diego

PETERSEN, MARY (2005)**English - Associate Professor**

M.A. English.....Loyola Marymount University
 B.A. Liberal Studies.....CSU Northridge

PETERSON, GARY (1984)**Cinema/Physical Education – Professor**

M.A. Speech CommunicationCSU Northridge
 B.S. Speech CommunicationSt. Cloud State
 University
 A.A. General Education.....North Hennepin
 Community College

REYNOLDS, BRADLEY (1977)**History - Professor**

Ph.D. History.....University of Southern California
 M.A. HistoryUniversity of Southern California
 B.A. History & Political ScienceUC Los Angeles

RICHTER, CHRISTY (2005)**Counselor - Professor**

M.A. Counseling & Guidance.....California Lutheran
 University
 B.A. Sociology.....CSU Northridge
 A.A. Social ScienceCollege of the Canyons

RIFFEL, BRENT (2008)**History – Associate Professor**

Ph.D HistoryUniversity of Arkansas
 M.A. HistoryUniversity of Arkansas
 B.A. HistoryHendrix College

RIO, DEBORAH (1997)**Dean, Enrollment Services**

M.P.A. Public AdministrationUniversity of La Verne
 B.A. EnglishCSU Fullerton
 A.A. Liberal ArtsMt. San Antonio College

RIOS, LORI MARIE (2007)**Music – Associate Professor**

M.A. Music.....University of Nevada
 B.A. MusicCSU Los Angeles

RIVEIRA, DEANNA (2001)**Psychology - Professor**

Ed.D. Higher EducationUniversity of Southern
 California
 M.A. Clinical PsychologyPepperdine University
 B.A. PsychologyUniversity of Hawaii

ROBINSON, PATRICIA (1999)**Division Dean, Social Science & Business**

Ph.D. SociologyUC Davis
 M.A. SociologyCSU Northridge
 B.A. SociologyCSU Northridge

RORICK, TINA (2009)**Nursing – Assistant Professor**

M.S.N. Nursing.....CSU Dominguez Hills
 B.S.N. NursingCSU Los Angeles

ROSALES, RICARDO (2012)**Biology – Assistant Professor**

M.S. BiologyCSU Northridge
 B.A. Biology.....CSU Northridge

SALVA CRUZ, HANZEL (2011)**Director, Medical Laboratory Technologies – Assistant Professor**

M.A. Education.....University of Negros
 Occidental – Recoletos
 B.S. Medical TechnologyUniversity of
 Negros Occidental - Recoletos

SANVER-WANG, DILEK (2012)**Biology – Assistant Professor**

M.S. BiologyUC Irvine
 B.A. BiologyUC Berkley
 B.A. Integrative BiologyUC Berkley

SCHWANKE, CINDY (2007)**Culinary Arts – Associate Professor**

A.A. Food Management
 ProductionLos Angeles Mission College

SEGUI, ROBERT (1999)**Counselor – Professor**

M.S. CounselingCSU San Diego
 B.A. PsychologyCSU San Diego
 A.A. Applied ArtsSan Diego Mesa
 Community College

SHAKER, ELIZABETH (2005)**Counselor – Associate Professor**

M.S. EducationUniversity of Southern California
 B.A. PsychologyUC San Diego

SHANKS, SYDNEY (1990)**Mathematics – Professor**

M.S. MathematicsCSU Northridge
 B.A. MathematicsUC Los Angeles

SHENNUM, AMY (2003)**Nursing – Professor**

M.S.N NursingUniversity of Phoenix
 B.S.N NursingUniversity of Phoenix
 A.S.N NursingState University of New York

SHEPHERD, REBECCA (1996)**Psychology – Professor**

M.A. Psychology.....University of Nebraska
 B.S. PsychologyUC Davis

SHERARD, TRACEY (2001)**English – Professor**

Ph.D. English.....Washington State University
 M.A. EnglishCSU San Francisco
 B.A. EnglishCSU Fresno

SHERRY, MICHAEL (2004)**Mathematics – Professor**

M.S. MathCSU Northridge
 B.S. MathCSU Northridge

SIONKO, DIANE (2000)**Business - Professor**

M.B.A ManagementUC Los Angeles
 B.A. History.....University of Buffalo

SISON, DEBORAH (2005)**American Sign Language - Professor**

M.A. Special EducationCSU Northridge
 B.A. Deaf StudiesCSU Northridge
 A.A. Interpreting.....LA Pierce College

