



**2005-2006  
A CALIFORNIA COMMUNITY COLLEGE**

**Accredited by**

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

The Board of Governors of the California Community Colleges  
The California Department of Education  
The University of California  
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**Approved for**

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

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

**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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Dr. Barry Gribbons	Vice President, Institutional Development, Technology, and On-line Services
Dr. Carole Long	Interim Vice President, Instruction and Community Extension
Ms. Sharlene Coleal	Vice President, Business Services
Ms. Diane Fiero	Vice President, Human Resources
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## President's Message

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*"Continuity gives us roots; change gives us branches, letting us stretch and grow and reach new heights."*

- Pauline R. Kezer



Dear Students:

On behalf of the faculty, staff, administration and Board of Trustees, I welcome you to College of the Canyons for the 2005-06 academic year. We are excited to begin a new year and we look forward to the opportunities it will bring.

Those opportunities will take different shapes for some of you. You may enroll at College of the Canyons with the intention of

transferring to a four-year institution. Other students you meet may be here to upgrade their professional skills in hopes of career advancement. And still more may be here to explore with the hope of discovering a new direction for their lives. No matter their reasons for attending, all students are working to change their futures, to achieve their dreams, to develop their potential and reach new heights.

At College of the Canyons, we also have our eyes on the future. We can't predict all of the new opportunities we will encounter in the coming year, but I have no doubt they will arise because of the dynamic nature of our community and our college. The Santa Clarita Valley is an exciting place to be, and we are proud of our role as this community's college. As the valley continues to expand in all aspects, its demand for more academic programs and majors, as well as training initiatives and services of an increasingly sophisticated nature grows too. It is imperative that the College not just keep pace with this demand, but stay ahead of the curve. As we look back on the history of the college's service to this community for the last 35 years, I am proud to say that we have done so. We have established a reputation for excellence and we look forward to branching out and growing with the community. And given our track record, I know we will do so by maintaining our dedication to responsiveness, flexibility and innovation.

The population of the Santa Clarita Valley has grown dramatically in the last several years. As a result, College of the Canyons has experienced a tremendous increase in the number of students it serves. We are among the Top 10 fastest growing community colleges not just in the state, but throughout the nation. To meet this demand, we hired dozens of new faculty and staff members to teach classes and serve students, added thousands of course sections to ensure students can get the classes they need, and embarked on an ambitious capital improvement program that will ensure we have the facilities necessary to accommodate an estimated 20,000 students by the end of the decade.

At the same time, the College has been equally responsive to meeting emerging needs in the business community. We have become the primary provider of workforce development for local business and industry, offering thousands of hours of training at hundreds of companies throughout the Santa Clarita Valley. Our commitment to meet local needs helps lay the foundation for a robust local economy that enables existing firms to thrive, attracts new industry, and in turn creates employment opportunities to the benefit of the local community, and to our students.

The college's inherent flexibility and innovation are the roots that will allow us to branch out and reach new heights. Not only are we committed to meeting needs, but we will do so in whatever ways we can. Whether it is offering classes online, on television or during weekends, we will find a way to make education accessible to those who desire it. When we saw a strong demand for classes in the eastern portion of our service area, we began offering classes at Canyon High School. That initial presence grew into the Canyon Country ACCESS Center, a dedicated facility in the Canyon Country Library. As that location reached capacity, we expanded our offerings by holding classes at Golden Valley High School. The next step is a permanent campus in the Canyon Country area, which we plan to open by Fall 2006.

I'm proud of the reputation this college has built over the years and for its spirit of innovation. We want to be at the forefront of change, and maintaining that position has enabled us to address and serve the community's ever-changing requirements. The University Center is a prime example of our willingness to part from the norm in our quest for creative solutions. There is a high demand in the Santa Clarita Valley for education beyond the two-year level, but access is limited. With traffic congestion and long commutes preventing many area residents from achieving their educational goals, we opted to bring advanced degrees closer to home. Five universities offer 23 credentials as well as bachelor's, master's and doctoral degrees in the Interim University Center, enabling nearly 500 people to earn degrees they may not otherwise have been able to achieve since January 2002.

The times are changing faster than we might be able to imagine. As Charles DuBois said, "The important thing is to be able at any moment to sacrifice what we are for what we could be." I know the college is up to the challenge 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.

This is an exciting place to pursue your education. I welcome you to our campus, and I thank you for choosing College of the Canyons as a starting point. We are proud to help you facilitate the achievement of your goals and look forward to serving you. Within the pages of this catalog, you will find information on the wide variety of programs and services available to you that will help you change your future. An anonymous philosopher once said, "The future is not a result of choices among alternative paths offered by the present, but a place that is created – created first in the mind and will, created next in activity. The future is not some place we are going to, but one we are creating."

Thank you for choosing College of the Canyons to help you create your future. We look forward to helping you establish your roots so you can grow and reach new heights.

Dr. Dianne Van Hook  
Superintendent-President

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **PHILOSOPHY**

We believe in the following values:

### **Teaching & Learning**

We honor and reward high performance in teaching and learning.

### **Respect for All People**

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

### **Partnership with Community**

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

### **Excellence**

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

### **Creativity and Innovation**

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

## History of the College

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College of the Canyons is celebrating its 36th year of service to the communities of the Santa Clarita Valley during this academic year. The college had its beginnings in 1969 with 800 students located on the campus of Hart High School in Newhall. It now boasts more than 15,000 students per semester, a beautiful and modern 153.4-acre campus, high-quality academic and technical programs, and educational services to businesses and manufacturing companies -- earning the college a reputation as being one of the most innovative and effective community colleges in California.

The college was initially approved by voters and a Board of Trustees was elected in 1967. Taking the reign of the fledgling community college district was the first superintendent-president, Dr. Robert C. Rockwell in 1968. A \$4 million construction bond was approved by voters and the district purchased the permanent campus site in Valencia, just east of the I-5 Freeway on Valencia Blvd. In October of 1970, temporary buildings provided classroom and office spaces for the new college. Ample parking and outdoor sports facilities soon followed. The master plan for the college includes a desire to maintain the natural beauty of the location that consists of rolling hills and tree-dotted arroyos. As addi-

tional buildings have been constructed, the college has carefully situated the structures to blend with the natural attributes of the location, creating a relaxed and comfortable physical environment that enhances the wonderful learning environment for which College of the Canyons is noted.

The Bonelli Center, the (I) building, was constructed in 1972-73 and was a welcome addition to the existing spaces in the classroom (C) building and the Student Center; the stadium (the only facility of its size in the Santa Clarita Valley) was constructed in 1974; the gymnasium in 1976. The Peter F. Huntsinger College Services Building, the (A) building, opened in 1982 and the Boykin Laboratory Center, the (L) building, was completed in 1986.

In 1988, Superintendent-President, Dianne Van Hook, was hired and an unprecedented period of planning, capital improvements, curriculum expansion and exponential growth began to meet the needs of an ever-growing community. The Family Studies and Early Childhood Education Center opened in 1995; and the Library and Media Arts buildings, (R) and (M), were opened in 1997.

With voter approval of a local \$82.1 million bond measure and two statewide bond measures approved between 2001 and 2004, funds for the construction of additional new facilities are available the college to build in a way that will accommodate a projected 21,000 enrollment by the year 2010.

In October 2004, a fabulous new facility -- our 926-seat Performing Arts Center known as the Vital Express Center for the Performing Arts -- was completed. Adjacent to this building is a new Music/Dance facility completed in August 2005. The total assigned square footage for the college is now more than 371,600 -- with more on the way. On May 5, 2005, the college broke ground on what will become, at more than 49,000 square feet, the largest building on campus - the High Technology Classroom and Laboratory building. Scheduled to open in late 2006, the building will house the business, cinema, computer information technology, computer science, communication studies, economics and journalism programs. Later this year, ground will be broken for a major expansion of the (L) building with new lab spaces, and more.

The college completed a new Facilities Master Plan in 2002 that is a roadmap for finishing the main campus as well as completion of off-campus educational sites in other areas of the Santa Clarita Valley. The acquisition of a 70-acre site off Sierra Highway in Canyon Country is nearly complete and classes in temporary buildings are planned for that new site beginning in Fall 2006. Classes are already being taught in the college's ACCESS sites at the Canyon Country Library and at Golden Valley High School.

In addition, fundraising efforts are continuing on a state-of-the-art building that will house a permanent University Center on the College of the Canyons campus. The University Center concept is a simple one. Because of the location of the Santa Clarita Valley and the lack of transportation infrastructure that would allow easy access to 4-year universities to the south, west and north, a coalition of community members has decided to raise private funds and build a center in the Santa Clarita Valley that would house several university programs. The plan is to offer bachelor's, master's and doctoral programs -- chosen based on community input -- locally. The idea is such a good one that several universities have already partnered with us and are offering

a variety of programs in a temporary facility on this campus. Nearly 500 people have already received their degrees or certificates from what we call our Interim University Center. Groundbreaking for the permanent facility should occur in 2006.

As a matter of institutional philosophy, College of the Canyons believes in educating the body as well as the mind. Seventeen intercollegiate athletic programs, nine women's sports and eight men's, provide opportunities to participate in athletics for all who are interested. Additionally, the college has maintained its status over the years as the third largest employer in the Santa Clarita Valley.

While we often think of education in more altruistic terms, it is inescapably a business -- having a lot in common with the flourishing business growth in the region. The college plays an important role in training, retraining and educating members of the local workforce so that businesses don't have to look far for quality employees. In fact, dozens of partnerships have been forged with individual local companies to provide very specific training for employees -- the college supplies the instructors and educational expertise to train either at the work site or on campus, whichever is appropriate. This "win - win" arrangement between businesses and the college fulfills the increasingly complex technological and managerial training needs of companies of all sizes in the region -- many of them in the aerospace, manufacturing, film, and entertainment, biotechnical and biomedical fields.

College of the Canyons has positioned itself to be a vital, enduring educational and economic force in the region. From modern facilities to a capable and enthusiastic staff, to innovative programs and high-tech solutions -- those who are currently involved with the college and those who will grace its doors in the future will find an innovative, forward thinking, cutting edge environment and an educational experience second to none!

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

1. Use the index on page 260 to help you find things quickly.
2. All new students are requested to participate in the College's Matriculation Program. Some parts of this program are mandated for new students. Components consist of admission, counseling/advisement and orientation. English and math placement testing is also part of the process. Refer to pages 11 and 255 for more details or contact the Counseling/Advisement Office.
3. If you want to know the important dates that affect you during the academic year, turn to the Academic Calendar on page 9. You'll find the beginning and end of each term, holidays and vacation periods.
4. If you want information about the requirements for transfer from College of the Canyons to a university, turn to page 41.
5. The program descriptions and associated degrees and certificates start on page 51.
6. For a list of the instructional programs, see page 52 and for details on courses read the information given for each course you plan to take starting on page 108. Pay careful attention to prerequisites and related information so that you won't take the incorrect course or one for which you won't receive credit.
7. The College requires students to take certain general-education courses to obtain a college degree or certificate. You will find these specified starting on page 38. If you plan to graduate from College of the Canyons, be sure to read the entire section on graduation requirements.
8. College of the Canyons has established various rules and regulations in order to function properly. You'll find these in the Regulations & Policies section on page 241.



**FALL SEMESTER 2005****August 15 - December 13, 2004**

Monday through Thursday, August 8 - 11 ..... Fall Flex Program  
Friday, August 12 ..... Mandatory Opening Day  
Monday, August 15 ..... First Day of Instruction  
Monday, September 5 ..... Labor Day Holiday  
Friday, November 11 ..... Veterans' Day Holiday  
Thursday through Sunday, November 24 - 27 ..... Thanksgiving Day Holiday  
Tuesday, December 6 ..... Fall Instruction Ends  
Wednesday through Saturday, December 7 - 10 and  
Monday and Tuesday December 12 - 13 ..... Final Exams  
Tuesday, December 13 ..... Last Day of Fall Term  
Campus Closed ..... December 19, 2005 through January 2, 2006

**WINTER INTERSESSION 2006****January 3 - February 4, 2006**

Tuesday, January 3 ..... Inter-session Begins  
Sunday & Monday, January 15-16 ..... Martin Luther King, Jr. Holiday  
Saturday, February 4 ..... Inter-session Ends

**SPRING SEMESTER 2006****February 6 - June 6, 2006**

Friday - Friday, January 27 - February 3 ..... Spring Flex Program  
Monday, February 6 ..... Instruction Begins  
Friday - Saturday, February 17 - 18 ..... Lincoln's Holiday  
Sunday - Monday, February 19 - 20 ..... Washington's Holiday  
Monday through Sunday, April 10 through 16 ..... Spring Break  
Sunday through Monday, May 28 - 29 ..... Memorial Day Holiday  
Saturday, June 3 ..... Instruction Ends  
Monday through Saturday, June 5-10 ..... Final Exams  
Friday, June 9 ..... Commencement

**SUMMER SEMESTER 2006 (Tentative)****June 12-August 19, 2006**

Monday, June 12 ..... 2006 Summer Sessions Begin  
Tuesday, July 4 ..... Independence Day Holiday

# Admission and Registration Procedures

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## ADMISSION TO THE COLLEGE

### 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-8 who has a score of 150 or higher on the most current version of the WISC intelligence test.

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 Test.
- B. Be 18 years of age or over and be capable of profiting from the instruction offered.
- C. 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-8 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 9 – 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

The College may restrict admission in some courses and programs. For instance, special admission students cannot enroll in HRMGT 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 program 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 9-12 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 9 – 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)

Each applicant entering as a first-time freshman must arrange to have an academic transcript 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 before the "Transcript Submission Deadline" published each term in the Schedule of Classes 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 is making every effort to communicate with students by sending correspondence through E-mail. We advise you to check your E-mail often, as information we may send will often be time sensitive and important to your college career. If you change E-mail providers, please update your E-mail address promptly using the on-line registration program at [www.canyons.edu](http://www.canyons.edu).

### 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 further information contact Admissions & 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), 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 and immigrant aliens 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 & Records for further 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 further 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.

## Admission and Registration Procedures

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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 goal.

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

### Matriculation Services

#### ADMISSION

New students must complete and submit an application for admission either online ([www.canyons.edu](http://www.canyons.edu)) or in person prior to enrollment at College of the Canyons. Particular questions on the application for admission will ask students to declare an academic major, choose an educational goal and list previous colleges attended. Students are also asked to send official transcripts from high school and any previous college work at the time of admission. 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. Basic skills 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

On-line 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 quiz will be given an early registration date. To access orientation go to [www.canyons.edu](http://www.canyons.edu) and click on "Students."

Counseling faculty and program advisors offer drop-in advisement on educational planning and course selection for new students prior to the first day of registration. Students are encouraged to bring their assessment scores and a draft of their course selections to the advisement sessions. See the counseling section in the on-line orientation or call the counseling office at (661) 362-3287 for the dates and location of new student advisement. Students may also print out their registration date and time from the web. That page will also include the calendar of new students' advisement sessions.

#### 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 should meet with a counselor before their first semester is completed to formulate a Student Educational Plan (SEP).

#### FOLLOW-UP

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, 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 catalogue for more information on exemptions from matriculation requirements.

### REGISTRATION

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing space in the classes. Continuing students register during the regular registration period in priority order by the number of units earned at College of the Canyons. Students are given registration appointments for on-line registration ([www.canyons.edu](http://www.canyons.edu)), and the STAR telephone registration system. To call STAR from the 661 area code, dial 255-2867, from outside the 661 area code, dial 1 (888) 206-7827. Students with appointments for regular priority registration will have no priority in obtaining a class unless they register in accor-

dance with the registration schedule. Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes. 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 may be considered clear. Outstanding obligations may prevent registration for classes and the ability to obtain verifications of enrollment, grades, academic transcripts and degrees.

### 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 paid at the time of registration each semester or each time materials are acquired or services rendered.

All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. The following fees are effective as of fall semester 2004.

Fees are subject to change. Consult the current semester schedule of classes or the Admissions and Records 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 \$26 per unit. The enrollment fee and other fees are subject to change during the academic year. Check the current schedule of classes for the most up-to-date fee information.

### Additional Fees

Annual Student Center Fee . . . . .	\$1 per unit/ \$10 maximum
Audit Fee (see Community Extension) . . . . .	\$15.00 per unit
Credit by Exam Fee* . . . . .	\$35/unit

## Admission and Registration Procedures

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Enrollment Certification* (first two free) . . . . .	\$.100
Health Fee (Fall and Spring)* . . . . .	\$.13.00
Health Fee (Winter & Summer)* . . . . .	\$.10.00
International Student and Non-Resident Tuition . . . . .	\$.145 plus \$26 enrollment fee per unit
Official Transcript (first two free) . . . . .	\$.5.00
Official Transcript (48 hour rush processing) . . . . .	\$.8.00
Parking Fee per term (Summer) . . . . .	\$.20.00
Parking Fee per semester (Fall and Spring) . . . . .	\$.40.00
Parking Fee, Winter Intersession . . . . .	No Charge
Student Activities Fee . . . . .	\$.18 annual/ \$.10 semester
Student Representation Fee . . . . .	\$.1.00
Refund Processing Fee (once classes begin) . . . . .	\$.10.00

### Credit by Exam Fees\*

The \$35/unit fee applies equally for resident, non-resident and international students. See page 29 for the Credit by Exam policy and procedure.

### Enrollment Certification Fees\*

The \$1.00 enrollment certification fee is charged to students requesting verification of enrollment related items. Students are exempt from paying this fee if they are required to verify enrollment for federal or state financial aid, AFDC or Social Security Benefit recipients, Department of Rehabilitation, or related agency recipients where the \$1.00 charge would impose a hardship. Students are entitled to their first two certifications free of charge.

### Health 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 that 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. See Financial Aid Department for exemption.

### Instructional Materials Fee\*

Some courses at College of the Canyons require an

instructional materials fee. The fee is used to supply the students with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, 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. Students may waive this fee if they choose to provide the materials themselves. Fees are listed each term under appropriate course descriptions in the schedule of classes. See the individual department for a complete list of materials.

### Refund Policy

A student must request a refund from the Student Business Office. Parking permits must be returned prior to refund deadlines.