SMITH, PHYLISE (1999)**Dance – Professor**

M.A. DanceUC Los Angeles
 M.A. Public and Social AffairsUC Santa Barbara
 B.A. Political ScienceUC Santa Barbara

SORNBORGER, GARY (2007)**Auto Technology – Associate Professor**

B.A. Industrial ArtsCSU Los Angeles
 A.A. Liberal ArtsLos Angeles Pierce College

ST. MARTIN, LESLIE (2000)**English - Professor**

Ph.D. EnglishUniversity of Hawaii-Manoa
 M.A. Folklore & MythologyUC Los Angeles
 B.A. EnglishUC Los Angeles

STANICH, DIANA (1987)**Physical Education - Professor**

M.A. Physical Education/DanceCSU Long Beach
 M.B.A BusinessUniversity of La Verne
 B.S. Kinesiology/DanceUC Los Angeles

STEPHENS, CINDY (2001)**Early Childhood Education - Professor**

M.S. CounselingCSU Northridge
 B.A. Child DevelopmentCSU Northridge
 A.A. Interdisciplinary StudiesLA Valley College

STEVENSON, DAVID (1999)**Communication Studies - Professor**

M.A. Information & Communication
 Studies.....CSU Chico
 B.A. Information & Communication
 Studies.....CSU Chico

STEWART, DIANE (1989)**Dean – Early Childhood Education, Teacher Training Programs, Community Education and Non-credit**

M.A. Human DevelopmentPacific Oaks College
 A.A. Early Childhood EducationSan Jose
 City College

STROZER, ALAN (2000)**Computer Information Technology - Professor**

M.S. Electronic Commerce.....National University
 B.A. PsychologyUC Los Angeles
 A.A. Liberal StudiesLos Angeles City College

SU, BOO (2001)**Economics - Professor**

Ph.D. EconomicsMichigan State University
 M.A. Economics.....Michigan State University
 B.A. EconomicsKorea University

TAKEDA, DONALD (1972)**Biology - Professor**

M.A. BotanyCSU Los Angeles
 B.A. BotanyCSU Los Angeles

TEACHOUT, MATTHEW (2005)**Mathematics – Associate Professor**

M.S. MathematicsCSU Northridge
 B.S. MathematicsCSU Northridge

TERZIAN, ALENE (2002)**English – Professor**

M.A. EnglishCSU Northridge
 M.F.A. Creative WritingCSU Chico
 B.A. English.....CSU Northridge

THEULE, RYAN (2007)**Dean, Canyon Country Campus (Acting)**

M.A. Communication and
 Culture TrinityInternational University
 M.A. HistoryStanford University
 B.A. HistoryStanford University

TOLAR, ROBERT (1988)**Mathematics – Professor**

Ph.D. Mathematics EducationTexas A & M
 M.A. MathematicsUniversity of Texas
 B.S. Mathematics.....Lamar State College

TORRES, OMAR**Division Dean, Mathematics, Sciences and Engineering**

M.S. ChemistryUC Los Angeles
 B. S. ChemistryTexas A&M University

TRIPP, CONNIE (2001)**History – Professor**

M.A. History.....CSU Northridge
 B.A. HistoryCSU Northridge

TUJAGUE, GARETT (1998)**Physical Education - Professor**

M.A. Educational Counseling ..University of Redlands
 B.S. Recreation ManagementBrigham Young
 University

VAN HOOK, DIANNE (1988)**Chancellor - President**

Ed.D. Educational AdministrationUniversity of
 La Verne
 M.S. Psychology/Counseling ..University of La Verne
 B.A. SociologyCSU Long Beach
 A.A. Liberal Arts.....Long Beach City College

VARGA, JOHN (1999)**History - Professor**

M.A. History.....CSU Northridge
 B.A. HistoryCSU Northridge
 A.A. SciencesGlendale Community College

VISNER, JULIA (1985)**Counselor – Professor**

M.A. Educational PsychologyCSU Northridge
 B.A. PsychologyCSU Northridge

VO, ANH (2010)**Nursing – Assistant Professor**

M.S.N. NursingCSU Los Angeles
 B.S.N. NursingCSU Northridge

WALDON, RUSSELL (2000)**Business/Business Law – Professor**

J.D. LawUniversity of Notre Dame
 B.A. Bus. Admin-International
 Fin & MarketingUniversity of Miami

WALLACE, LISA (2000)**English – Professor**

Ph.D. English.....UC Irvine
 M.A. EnglishUC Irvine
 B.A. EnglishUC Irvine
 B.A. SpanishUC Irvine