For a full refund of all eligible fees, a student must completely withdraw from all classes by the refund date designated on his or her individual printout of classes, and return the parking permit.

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

Once classes begin, a processing fee of \$10.00 is deducted from the refundable total.

Short-term class refunds for all fees must be applied for on or before 10 percent of the class time has transpired.

No refunds will be given for withdrawal after the second week of the semester for full term classes, or after 10 percent of the instructional time for short-term classes.

A week consists of three calendar days, including Saturday.

### REFUND OF OTHER FEES

#### Student Support Fee

Refund of the student support fee must be applied for by the refund deadline date on your individual class print out. To opt out of the Student Support Fee you must do so in person at the Office of Student Development, Student Center, Room S-102 during 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 web pages on the College's web-site at [www.canyons.edu](http://www.canyons.edu) or email questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu).

### Return Check Policy

If your check is not honored by the bank, then you will be notified by mail. You must pay the original fees and a \$25 dishonored check fee with cash or certified funds. If your check is returned and if you decide to withdraw from classes, you must follow the regular withdrawal procedures outlined in the Class Schedule.

A "Hold" on your account will be placed until the receipt of the full payment.

### NON-RESIDENT TUITION

Students classified as non-residents by the residency determination date each semester or term are subject to non-resident tuition. For the 2005-2006 academic year, tuition is set at \$145 per unit, plus \$26 per unit enrollment fee for non-resident students.

Enrollment fees and other fees are subject to change during the academic year.

Students classified as International Students (have an F-1 or J-1 visa) are subject to International Student tuition. For the 2005-2006 academic year, tuition is set at \$145 per unit, plus \$26 per unit enrollment fee for international students. Fees are subject to change during the academic year.

### LIMITATION OF UNIT LOAD

A unit load of 18 units per semester is considered maximum.

Maximum load for summer school will be two courses or 6 units, whichever is the greatest. To take more than the maximum, approval must be obtained from the counseling office.

### CHANGE OF PROGRAM

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

Non-standard length classes have individual change-of-

program 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 of actually obtaining a seat in the class.

On the first day of class, the instructor will take attendance and any open 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 themselves into the class before the add deadline using the on-line or telephone registration systems and pay their fees to actually be enrolled in the class. Students can only place themselves on one waitlist per course.

### 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 on-line and STAR 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 wait list 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 either the on-line or telephone registration system. The exception to this rule is concurrently enrolled high school students. Add codes and add forms are no longer valid after the add deadline.

**High School Students:** Juniors and seniors attending College of the Canyons must have an add code form

## Admission and Registration Procedures

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signed and dated by the instructor to enroll in a closed class. Freshman and sophomores must obtain instructor permission to enroll in any class the first day the course meets. Freshman and sophomores must have an add code form signed and dated by the instructor to enroll in any class, whether open or closed. All high school students must process their add forms by the add deadline in the Admissions & Records Office during business hours.

### LATE ADD PROCEDURES

All adds must be processed by the add deadline, which are published in the schedule of classes, or obtained by the class instructor. Students that have verifiable emergencies may petition to add after the deadline by using the following procedures. Obtain a "Late Add Form" and Academic Standards Committee Petition. Fill out both forms and return to your instructor for a first date of attendance and signature. Submit the forms to the Admissions & Records or Counseling office with documented evidence of extenuating circumstances attached. The Academic Standards committee will notify the student with a determination in two to four weeks after receiving the above documents.

### DROP PROCEDURES AFFECTING A STUDENT'S TRANSCRIPT

A student may drop a class, or withdraw from college anytime during the first four weeks of a full semester class, (or within the first 30 percent of instruction for a short-term class) without receiving any marks or notations on his or her transcript. Drops may be processed using the on-line registration [www.canyons.edu](http://www.canyons.edu), the STAR telephone registration system, or by visiting the Admissions and Records Office during business hours. To call STAR from the 661 area code, dial 255-2867, from outside the 661 area code, dial 1 (888) 206-7827. Drop forms may be obtained in the Schedule of Classes, on the College Web site, or in the Admissions and Records Office.

### WITHDRAWAL PROCEDURES

A student may withdraw from class or from college anytime between the first day of the fifth week of school and the last day of the ninth week of school for a full length semester class (or between 30 percent and 50 percent of the term for a short-term class). Withdrawals that take place in this time frame will result in a mark of W being placed on the student's transcript. This symbol carries no evaluation of the student's work.

However, excessive Ws may affect a student in the calculation of probation and dismissal, loss of financial aid awards, and are sometimes not accepted in classes completed to meet major requirements at some four year colleges and universities. Withdrawals may be processed using on-line registration [www.canyons.edu](http://www.canyons.edu), STAR telephone registration, or by visiting the Admissions and Records Office during business hours. To call STAR from the 661 area code, dial 255-2867, from outside the 661 area code, dial 1 (888) 206-7827. Withdrawal forms may be obtained in the Schedule of Classes, on the College Web site or in the Admissions and Records Office.

### WITHDRAWAL AFTER THE ESTABLISHED DEADLINE

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

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

### Petition for Extenuating Circumstances

Petitions will be accepted after the posted deadline dates for documented extenuating circumstances only.

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



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

### **ACCIDENT INSURANCE**

Accident insurance is included in the student 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 carriers may be obtained in the Student Health & Wellness Center, S-122.

### **ATHLETIC PROGRAM**

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

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

Consult the athletic director or athletic advisor to determine athletic eligibility and to complete a student educational plan.

### **BOOKSTORE**

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

Operation of the bookstore is a function of the Santa Clarita Community College District under the direction of the Chief Business Officer and managed by Barnes and Noble. Please refer refund policy questions to the bookstore.

### **RE-ENTRY AND TRANSITIONAL SUPPORT SERVICES (CALWORKS PROGRAM)**

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

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

### **CalWORKs Eligibility Criteria**

1. The student must be a legal resident of the State of California
2. The student must be on welfare (i.e. AFDC, TANF)
3. The student must be in compliance with DPSS and/or GAIN program requirements
4. The student must be enrolled and taking a minimum of six units at College of the Canyons
5. A CalWORKs contract must be signed and followed by the student
6. The student must be in compliance with the College CalWORKs program requirements
7. The student must maintain normal progress (as defined by college policies) toward a certificate or degree leading to employment while maintaining a satisfactory grade point average of 2.00 or higher.

## Student Services

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CalWORKs applications and information are available in room I-24 or call (661) 362-3016, or (661) 362-3015.

### CAMPUS ACTIVITIES AND STUDENT LIFE

Students are strongly encouraged to become involved with student-development activities and opportunities for enrichment outside the classroom. Many of these activities can be found on campus or in the surrounding community.

They help students to apply, in practical situations, the theory they learn in the classroom. Benefits include leadership development, skill-building, interacting with people and understanding group dynamics, all of which can be utilized throughout one's life.

Information about all of the following programs and services can be obtained by visiting the Student Development Office located in Room S-102 in the Student Center.

### Associated Student Government (ASG)

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

The officers of the student government are elected by the student body to represent all students in interactions with the College administration, staff and faculty and with state legislators and statewide organizations.

Student government personnel serve on District committees and represent student viewpoints and opinions on matters of policy, curriculum and other College issues.

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

### ASG Benefits/Student Support Fee

The Associated Student Government provides benefits to all students who pay the \$9.00 student support fee during the time of registration each term, the revenue generated from the student support fee funds students services, programs and campus activities that benefit all students and the campus.

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

- \* FREE 25-SCORE card that provides 10-50% discounts from 550-plus local merchants
- \* Use of the computer lab in the Student Center including use of black and white, and color laser printers; photocopier and FAX services
- \* FREE legal services (30-minute consultation);
- \* FREE admission to all home athletic events;
- \* FREE admission to all regular season Cougar home athletic events;
- \* 15% discount for all instructional performances in the Vital Express Center;
- \* Ability to purchase movie tickets for \$5.50 or \$6.50 each for Edwards & Regal Theatres\*;
- \* Discount coupons or tickets to most major Southern California theme parks\*; and
- \* Eligibility to apply for \$7,000+ in student government scholarships.

\*available through the Office of Student Development Student Center Room S-102.

Note: Some benefits may be subject to change without notice.

Students who wish to opt out of the student support fee must do so in person at the office of Student development, Student Center Room S-102 by the refund deadline for each term in which a student enrolls. Students enrolling for the first time in the semester after this date may opt out within one week of their initial enrollment. For more information, please check the Student Development Web pages on the college's Web site at [www.canyons.edu](http://www.canyons.edu) or e-mail questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu).

### Clubs and Organizations

Many opportunities for involvement exist through membership and participation in student clubs and organizations.

More than two dozen charters are on file for a variety of clubs and organizations. Please check with the Student Development Office for 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 Student Development Office, the ASG, and the Inter Club Council.

### **Student Development Transcript Programs**

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 to which they wish to transfer, students are able to supplement their record of academic achievements with the addition of their Student Development Transcript.

### **Cougar Volunteer Service Program and Service Learning**

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's help. A recognition system including scholarships, exists to acknowledge students' involvement in these volunteer activities.

### **Service Learning**

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

In addition, service-learning opportunities exist through various courses on campus. Service-learning projects provide students the ability to directly connect their service experience with the theory they are learning in the classroom and receive class credit. The Volunteer-and-Service-Learning-Center, located in S-102 in the Student Center, 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) 362-3648.

### **Photo Identification Card**

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

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

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

### **CAMPUS SECURITY**

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

### **CAREER CENTER/JOB PLACEMENT**

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

Career Services include more than 300 community and campus jobs posted weekly; Resumé, Interviewing, Job Fair Preparation; and Job Search workshops; Internet access; resume-critique service; faxing and phone privileges; semi-annual job fairs; on-campus recruitment; and career-exploration software. The Career Center is located in C-103. For more information call (661) 362-3286.

### **CHILD CARE**

The Children's Program in the campus Center for Early Childhood Education has child care openings for financially qualified student-parents of children 12 months to 5 years of age.\*

## Student Services

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

For information on morning, afternoon or all-day sessions and/or to see if you qualify, please call (661) 259-7800 or (661) 362-3531

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

### **COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

The Cooperative Agencies Resources for Education (CARE) is a state-funded program dedicated to assisting 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, 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 X-9 or by calling us at (661) 362-3279 or (661) 362- 3270.

### **COUNSELING/PROGRAM ADVISEMENT**

#### **Counseling**

Students are urged to see a counselor as soon as possible after enrolling at College of the Canyons.

Counselors provide valuable assistance with educational and career planning.

The specific goal of the counseling staff is to assist students with the effective use of their personal resources and opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives. Counselors are available on an appointment and drop-in basis. Students should contact the Counseling Office regarding appointment and drop-in schedules. 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. In addition, student success seminars are offered during the semester to accommodate students who are unable to schedule individual appointments due to staffing limitations. Students are responsible for making final decisions concerning their college programs.

Personal counseling classes are taught by counselors and cover such topics as college-success skills, career development and self awareness. See class schedule for specific offerings. Specialized counseling is also provided through the DSP&S, EOPS, CalWORKs, New Horizons, and Transfer Center programs.

#### **Program Advisement**

Program advisors are available in the Counseling Office on a walk-in basis. They assist students in choosing classes or programs. They also provide information regarding transfer requirements, as well as degree and

certificate requirements. They are able to answer a variety of other questions and are available during both day and evening hours.

### **DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)**

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

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

DSP&S also offers alternate media to students who qualify. Examples of materials available are Braille, large print, books on tape, and electronic text. These formats help accommodate our students' specific needs and are created in the timeliest manner possible. For students with learning disabilities, or those suspected of having such disabilities, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria. Academic accommodations and strategies are available to students meeting the learning disability eligibility requirements as defined in the Title V Administration Code.

The High-Tech Center, using state-of-the-art adaptive computer technology, is also an integral part of services for students with disabilities. The High-Tech Center offers a wide selection of special computer systems, peripheral devices and selected software. Trained personnel provide assistance to students with disabilities in effective use of assistance technology. DSP&S serves as a liaison with the campus and community agencies on behalf of students with disabilities. Students may contact DSP&S in Room C-103 or by calling (661) 362-3341.

Students with verifiable disabilities who do not wish to avail themselves of the services of the Disabled

Students Program and Services Department may still be eligible for reasonable accommodation and service. Contact the Dean of Student Services (661)259-7800 (extension: 3292) located in A-101 for more information.

### **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 aim is to serve and encourage students from various backgrounds to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that 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 ticket subsidy
- \* Financial aid referrals
- \* Transfer assistance
- \* College-survival classes
- \* Special tutoring
- \* First-day book service
- \* School supplies
- \* Computer supplies
- \* 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 (2.00 or higher)

EOPS applications and information are available in X-9 or by calling (661) 362-3279 or (661) 362- 3270.

### **FINANCIAL AID/SCHOLARSHIPS FINANCIAL AID PROGRAMS**

The purpose of financial aid is to assist students in attaining their educational goals by removing financial barriers and providing money for college. The COC Financial Aid Office offers a complete array of services designed to help student with college related costs.

Fee waivers, grants, loans and workstudy programs provide opportunities to students who establish financial need by submitting an application for financial aid called the "FAFSA" (Free Application for Federal Student Aid). All students are encouraged to apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) regardless of their financial status. Eligible students are awarded financial aid, on a first come, first served basis, as funding permits. The priority application deadline for the next fall semester is May 15th. Students who apply early, and meet the May 15th deadline, will receive award notification prior to the beginning of July.

Students must apply for financial aid every academic year and maintain satisfactory academic progress by meeting the financial aid standards of progress, both unit and academic (cumulative grade point average) progress. A full copy of the financial aid standards of progress is available on the COC web page at [www.canyons.edu/Money4College](http://www.canyons.edu/Money4College).

### **Fee Waiver**

The Board of Governors provides an enrollment fee waiver program to eligible California residents. Students qualify in one of three ways: Public Assistance benefits, meeting income standards, or by demonstrating \$1 of financial need by filing a FAFSA. The BOGW application may be obtained in the schedule of classes, on-line at [www.canyons.edu/Money4College](http://www.canyons.edu/Money4College) or from the Financial Aid Office, Room C-110 or EOPS/CARE Office, Room X-9.

### **Grants**

A grant is an award that does NOT have to be paid back. The College participates in the federal Pell Grant, federal Supplemental Educational Opportunity Grant, and the Cal Grant B and C programs.

### **Loans**

Low interest loans, made by lenders such as a bank, credit union or savings and loan association, are available to qualified students to help pay for their educational costs. The federal Stafford Student Loan must be repaid by the student borrower as specified by the lender, usually with repayment beginning six months after leaving college. Current and former students who are in default on their federal Stafford Loan will not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be available for transfer to other institutions.

**Scholarships**

Many community groups and organizations sponsor student scholarships as a means of expressing confidence in College of the Canyons students as a reward of academic excellence. These scholarships range in amounts from \$100 to \$5,000 and are available intermittently throughout the year. Scholarship eligibility varies according to each individual scholarship. An up-to-date listing of available scholarship opportunities is available on the scholarship board or on the web page at [www.canyons.edu/Money4College](http://www.canyons.edu/Money4College).

**Workstudy**

The College also participates in a variety of on-campus job programs. Although students must be enrolled in a minimum of 6 units each semester and maintain a 2.0 GPA, the additional program criteria vary as much as the sources of funding. Some programs require that the student be eligible based upon documented financial need, whereas other workstudy programs require that the applicant have faculty recommendations, special training, past experience, specific skills or merely an interest and desire to work.

A current listing of on-campus jobs is available in the Career Service Office, located in room C-103.

**STUDENT HEALTH & WELLNESS CENTER**

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

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

**Eligibility**

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

**Cost**

No charge is made for most services. A nominal fee is charged for certain tests or injections. A mandatory \$13 (fall and spring) and \$10 (winter and summer) Health Services fee is charged to all students at the time of registration.

**Personnel**

A registered nurse, nurse practitioner and/ or a medical doctor are available during Student Health and Wellness Center hours. Mental health counselors and nutritionists are available by appointment only.

**Services**

- \* Treatment of acute illness
- \* Mental-health counseling
- \* Blood pressure checks
- \* Free health literature
- \* Family planning: information, pap tests, birth control
- \* Screening and treatment for sexually transmitted infections
- \* Nutritional counseling
- \* Whole-health counseling
- \* Some vaccinations
- \* Pregnancy test (nominal fee)
- \* Referrals to physicians and other health agencies
- \* First aid
- \* Vision screening
- \* 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.

**Location**

The Center is located in the Student Center, S-122. Call (661) 259-7800, (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.

### **HOUSING**

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

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

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

### **SPECIAL EVENTS**

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

### **LEARNING RESOURCES**

The primary goal of learning resources 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 and enhance student success.

#### **Library, R-Building**

The College library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, instructor reservation, 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 (10 cents/page) in the library or TLC Lab. Materials include books, pamphlets, magazines and newspapers; audiovisual media such as videotapes, DVD's, cassette tapes, CDs and CD ROMs are also available. A number of online data bases are accessible to students, faculty, and staff on campus and at home; these included ProQuest (a large full-text periodical database), Biography Resource Center, and CQ Researcher.

The Open Media Lab on the Library's second floor houses the video/DVD library, College-by-Television videotapes, foreign language instructional material,

English-as-a-second-language material, and circulation keys for most group study rooms.

The library Web site, with links to our online databases, the online catalog and many special resources, can be accessed at <http://www.canyons.edu/offices/library>.

#### **TLC Lab, I-209**

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

### **LOITERING**

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

### **LOST AND FOUND**

Lost-and-found articles are taken to and retrieved from the Security Department, located in Building X-10.

### **RE-ENTRY AND TRANSITIONAL SUPPORT SERVICES (NEW HORIZONS PROGRAM)**

The New Horizons program is designed to improve the quality of life for re-entry students, single parents, displaced homemakers, the financially disadvantaged, other at-risk youth, pregnant teens, dislocated workers, the chronically unemployed, and those seeking non-traditional careers. Students must attend the COUNS-060 class or an approved counseling class. This is a 1- to 4-module, 1- to 4-unit, credit/non credit, AA/AS, open entry/ open exit that emphasizes personal, educational and career development skills. Students may receive the following:

- \* Financial assistance for childcare;
- \* Financial assistance for books;
- \* Personal and academic counseling in a supportive and informative environment that encourages student success;
- \* Vocational and career counseling;
- \* Study-skills, life skills, job skills, classes and workshops;



- \* Referrals to other college departments and other agencies when required.

**New Horizons Eligibility Criteria**

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

New Horizons applications and information are available in Room I-24 or call (661) 362-3393.

**PARKING**

Vehicles must display a valid parking permit in order to park on campus. Parking permits are available for purchase at the time of registration. There will be no charge for parking during the 2006 Winter Intersession.

Permits cost \$40 per semester and \$20 during the summer term. Parking permit vending machines are located in the South Parking Lot and in Lot 6. An all-day parking permit can be purchased from these vending machines for \$1 and are good in any student lot for the day. Motorcycle permits are \$15. All funds will be used directly for parking-related projects including lighting, maintenance and security.

**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 find catalogs, brochures, computer information databases, and applications for California State Universities, the University of California and many independent colleges and universities.

University representatives from UCLA, USC, California State University, Northridge, among many others, provide up-to-date information on their admission requirements, financial aid, housing facilities, specific majors and much more. In addition, the Transfer Center sponsors the annual Transfer Day. This event brings representatives from many colleges and universities to our campus on the same day.

Students may obtain additional information regarding transfer in the Transfer Center or by calling (661) 362-3455.

**VETERANS 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 contact the Admissions and Records Office concerning any matters relating to veterans benefits. Veterans who qualify for training under one of the following categories are eligible for assistance payments for themselves and/or their families:

- \* Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the (1) Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30), (2) Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606) and (3) VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.

- \* Vocational Rehabilitation (Chapter 31) - Veterans who served in the armed forces are eligible for vocational rehabilitation if they suffered a service connected disability while on active service 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.

- \* 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. 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.

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, (805) 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 absent from any class or classes for one week or longer for health or other personal emergencies are required to complete an Emergency Leave Petition and file it with the Student Services Office prior to the absence.

### **Academic Probation and Disqualification of Veterans Benefits**

Federal regulations prohibit the certifying of a veteran or dependent that 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 course work completed at College of the Canyons beyond this limit requires special justification before benefits may be received. Such special justification might take the form of a letter from a four-year college or university indicating that additional courses required for a specific major will be transferred at full credit.

### **Duplication of Work**

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

## **THE SPECIAL MISSION OF COLLEGE OF THE CANYONS FOUNDATION**

The mission of 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 comprised 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 COC with crucial private resources. The Foundation needs your support.

Individuals, businesses and organizations interested in contributing to College of the Canyons Foundation are encouraged to contact:

Kathleen Maloney, CFRE  
Executive Director  
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 prior notice of upcoming events. Current support groups include:

- \* President's Circle: A prestigious group of community and business leaders

- \* Alumni and Friends Association: Current and former students 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 you are interested in becoming involved with College of the Canyons Foundation, please call: (661) 362-3434.

**COLLEGE OF THE CANYONS FOUNDATION BOARD OF DIRECTORS**

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### **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.

Students enrolled in courses other than the standard semester in length may be dropped if they are absent from more than 10 percent of the total class meetings, providing the withdrawal deadline for the class has not passed.

### **CATALOG RIGHTS**

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. 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.

### **CONTINUING STUDENT STATUS**

Students are considered continuing if they attend every semester without any break in attendance. Summer and Winter intersession are not counted when tabulating continuing student status. Students that have a break in attendance (miss a Spring and/or Fall semester), must reapply for admission to the college.

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

### **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 of elective credit 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.

### **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 \$35/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.

#### **Requirements for Credit by Examination**

- a. Students wishing to receive credit by examination must be in good academic standing at College of the Canyons and be currently enrolled in a minimum of six units.
- b. Petitions for credit by examination in approved courses must be submitted by the eighth week of the semester. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of finals for the semester or term.
- c. Courses taken through credit by examination are subject to A - F grading. Incomplete, withdrawals, or no-credit grades are not allowed.
- d. Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for pre-requisites once the more advanced course has been completed.
- e. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment procedures.
- f. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
- g. A maximum of 18 units may be taken through credit by examination.

# Academic Policies and Procedures

Examination	Score	Units Allowed	COC Credit	Maximum Credit
Art-Studio Drawing Portfolio	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree	Maximum 6 units credit if more than one exam.
Art-Studio-2-D Design	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree	
Art-Studio-3-D Design	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree	
Art History	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree; CSU GE C-1	
Biological Sciences	3, 4 or 5	6	Meets prerequisite for BIOSCI 201, 202, 204, 221, 230 and 250; 3 units towards associate degree Natural Science requirement and 3 units of Biology elective; CSU GE B-2 (no lab); IGETC Area 5BL	
Chemistry	3, 4 or 5	6	Meets prerequisite for Chemistry 201; 3 units towards associate degree Natural Science requirement and 3 units Chemistry elective; CSU GE B-1 & B-3; IGETC Area 5AL	
Computer Science-Exam A	3, 4 or 5	3	3 units Computer Science elective for the associate degree	Maximum 3 units for A and AB
Computer Science-Exam AB	3, 4 or 5	3	3 units Computer Science elective for the associate degree	
Economics-Macroeconomics	3, 4 or 5	3	Meets Social Science requirement for the associate degree; CSU GE D-2; IGETC Area 4	
Economics-Microeconomics	3, 4 or 5	3	Meets Social Science requirement for the associate degree; CSU GE D-2; IGETC Area 4	
English Language and Composition	3, 4 or 5	6	Meets prerequisite for English 102 or 103; 3 units towards Communication Skill requirement for associate degree and 3 units towards the English major or elective credit for the associate degree; CSU GE A-2; IGETC Area 1A	Maximum credit 6 units
English Literature and Composition	3, 4 or 5	6	Meets prerequisite for English 102 or 103; 3 units towards Communication Skill requirement for associate degree and 3 units towards the English major or elective credit for the associate degree; CSU GE A-2 and C-2; IGETC Area 1A	
Environmental Science	3,4 or 5	3	3 units towards Natural Science requirement for the associate degree;	
French Language	3, 4 or 5	6	Meets prerequisite for French 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
French Literature	3, 4 or 5	6	Meets prerequisite for French 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
German Language	3, 4 or 5	6	Meets prerequisite for German 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
Government & Politics-U.S.	3, 4 or 5	3	3 units towards Title 5 U.S. Constitution requirement; 3 units CSU GE D-8; IGETC Area 4	
Government & Politics-Comparative	3, 4 or 5	3	3 units toward Social Science requirement for associate degree; 3 units CSU GE Area D-8; IGETC Area 4	
History- European	3, 4 or 5	6	3 units towards Social Science requirement and 3 units towards the Humanities requirement for associate degree; 3 units CSU GE D-6; IGETC 3B or 4	
History-U.S.	3, 4 or 5	6	3 units towards Social Science requirement and 3 units towards the Title 5 U.S. History requirement for associate degree; 3 units CSU GE D-6; IGETC 3B or 4	
History-World	3, 4 or 5	6	3 units toward Social Science requirement for associate degree;	
Mathematics-Calculus AB	3,4 or 5	5	Meets Quantitative Skills requirement for associate degree; 5 units toward Mathematics major; meets prerequisite for Math 212; CSU GE B-4; IGETC Area 2	Maximum credit 6 units for both exams
Mathematics-Calculus BC	3	6	Meets Quantitative Skills requirement for associate degree; 5 units toward Mathematics major; meets prerequisite for Math 212; CSU GE B-4; IGETC Area 2	
Mathematics Calculus BC	4 or 5	6	Meets Quantitative Skills requirement for associate degree; 5 units toward Mathematics major; meets prerequisite for Math 212 and 213; CSU GE B-4; IGETC Area 2	
Music Theory	3, 4 or 5	6	3 units towards Humanities requirement and 3 units elective for associate degree; 3 units CSU GE C-1	
Physics –B	3,4 or 5	6	3 units towards associate degree Natural Science requirement and 3 units Physics elective; CSU GE B-1 & B-3; IGETC Area 5AL	
Physics-C Mechanics	3, 4 or 5	3	3 units towards associate degree Natural Science requirement; CSU GE B-1 & B-3; IGETC Area 5AL	
Physics-C Electricity and Magnetism	3, 4 or 5	3	3 units towards associate degree Natural Science requirement; CSU GE B-1 & B-3; IGETC Area 5AL	
Psychology	3, 4 or 5	3	Meets prerequisite for Psychology 102; 3 units toward associate degree Social Science requirement; 3 units CSU GE D-9; 3 units IGETC Area 4	
Spanish Language	3, 4 or 5	6	Meets prerequisite for Spanish 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
Spanish Literature	3, 4 or 5	6	Meets prerequisite for Spanish 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
Statistics	3, 4 or 5	4	Meets Quantitative Reasoning requirement for associate degree; 3 units CSU GE B-4; 3 units IGETC Area 2	

- h. Resident, non-resident and international students will all be charged at the same rate of \$35/unit through credit by examination
- i. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

### **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. Basic Skills courses include reading, writing, computation, learning skills, and study skills. 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:

1. Students enrolled in one or more courses of English as a Second Language
2. Students identified as learning disabled according to Title 5, section 56014.

### **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 Academic Standards Committee for approval.

### **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 3.0 and 4.0 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.

A veteran of the United States Air Force must submit a Community College of the Air Force transcript to receive possible credit from that institution.

### **CREDIT FOR LAW ENFORCEMENT ACADEMY TRAINING**

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice 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.
- \* 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 of training, not to exceed ten semester units.
- \* 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.

### **CREDIT/NO CREDIT**

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

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

### Regulations

1. A maximum of 18 semester units of credit can be applied towards the associate in arts or associate in science degree. Credit (CR)/no credit (NC) 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 credit/no credit basis must receive approval from their counselor and file a Credit/No Credit Petition in the Admissions and Records Office before 30 percent of the semester, or term, transpires.
3. Courses in which this option is available are listed in the college catalog. Generally, no course taken for a credit/no credit grading option may be used toward a major for an associate degree. Exceptions are made for Transfer Studies and General Arts & Science majors, who are limited to 9.0 units of CR/NC towards these majors. Students should be aware that courses graded CR/NC 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 credit/no credit basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a CR/NC basis are held responsible for all assignments and examinations.
6. Students electing to be evaluated on a credit/no credit basis will receive credit (CR) upon satisfactory completion (grade of C or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of no credit (NC). Courses graded on a CR/NC basis are not counted in calculating grade point average; however, they are considered in calculating progress probation/dismissal.
7. Students electing to take courses on a credit/no credit basis must meet any course prerequisite prior to enrolling in the course.
8. The CR/NC option is not applicable to courses taken through credit by examination.
9. Some courses are offered on a CR/NC basis only. These courses are listed in the College Catalog.

### AUDITING CREDIT COURSES

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

Physical Education activity-all

Nursing Science- all

Animation Science-all

Art-091L

Dance-160, 161

ESL-040, 050

Graphics and Multimedia Design- 090L, 094L, 097L

Music- 081, 082, 083, 116, 153, 173, 174, 175,176, 177, 185,186

Photography-090L, 091L

Radio/TV/Film-090L, 091L

Theatre-090L, 092L, 093L, 120, 161, 190

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

### Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. 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.
3. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
4. 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.
5. 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 Extension office.



6. Once enrolled, students must present their class instructor with a copy of the audit receipt obtained in the Community Extension office.

### **COURSE REPETITION**

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

#### **Definitions:**

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

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

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.

#### **Repetition of courses with substandard grades**

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

#### **Exceptions:**

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

- That previous grades were, at least in part, the result of extenuating circumstances.
- A student should repeat a course because there has been a significant lapse of time, normally over 5 (five) years, since the student previously took the course.
- 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. If a substandard grade is received, maximum course enrollment must take place before the

substandard repeat logic will correct the grade point average.

#### **Transcript Notation:**

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

When 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. The course will be annotated such that the grade point calculation, and credit, occurs for the first grade received.

When repeating a course at another college or university to replace a substandard grade received at College of the Canyons, you must submit a Transfer-Course Repeat Form in the Admissions & Records office to have the grades posted to your College of the Canyons' academic transcript.

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

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

Students may submit a Repeat Petition, accompanied by verified extenuating circumstances, requesting that courses be repeated. If approved, grades and units awarded for courses repeated under this section shall not be counted in calculating a student's grade point average.

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 grade point average. The Santa Clarita Community College District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

## Academic Policies and Procedures

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### 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 the following guidelines for petition of alleviation of previously substandard coursework.

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

#### These conditions are:

- A. The coursework to be disregarded is substandard. The semester/quarter grade point average of the courses to be disregarded is less than 2.0.
- 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 3 (three) calendar years have elapsed since the most recent coursework to be disregarded.

Even though academic renewal is granted, all coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. The student's permanent record will be annotated, however, so that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made after approval and recommendation from the counseling department.

All units and grade points earned during such a semes-

ter shall be disregarded, even satisfactory units. Subject credit may be allowed for work completed satisfactorily during disregarded terms.

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

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

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

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

### GRADES

Awarding grades to students is the responsibility of the instructor of the course in which the student is enrolled. Once awarded, grades may not be changed except where evidence is presented that a clerical error has occurred. (See Student Grievance Policy, page 239.)

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 and IP are not used in computing grade point averages; however, INC, W, 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  
IP In Progress  
I Incomplete  
RD Report Delayed

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.

### STUDENT GRADES OR 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 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 incompetency 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).

## Academic Policies and Procedures

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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 course work 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.

### TRANSCRIPT EVALUATION

Students who submit transcripts from other colleges and universities must request them to be evaluated by sub-

mitting a Transcript Evaluation form to the Admissions & 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 & Records Office.

### TRANSCRIPT REQUESTS

Copies of the student academic transcript may be sent upon completion of coursework to another institution or agency upon receipt of a signed written release. Signed statements of release may be mailed or faxed to the Admissions & Records Office. Students are entitled to two copies of their transcripts without cost. A charge of \$5.00 will be made for each additional transcript. There is a fee of \$8.00 for rush transcripts that are prepared within 24 to 48 hours of the next business day. The fax number is (661) 362-5566.

### PROBATION/DISMISSAL Standards for Probation

#### ACADEMIC STANDARDS

#### Definitions:

- (A) 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.
- (B) Units enrolled: All units of credit for which the student is enrolled after the first four weeks or 30 percent of the time the class is scheduled to meet, whichever is less, at the College.
- (C) 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 shall not be considered when calculating consecutive semesters.

### Standards for Progress Probation

**Progress Probation:** A College 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 units in which a student has enrolled for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) are recorded reaches or exceeds fifty percent.

### Removal of Probation

- (A) **Academic probation:** A student on academic probation for a grade-point deficiency shall be removed from probation when the student's cumulative grade-point average is 2.0 or higher.
- (B) **Progress probation:** A student on progress probation, because of excess units for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) are recorded, shall be removed from probation when the percentage of units in this category drops below fifty percent.

### 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 two consecutive semesters.

A student shall be subject to dismissal for progress after two consecutive semesters of progress probation as defined above.

### Standards for Dismissal

A student shall be dismissed under the following conditions:

- (1) **Academic dismissal:** When the student has earned a cumulative grade-point average of less than 2.0 in all units attempted for three consecutive semesters.
- (2) **Progress dismissal:** When the cumulative percentage of units in which the student has been enrolled for which entries of W, I, and NC are recorded in at least three consecutive semesters reaches or exceeds fifty percent.

### Exceptions to Dismissal

A student who is dismissed may be continued in subject-to-dismissal status for one semester under the following conditions:

- (1) **Academic:** When, in the most recent semester of enrollment, 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 semester of enrollment, the student completes more than 75 percent of the units in which the student enrolled.

### Appeal of Dismissal

A student who has been dismissed and wishes to continue the next semester may submit a written appeal in compliance with the following College procedures: To appeal a dismissal a student may request an appointment with a counselor (or in the case of repeated dismissal, a designated administrator) to review the mitigating circumstances which may have led to the student's dismissal.

Appeals should be based on the following:

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

Continuation 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.

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

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

Appeals should be based on:

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

## Educational Programs

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### Re-admission after Dismissal

A student who has been dismissed may request reinstatement after one semester has elapsed (excluding summer sessions and intersessions). The student shall consult with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll. Students with multiple dismissals may be referred to a designated administrator for a case review.

Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Readmitted students are returned in subject-to-dismissal status in accordance with policy 536.7.

### DIRECTORY INFORMATION

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

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

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

### EDUCATIONAL PROGRAMS

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

#### General Education

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

#### Transfer Education

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

#### Career/Vocational Education

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

#### Developmental Education

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

### ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall confer the degree of Associate in Arts or Associate in Science upon a student who has satisfactorily completed the degree requirements listed in this catalog.

#### • 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 and critical thinking.

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 affective 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 nonwestern 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

Complete a minimum of 21 semester units of general education including at least one course in each of the following areas. A given course meets the requirements in only one area.