WALLER, TINA (2008)**Nursing Lab Coordinator – Associate Professor**

M.S. NursingUniversity of Phoenix
 B.A. PsychologyCSU Northridge

WICKLINE, PAUL (2008)**Theatre – Associate Professor**

M.Ed. Education.....Central Washington University
 B.A. EducationWestern Washington University

of Technology

WILDING, MICHAEL (1997)

Assistant Superintendent/Vice President, Student Services

Ph.D. EducationUC Los Angeles
 M.A. Recreation & Leisure Studies....CSU Northridge
 B.A. AnthropologyCSU Northridge

WILLIAMS-PAEZ, PAMELA (2001)

Sociology – Professor

M.A. SociologyUniversity of Washington
 M.A. TheologyFuller Seminary
 B.S. Religious Studies.....Multnomah College
 A.A. Biblical StudiesMultnomah College

WISSMATH, JOHN (2007)

Physical Education – Associate Professor

B.A. Physical EducationCSU Chico

WOLF, JAMES (2000)

Biology – Professor

M.S. BiologyCSU Northridge
 B.A. Biology-EnvironmentalCSU Northridge

WOOD, MURRAY (2008)

Chief Development Officer – COC Foundation

M.A.Social ServiceBryn Mawr

B.A. EnglishLa Salle University

WRIGHT, STANLEY (2000)

Business – Professor

M.B.A. ManagementGolden Gate University
 B.S. Business Administration/
 EconomicsUniversity of La Verne
 A.A. Liberal StudiesAllan Hancock College

PROFESSORS EMERITI

A faculty member who is retiring from the academic profession and who has provided dedicated service to the College, students and the profession, can be recognized as an Emeritus Professor. To be eligible for the status of Emeritus Professor, a faculty member's name is placed in nomination by his or her Divisional colleagues. The nomination is then put before the Academic Senate for confirmation.

- Alduino AdeliniCounseling
- William BakerTheatre/Speech
- Roger BashamAnthropology/Sociology
- James Boykin*Biological Sciences
- Pamela BorrelliNursing
- Carl Buckel . . .Business/Cooperative Work Experience
- Daniel Catan*Music
- Cherie ChoateMathematics
- Richard ClemenceAdministration of Justice
- Kathy Clements-KnappComputer Information Technology
- Ted Collier*Political Science
- Pamela CoonComputer Information Systems
- Lee Corbin*Mathematics
- Jack ComptonWelding
- Susan CooperEnglish
- Susan CornnerEnglish
- Doris Coy*Economics
- Linda CrosbyEarly Childhood
- Fred D'AstoliEnglish
- Donna DavidsonEnglish
- Sally DidricksonNursing/Instruction
- Steven DixonFire Tech
- P. Carter Doran*Instruction
- Robert Downs*Music
- John Drislane*English
- Erik ErikssonChemistry
- Robert GilmoreCounseling
- George Guernsey*Mathematics
- Mildred Guernsey*Mathematics
- Irene GunshinanChild Development
- Violet Hamilton*EOPS
- Donald HeidtEnglish/German/Philosophy
- Mary HeidtNursing Science
- Donald HellrigelForeign Languages
- Linda HowryNursing
- Elfie HummelForeign Languages
- Joan JacobsonCounseling
- Joanne JulianArt

- Jan KellerLearning Resources
- James KelleherPolitical Science
- Tom LawrenceMathematics/Astronomy/Physics
- Walter Lebs*Drafting
- Betty LewisNursing Science
- Betty LidEnglish
- Carole LongInstruction
- Rebecca Lord*English
- Helen Lusk*Nursing Science
- Ramachandra Manvi*Instruction
- Gloria McKimney* . . .Computer Information Technology
- Michael McMahanPhilosophy
- Floyd MoosEnglish
- Dennis MorrowMathematics
- Norman (Gary) MouckMathematics
- Robert PatenaudeMathematics
- Carolyn PowellCounseling
- Mark RafterPsychology
- Anton Remineh*Journalism
- Russell RichardsonPolitical Science
- Betty RoseBiology
- James RuebsamenJournalism
- George RhysMathematics
- Robert Seippel*Electronics
- Lee SmelserPhysical Education
- Dale SmithSociology
- Nancy SmithPsychology/Instruction
- Mary Enos SmithNursing
- Virginia SorianoNursing
- Betty SpilkerEnglish
- Kenneth StevensComputer Center
- Sylvia SullivanCAD/ Drafting
- Rachel "Lea" TemplerEconomics
- Gretchen ThomsonHistory
- Isao UesugiLibrarian
- Marilyn Van AkenStudent Health Center
- Fran WakefieldCounseling
- Robert WalkerArt
- Joan WallerChild Development
- Diana WatkinsComputer Information Systems
- Kathleen WelchNursing
- Stanley WeikertAccounting/Business
- Winston WutkeeGeography/Geology