#### a. Natural Sciences – three unit minimum

- \* Anthropology 101,101L
- \* Astronomy 100,101,102
- \* Biological Science 100,106,107,112,120,130, 140, 170, 201, 202, 204, 205, 215, 216, 218, 219, 221, 230, 231, 240, 250
- \* Chemistry 110,151, 201, 202, 221, 255, 256
- \* Geography 101, 101L
- \* Geology 100,101,102,105,106,107
- \* Physical Science 101
- \* Physics 110, 111, 220, 221, 222
- \* Psychology 102

#### b. Social and Behavioral Sciences – three unit minimum:

- \* Anthropology 103, 105, 210, 215
- \* Business 103, 126
- \* Communication Studies 223, 246, 256, 260
- \* Early Childhood Education 120, 125

- \* Geography 102,
- \* Journalism 100
- \* RTVF 100

Any course in: Economics (except 291), History, Political Science (except Political Science 198), Psychology (except Psychology 102 & Psychology 103), Sociology (except Sociology 198)

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

- \* Anthropology 210, 215
- \* Art 110, 111, 113, 114, 124A, 124B, 133, 140, 141, 142, 205, 222
- \* Business 160
- \* Cinema 120, 122
- \* Communication Studies 105, 150, 225, 246, 250, 256, 260
- \* Dance 100, 101,111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 160, 161, 170
- \* English 102, 105, 106, 108, 109, 111, 135, 250, 251, 260, 261, 262, 263, 264, 265, 270, 271, 272, 273, 274, 275, 280
- \* French 101, 102, 150, 201, 202
- \* German 100, 101, 102, 111, 201, 202
- \* History 101, 102, 161,191, 192, 240, 241, 242, 243
- \* Humanities 100, 101, 105, 106,150
- \* Interior Design 114, 115
- \* Italian 101, 150
- \* Music 100, 105, 106, 107, 112, 120, 125, 174, 175, 176
- \* Philosophy 101, 102, 110, 111,112, 210, 215, 220, 225, 240
- \* Photography 140, 150, 160,175, 285
- \* Sign Language 101, 102, 103, 104, 110
- \* Sociology 200
- \* Spanish 101, 101A, 102, 102A, 150, 160, 201, 202, 240
- \* Theater 110, 126, 140, 141, 144, 175, 190,192, 220, 221, 240

#### d. Language and Rationality - Minimum grade of C required.

1. English Composition- select one course from the following :  
English 091, 094, 101, 101H, 102, 103, 204, or ESL 100

## Academic Requirements

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2. Communication and Analytical Thinking- select one course from the following:

Business 144, 291; Communication Studies 105, 205, 223, 225, 227; Computer Science 111, 132; Economics 291; Math 063, 070, 102, 103, 111, 120, 130, 140, 211, 212, 213, 214, 215, 240; Philosophy 205, 230; Psychology 103; Sociology 102 or 108

e. **American Institutions** – six unit minimum. Complete one course in each of the following areas:

1. Economics 170, History 111, 112, 116, 117, 120, 170, 230 or 245
2. Political Science 150

f. **Physical Education and Wellness** – two units or 2 courses, Physical Education or Dance activity or Health Science 149 or Physical Education 100. (Veterans exempted. DDR14 required.)

g. **Diversity Requirement** – Select 3 units from the following:

Anthropology 103, 210, 215; Biological Science 120; Business 126, Communication Studies 256, 260; Early Childhood Education 160, 165; Education 200, 203; English 262, 270, 271, 273, 274,280; Geography 102; History 116, 117, 120,130, 191, 192, 210, 230, 242, 243, 245; Philosophy 102, 220; Political Science 290; Psychology 230, 235, 240; Sign Language 110; Sociology 100, 101, 103, 105, 106, 110,151, 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.

**Demonstrated Competency in reading, written expression and mathematics.**

1. **Reading Competency:** Minimum grade of C required.

Competence is demonstrated by completion of English 091, 094, 101, 101H, or ESL 100

2. **Written Expression Competency:** Minimum grade of C required.

Competence is demonstrated by completion of English 091, 094, 101, 101H, 102, 103, 204, or ESL 100

3. **Mathematics Competency:** Minimum grade of C required.

Competence is demonstrated by completion of Business 144, 291, Economics 291, Mathematics 063, 070, 102, 103, 111, 120, 130, 140, 211, 212, 213, 214, 215, 240

- **Major Requirement**

Completion of the required courses for an approved major listed in the Degree Curricula 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

- a. required for the student's major,
- b. specified in the general education requirements above, and
- c. 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 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 no later than the date for a given term as published in the Schedule of Classes.

### **SECOND ASSOCIATE DEGREE**

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

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



### The General Arts and Sciences Major

The General Arts and Sciences Major allows such students to obtain an associate degree, which may or may not necessarily lead to a four-year college or university transfer. This degree has the following requirements.

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

### CERTIFICATE PROGRAMS

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 Degree Curricula 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 during the semester in which requirements are completed.

### CERTIFICATE OF COMPLETION

A Certificate of Completion 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 Completion, 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 during the semester in which requirements are completed.

### 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 which college the student will attend and learn the requirements of that particular college. These requirements can be found in the catalog of that institution. A catalog file is available in the Transfer Center and the Library. Students should also consult the California Articulation data base- ASSIST ([www.Assist.org](http://www.Assist.org)). 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

## Transfer Requirements

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at various four-year colleges and universities, please see a College of the Canyons counselor.

### **2005-2006 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (FOR TRANSFER TO CSU AND UC)**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California 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; you must request certification with your final transcript request from Admissions and Records. The first term that a course can be applied to this plan is indicated by the semester and year (F00). For example, F00 indicates Fall 2000, which is the first term this course can be applied.

#### **AREA 1 - ENGLISH COMMUNICATION**

CSU: 3 courses required, one from each group below.  
UC: 2 courses required, one each from group A and B.

##### **Group A:**

English - Composition (1 course, 3 semester units)

English 101, 101H

##### **Group B:**

Critical Thinking - English Composition

English 102 or English 103. This requirement must be met by completing a course at a California Community College.

##### **Group C:**

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

Communication Studies 105

#### **AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

(1 course, 3 semester units minimum)

Business 291 (F05); Economics 291 (F05)

Mathematics 103, 111 (F04), 140, 211, 212, 213, 214, 215, 240

#### **AREA 3 - ARTS & HUMANITIES**

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

\* 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.

##### **Arts Courses:**

Art 110, 111, 205, Cinema 120, 122, Dance 100, Music 100, 105, 106, 107 (F03), 112, Photography 140 (F00), Theater 110, 220, 221

##### **Humanities Courses:**

Anthropology \*210, Economics 170, English 111 (F05), 135, 250, 251, 260, 261, 262, 263, (F03) 264, 265, 270, 271 (F96), 272, 273 (F99), 274 (F99), 275, 280 (F95), French 201, 202, German 201, 202, History \*101, \*102, \*\* \*111, \*\* \*112, \*120 (F00), \*\* \*150, \*161 (F02), \*170, \*191 (F00), \*192 (F00), \*210, \*230 (F02), \*240, \*241 (F01), \*242 (F01), \*243 (F01), \*245 (F96), Humanities 100 (F02), \*101 (F00), \*105 (F00), \*106 (F00), 150 (F02), Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 220, 240 (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 - 9 semester units)

Anthropology 103, 105, \*210, 215, Biological Science 120 (F00), Communication Studies 250, 256 (F97), Early Childhood Education 125 (F03), Economics 201, 202, Geography 102, History \*101, \*102, \*\* \*111, \*\* \*112, \*\* \*120 (F00), \*150, \*161 (F02), \*170, \*191 (F00), \*192 (F00), 210, 230 (F02), \*240, \*241 (F01), \*242 (F01), \*243 (F01), \*245 (F96), Journalism 100, Political Science 100 (F03), 150, 230, 250, 270, Psychology 101, 105, 109 (F02), 172, 230 (F00), 235 (F95), 240 (F03), Radio/ Television/ Film 100, Sociology 100 (F95), 101, 102, 103 (F01), 105 (F97) 106 (F03), 108 (F05), 110, 150 (F04), \*200, 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: 7-9 semester units)

**Physical Sciences:**

Astronomy\*\*100 (F97), \*\*101, \*\*102, Biological Science 218 (F03), Chemistry 110 (F02), \*\*151, \*\*201, 202, 221, 255, 256, Geography 101, Geology 100, 101, 102, 105, Physical Science 101 (F03), Physics 101 (F00), \*\*110, \*\*111, \*\*220, \*\*221, \*\*222

**Biological Sciences:**

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

**LANGUAGE OTHER THAN ENGLISH**

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

French 101, German 101, Sign Language 101 (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:

- (a) Economics 170; History 111, 112, 120 (F02), 170, 230 (F02) or 245
- (b) Political Science 150

Please consult with a COC Counselor. AP Exam scores of 3, 4, or 5 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.

**2005-2006 GENERAL EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM**

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

Upon completion of this pattern of courses, College of the Canyons will certify that a student's lower-division

general-education requirements are completed for any of the 23 campuses within the CSU system. If you transfer with GE certification, you will be responsible only for the upper division requirements in general education. Certification is not automatic; you must have completed 12 units in residence at College of the Canyons, and you must request certification with your final transcript at the Admissions Office.

**NOTICE:**

1. These requirements apply to students who began college starting with the Fall, 2005 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.
3. Students must complete all of Area A (Communication in the English Language & Critical Thinking) and Area B-4 (Mathematics/Quantitative Reasoning) with C grades or better. Please be aware that some campuses may not let you complete Area A and B-4 during your 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.
6. (F#) indicates first year that a course can be applied to this plan.

**AREA A: COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING**

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

**A-1: Oral Communication:**

Communication Studies 105, 205 (F01), 223 (F97)

**A-2: Written Communication:**

English 101, 101H

**A-3: Critical Thinking:**

Communication Studies 225; Computer Science 111, 132; English 102, 103; Mathematics 140; Philosophy 205, 230 (F01); Sociology 108 (F01)

## Transfer Requirements

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### **AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS**

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

#### **B-1: Physical Science:**

Astronomy 100 (F96), 101, 102; Biological Science 218 (F03); Chemistry 110 (F02), 151, 201, 202, 221, 255, 256; Geography 101; Geology 100, 101, 102, 105, 106, 107; Physical Science 101 (F01); Physics 110, 111, 220, 221, 222

#### **B-2: Life Science:**

Anthropology 101; Biological Science 100 (F01), 106, 107, 130, 140 (F02), 201(F03), 202 (F03), 204, 205, 215, 216, 219 (F02), 221, 230 (F98), 231 (F01), 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, 201 (F03), 202 (F03), 204, 205, 215, 216, 218 (F03), 219 (F02), 221, 230 (F98), 231 (F01), 240 (F02), 250; Chemistry 110 (F02), 151, 201, 202, 221, 255, 256; Geography 101L (F05); Geology 100, 107; Physical Science 101 (F01); Physics 110, 111, 220, 221, 222

#### **B-4: Mathematics/Quantitative Reasoning**

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

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

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

#### **C-1: Arts**

(Art, Dance, Music, Theater)

Art 110, 111, 113, 124A, 124B, 133 (F99), 140, 141, 205; Cinema 120, 122; Communication Studies 150; Dance 100, 111, 121, 122, 131, 132, 141, 142, 160, 170; English 105; Interior Design 114 (F02), 115 (F02), Music 100, 105, 106, 107 (F03), 112, 120, 121 (F00), 122 (F00), 123 (F00), 125, 126 (F00); Photography 140 (F00), 150, 160, 285; Theater 110, 140, 141, 190, 220, 221

#### **C-2: Humanities**

(Ethnic Studies, Gender Studies, Literature, Philosophy, Foreign Language)

Anthropology 210; Business 160 (F02); English 102, 108 (F03), 109 (F03), 111 (F03), 135, 250, 251, 260, 261, 262 (F03), 263, 264, 265, 270, 271, 272, 273 (F98), 274 (F98), 275, 280; French 101, 102, 201, 202; German 101, 102, 201, 202; History 101, 102, 120 (F00), 161 (F02), 191 (F00), 192 (F00), 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01); Humanities 100 (F02), 101 (F00), 105 (F00), 106 (F00), 150 (F02); Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 215 (F05), 220, 225 (F05), 240 (F02); Sign Language 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**

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

#### **D-1: Anthropology and Archaeology:**

Anthropology 103, 105, 215

#### **D-2: Economics:**

Economics 150, 201, 202

#### **D-3: Ethnic Studies:**

Anthropology 210, 215; Business 126 (F02), History 101, 102, 116 (F05), 117 (F05), 230 (F02), 240, 245; Sociology 100, 105 (F96), 106 (F03); Spanish 240

#### **D-4: Gender Studies:**

Communication Studies 260 (F97); Health Science 243; History 120 (F00); Psychology 235; Sociology 200

#### **D-5: Geography:**

Geography 102

#### **D-6: History:**

Economics 170; History 101, 102, 111, 112, 116 (F05), 117 (F05), 120 (F00), 150, 161 (F02), 170, 191 (F00), 192 (F00), 210, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01), 245

#### **D-7: Interdisciplinary Social or Behavioral Science:**

Biological Science 120 (F99); Communication Studies 246 (F95), 256 (Spr95); Early Childhood Education 120 (F02), 125 (F03); Health Science 243; Sociology 105 (F96)

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

Political Science 100 (F03), 150, 210 (F05), 230 (F03), 250, 270, 290 (F99)

**D-9: Psychology:**

Early Childhood Education 120; Psychology 101, 105, 109 (F02), 172, 230 (F00), 235, 240 (F03)

**D-0: Sociology and Criminology:**

Sociology 100, 101, 102, 106 (F03), 108 (F00), 110 (F03), 150 (F03), 151 (F03), 200, 203 (F01), 207, 208 (F00), 210 (F00), 230, 233 (F01)

**NOTE: The American Institutions requirement**

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

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

(a) History 111, 112, 120 (F02), 170, 230 (F02) or 245

(b) Political Science 150

**AREA E: LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT -- 3 UNITS**

Communication Studies 250; Dance 101 (F00), 133 (F00), 134 (F00), 135 (F00), 137 (F03), 180 (F00), 181 (F05), (all Dance courses limited to two units); Health Science 149 (F05), 150 (F00), 243; Journalism 100; Counseling 111; Physical Education 100, 101 (F01); Physical Education Activity Classes 117, 118, 119, 120 (F02), 121 (F01), 122 (F04), 125 (F02), 126, 127 (F99), 128 (F01), 129, 130 (Spr98), 131 (F02), 133 (F02), 134, 138, 145 (F01), 146, 149, 150, 151, 152A (F01), 152B (F01), 153 (F05), 160, 161 (F00), 162 (F01), 163 (F01), 165 (F00), 166, 167, 168 (Spr98), 169, 170, 171 (F02), 177, 178, 179 (F01), 180, 181 (F00), 194, 195, 250 (F00), 251 (F00), 252, 252A, 252B (F02), 253 (F00), 254, 255, 256, 257, 258, 259, 260 (F99) (limited to two units); Psychology 105, 150, 172 (F00), 230 (F00); Radio/Television/Film 100; Sociology 103, 110 (F03), 208 (F00), 233 (F01)

### NONCREDIT COURSES

Noncredit (tuition-free) offers a variety of noncredit adult education courses. These courses are offered tuition-free and are supported by the State of California. Courses include English as a Second Language (ESL), Citizenship, Basic Skills, Parenting, and Programs for Older Adults. Some of these courses 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 books.

### 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. Please submit your request at least two weeks prior to your event/needs. Facility use questions can be answered by calling (661) 362- 3240.

### COMMUNITY EXTENSION

Community Extension provides new avenues for personal development and professional development, skills development, cultural enrichment, and recreational enjoyment for all ages. Our "not for credit," fee-based programs include continuing education for professionals, cultural events, educational travel, youth sports, and teen activities, and educational enhancement experiences. All programs are open to the public. Community Extension staff can be reached at (661) 362-3304 for questions regarding courses, registration procedures and/or future course offerings. Those wishing to propose new courses should call and request an instructor package.

### DISTANCE LEARNING

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

### ON-LINE COURSES

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

### COLLEGE BY TELEVISION (CTV)

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

### THE UNIVERSITY CENTER

The Interim University Center, Santa Clarita Valley affords students the opportunity to earn a bachelor's, master's, or doctoral degree from one of several accredited colleges and universities on the College of the Canyons campus.

The University Center is temporarily located in the Y-building while the permanent University Center is under construction. The permanent Center will be the home to numerous colleges and universities committed to making degree programs readily available to residents and employers of the Santa Clarita Valley. Listed below are the universities and their current programs. For further information regarding any of the universities and upcoming programs, please call 661-362-UNIV, visit our web site at [www.canyons.edu/offices/univctr](http://www.canyons.edu/offices/univctr), or stop by the office in Y-112.

#### California State University, Bakersfield

- B.A. in Communications
- B.A. in Liberal Studies (well-suited for the prospective elementary school teacher)
- Multiple Subject Teaching Credential
- M.A. in Education with a concentration in Educational Administration: Preliminary and Professional Administrative Services Credential
- M.A. in Education with a concentration in Curriculum and Instruction: Professional Clear Teaching Credential
- M.A. in Education with a concentration in Special Education: Preliminary Special Education (Mild/Moderate) Teaching Credential (Fall 2005)

#### The University of La Verne

- B.A. in Business Administration
- B.S. in Child Development
- MBA
- M.Ed. in Reading: Reading and Language Arts Specialist Credential
- M.S. in Educational Counseling: Pupil Personnel Services Credential
- M.Ed. in Educational Management: Preliminary Administrative Services Credential

- Ed. D. in Organizational Leadership (F05)

### Chapman University

- B.A. in Psychology
- B.A. in Criminal Justice
- B.A. in Social Science

### California State University, Northridge

- B.A. in Sociology (Spring 2005)
- Masters in Public Administration (Spring 2005)
- B.S. in Nursing (Fall 2005)
- B.S. in Public Sector Management (Spring 2006)

### ELS Language Centers

- ELS offers an Intensive Language Institute for English as a second language students. Students who attend the Intensive Program and complete Level 109 fulfill COC's English requirement in lieu of the TOEFL.

### Other programs being planned:

- B.S. in Interior Design
- B.A. in English (Subject Matter Waiver Program)
- Single Subject Teaching Credential

### ACADEMY OF THE CANYONS

College of the Canyons also has several partnerships with the local high school district, the William S. Hart Union High School District. One of them, located on the College of the Canyons campus is the Academy of the Canyons.

Academy of the Canyons is a middle college school in which 11th and 12th grade students take their required high school classes and college classes at the same time. The program is designed for students who are mature and ready for a college campus experience.

Applications are made through the high school district. For further information regarding the Academy of the Canyons, contact the principal, Ms. Jill Shenberger, at 661-362-3056, or [jsz@hartdistrict.org](mailto:jsz@hartdistrict.org)

### EMPLOYEE TRAINING INSTITUTE

#### Your Goal is Our Business

The goal of the Employee Training Institute (ETI) is to provide consulting and training to our local workforce that improves the competitive edge of the companies served. ETI partners with business and the Valley Industrial Association (VIA) to provide unparalleled opportunities and benefits. We offer custom-designed instruction at company facilities or the COC campus. We provide technical training (such as Software Quality Assurance, CNC, Inspection Techniques, Soldering and Office Automation) as well as culture changing solutions

and cost reduction (such as Management Skills, Communication through Customer Service Skills, Six Sigma, and Lean Manufacturing techniques). Our classes improve employee job skills to meet changing technologies, increase employee satisfaction and productivity, and provide business with the ability to meet changes in market conditions.