* Deceased

ACADEMIC FREEDOM

A. GENERAL PRINCIPLES ON ACADEMIC FREEDOM

1. Freedom of speech is a right granted to all citizens by the First Amendment of the United States Constitution; it is vital to American standards of fairness and intelligent debate, and, therefore, it extends to the classroom environment for teachers and students.
2. A mature, democratic society functions best when its citizens are permitted and able to exercise their right to discuss, debate, disagree, challenge and engage in dialogue on all topics relating to the welfare of individuals and the larger community.
3. An institution of higher education in such a society is expected to enable its faculty, students and staff to comprehend and value the freedoms and responsibilities inherent in its national culture.
4. Only an academic environment that promotes an open and free exchange of ideas can properly develop the cognitive skills of critical inquiry which promote individual success and societal progress.
5. The college, as an institution of higher education, has an obligation to the community to promote the thoughtful introduction of a full gamut of ideas for discussion. This is facilitated by:
 - a. Establishing a policy promoting the principle of academic freedom and encouraging faculty and students to exercise this practice by developing and accepting opportunities for critical thinking and personal growth.
 - b. Ensuring that the policy of academic freedom successfully guarantees mutual respect by all participants in the educational environment, including the protection from the threat of political or personal attack. Such guarantees include the full scope of professional faculty obligations relative to assigning textbooks, presenting student learning activities, evaluating student performance or achievement and participating in the academic life of the community.

B. ACADEMIC FREEDOM AND THE FACULTY

1. Academic freedom in the course of instruction means that faculty members teaching in the District have the prerogative to present and explore all issues relevant to their disciplines which contribute to the education of students regarding the substance of each course's content and the student learning outcomes.
2. Quality teaching is understood to involve intellectual honesty and academic integrity in the presentation of subjects assigned. Such professional decorum requires the presentation of differing perspectives and interpretations with balanced intellectual rigor.
3. Faculty members are expected to maintain their own scholastic currency in their academic disciplines, and their capabilities as instructors within those disciplines.
4. It is recognized by the District and faculty members that the faculty members are also private citizens, with all attendant rights and responsibilities as private citizens.

- a. However, when a member of the faculty speaks or acts in his or her capacity as a private citizen, it needs to be made clear to the audience that the faculty member is speaking as a private citizen.
 - b. It should be clear that any positions taken by faculty members speaking as private citizens are not to be considered as official District policy or positions.
 - c. This provision is not intended to limit the right of a faculty member to disagree publicly or privately with District policy, and to participate in peaceable debate on any subject of interest to academic community or the larger issues of society.
5. As members of a profession that relies on academic freedom, all faculty members have an obligation to exemplify the highest standards of professional conduct in this regard and to promote an understanding of this principle to their colleagues, to students, and the community at large.

C. ACADEMIC FREEDOM AND STUDENTS

1. By accepting an academic course of study within the College system, students accept the principle that they will study in an environment that is designed to present the fullest range of academic insight in the subjects they are enrolled in, including contemporary and historical perspectives, and open, thoughtful examination of differing points of view in pursuit of knowledge within general and specific fields of study.
2. Academic freedom allows students to take reasoned exception to the concepts and conclusions presented in any course of study. Students are, however, responsible for learning the content of any course in which they are enrolled, and can expect to be tested on their knowledge of such information.

D. DISTRICT RESPONSIBILITIES AND SUPPORT

1. The District is committed to the full support of the principle of academic freedom within all its activities.
2. The District supports the freedom of all faculty to inquire, to teach controversial content, to model and encourage critical thinking, and to present all viewpoints within each discipline.
3. The District supports the freedom of all students to inquire, to have access to the full range of information available, to explore difficult and controversial material, to develop and practice critical thinking skills, and to operate in a classroom climate free of intimidation and conducive to the free exchange of ideas is fully encouraged and expected.
4. Under the provisions of the California Education Code, the faculty have the right and the professional responsibility to assign grades. The District recognizes its obligation to ensure that faculty members will be allowed to exercise these responsibilities free from political influence, intimidation, or threat of lawsuit.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity. 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, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis.

The Santa Clarita Community College District 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 Equal Employment Opportunity Office (Human Resources); University Center (UCEN) 360; (661) 362-3424; TTY (661) 362-5178.

NON-DISCRIMINATION POLICY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis 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 Assistant Superintendent/Vice President, Human Resources, University Center (UCEN) Room 360, 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 Director 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 Health and Human Services, 200 Independence Avenue, S.W. Room 509F, HHH Bldg., Washington, D.C. 20201.

POLÍTICA CONTRA LA DISCRIMINACIÓN

El Distrito de Colegios Comunitarios de Santa Clarita no discrimina por motivos de raza, credo religion, color, origen étnico o nacional, ascendencia, estado de migratorio, miembro de servicio militar, incapacidad física o mental, condición médica, estado civil, sexo, embarazo, edad, orientación sexual, identidad de género, o cualquier otra base protegida en conformidad con Título VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse al Assistant Superintendent/Vicepresidente de Recursos Humanos, del Centro Universitario, de la habitación 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201.

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 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 prohibited behavior or prohibited acts that constitute sexual harassment may take a variety of forms. 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;
 - o whistling or yelling obscenities at people walking by, or loudly discussing their sexual attributes and rating them;
 - o threatening rape;
 - o mooning, whereby individuals expose their buttocks aggressively;
 - o exposing one's genitals;
 - o "streaking" - running naked in front of others;
 - o "sharking" - biting breasts, buttocks, or other private body parts;
 - o 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. (Please 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.

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 participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigative agency.

- No person shall destroy evidence relevant to an investigation of sexual discrimination.

Behavior Prohibited by all persons

- 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.
- 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. College Community - 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 she/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 she/he 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.

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, she/he 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 Chancellor, 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 Chancellor.
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 Chancellor 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 Chancellor may accept or reject the committee recommendation within five (5) school days.
2. If the Chancellor rejects the committee recommendation, the Chancellor shall submit the decision with stated reasons to the hearing committee within five (5) school days.
3. The Chancellor shall transmit the decision to both parties, the Chairperson(s) of the Academic Senate and the President of the Associated Students. The Chancellor 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 Chancellor'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.

COLLEGE OF THE CANYONS STATEMENT ON ACADEMIC INTEGRITY AND PLAGIARISM

Approved by Academic Senate in May, 2010

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. To facilitate a culture of academic integrity, College of the Canyons has defined plagiarism and academic dishonesty. Due process procedures have been

established when plagiarism or academic dishonesty is suspected.

At College of the Canyons, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the current instructor's knowledge and approval. To be specific, below are some of the situations that will be considered plagiarism at College of the Canyons:

- Use information from any source, online or in print, in one's own writing without acknowledging the source in the content and in the reference page of the assignment;
- Simply list the sources in the reference page, without parenthetical citations in the body of the essay;
- Take more than one printed line of words consecutively from the source without putting quotation marks around them, even though the student has put the author's name in the parentheses or in the reference page;
- Turn in work done for other classes, regardless how big or small the assignment may be, without the current instructor's approval—this is considered "self-plagiarism," which is a form of academic dishonesty; or,
- Turn in work by another student, even by accident.

In addition, College of the Canyons has strict rules against using electronic devices during exams without the instructor's approval. To be specific, absolutely no cell phones or any electronic devices can be on the desk or in sight during test or exam without the instructor's approval. The presence of electronic devices in sight during exams may be considered as intention to cheat and will be processed as a form of academic dishonesty.

Cases of alleged academic dishonesty, such as plagiarism or cheating, will be referred to the Dean of Student Services for investigation. See your syllabus for course specific policies, rules, and guidelines on plagiarism and academic dishonesty.

DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

5529 STUDENT CONDUCT

5529.1 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.

For the purposes of this policy, student is defined as an individual who:

1. has submitted an application to the College and has engaged in the admissions process;
2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee-based training classes, and programs including but not limited to the Employee Training Institute, Community Education, free workshops where teaching and/or training occurs, and/or;
3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example 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. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.
- E. 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.
- F. 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.
- G. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.
- H. Disorderly, lewd, indecent, obscene or offensive conduct or language on College-owned or controlled property of at College-sponsored or supervised function.
- I. 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.
- J. 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
- K. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- L. 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, Website, social network, or by posting on an official bulletin board designated for this purpose.

- M. Soliciting or assisting another to undertake any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- N. Abusive behavior directed toward, or hazing of, a member of the College community.
- O. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- 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.
- Q. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.
- R. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- S. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;
- T. Gambling on College or District property.
- U. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- V. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.
- W. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.
- X. Attempting to perform any actions that are cause for disciplinary action identified above.