#### Convenience

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

#### Quality

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

#### Cost-Effective

ETI's fees are economical and competitive. Because ETI is local, companies need not pay the cost of bringing in an outside training firm or sending employees out of town. We offer State funded training opportunities, too, as we work with you to expand your training department resources. Please call us at (661) 259-3874 for further information about services, or come to see us in Building X-8.

### HITE AND HONORS PROGRAM

The High-Intensity Transfer Enrichment (HITE) and Honors Program is designed to challenge students to achieve their highest academic potential and to successfully transfer to a four-year institution. To meet these goals, students in the program undertake special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members. Students completing projects/contracts in 18 units and who also have at least a 3.0 GPA are eligible to be HITE graduates. All students who complete the program receive special recognition at graduation. Diplomas and transcripts are also notated. Other benefits for participating in the HITE and Honors Program include the opportunity to establish a closer relationship with professors, increasing the likelihood of better letters of recommendation for transfer admissions and scholarships. HITE and Honors students also have the chance to tour local four-year colleges and universities, where they meet with counselors and often receive complimentary catalogs and tickets to cultural and sporting events.

### **TRANSFER ALLIANCE AGREEMENTS AND HONOR SOCIETIES**

Additionally, participants intending to transfer to UCLA are eligible for membership in the Transfer Alliance Program (TAP), which gives priority admission consideration to any major in the College of Letters and Science at UCLA. Similarly, students interested in transferring to Pomona College can participate in our Pomona Agreement for Transfer Honors (PATH) to qualify for priority admission and scholarship consideration. Students interested in transferring to UC Riverside can participate in our Honors Alliance for Riverside Transfers (HART) for priority admission, housing, and scholarship consideration. New Alliances are being added all the time, so check with the HITE and Honors Office. In addition, students with a 3.0 grade point average or better can join the COC chapter of Alpha Gamma Sigma (the California community college honor society). Students with a 3.5 grade point average or better are eligible for membership in Phi Theta Kappa (the national community college honor society). Membership in one or both of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more. For information about the HITE and Honors Program, TAP, PATH or the other alliances and the two honor societies, call the HITE Office at (661) 362-3333, or drop by the office in S-123 and pick up a HITE and Honors Program brochure.

### **INTENSIVE SPANISH INSTITUTE (ISI)**

The Spanish program offers a unique daytime foreign language and culture program, combining traditional courses with cultural workshops and guided group conversations over a one-week period. Students can earn up to 3.75 units of credit during the five days of the total immersion program. The comprehensive program provides all levels of language instruction from beginning to advanced. Cultural learning is an integral part of this program, which is ideal for teachers who need a second language requirement, nurses and emergency service personnel, students who want an in-depth language and cultural experience, and community members interested in Spanish language and culture. Specialized courses are offered in Spanish for the Medical Profession; Spanish for Teachers; Spanish for the Business Profession; Spanish for Law Enforcement; and more. For more information, contact the institute director at (661) 362-3530 or consult the Schedule of Classes.

### **INTERNATIONAL STUDENTS PROGRAM (ISP)**

The International Students Program (ISP) exists to assist all foreign students attending College of the Canyons. The ISP Office is located in Room C-101.

Students can be assisted to obtain I-20 certification as a step to receiving an F-1 student visa. Academic, vocational, and personal counseling are provided to foreign students by the ISP Office. Students are encouraged to make an appointment by calling (661) 362-3580

### **MATHEMATICS, ENGINEERING SCIENCE ACHIEVEMENT (MESA)**

Mathematics, Engineering, Science Achievement (MESA) is a program that helps students to excel in math, engineering and the sciences. If your goal is to transfer to a university with a major in math, engineering or science and you are eligible for financial assistance, then MESA is for you. MESA is based on a rigorous program that builds academic skills and encourages cooperative problem-solving. Student learning communities, access to technology, academic advisement, and other support services are available to MESA students while they are at College of the Canyons. The MESA student study center, located in X-2, is where students can study, participate in workshops, and receive academic advisement and support. For more information, call (661) 362-3448.

### **PROGRESSIVE ADULT COLLEGE EDUCATION (PACE)**

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

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

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



### **SCHOLASTIC HONORS**

#### **President's Honors List**

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

#### **Graduation with Honors**

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

### **SEMESTER ABROAD**

The College is a member of the Southern California Foothills Consortium, a group of California community colleges. Through the Consortium, the College offers a Semester in Salamanca, (Spain) Program in the spring and the Semester in London Program in the fall. Both programs are open to students of all ages who have earned at least 12 college units with a grade point average of 2.5 or higher and qualify to take English 101. An information meeting is given in the term prior to the start of each program. This meeting provides interested students with program highlights, details and costs. The College also offers a London Work and Study Program through a consortium arrangement with Mt. San Antonio College. The requirements are the same as those for the semester-abroad described above, except that a student must have carried a minimum of 8 units in the semester prior to participating.

### **TECH PREP**

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

idly changing technological workplace. A critical component of Tech Prep is the creation of partnerships between education and employers in order to help students learn more about their potential career path. College of the Canyons is continuously working with its business partners and local feeder high schools to develop programs in the fastest and largest growing occupational areas in this geographic region. In addition to career exploration and career-related school-based learning, Tech Prep promotes work-based learning, such as: Cooperative Work Experience Education, internships, volunteer and Community Service Learning, job shadowing and mentoring. Tech Prep also provides referrals to other college departments and to other agencies for job placement and career related services.

### **SPECIAL COURSES**

Special Topics - Courses Listed as 198 or 098 Special topics courses are offered in a department to add depth to the course offerings. Special topics courses in a department's curriculum offers the 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. 198A. Each topic's course is designated with the number 198 (transferable) or 098 ( non-transferable).

#### **Experimental Courses - Courses Listed as 199 or 099**

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

#### **Independent Study Courses**

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

#### **299 Directed Study Courses**

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

## Special Programs & Courses

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

### WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM

The Cooperative Work Experience Education (CWEE) Program has been integrated into programs throughout the College. This program allows students to apply knowledge they gain in college courses in an actual work setting. In addition, internship students who qualify for this program are able to sample career choices and to improve job-readiness skills. This would be a paid or unpaid work experience that provides elective college credit. Information regarding student-eligibility requirements is available from the CWEE office by calling (661) 362- 3309 for general CWEE information or (661) 362-3681 for internship information. Web site: <http://www.canyons.edu/offices/CWEE> Office location: TY-105

### WHY IS THE CWEE PROGRAM OFFERED?

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

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

### TYPES OF CWEE ENROLLMENT

#### Occupational Work Experience Education

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

#### General Work-Experience Education

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

### CWEE SCHOOL CREDIT

A CWEE student must be enrolled and maintain a seven-unit course load including CWEE throughout the

fall and spring semesters. For summer, the students must be enrolled in at least one additional course from any of the summer sessions.

A student may earn one (1) unit of elective credit for every seventy-five (75) hours of paid work per semester or sixty (60) hours of volunteer work per semester. For the satisfactory completion of Cooperative Work Experience Education, the College shall grant elective credit to a student as follows:

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

Duplicate credit shall not be granted for concurrent enrollment in general work-experience education and occupational work-experience education. Student Eligibility: Occupational CWEE

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

### HOW TO ENROLL IN THE CWEE PROGRAM

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

### WEEKEND COLLEGE

Weekend College provides a structured and integrated series of courses that are offered outside the traditional hours of college classes. It is designed primarily for adults who have always wanted a college degree but who have weekday commitments that do not allow for attending classes during traditional day or evening hours. Classes meet once a week in a 12-week format rather than the traditional 17-week semester in order to achieve a balance between academic, home, personal and work commitments. By taking three courses each semester, students may complete an AA degree in transfer studies in three years and a summer.

## INSTRUCTIONAL PROGRAMS

- Administration of Justice\*\*
- Animation
  - Animation Production\*\*
  - Computer Animation\*\*
  - Video Game Animation\*
- Anthropology
- Art\*
- Astronomy
- Athletic Training\*
- Biological & Physical Sciences\*
- Biotechnology\*
- Business
  - Accounting\*\*
  - Human Resources Management
  - Marketing\*\*
  - Small Business Management
  - Personal Finance#
  - E-Commerce/Business #
- Cinema
- Communication Studies
- Computer Information Technology\*
  - Administrative Assistant\*\*
  - Computer Applications\*\*
  - E-Commerce/Technology#
  - Web Site Development
- Computer Networking\*\*
- Computer Science\*
- Dance
- Early Childhood Education\*
  - Infant/Toddler\*
  - Preschool\*
  - School Age\*
  - Special Education\*
  - Supervision/Administration\*
- Economics
- EMT# (See Nursing)
- Engineering\*
  - Mechanical Drafting\*\*
- English\*
- English as a Second Language
- Fire Technology
  - Pre-Service Option\*\*
  - In-Service Option\*\*
- Foreign Languages
  - French\*
  - German
  - Italian
  - Spanish\*
- Geography
- Geology
- Graphic and Multimedia Design
  - Graphic Design\*\* (pending state approval)
  - Multimedia\*
- History\*
- Hotel & Restaurant Management\*
- Industrial Technologies\*
- Instructional Aide
- Interior Design\*\*
  - Set Decorator#
  - Decorating/Merchandising\*
  - Architectural Drafting\*\*
- Journalism\*\*
- Library/Media Technology\*\*
- Manufacturing Technology\*\*
  - LAD/CAM#
  - CATIA#
  - Machining/CNC#
- Mathematics\*
- Music\*
- Nursing\*
  - CNA#
  - RN\*
  - Medical Assistant
  - Home Health Aide#
  - EMT
- Philosophy
- Photography\*
  - Commercial Photography\*
  - Fine Art Photography\*
  - Photojournalism\*\*
- Physical Education-Kinesiology\*
- Physics
- Political Science
- Psychology
- Radio/Television/Film\*\*
  - Audio/Radio Production\*\*
  - Film/Video Production\*\*
  - Television Production\*\*
- Real Estate\*\*
- Sign Language
- Social Science\*
- Sociology
  - General Sociology#
  - Life & Longevity#
  - Crime, Deviance, & Social Control
  - Race, Gender & Multicultural
- Theatre
- Transfer Studies\*\*
- Water Systems Technology\*
- Welding\*\*

\*Associate Degree Program

+Certificate of Achievement Program

#Certificate of Completion Program

# **\*ADMINISTRATION OF JUSTICE**

## **PROGRAM DESCRIPTION**

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.

Degrees are awarded to those who complete the required courses for an Administration of Justice major along with the additional requirements for the associate degree.

The purpose of the certificate program is to provide the student with personal and technical competencies in a specific occupational area. Certificates are awarded to those who complete the same core courses as those required for an Administration of Justice major but without the additional requirements for transfer to a four year institution.

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.

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

Units required for Major: 24

ADMJUS 101	Introduction to Law Enforcement . . . . .	3.0
ADMJUS 110	Principles and Procedures of the Justice System . . . . .	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
<i>Plus six units from the following</i>		
ADMJUS 150	Patrol Procedures . . . . .	3.0
ADMJUS 155	Criminal Investigation . . . . .	3.0
ADMJUS 160	Traffic: Enforcement/ Investigation . . . . .	3.0
ADMJUS 175	Organized Crime and Vice . . . . .	3.0
ADMJUS 180	Dangerous Drugs & Narcotics . . . . .	3.0
ADMJUS 185	Police-Community Relations . . . . .	3.0
ADMJUS 190	Police Administration . . . . .	3.0
ADMJUS 250	Peace Officer's Training Academy . . . . .	10.0
SOCI 151	Juvenile Delinquency . . . . .	3.0

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\* Associate Degree Program

# \*ANIMATION

## PROGRAM DESCRIPTION

The Animation 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. We offer classes in traditional drawn animation, character design, layout, storyboarding, 2-D computer animation, and 3-D computer animation.

Associate in Arts Degree: Animation Production

### Units required for Major: 36

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 130	Interactive Animation for the Web . . . . .	3.0
ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0
ART 141	Beginning Design: 3D Media . . .	3.0
GMD 101	Introduction to Digital Media . . . .	3.0
<i>Plus three units from the following</i>		
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 221	Layout for Animation . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0
<i>Plus three units from the following</i>		
GMD 142	2D Computer Illustration . . . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0

### Recommended Electives

ANIM 140	Introduction to 3D Studio Max/Animation . . . . .	3.0
ANIM 141	Introduction to 3D Computer Animation: Maya . . . . .	3.0
ANIM 190	Animation Production . . . . .	3.0
ART 224A	Drawing III – Life Drawing . . . . .	3.0
GMD 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

## Associate in Arts Degree: Computer Animation Units required for Major: 39

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 130	Interactive Animation for the Web . . . . .	3.0
ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0
ART 141	Beginning Design: 3D Media . . .	3.0
GMD 101	Introduction to Digital Media . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0

### Plus three units from the following

ANIM 240	Advanced 3D Studio Max/ Animation . . . . .	3.0
ANIM 241	Advanced Maya Animation . . . . .	3.0

### Plus three units from the following

ANIM 140	Introduction to 3D Studio Max/Animation . . . . .	3.0
ANIM 141	Introduction to 3D Computer Animation: Maya . . . . .	3.0

### Recommended Electives

ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 221	Layout for Animation . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0
ART 224A	Drawing III – Life Drawing . . . . .	3.0
GMD 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

### Certificate of Achievement: Animation Production

Animation production provides skills necessary in the animation industry with a focus on drawn animation.

**Units required for Certificate: 33**

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 190	Animation Production . . . . .	3.0
ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 224A	Drawing III – Life Drawing . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
	<i>Plus three units from the following</i>	
ANIM 130	Interactive Animation for the Web . . . . .	3.0
GMD 142	2D Computer Illustration . . . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0
	<i>Plus three units from the following</i>	
ANIM 221	Layout for Animation . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0
	<i>Recommended Electives</i>	
ANIM 141	Introduction to 3D Computer Animation: Maya . . . . .	3.0
GMD 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

### 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.

**Units required for Certificate: 33**

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 130	Interactive Animation for the Web . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0

GMD 173	Audio and Motion Graphics . . . . .	3.0
	<i>Plus three units from the following</i>	
ANIM 222	Character and Prop Design for Animation . . . . .	3.0
ART 224A	Drawing III – Life Drawing . . . . .	3.0
	<i>Plus three units from the following</i>	
ANIM 140	Introduction to 3D Studio Max/Animation . . . . .	3.0
ANIM 141	Introduction to 3D Computer Animation: Maya . . . . .	3.0
	<i>Plus three units from the following</i>	
ANIM 240	Advanced 3D Studio Max/Animation . . . . .	3.0
ANIM 241	Advanced Maya Animation . . . . .	3.0
	<i>Recommended Electives</i>	
ANIM 190	Animation Production . . . . .	3.0
ANIM 221	Layout for Animation . . . . .	3.0
GMD 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

### Certificate of Achievement: Video Game Animation

A certificate designed to prepare students to enter the video game animation industry.

**Units required for Certificate: 28**

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 140	Introduction to 3D Studio Max/Animation . . . . .	3.0
ANIM 141	Introduction to 3D Computer Animation: Maya . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0
ANIM 230	Texture Mapping for Computer Animation . . . . .	3.0
ANIM 240	Advanced 3D Studio Max/Animation .3.0	
	<i>OR</i>	
ANIM 241	Advanced Maya Animation . . . . .	3.0
ANIM 260	Real-Time Video Game Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
GMD 047	Introduction to Photoshop . . . . .	1.0

\* Associate Degree Program

**American Sign Language**  
(See Sign Language)

**ART**

**ANTHROPOLOGY**

**PROGRAM DESCRIPTION**

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

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

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

**Degree Requirements**

An associate degree is not available in anthropology since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

**PROGRAM DESCRIPTION**

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

**Associate in Arts Degree: Art**

Units required for Major: 18

ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0
ART 141	Beginning Design: 3D Media . . .	3.0
<i>Recommended Electives</i>		
ART 227	Painting I . . . . .	3.0
ART 235	Sculpture . . . . .	3.0
ART 244	Advertising Graphics . . . . .	3.0

\* Associate Degree Program

## **ASTRONOMY**

### **PROGRAM DESCRIPTION**

Astronomy is the study of the principles and development of the solar system and the galaxies. Astronomy classes are limited to general survey introductory courses for physical science majors or students looking for interesting alternatives to fulfill general education requirements. The following is a sample of career options available for astronomy majors. Most require a baccalaureate degree, and some require a graduate degree: teacher, astrophysicist and astronomer.

### **Degree Requirements**

An associate degree is not available in astronomy since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## **\*ATHLETIC TRAINING**

### **PROGRAM DESCRIPTION**

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

### **Associate in Science Degree: Athletic Training**

Units Required for Major: 30

HLHSCI 150	Nutrition . . . . .	3.0
PHYSED 100	Health Education . . . . .	3.0
PHYSED 102	Principles of Physical Fitness and Conditioning . . . . .	3.0
PHYSED 109	Emergency Procedures . . . . .	2.0
PHYSED 110	Prevention and Care of Athletic Injuries . . . . .	3.0
PHYSED 110L	Prevention and Care of Athletic Injuries Lab . . . . .	1.0
PHYSED 112	Athletic Training Clinical Experience . . . . .	3.0
PHYSED 113	Athletic Training, Fall Sports . . . . .	2.0
PHYSED 114	Athletic Training, Spring Sports . . . . .	2.0

*Plus one of the following groups:*

BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
	<i>OR</i>	
BIOSCI 204	Human Anatomy & Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy & Physiology II . . . . .	4.0
	<i>OR</i>	
BIOSCI 250	Human Anatomy & Physiology . . . . .	8.0

*Recommended Electives*

PHYSED 115	Advanced Athletic Training, Fall Sports . . . . .	2.0
PHYSED 116	Advanced Athletic Training, Spring Sports . . . . .	2.0

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\* Associate Degree Program



# \*BIOLOGICAL & PHYSICAL SCIENCES

## PROGRAM DESCRIPTION

Biological sciences covers all aspects of the scientific study of life and emphasizes both the unity and diversity of living things. The structure, function, and behavior of organisms are studied at the molecular, cellular, organismal and environmental levels. The biology program serves three areas of study: 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. Physical sciences are those disciplines of the natural sciences other than biological sciences. They generally involve non-living materials and the principles of fundamental nature which have been sought since humans appeared on Earth. Physical sciences offered include: astronomy, chemistry, geography, geology, physical science, and physics. The courses, for the most part are designed to meet the general education and major transfer requirements for the physical sciences.

### Associate in Science Degree: Biological & Physical Sciences

Units required for Major: 18

*Eight units from the following*

BIOSCI 100	General Biology . . . . .	4.0
BIOSCI 106	Organismal & Environmental Biology . . . . .	4.0
BIOSCI 107	Molecular and Cellular Biology . .	4.0
BIOSCI 140	Principles of Human Genetics . . .	3.0
BIOSCI 201	Introduction to Human Anatomy .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
BIOSCI 204	Human Anatomy & Physiology . . . . .	4.0
BIOSCI 205	Human Anatomy & Physiology II . . . . .	4.0

BIOSCI 215	General Zoology . . . . .	4.0
BIOSCI 216	General Botany . . . . .	4.0
BIOSCI 219	Marine Biology . . . . .	4.0
BIOSCI 221	Introduction to Microbiology . . . .	5.0
BIOSCI 230	Introduction to Biotechnology . . .	5.0
BIOSCI 231	Advanced Topics in Biotechnology . . . . .	5.0
BIOSCI 240	Molecular Genetics . . . . .	4.0
BIOSCI 250	Human Anatomy & Physiology . . .	8.0

*Plus ten units from the following*

ANTHRO 101	Physical Anthropology . . . . .	3.0
ANTHRO 101L	Physical Anthropology Laboratory . . . . .	1.0
ASTRON 100	General Astronomy . . . . .	3.0
ASTRON 101	The Stellar System . . . . .	3.0
ASTRON 102	The Solar System . . . . .	3.0
BIOSCI 130	Contemporary Issues in Environmental Biology . . . . .	3.0
BIOSCI 218	Introduction to Oceanography . . .	4.0
CHEM 110	Introductory Chemistry . . . . .	4.0
CHEM 151	Preparatory General Chemistry .	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
GEOL 100	Physical Geology Lab . . . . .	1.0
GEOL 101	Physical Geology . . . . .	3.0
GEOL 102	Historical Geology . . . . .	3.0
GEOL 105	Geology of California . . . . .	3.0
GEOL 106	Geology of National Parks and Monuments . . . . .	3.0
GEOL 107	Minerals, Rocks and Fossils . . . .	3.0
PHYSICI 101	Physical Science . . . . .	4.0
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
PSYCH 102	Developmental Psychology . . . . .	3.0

\* Associate Degree Program

## **\*BIOTECHNOLOGY**

### **PROGRAM DESCRIPTION**

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 at College of the Canyons will provide students with a core curricula that includes both a strong foundation in theory, as well as extensive hands-on training in biotechnology. Cell molecular related fields should seek work-based training in biotechnology as soon as possible. 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 salaries range from \$17,000-29,000 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.

### **Certificate of Achievement: Biotechnology**

Units required for Certificate: 24

BIOSCI 107	Molecular and Cellular Biology . . .	4.0
BIOSCI 230	Introduction to Biotechnology . . .	5.0
BIOSCI 231	Advanced Topics in Biotechnology . . . . .	5.0
CHEM 201	General Chemistry I . . . . .	6.0
MATH 140	Introductory Statistics . . . . .	4.0
<i>Recommended Electives</i>		
BIOSCI 221	Introduction to Microbiology . . . .	5.0
CHEM 202	General Chemistry II . . . . .	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**

**(Includes Accounting; Business; Management; and Marketing)**

### **PROGRAM DESCRIPTION**

This 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, 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 Technician**

Units required for Major: 22

BUS 100	Introduction to Business . . . . .	3.0
BUS 101	Bookkeeping and Accounting . . .	5.0
BUS 144	Business Mathematics . . . . .	5.0
BUS 206	Computerized Income Tax Accounting . . . . .	3.0
<i>OR</i>		
BUS 211	Business Law . . . . .	3.0
CIT 115	Business English . . . . .	3.0
CIT 145	Quickbooks . . . . .	3.0

### **Associate in Science Degree and Certificate of Achievement: Business – Accounting (Transfer)**

Units required for Major: 22 – 23

BUS 201	Principles of Accounting I . . . . .	5.0
BUS 202	Principles of Accounting II . . . . .	5.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

BUS 211	Business Law . . . . .	3.0
ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0
ECON 291	Statistical Methods in Business and Economics . . . . .	3.0

*OR*

MATH 140	Introductory Statistics . . . . .	4.0
<i>Recommended Electives</i>		
CIT 145	Quickbooks . . . . .	3.0

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

Units required for Major: 21

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	Negotiations 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

Units required for Major: 21

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

Units required for Major: 23

BUS 100	Introduction to Business . . . . .	3.0
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*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	Negotiations and Conflict Resolution . . . . .	3.0
BUS 140	Principles of Marketing . . . . .	3.0
BUS 160	Business Ethics . . . . .	3.0

*Recommended Electives*

CIT 145	Quickbooks . . . . .	3.0
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\* Associate Degree Program

## **CHEMISTRY**

### **Degree Requirements**

An associate degree is not available in chemistry since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

**Child Development**  
**(See Early Childhood Education)**

## **CINEMA**

### **PROGRAM DESCRIPTION**

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.

### **Degree Requirements**

An associate degree is not available in cinema. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

# COMMUNICATION STUDIES

## PROGRAM DESCRIPTION

Courses in communication studies focus on the ways in which verbal and nonverbal communication impacts the meaning of messages within different contexts.

Coursework emphasizes the development of both effective communication practices and skills. As our societies become more diverse and our technologies more complex, our need to understand varied communication systems and their effects grows. The department prepares students to identify and meet these challenges not only within individual and small group situations, but at the level of mass communication as well.

Coursework in communication studies undoubtedly provides a foundation for success in all disciplines.

## Degree Requirements

An associate degree is not available in communication studies since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## Certificate of Completion – General Communication Theory

### PROGRAM DESCRIPTION

A certificate of completion is available through the Department of Communication Studies that focuses on communication theory. The course of study for the certificate includes both an introduction to the field of Communication as well as coursework that addresses particular types of communication contexts and the knowledge and skills to be successful within them. Excelling at a four-year college, university or in the workplace requires insight and understanding into human communication behavior that accounts for perceptions, interpretations, and decision-making. The communication theory certificate offers students an opportunity to master concepts, skills, and real-world practices to recognize and deal with complex situations and resolve the ambiguities of life. Whether the final goal is to transfer or to gain employment, completion of the certificate in communication theory will enable students to acquire communication techniques that are not only marketable commodities, but also helpful in their everyday lives.

Units Required: 15

COMS 105	Speech Fundamentals . . . . .	3.0
COMS 246	Interpersonal Communication . . .	3.0
COMS 250	Process of Communication . . . . .	3.0

*Plus six units from the following:*

COMS 223	Small Group Communication . . .	3.0
COMS 227	Rhetoric & Contemporary Culture . . . . .	3.0
COMS 256	Intercultural Communication . . . .	3.0
COMS 260	Communication and Gender . . . .	3.0

## Certificate of Completion – Rhetoric/Public Address

### PROGRAM DESCRIPTION

A certificate of completion is available through the Department of Communication Studies that focuses on rhetoric and public address. The course of study for the certificate includes both an introduction to the field of communication studies as well as coursework that addresses particular types of communication contexts and the knowledge and skills to be successful in them. Excelling at a four-year college, university or in the workplace requires insight and understanding into human communication behavior that accounts for perceptions, interpretations, and decision-making. The rhetoric/public address certificate offers students an opportunity to master concepts, skills, and real-world practices in public speaking, argumentation and persuasion, rhetorical criticism, pre-law, communication theory, group communications, and competitive intercollegiate speech and debate (forensics). Whether the final goal is to transfer or to gain employment, completion of the certificate in rhetoric/public address will enable students to acquire communication techniques that are not only useful in the workplace and their professions, but also helpful in their everyday lives.

Units Required: 15

COMS 105	Speech Fundamentals . . . . .	3.0
COMS 223	Small Group Communication . . .	3.0
COMS 225	Strategies of Argumentation . . . .	3.0
COMS 227	Rhetoric and Contemporary Culture . . . . .	3.0

*Plus six units from the following:*

COMS 150	Oral Interpretation . . . . .	3.0
COMS 190	Forensics . . . . .	2.0 – 4.0
COMS 205	Essentials of Persuasive Speaking . . . . .	3.0
COMS 250	Process of Communication . . . . .	3.0

\* Associate Degree Program

# \*COMPUTER INFORMATION TECHNOLOGY

**PROGRAM DESCRIPTION**

An associate degree in computer information technology is offered as well as various certificates in computer information technology and Web technologies. The department is also an authorized testing center for Microsoft Certification in all the Microsoft Office Suite programs (Word, Excel, Access, PowerPoint) and in 2002 became an authorized testing center for WOW (World Organization of Webmasters) exams in Web site development and e-commerce. The MOUS (Microsoft Office User Specialist) certification provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. Likewise, WOW certification is a benchmark recognized industry-wide and signifies to prospective employers that students have met high standards of proficiency in the areas of Web site development and design. The CIT programs provide the training and exposure that is essential to prospective computer users and office workers at all levels. Excellent career opportunities exist for students in the expanding field of information technology.

The associate degree and certificates of achievement are designed to provide a working knowledge of office systems and procedures and advanced-level computer skills required for a successful career or employment in an office or business environment.

**Associate in Science Degree and Certificate of Achievement: Computer Information Technology - Administrative Assistant**

Units required for Major: 24

CIT 101	Introduction to Computers . . . . .	3.0
CIT 105	Microsoft Windows . . . . .	3.0
CIT 110	Keyboarding and Document Processing . . . . .	3.0
CIT 116	Business Communications . . . . .	3.0
CIT 120	Office Procedures . . . . .	3.0

CIT 140	Office Systems and Software . . . . .	3.0
CIT 150	Microsoft Word I . . . . .	3.0
CIT 155	Microsoft Excel I . . . . .	3.0

**Associate in Science Degree and Certificate of Achievement: Computer Information Technology - Computer Applications**

Units required for Major: 24

CIT 105	Microsoft Windows . . . . .	3.0
CIT 110	Keyboarding and Document Processing . . . . .	3.0
CIT 135	The Internet . . . . .	3.0
CIT 150	Microsoft Word I . . . . .	3.0
CIT 155	Microsoft Excel I . . . . .	3.0
CIT 160	Microsoft Access I . . . . .	3.0
CIT 165	Microsoft PowerPoint . . . . .	3.0
CIT 166	Desktop Publishing . . . . .	3.0

**Certificate of Completion: Computer Information Technology – E-Commerce/Technology**

**PROGRAM DESCRIPTION**

The certificate 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 Web site 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 Web sites.

Units required for Certificate: 15.5

BUS 190	Principles of Electronic Commerce . . . . .	3.0
OR		
CIT 190	Principles of Electronic Commerce . . . . .	3.0
BUS 192	E-Business Strategy . . . . .	3.0
CIT 060D	Microsoft Access - Brief . . . . .	1.0

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\* Associate Degree Program

CIT 170	Web Site Development I . . . . .	3.0
CIT 171	Web Site Development II . . . . .	3.0
CIT 173	Web Site Authoring Tools . . . . .	3.0

**Certificate of Completion: Computer Information Technology – Web Site Development**

**PROGRAM DESCRIPTION**

The certificate in Web site development affords students the opportunity to acquire advanced skills related to the design, planning, and realization of functional Web sites. The program is flexible and interdepartmental in scope, offering students a choice of electives from both the Computer Science and Computer Networking departments. Many employers require their content developers to be proficient in markup languages, style sheets, scripting, Web imagery, and server administration — the primary skills targeted by this certificate. This program is designed for those interested in all aspects of Web site development and especially those who are considering future study, career moves, and promotional opportunities related to this growing and continuously evolving area.

Units required for Certificate: 17

CIT 170	Web Site Development I . . . . .	3.0
CIT 171	Web Site Development II . . . . .	3.0
CIT 173	Web Site Authoring Tools . . . . .	3.0
CIT 174	Web Development Software: Photoshop and ImageReady . . . . .	3.0
CMPSCI 190	Web Programming: JavaScript . . . . .	3.0
	<i>OR</i>	
CMPSCI 191	CGI Programming: Perl . . . . .	3.0
CMPNET 140	Beginning Network Certification I . . . . .	2.0
	<i>OR</i>	
CMPNET 180	Windows 2000 Server . . . . .	2.0
	<i>OR</i>	
CMPNET 183	Windows 2000 Network Infrastructure . . . . .	2.0

## \*COMPUTER NETWORKING

**PROGRAM DESCRIPTION**

Computer networking involves the study, understanding, and application of basic and advanced personal computer hardware and software concepts. Computer networking includes such areas as CISCO router configuration, Category 5 cabling techniques, and troubleshooting of PC networks and hardware, to name a few. The computer networking program has the following two options open to students: a two-year occupational program leading to an associate degree or a 22-unit program leading to a certificate in CISCO router configuration.

The program provides students with personal and technical competencies in trouble-shooting and maintenance of microcomputers, networking fundamentals, and server essentials. Upon successful completion (grade C or better) of the program, the student will be able to pass CISCO certifications associated with this program. With the CISCO training and certifications, students can obtain positions in the following areas: computer support specialist, network systems and data communications analysts, and computer security specialists.

**Associate in Science Degree and Certificate of Achievement: Computer Networking - CISCO**

Units required for Major: 22

CMPELC 130	Computer Electronics I . . . . .	4.0
CMPNET 132	A+ Certification . . . . .	4.0
CMPNET 154	Cisco System Networking 1 . . . . .	3.5
CMPNET 155	Cisco System Networking 2 . . . . .	3.5
CMPNET 156	Cisco System Networking 3 . . . . .	3.5
CMPNET 157	Cisco System Networking 4 . . . . .	3.5

\* Associate Degree Program

## \*COMPUTER SCIENCE

### PROGRAM DESCRIPTION

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

### Associate in Science Degree: Computer Science

Units required for Major: 36

CMPSCI 111	Introduction to Algorithms and Programming/Java . . . . .	3.0
CMPSCI 111L	Introduction to Algorithms and Programming Lab . . . . .	1.0
CMPSCI 122	Introduction to Digital Computers .	3.0
CMPSCI 182	Data Structures and Program Design . . . . .	3.0
CMPSCI 182L	Data Structures and Program Design Lab . . . . .	1.0
CMPSCI 222	Computer Organization . . . . .	3.0
	<i>OR</i>	
CMPSCI 235	C Programming . . . . .	3.0
CMPSCI 236	C++ Oriented Programming . . . .	3.0
CMPSCI 282	Advanced Data Structures . . . . .	3.0
MATH 211	Calculus I . . . . .	5.0
MATH 212	Calculus II . . . . .	5.0
MATH 214	Linear Algebra . . . . .	3.0
PHILOS 230	Symbolic Logic . . . . .	3.0
	<i>OR</i>	

May take any 3 unit CMPSCI course in lieu of PHILOS 230

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

\* Associate Degree Program

## DANCE

### PROGRAM DESCRIPTION

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

### Degree Requirements

An associate degree is not available in dance since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.



# \*EARLY CHILDHOOD EDUCATION

## PROGRAM DESCRIPTION

The early childhood education (ECE) degree and certificate programs give students the opportunity to prepare for careers in the field of early child education and/or transfer to a four-year university. Education and training can launch you 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.

### Associate in Science Degree: Early Childhood Education

Units Required for Major: 24

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 120	Child Growth & Development . . .	3.0
	<i>OR</i>	
PSYCH 172	Developmental Psychology . . . . .	3.0
ECE 125	Child, Family and Community . . .	3.0
ECE 175	Childhood Health and Safety . . .	1.0
	<i>Plus ten units from the following:</i>	
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 157	Literacy in Early Childhood . . . . .	3.0
ECE 160	Understanding and Education of Exceptional Children . . . . .	3.0
ECE 165	Teaching Children in a Diverse Community . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 198	Special Topics in Early Childhood . . . . .	0.25 – 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 220	Adult Supervision in Early Childhood Education: The Mentoring Process . . . . .	2.0
ECE 226	The Impact of Violence on Children . . . . .	3.0
ECE 227	Violence Intervention: Behavior Management Strategies . . . . .	3.0

### Career Preparation Certificate: Early Childhood Development - CORE

#### PROGRAM DESCRIPTION

The Child Development Program offered 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 is awarded by the State Commission of Teacher Preparation and Licensing and is required by teachers in such funded programs as children's centers and Head Start programs.