BP 5530 DISCIPLINARY ACTION

5530.1 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. **Fine:** A fine, as established in the associated Administrative Procedures 5530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a Hold on the student's records and ability to register, in any district program, for future terms.
4. **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 four 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.
5. **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 not less than one college month nor longer than four (4) college years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.
6. **Removal by Instructor:** An instructor may remove a student from his/her class, field trip, lab, or other educational program when the student has interfered with the instructional process. The duration will be for the day of the removal, at a minimum, and the next class meeting at the instructor's discretion. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.
7. **Disciplinary Suspension:** Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic, noncredit, fee-based training classes, and programs including, but not limited to, the Employee Training Institute, Community Education, free workshops and extracurricular purposes. A student may be suspended 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." Removal of a student suspended from one or more courses may be notated on the student's transcript as "W for withdrawal.

8. **Expulsion:** Expulsion consists of the permanent and unconditional removal of the student from the College and all its programs. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the CEO (Education Code 76030). Notation of the expulsion will be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 5531.3(F) – Due Process.
9. **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:**
- Imposed by the CEO 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;
 - Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
 - 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:

- the reliability of the information concerning the student's conduct,
- whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the 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.

BP 5531 DUE PROCESS - STUDENT DISCIPLINARY ACTION

5531.1 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 sections 531.2 and 531.5 represent 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.

5531.2 Definition of Terms

Student: The term "student" means an individual who:

- has submitted an application to the College and has engaged in the admissions process;
- is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;
- 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: Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

5531.3 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 shall be made within thirty days following the discovery of the alleged misconduct. The CEO 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 10 working days, to the Vice President of Instruction.

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 Policy 5529.2(D) and/or 5529.2(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 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. Student 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 the 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.

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 the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 5529.2(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 Student's Office for two years from the date

appearing on the Agreement. During those two years, 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 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.
- a. 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 impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 5530 (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 CEO 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 CEO's review of such appeal shall be in accordance with the provisions set forth in Section 5531.5, The CEO, below. The CEO's decision is final.

5531.4 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 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 must represent him 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 him 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 CEO, 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 CEO:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the CEO 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 CEO 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 CEO.

- K. A copy of all reports required to be submitted to the CEO 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 CEO.
- L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the CEO 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.

5531.5 THE CEO

A. Decision by the CEO:

The final decision regarding the case shall be made by the CEO 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 CEO shall base his or her decision upon:

1. the report submitted by the Student Conduct Committee
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

C. Sanctions:

The CEO may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 5530, with the exception of expulsion (discussed below). The CEO 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, CEO, or CEO 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 sanctions(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 public record of the District.

E. Discussion With Student:

If the CEO 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. CEO:

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 CEO'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 CEO, and
3. the Dean of Student Services.

The CEO may also notify other parties of his or her decision. The CEO may direct the Dean of Student Services to notify others, 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

Matriculation is a process that promotes access to the California Community Colleges and supports the efforts of 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, with 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.
 - 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 who declare they are taking less than six units and those units are career technical education or personal enrichment courses.

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 includes 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 who declare they are taking less than six units and those units are vocational or personal enrichment courses.
- C. Students who present recent test scores from a U.S. community college that uses the same test vendor, and subject testing areas as College of the Canyons. Tests must have been taken within the last two years. The test cores will be filtered through the College of the Canyons multiple measures weighting formula and placement will be based on our cut scores.
- D. Student transferring from other accredited post-secondary institutions with course credit for degree appropriate English, ESL, 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 who declare they are taking less than six units and those units are career technical education or personal enrichment courses.

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)

College of the Canyons maintains student records to ensure the privacy of all such records in accordance with statutes set forth in the Family Educational Rights and Privacy Act of 1974. By law, the college shall not permit access to or release of records or information to outside agencies without an educational interest unless the College obtains the student's written permission.

This statute applies regardless of the student's age. Once a student under the age of 18 is admitted, they are considered a college student and this law applies to their records.

The one area of student records that can be released is called "Directory Information." Directory information is defined as: 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, and the most recent public or private school attended by the student. Directory information will only be blocked from release by written request of the student. Students may file a written release to block such information in the Admissions & Records office. 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.

In accordance with the privacy act, the College also has the right to release students' records to institutions and agencies on the basis of educational interest. These are examples of situations where records would be released on the basis of educational interest: college officials, state and federal educational and auditing officers, requests in connection with the application for or receipt

of financial aid, subpoenas, recovery services and court orders.

Any student has the right to inspect and review his or her student records, within five days of making an official request. The student may challenge the accuracy of the record or the appropriateness of its retention. Records maintained under this statute include, but are not limited to information regarding: college admission, registration, academic history, official transcripts from other schools and colleges, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct and any other information the college feels appropriate. All official transcripts from other schools and colleges become property of the College upon receipt and photocopies are not released.

The College makes a reasonable charge for furnishing copies of any student record, except for the normal College procedures that apply to transcript requests. Particular questions with respect to students' rights under the Family Educational Rights and Privacy Act of 1974 should be directed to the Director of Admissions & Records.

BP 3900 SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES

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 limit or prohibit smoking/tobacco usage in and on campus facilities.

Administrative Procedure

AP 3900 Smoking/Tobacco Usage In and On Campus Facilities

- 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, in the Cougar Stadium, and in all college vehicles.
- B. Smoking shall be allowed in a designated area near Cougar Stadium. In addition, smoking is allowed in perimeter parking lots away from the central campus.
- C. Smoking is not permitted in the parking area directly adjacent to Boykin Hall and the lot adjacent to the Early Childhood Education Center
- D. Following recommendations from the Health and Welfare Committee, other smoking areas may be designated by the chief executive officer of the district.
- E. All other tobacco usage in and on district facilities is expressly prohibited.

- F. Violators shall be subject to appropriate disciplinary action.
- G. Questions regarding this policy shall be directed to the chief executive officer of the district or his/her designee. Any review and decision by the chief executive officer of the district 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:

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 emotional difficulties and 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

- Breast enlargement in men
- Increased appetite
- Loss of motivation and purpose
- Heavy psychological dependence
- Loss of sex drive and reduced fertility
- May cause heart and lung damage
- Insomnia for up to 6 months after quit using

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 and syphilis

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. Tobacco use is the leading preventable cause of disease and premature death in the United States. Tobacco use causes more deaths each year than alcohol use, car crashes, suicide, AIDS, homicide, and illegal drug use combined. Save your health and your money: schedule a free appointment with the tobacco cessation counselor at the Student Health and Wellness Center (661)362-3259.

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 possession 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 chancellor of the college.

COLLEGE OF THE CANYONS RESOURCES

VALENCIA CAMPUS

Student Health and Wellness Center

(661) 362-3259

CANYON COUNTRY CAMPUS

Student Health and Wellness Center

(661) 362-3812

OFF-CAMPUS RESOURCES

National Council on Alcoholism and Drug Dependence of Santa Clarita

20655 Soledad Canyon Road, #16

Canyon Country, CA 91351

(661) 299-2888

National Alcohol Hotline

800-ALCOHOL

Cocaine Anonymous (CA)

(818) 760-8402

Narcotics Anonymous (NA)

(661) 299-5599

Alcoholics Anonymous (AA)

(661) 250-9922

National Clearinghouse for Alcohol and Drug Information

(800) 487-4889

Personal health insurance policies may have their own treatment or referral services.

2009 TO 2011 CLERY ACT CRIME STATISTICS									
Santa Clarita Community College District • College of the Canyons									
Availability of the Annual Security Report									
Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following Website: http://www.canyons.edu/offices/CampusSafety/Cleary									
OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	1	1	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2	3	2	0	0	0	0	0	0
BURGLARY	8	7	2	0	0	0	0	0	0
MOTOR VEHICLE THEFT	1	1	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS:									
Weapons: carrying, possessing, etc.	0	0	2	0	0	0	0	0	0
Drug Abuse Violations	0	0	3	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION:									
Weapons: carrying, possessing, etc.	0	0	1	0	0	0	0	0	0
Drug Abuse Violations	1	1	2	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)									
2009 There were no reported hate crimes									
2010 There were no reported hate crimes									
2011 There were no reported hate crimes									

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Admissions & Records / Student Services
 Quad 1-C 362-3900