\* Associate Degree Program

## Degree Curricula and Certificate Programs

Units Required for Certificate: 14

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 120	Child Growth and Development . . . . .	3.0
	<i>OR</i>	
PSYCH 172	Developmental Psychology . . . . .	3.0
ECE 125	Child, Family and Community . . . . .	3.0
ECE 175	Childhood Health and Safety . . . . .	1.0

### Certificate of Achievement: Early Childhood Education – Infant and Toddler Emphasis

Units required for Certificate: 25

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	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 120	Child Growth and Development . . . . .	3.0
	<i>OR</i>	
PSYCH 172	Developmental Psychology . . . . .	3.0
ECE 125	Child, Family and Community . . . . .	3.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus four units from the following:*

ECE 144	Music & Motor Development for the Young Child . . . . .	2.0
ECE 151	Art & Creativity for Young Children . . . . .	2.0
	<i>OR</i>	
ECE 155	Science & Math for the Young Child . . . . .	2.0
ECE 156	Literature & Language Development for the Young Child . . . . .	2.0

### Certificate of Achievement: Early Childhood Education – Pre-School Emphasis

Units required for Certificate: 26

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	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 120	Child Growth & Development . . . . .	3.0
	<i>OR</i>	
PSYCH 172	Developmental Psychology . . . . .	3.0
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 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

### Certificate of Achievement: Early Childhood Education – School Age Emphasis

Units required for Certificate: 27

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	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 120	Child Growth and Development . . . . .	3.0
	<i>OR</i>	
PSYCH 172	Developmental Psychology . . . . .	3.0
ECE 125	Child, Family and Community . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ECE 135	School Age Child Care Programs and Curriculum . . . . . 3.0	ECE 116A	Education Programs . . . . . 3.0
ECE 140	Recreational Leadership in School Age Child Care . . . . . 3.0	ECE 116B	Curriculum and Classroom Management Lab A . . . . . 1.0
ECE 173	Childhood Nutrition . . . . . 2.0	ECE 116C	Curriculum and Classroom Management Lab B . . . . . 1.0
ECE 175	Childhood Health and Safety . . . 1.0	ECE 120	Curriculum and Classroom Management Lab C . . . . . 1.0
ECE 201	Supervision and Administration of Children's Programs . . . . . 3.0		Child Growth and Development .3.0

### Certificate of Achievement: Supervision and Administration of Childhood Programs Emphasis

Units required for Certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . . 3.0
ECE 115	Curriculum and Classroom Management of Early Childhood .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 120	Child Growth and Development .3.0

*OR*

PSYCH 172	Developmental Psychology . . . . 3.0
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 & Language Development for the Young Child . . . . . 2.0
ECE 173	Childhood Nutrition . . . . . 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

PSYCH 172	Developmental Psychology . . . . 3.0
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 173	Childhood Nutrition . . . . . 2.0
ECE 175	Childhood Health and Safety . . . 1.0

### Certificate of Achievement: Special Education Emphasis

Units required for Certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . . 3.0
ECE 115	Curriculum and Classroom Management of Early Childhood

\* Associate Degree Program

## **ECONOMICS**

### **PROGRAM DESCRIPTION**

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

### **Degree Requirements**

An associate degree is not available in economics since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## **\*ENGINEERING**

### **PROGRAM DESCRIPTION**

The engineering program provides curriculum concerned with the fundamentals of mechanics, electrical theory, and materials that can be applied to all disciplines within engineering. 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, and automotive engineer.

### **Associate in Science Degree: Engineering**

Units Required for Major: 48

CHEM 201	General Chemistry I . . . . .	6.0
CMPSCI 111	Introduction to Algorithms and Programming/Java . . . . .	3.0
CMPSCI 111L	Introduction to Algorithms and Programming Lab . . . . .	1.0
ENGR 101	Introduction to Science, Engineering and Technology . . . . .	2.0
ENGR 151	Materials of Engineering . . . . .	3.0
ENGR 152	Statics . . . . .	3.0
ENGR 153	Electrical Circuits I . . . . .	4.0
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

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\* Associate Degree Program

# \*ENGLISH

## PROGRAM DESCRIPTION

The department offers three areas of instruction to the college's students: Developmental English; A.A. degree level courses; and transfer level courses. English is an academic discipline with a two-part focus: (1) the development of language skills from basics through composition, including technical and creative writing; and (2) the study of literature. Language skills provide an essential foundation for academic and career success.

All English courses focus on the development of language and critical thinking skills. Developmental and A.A. degree applicable courses emphasize specific areas where students need developmental work in reading comprehension, grammar and sentence skills, spelling, and paragraph and essay development. Transfer level composition and intermediate composition courses prepare transfer students for complex writing assignments at four-year institutions (as well as in the workplace). Creative writing courses—including those focusing specifically on writing nonfiction, short fiction, and poetry—expand the students' vocational options while developing their imaginative writing skills. The scope of the literature program includes British Literature, American Literature, American Multicultural Literature, African American Literature, Bible as Literature, World Literature, Women's Literature, Shakespeare, Mythology, and Literature and Film. The study of literature provides students with a wide variety of intellectual skills while exposing them to a major source of cultural enrichment.

A thoroughly modern, intensive approach to basic skills maximizes student language ability. These skills often spell the difference between success and failure in college. Computer-assisted instruction is used extensively in the developmental program. The use of student in-class tutors is a hallmark of the courses in the developmental program when the budget allows for it. In addition, developmental English students work in conjunction with TLC lab tutors completing mandatory course

assignments. To expand content in the developmental classroom, our interest is to link developmental English courses to the personal development curriculum. All sections below English 102 are offered departmentally, with shared syllabi, textbooks, and grading standards, often including shared midterm and final examinations, portfolio grading, and an extensive online component. Literature offerings feature medium-size classes with opportunity for discussion. Multimedia approaches with film, videotape, and recordings are often included along with small group instruction.

## Associate in Arts Degree: English

Units Required for Major: 18

ENGL 101	English Composition and Literature . . . . .	3.0
	<i>OR</i>	
ENGL 101H	Honors English Composition and Literature . . . . .	4.0
ENGL 102	Intermediate Composition, Literature and Critical Thinking . . . . .	3.0
	<i>OR</i>	
ENGL 103	Critical Reading, Writing, and Thinking . . . . .	3.0
	<i>Plus six 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 111	Introduction to Linguistics . . . . .	3.0
ENGL 135	Literature and Film . . . . .	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 265	Introduction to Drama . . . . .	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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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ENGL 280	Women's Literature . . . . .	3.0
HUMAN 105	Cultural Eras in Humanities I . . .	3.0
HUMAN 106	Cultural Eras in Humanities II . .	3.0

*Plus three units from the following:*

ENGL 250	British Literature I . . . . .	3.0
ENGL 251	British Literature II . . . . .	3.0

*Plus three units from the following:*

ENGL 260	American Literature I . . . . .	3.0
ENGL 261	American Literature II . . . . .	3.0

# ENGLISH AS A SECOND LANGUAGE

## PROGRAM DESCRIPTION

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. Two separate but interrelated tracks are offered: ESL 040 – 105 are designed to develop the reading, writing, and grammar skills of students. ESL 071 – 081 focus on building learners' listening and speaking skills.

## Environmental Control (See Water Systems Technology)

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\* Associate Degree Program

## \*FIRE TECHNOLOGY

### Associate in Science Degree: Fire Technology – In-Service

#### PROGRAM DESCRIPTION

The fire technology 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; however, 2 additional elective courses must be taken in lieu of HLHSCI 151.

Units Required for Major: 31.5

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 . .	.7.5
<i>Plus nine units from the following</i>		
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 Investigations . . . . .	.3.0
FIRETC 125	Firefighting Tactics and Safety . .	.3.0

### Associate in Science Degree: Fire Technology – In-Service

#### PROGRAM DESCRIPTION

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 investiga-

tion, 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. For an associate degree in the Fire Technology Program, you must complete the core courses plus 15 units of electives totaling 27 units for the degree.

Units Required for Major: 27

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
<i>Plus 15 units from the following</i>		
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 Investigations . . . . .	.3.0
FIRETC 125	Firefighting Tactics and Safety . .	.3.0
FIRETC 198	Firefighter Inservice Training . . . . .	.0.25 – 4.0
FIRETC 201	Incident Command System 200 . .	.1.0
FIRETC 202	Incident Command System 300 . .	.2.0
FIRETC 231A	Fire Prevention Officer 1A . . . . .	.2.0
FIRETC 231B	Fire Prevention Officer 1B . . . . .	.2.0
FIRETC 231C	Fire Prevention Officer 1C . . . . .	.2.0
FIRETC 241A	Fire Instructor 1A . . . . .	.2.0
FIRETC 241B	Fire Instructor 1B . . . . .	.2.0
FIRETC 251A	Fire Investigation 1A . . . . .	.2.0
FIRETC 251B	Fire Investigation 1B . . . . .	.2.0
FIRETC 261A	Fire Management . . . . .	.2.0
FIRETC 271A	Fire Command 1A . . . . .	.2.0
FIRETC 271B	Fire Command 1B . . . . .	.2.0

### Certificate of Achievement: Fire Technology – Pre-Service

#### PROGRAM DESCRIPTION

The fire technology 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; however, 2 additional elective courses must be taken in lieu of HLHSCI 151.

\* Associate Degree Program

## Degree Curricula and Certificate Programs

Units Required for Certificate: 22.5

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 . . . . .	7.5
<i>Recommended Electives</i>		
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 Investigations . . . . .	3.0
FIRETC 125	Firefighting Tactics and Safety . .	3.0

### Certificate of Achievement: Fire Technology – In-Service

#### PROGRAM DESCRIPTION

This certificate is for the fire service professional who wishes to advance within the fire service. Upon completing the certificate 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 and fire captain. For an In-Service Fire Technology certificate in the Fire Technology Program, you must complete the level 1 State Fire Marshal's courses required for State Certified Fire Officer and Incident Command 200 and 300.

Units Required for Certificate: 19

FIRETC 201	Incident Command System 200 . .	1.0
FIRETC 202	Incident Command System 300 . .	2.0
FIRETC 231A	Fire Prevention Officer 1A . . . .	2.0
FIRETC 231B	Fire Prevention Officer 1B . . . .	2.0
FIRETC 241A	Fire Instructor 1A . . . . .	2.0
FIRETC 241B	Fire Instructor 1B . . . . .	2.0
FIRETC 251A	Fire Investigation 1A . . . . .	2.0
FIRETC 261A	Fire Management . . . . .	2.0
FIRETC 271A	Fire Command 1A . . . . .	2.0
FIRETC 271B	Fire Command 1B . . . . .	2.0

## \*FOREIGN LANGUAGES

#### PROGRAM DESCRIPTION

The Department of Foreign 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 useful 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.

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

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

#### Associate in Arts Degree: French

Units Required for Major: 18

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

\* Associate Degree Program



**Associate in Arts Degree: Spanish**

Units Required for Major: 18

SPAN 102	Elementary Spanish II . . . . .	4.0
OR		
SPAN 102A	Spanish for Spanish Speakers II . .	4.0
SPAN 150	Conversational Spanish . . . . .	3.0
SPAN 201	Intermediate Spanish I . . . . .	4.0
SPAN 202	Intermediate Spanish II . . . . .	4.0

*Plus three units from the following:*

SPAN 198	Special Topics in Spanish Language, Literature And Culture . . . . .	1.0 – 3.0
SPAN 240	Latin American Literature . . . . .	3.0

**French**  
(See Foreign Languages)

# GEOGRAPHY

**PROGRAM DESCRIPTION**

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

The geography/geology programs provide a strong foundation in physical sciences. Students will be introduced to the fundamentals of physical and cultural geography, and physical and historical geology. The emphasis is on the geologic processes that produced the features of the Earth's crust and the studies in California geology, national parks, minerals, fossils, and rocks.

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

**Degree Requirements**

An associate degree is not available in geography since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## **GEOLOGY**

### **PROGRAM DESCRIPTION**

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

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

### **Degree Requirements**

An associate degree is not available in geology since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## **GERMAN**

### **Degree Requirements**

An associate degree is not available in German since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

# GRAPHIC AND MULTIMEDIA DESIGN

## PROGRAM DESCRIPTION

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 lower division courses are sequenced to optimize 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 a set of basic competencies in the following areas:

- 1) An appreciation of the field of graphic design.
- 2) Working knowledge of graphic design vernacular.
- 3) An ability to critically evaluate design.
- 4) An ability to conceptually and technically solve design issues such as digital file preparation, design for print and other design media along with being able to communicate their solutions both verbally and visually.
- 5) The ability to apply appropriate technologies such as graphics software to create print and screen media.

Career opportunities are found in the following occupational fields: graphic design, graphic arts, computer illustration, digital photography and art direction.

Upon completion of the graphic design emphasis, the students will be prepared for the following entry level positions: graphic designer, graphic artist, technical illustrator, photography assistant, graphic artist, production artist, and desktop artist to name a few.

## Associate in Arts Degree: Graphic and Multimedia Design – Graphic Design Emphasis

Units Required for Major: 30

ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . . . .	3.0
ART 141	Beginning Design: 3D Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 105	Digital Photography I . . . . .	3.0
<i>OR</i>		
PHOTO 165	Digital Photography I . . . . .	3.0
GMD 142	2D Computer Illustration . . . . .	3.0
GMD 144	Graphic Design I . . . . .	3.0
GMD 242	Graphic Design II . . . . .	3.0

## Associate in Arts Degree: Graphic and Multimedia Design – Multimedia Emphasis

Units Required for Major: 30

ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . . . .	3.0
ART 141	Beginning Design: 3D Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 105	Digital Photography I . . . . .	3.0
<i>OR</i>		
PHOTO 165	Digital Photography I . . . . .	3.0
GMD 175	Multimedia Production . . . . .	3.0
GMD 177	Web Page Design . . . . .	3.0
GMD 277	Web Interface: Flash . . . . .	3.0

## Certificate of Achievement: Graphic and Multimedia Design – Graphic Design Emphasis

### PROGRAM DESCRIPTION

The Graphic and Multimedia Design (GMD) department offers courses and certificates in the disciplines of multimedia and graphic design. Through a project-based curriculum the multimedia certificate and graphic design certificate give students the opportunity to prepare for employment in web design, interface design, motion

\* Associate Degree Program

## Degree Curricula and Certificate Programs

graphics, digital photography, graphic arts, digital video production, game design, graphic design, graphic arts, computer illustration and art direction.

Graphic designers combine images and text to communicate identity branding, logo design and advertising concepts. They create and prepare digital art for prepress, printed material and screen media including Web design, video graphics and computer-related imagery. The graphic design certificate develops students' creative and technical skills by providing hands-on training in state-of-the-art technologies. The two-year program prepares students for employment in graphic design, graphic arts, computer illustration, digital photography and art direction.

Units Required for Major: 34

ART 140	Beginning Design: 2D Media . . . .3.0
	<i>OR</i>
ID 102	Applied Color for Designers . . . .3.0
GMD 101	Introduction to Digital Media . . . .3.0
GMD 105	Digital Photography I . . . . .3.0
	<i>OR</i>
PHOTO 165	Digital Photography I . . . . .3.0
GMD 142	2D 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
GMD 249	Graphic Design Portfolio . . . . .3.0
GMD 271	Advanced Digital Photography . .3.0
	<i>OR</i>
PHOTO 205	Advanced Digital Photography . .3.0
PHOTO 160	Black and White Photography . .3.0
	<i>Plus one unit of the following:</i>
CWEXP 188	Cooperative Work Experience Educations – GMD . . . . .1.0 – 4.0
	<i>Plus three units from the following:</i>
ART 124A	Drawing I . . . . .3.0
GMD 173	Audio and Motion Graphics . . . .3.0
GMD 177	Web Page Design . . . . .3.0

### Certificate of Achievement: Graphic and Multimedia Design – Multimedia Emphasis

#### PROGRAM DESCRIPTION

The Graphic and Multimedia Design(GMD)department offers courses and certificates in the disciplines of multimedia and graphic design. Through a project– based curriculum the multimedia certificate and graphic design

courses give students the opportunity to prepare for employment in Web design, interface design, motion graphics, digital photography, graphic arts, digital video production, game design, graphic design, graphic arts, computer illustration and art direction.

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 state-of-the-art 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.

Units Required for Major: 34

ART 140	Beginning Design: 2D Media . .3.0
	<i>OR</i>
ID 102	Applied Color for Designers
GMD 101	Introduction to Digital Media . . . .3.0
GMD 105	Digital Photography I . . . . .3.0
	<i>OR</i>
PHOTO 165	Digital Photography I . . . . .3.0
GMD 172	Desktop Video . . . . .3.0
	<i>OR</i>
RTVF 172	Desktop Video . . . . .3.0
GMD 173	Audio and Motion Graphics . . . .3.0
GMD 175	Multimedia Production . . . . .3.0
GMD 177	Web Page Design . . . . .3.0
GMD 271	Advanced Digital Photography . .3.0
	<i>OR</i>
PHOTO 205	Advanced Digital Photography . .3.0
GMD 277	Web Interface: Flash . . . . .3.0
GMD 279	Multimedia Portfolio . . . . .3.0
PHOTO 160	Black and White Photography . .3.0
CWEXP 188	Cooperative Work Experience Educations – GMD . . . . .1.0 – 4.0

### Health Sciences (See Nursing)

\* Associate Degree Program

## \*HISTORY

### PROGRAM DESCRIPTION

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

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

#### Associate in Arts Degree: History

Units Required for Major: 18

HIST 101	History of Western Civilization: The Pre-Industrial West . . . . .	3.0
HIST 102	History of Western Civilization: The Modern Era . . . . .	3.0
HIST 111	United States History I . . . . .	3.0
HIST 112	United States History II . . . . .	3.0
<i>Plus three units from the following:</i>		
HIST 191	History of Eastern Civilization I . . . . .	3.0
HIST 192	History of Eastern Civilization II . . . . .	3.0
HIST 240	Latin American Civilization . . . . .	3.0
<i>Plus three units from the following:</i>		
HIST 120	The Role of Women in the History of the United States . . . . .	3.0
HIST 170	Economic History of the United States . . . . .	3.0
HIST 210	History of California . . . . .	3.0
HIST 230	History of American Indians . . . . .	3.0
HIST 241	History of Early Latin America . . . . .	3.0
HIST 242	History of Modern Latin America . . . . .	3.0
HIST 243	History of Mexico and the Mexican and Chicano Peoples . . . . .	3.0
HIST 245	History of the Americas . . . . .	3.0

## \*HOTEL AND RESTAURANT MANAGEMENT

### PROGRAM DESCRIPTION

The associate of science degree 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.