Assessment Center
 Quad 1-B 362-3900

Campus Escort
 Quad 7, Room 700-200A 362-3977

Campus Safety
 Quad 7, Room 700 362-3977

Canyons Café
 Cougar Way 362-3935

Career Services
 Quad 1, B-110 362-3816

Computer Lab (Student Services)
 Quad 1-B 362-3900

Counseling
 Quad 1-A 362-3811

Disabled Student Program and Services (DSP&S)
 Quad 1-B 362-3341

ECE Center
 Quad 2, Rooms 200-201 362-3934

Extended Opportunity Program and Services (EOPS)
 Quad 1-B 362-3279

Financial Aid
 Quad 1-A 362-3804

Library
 Quad 3, Room 307 362-3854

Non Credit Counseling
 Quad 1-A 362-3304
 Call for information

Skills 4 Success Lab
 Quad 3, Room 308 362-3304

Student Business Office
 Quad 1-C 362-3901

Student Development/Student Lounge
 Quad 2 – 204 ext. 86204
 Fax: 362-3836

Student Health & Wellness Center
 Quad 1-B 362-3812

Student Study Lounge
 Quad 3, Room 302

Switchboard
 Quad 5, Room 502A 362-3801

Transfer Center
 Quad 1-B 362-3455

Tutoring, Learning, Computing Lab (TLC)
 Quad 3, Room 306 362-3857

Vending Cafe
 Quad 3, Room 303

Veterans Center & Adult Reentry
 Quad 1-B 362-3469

Campus Administration Canyon Country Campus
 Quad 1-A 362-3802

Academy of the Canyons
UCEN - Level 1 362-3056

Admissions & Records
A-101 362-3280
Email: a&r@canyons.edu
www.canyons.edu/offices/Admissions

Assessment Center
BONH-205 362-3457

Bookstore
STCN-134 362-3255

Box Office
PAC 362-5304

Cafeteria
STCN-126 362-3268

CalWORKs
SSC-117 362-3271

Campus Safety
X-8 362-3229

Campus Escort
STCN-126 362-3225

Career Services & Job Placement
STCN-123 362-3286

Center for Applied Competitive Technologies (CACT)
By Appointment 362-3111

Center for Early Childhood Ed.
ECED 362-3501

Chancellor
A-114 362-3400

Community Education
VILL-110 362-3300
commext@canyons.edu

Continuing Education (Noncredit classes)
VILL-110 362-3304
www.canyons.edu/offices/CE

Cooperative Work Experience Education (CWEE) (see Internships/ Work Experience)

Community Relations Liason
A-118 362-3101
communityed@canyons.edu

Counseling & Program Advisement
A-101 362-3287
Counseling Appts. 362-3287
Continuing & returning students should schedule appointments online at:
www.canyons.edu/offices/counseling

Disabled Students Programs & Services (DSP&S)
SCOH-103 362-3341

Distance Learning
HSLH (Hasley Hall)-351 362-3600

Employee Training Institute (ETI)
UCEN-267 362-5657
By Appointment

Extended Opportunities Programs & Services/Cooperative Agencies Resources for Education (EOPS/CARE)
SSC-117 362-3279

Financial Aid, Scholarship
SCOH-110 362-3215
FAX (661) 362-5617
finaid@canyons.edu
scholarships@canyons.edu

Foster & Kinship Care Ed. Office
ECED-126 362-3512

Foundation
UCEN-367 362-3434

HONORS
SCOH-310 362-3992

Human Resources
UCEN-360 362-3427

International Students
SSC-123 362-3581

Internships / Work Experience
STCN-123 General Info: 362-3309
Internship Info: 362-5937
www@canyons.edu/interns

Instruction Office
A-112 362-3411/3412

Library
LIBR-103 362-3361
leslie.bretall@canyons.edu

Math, Engineering and Science Achievement (MESA)
ALLB-114 362-3448

Nursing Office
ALLB-311 362-3557

Open Computer Lab
LIBR-second floor 362-3334

Physical Education/Athletics
EPEK-128 362-3200

Program Advisement
A-101 362-3287

Progressive Adult College Education (PACE)
HSLH-351 362-3525

Public Information
A-118 362-3414
pio@canyons.edu

Re-entry Students
X9 362-3469

Skills 4Success
HSLH-306 ext. 21045

Service Learning Center
STCN-111 362-3231
Call or go online for hours
canyons.edu/offices/sl/
service_learning@canyons.edu

Small Business Development Center
UCEN-272 362-5900

Sports Information
A-118 362-5494

Student Business Office
A-101 362-3033

Student Development
STCN-102 362-3238

Student Health & Wellness Center
STCN-122 362-3259

Switchboard
A-111 259-7800
0

Traffic School Office
362-3456

The Learning Post
UCEN 255-8338

Transcripts
A-101 362-3283

Transfer Center
STCN-123 362-3455

Tutoring, Learning, Computing Lab (TLC)
BONH-209 362-3346/3349

Dr. Dianne G. Van Hook University Center
www.cocuniversitycenter.com 362-5474

Veterans Center & Adult Reentry
X9 362-3469
veterans@canyons.edu

TDD: (661) 255-7967