#### Associate in Science Degree: Hotel and Restaurant Management

Units Required for Major: 23

BUS 201	Principles of Accounting I . . . . .	5.0
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
<i>Plus three units from the following:</i>		
HRMGT 220	Restaurant Operations . . . . .	3.0
HRMGT 235	Hotel and Restaurant Sales and Marketing . . . . .	3.0
HRMGT 299	Hotel and Restaurant Management Internship . . . . .	1.0 – 3.0
<i>Recommended Electives:</i>		
ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0

#### Associate in Science Degree: Hotel Management

Units Required for Major: 18

HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 150	Introduction to Hotel/Resort Operations . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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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

Units Required for Major: 18

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

*Plus six units from the following:*

HRMGT 121	Foods and Nutrition in the Restaurant . . . . .	3.0
HRMGT 220	Restaurant Operations . . . . .	3.0
HRMGT 226	Food and Wine . . . . .	3.0

## \*INDUSTRIAL TECHNOLOGIES

### PROGRAM DESCRIPTION

Students whose occupational goals cross over more than one vocational program may establish an industrial technologies major by accomplishing 18 semester units of vocational classes from the following programs:

- Computer Electronics
- Computer Networking
- Construction Technology
- Computer Science
- Drafting
- Engineering Technology
- Manufacturing Technology
- Water Systems Technology
- Welding

## INSTRUCTIONAL AIDE

### PROGRAM DESCRIPTION

The Instructional Aide Certificate of Completion is designed in collaboration with local school districts and provides basic skills that support employment as a paraeducator in elementary and secondary schools. This certificate will partially meet the unit requirements for the Title 1 mandate "No Child Left Behind Act" and facilitates careers in education.

Units Required: 11 – 16

CIT 140	Microsoft Office . . . . .	3.0
EDUC 200	Introduction to Special Education . . . . .	3.0
	<i>OR</i>	
EDUC 203	Education in a Diverse Society . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0
	<i>Plus one to three units of the following:</i>	
EDUC 105	Literacy Tutoring and Early Field Experience . . . . .	2.0
GENSTU 104	Tutoring Methods . . . . .	1.0 – 3.0
	<i>Plus one to four units from the following:</i>	
CWEXP 188	Cooperative Work Experience – EDUC . . . . .	1.0 – 4.0

## \*INTERIOR DESIGN

### PROGRAM DESCRIPTION

The program's goals are 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 motility to perform in a variety of occupations as industry demands change and economic conditions fluctuate. 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

Units Required for Major: 48

ID 100	Careers in Interior Design . . . . .	2.0
ID 101	Introduction to Interior Design . . . . .	3.0
ID 102	Applied Colors for Designers . . . . .	3.0
ID 103	Perspective and Interior Illustration . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 107	Board Drafting for Interior Design . . . . .	3.0
ID 113	Interior Design Materials and Specifications . . . . .	4.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0
ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	3.0
ID 207	Residential Design . . . . .	3.0
ID 212	Space Planning . . . . .	3.0
ID 217	Advanced Interior Design Studio I . . . . .	3.0
	<i>OR</i>	
ID 218	Advanced Interior Design Studio II . . . . .	3.0
ID 264	Autocad for Architecture and Interior Design . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ID 295 Professional Practices for Interior Design .....3.0

*Plus six units from the following:*

GMD 047 Introduction to Photoshop .....1.0  
 ID 091 Art and Accessories in Interior Design .....1.0  
 ID 092 Merchandising for Interior Design 1.0  
 ID 217 Advanced Interior Design .....3.0  
 ID 218 Advanced Interior Design Studio II .....3.0  
 ID 219 Interior Design Portfolio .....3.0  
 PHOTO 165 Digital Photography .....3.0  
 THEATR 120 Stagecraft .....3.0

*Recommended Electives*

ART 110 History of Art: Paleolithic to Renaissance .....3.0  
 ART 111 History of Art: Renaissance to Present .....3.0  
 ART 124A Drawing I .....3.0  
 ART 141 Beginning Design: 3D Media ...3.0

### Certificate of Achievement: Interior Design

Units Required for Certificate: 38

ID 091 Art and Accessories in Interior Design .....1.0  
 ID 092 Merchandising for Interior Design .....1.0  
 ID 100 Careers in Interior Design .....2.0  
 ID 101 Introduction to Interior Design ..3.0  
 ID 102 Applied Colors for Designers ...3.0  
 ID 103 Perspective and Interior Illustration .....3.0  
     *OR*  
 ID 104 Rapid Visualization and Illustration .....3.0  
 ID 107 Board Drafting for Interior Design 3.0  
 ID 113 Interior Design Materials and Specifications .....4.0  
 ID 114 History of Architecture and Interiors: Ancient World to Classical Revival .....3.0  
 ID 115 History of Architecture and Interiors: Classical Revival to Present .....3.0  
 ID 207 Residential Design .....3.0  
 ID 212 Space Planning .....3.0  
 ID 217 Advanced Interior Design Studio I .....3.0

ID 295 Professional Practices for Interior Design .....3.0

*Recommended Electives*

ART 124A Drawing I .....3.0  
 GMD 047 Introduction to Photoshop .....1.0  
 GMD 105 Digital Photography .....3.0  
     *OR*  
 PHOTO 165 Digital Photography .....3.0  
 ID 103 Perspective and Interior Illustration .....3.0  
 ID 104 Rapid Visualization and Illustration .....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.

Units Required for Certificate: 23

ID 091 Art and Accessories in Interior Design .....1.0  
 ID 092 Merchandising for Interior Design .....1.0  
 ID 100 Careers in Interior Design .....2.0  
 ID 101 Introduction to Interior Design ..3.0  
 ID 102 Applied Colors for Designers ...3.0  
 ID 113 Interior Design Materials and Specifications .....4.0  
 ID 114 History of Architecture and Interiors: Ancient World to Classical Revival .....3.0  
 ID 115 History of Architecture and Interiors: Classical Revival to Present .....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*

ART 124A Drawing I .....3.0  
 ID 107 Board Drafting for Interior Design .....3.0

\* Associate Degree Program



**Certificate of Completion: Interior Design – Set Decorator**

A certificate designed to prepare students for internships and employment opportunities as production assistants in TV, film and theatre. 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.

Units Required for Certificate: 17

ID 101	Introduction to Interior Design . . .	3.0
ID 102	Applied Colors for Designers . . .	3.0
ID 105	Introduction to Production Design . . . . .	3.0
ID 106	Trade Resources for TV, Film, and Theatre . . . . .	2.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0
	<i>OR</i>	
ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	3.0
THEATR 120	Stagecraft . . . . .	3.0
	<i>Recommended Electives</i>	
ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to Present . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 107	Board Drafting for Interior Design . . . . .	3.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0
ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	3.0

# \* JOURNALISM

**PROGRAM DESCRIPTION**

The program provides an introduction to journalism and mass media for students interested in careers requiring journalistic training such as newspaper or magazine reporting and production or freelance writing. Courses cover a range of topics including theory of mass communication, news writing, photojournalism, reporting, media and journalistic ethics, media advertising, and newspaper design and layout. Advanced courses allow students to participate in journalistic production as a member of the staff of the College of the Canyons newspaper, the *Canyon Call*.

**Associate in Arts Degree: Journalism**

Units Required for Major: 18

CIT 166	Desktop Publishing . . . . .	3.0
JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 205	Advanced News Reporting and Production . . . . .	3.0
JOURN 210	Newspaper and Magazine Production Staff . . . . .	3.0
JOURN 215	Editorial Workshop . . . . .	3.0
JOURN 299	Directed Studies in Journalism . . . . .	1.0 – 3.0
PHOTO 160	Black and White Photography . .	3.0

**Certificate of Achievement: Journalism**

Units Required for Certificate: 18

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 205	Advanced News Reporting and Production . . . . .	3.0
JOURN 210	Newspaper and Magazine Production Staff . . . . .	3.0
PHOTO 160	Black and White Photography . .	3.0
	<i>Plus three units from the following:</i>	
CIT 166	Desktop Publishing . . . . .	3.0
JOURN 215	Editorial Workshop . . . . .	3.0

\* Associate Degree Program

# \*LIBRARY/MEDIA TECHNOLOGY

## PROGRAM DESCRIPTION

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

## Associate in Arts Degree and Certificate of Completion: Library/Media Technology

Units Required for Major: 19

CIT 140	Office Systems and Software . . . .	3.0
COMS 256	Intercultural Communication . . . .	3.0
OR		
SOCI 105	Multiculturalism in the United States . . . . .	3.0
LMTECH 101	Introduction to Library Services . . . . .	1.0
LMTECH 102	Reference Skills and Services . . .	1.0
LMTECH 103	Library Circulation Systems . . . .	1.0
LMTECH 104	Cataloging and Technical Services . . . . .	3.0
LMTECH 106	Library Collections: Print . . . . .	1.0
LMTECH 107	Library Collections: Non-Print . . .	1.0
LMTECH 108	AV Equipment Operation . . . . .	1.0
LMTECH 110	Library/Media Center Internship . .	2.0
LMTECH 114	Library Supervisory Skills . . . . .	1.0
LMTECH 115	Internet in Libraries . . . . .	1.0
	<i>Recommended Electives</i>	
CIT 010	Exploring Computers – Brief . . . .	1.5
CIT 150	Microsoft Word I . . . . .	3.0
CIT 166	Desktop Publishing . . . . .	3.0
CIT 170	Web Site Development I . . . . .	3.0
ENGL 101	English Composition and Literature . . . . .	3.0
LMTECH 098	Special Topics in Library/Media .	0.50
LMTECH 112	School Library/Media Center Services . . . . .	3.0

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\* Associate Degree Program

# \*MANUFACTURING TECHNOLOGY

**PROGRAM DESCRIPTION**

Manufacturing Technology is an occupational program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, 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 blue prints. A degree in manufacturing technology is structured to encourage transfer to a comparable program at a four-year college or university.

**Associate in Science Degree and Certificate of Completion: Manufacturing Technology**

Units Required for Major: 24

MFGT 100	Measurements & Computations . . .3.0
MFGT 101	Materials and Processes in Manufacturing . . . . .3.0
MFGT 102	Engineering Drawing Interpretation . . . . .3.0
MFGT 103	Introduction to Automated Manufacturing . . . . .3.0
MFGT 121	CNC 1: Operation and Manual Programming . . . . .3.0
MFGT 122	CNS 2: Concepts and Programming . . . . .3.0
	<i>Plus six units from the following</i>
MFGT 131	CAD/CAM I . . . . .3.0
MFGT 132	CAD/CAM II . . . . .3.0
MFGT 141	CATIA I . . . . .3.0
MFGT 142	CATIA II . . . . .3.0
MFGT 143	CATIA III . . . . .3.0
CWEXP 188	Cooperative Work Experience Education – MFGT . . . . .1.0 – 4.0

**Certificate of Completion: Manufacturing Technology - CAD/CAM**

**PROGRAM DESCRIPTION**

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 CNS programmer.

Units Required for Certificate: 9

MFGT 131	CAD/CAM I . . . . .3.0
MFGT 132	CAD/CAM II . . . . .3.0
MFGT 133	CAD/CAM III . . . . .3.0

**Certificate of Completion: Manufacturing Technology - CATIA**

**PROGRAM DESCRIPTION**

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.

Units Required for Certificate: 9

MFGT 141	CATIA I . . . . .3.0
MFGT 142	CATIA II . . . . .3.0
MFGT 143	CATIA III . . . . .3.0

**Certificate of Completion: Manufacturing Technology - CNC**

**PROGRAM DESCRIPTION**

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, CNS lathe operator, production machinist or CNC programmer.

Units Required for Certificate: 9

MFGT 111	Machine Technology . . . . .3.0
MFGT 121	CNC 1: Operation and Manual Programming . . . . .3.0
MFGT 122	CNS 2: Concepts and Programming . . . . .3.0

\* Associate Degree Program

## \*MATHEMATICS

### PROGRAM DESCRIPTION

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.

### Associate in Arts Degree: Mathematics

Units Required for Major: 18

MATH 211	Calculus I . . . . .	5.0
MATH 212	Calculus II . . . . .	5.0
<i>Plus eight units from the following:</i>		
MATH 070	Intermediate Algebra . . . . .	5.0
MATH 102	Trigonometry . . . . .	3.0
MATH 103	College Algebra . . . . .	4.0
MATH 213	Calculus III . . . . .	5.0
MATH 214	Linear Algebra . . . . .	3.0
MATH 215	Differential Equations . . . . .	3.0

## \*MUSIC

### PROGRAM DESCRIPTION

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

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

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

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\* Associate Degree Program

## Degree Curricula and Certificate Programs

CORE: 14 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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### Associate in Arts Degree: Music – Composition Option

Units Required for Major: 18

CORE Units plus four units from the following:

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

### Associate in Arts Degree: Music – Concert Option

Units Required for Major: 18

CORE Units plus four units from the following:

MUSIC 165	Symphony of the Canyons	2.0
MUSIC 178	College of the Canyons Marching Band	2.0
MUSIC 185	Symphonic Band	2.0
MUSIC 186	Music Ensemble	2.0

### Associate in Arts Degree: Music – Performance/Guitar Option

Units Required for Major: 18

CORE Units plus four units from the following:

MUSIC 126	Pop and Jazz Theory	3.0
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 169	Improvisation for Guitarists	2.0

### Associate in Arts Degree: Music – Jazz Option

Units Required for Major: 18

CORE Units plus four units from the following:

MUSIC 151	Jazz Improvisation	1.0
MUSIC 153	Studio Jazz Ensemble	1.0

### Associate in Arts Degree: Music – Voice Option

Units Required for Major: 18

CORE Units plus four units from the following:

MUSIC 140	Studio Singing	1.0
MUSIC 141	Voice Development	1.0
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	1.0
MUSIC 177	Les Chanteuse: Women's Choir	1.0

\* Associate Degree Program

\* Associate Degree Program

**\*NURSING**

**PROGRAM DESCRIPTION**

Nursing science 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 state examination, may move directly into the position of beginning staff nurse. The program prepares the student for this test.

**Associate in Science Degree: Nursing – Registered Nurse**

Units Required: 61

BIOSCI 221	Introduction to Microbiology . . . . .	5.0
COMS 105	Speech Fundamentals . . . . .	3.0
OR		
COMS 223	Small Group Communication . . . . .	3.0
ENGL 101	English Composition and Literature . . . . .	3.0
NURSNG 101A	Fundamentals of Nursing – A . . . . .	4.0
NURSNG 101AL	Fundamentals of Nursing – A: Lab . . . . .	4.5
NURSNG 101B	Fundamentals of Nursing – B . . . . .	0.5
NURSNG 101BL	Fundamentals of Nursing – B: Lab . . . . .	1.0
NURSNG 102	Beginning Medical-Surgical Nursing . . . . .	2.5
NURSNG 102L	Beginning Medical-Surgical Nursing Lab . . . . .	2.0
NURSNG 106	Maternal - Newborn/Pediatric Nursing . . . . .	3.0
NURSNG 106L	Maternal - Newborn/Pediatric Nursing Lab . . . . .	2.0
NURSNG 200	Psychiatric Nursing . . . . .	2.5

NURSNG 200L	Psychiatric Nursing Lab . . . . .	2.0
NURSNG 202	Intermediate Medical-Surgical Nursing . . . . .	3.0
NURSNG 202L	Intermediate Medical-Surgical Nursing Lab . . . . .	2.0
NURSNG 204	Advanced Medical-Surgical Nursing . . . . .	5.5
NURSNG 204L	Advanced Medical-Surgical Nursing Lab . . . . .	4.5
PSYCH 101	Introduction to Psychology . . . . .	3.0
<i>Plus one of the following three groups:</i>		
BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
OR		
BIOSCI 204	Human Anatomy/Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy & Physiology II . . . . .	4.0
OR		
BIOSCI 250	Human Anatomy & Physiology . . . . .	8.0

**Associate in Science Degree: Nursing – Vocational To Registered Nursing**

Units Required: 43

BIOSCI 221	Introduction to Microbiology . . . . .	5.0
COMS 105	Speech Fundamentals . . . . .	3.0
OR		
COMS 223	Small Group Communication . . . . .	3.0
ENGL 101	English Composition and Literature . . . . .	3.0
NURSNG 103	LVN to RN Bridge Class . . . . .	1.5
NURSNG 200	Psychiatric Nursing . . . . .	2.5
NURSNG 200L	Psychiatric Nursing Lab . . . . .	2.0
NURSNG 202	Intermediate Medical-Surgical Nursing . . . . .	3.0
NURSNG 202L	Intermediate Medical-Surgical Nursing Lab . . . . .	2.0
NURSNG 204	Advanced Medical-Surgical Nursing . . . . .	5.5
NURSNG 204L	Advanced Medical-Surgical Nursing Lab . . . . .	4.5
PSYCH 101	Introduction to Psychology . . . . .	3.0
<i>Plus one of the following three groups:</i>		
BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0

\* Associate Degree Program

	<i>OR</i>	
BIOSCI 204	Human Anatomy & Physiology I . . .	.4.0
BIOSCI 205	Human Anatomy & Physiology II . . .	.4.0
	<i>OR</i>	
BIOSCI 250	Human Anatomy & Physiology . . .	.8.0

**Certificate of Achievement: Medical Assistant**

**PROGRAM DESCRIPTION**

This program is designed to prepare the student with the skills and flexibility of roles required by the medical assistant in a rapidly changing health care system and to create an effective multi-skilled member of the health team.

This is a fast-track program allowing rapid progress through the courses providing eligibility for the certificate of achievement. A certification test is available through private agencies, but it is not generally required for employment.

Units Required: 19.5

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

**Certificate of Completion: Certified Nursing Assistant**

**PROGRAM DESCRIPTION**

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.

Units Required: 5

NURSNG 050	Nurse Assistant Training . . . . .	5.0
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**Certificate of Completion: Home Health Aide**

**PROGRAM DESCRIPTION**

This program consists of one class. This class prepares a certified nurse aide to work in the home. The class consists of 20 hours of theory with review of basic patient care concepts and the introduction to skills required to care for patients in the home care setting. The student spends 20 hours in a clinical setting which may be acute care or skilled nursing. Some time will be spent under the direction of the home health nurse performing basic patient care and some light house keeping in the home. On completion of this course the student's name is submitted to the California Department of Health Services which will issue a certificate allowing the student to work as a home health nurse aide.

Units Required: 1.5

NURSNG 051	Home Health Aide . . . . .	1.5
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**Certificate of Completion: Emergency Medical Technician**

**PROGRAM DESCRIPTION**

Upon successful completion of this course of study and testing to obtain county licensure, the student will provide emergency patient care within the parameters outlined by the Los Angeles County Emergency Medical Services. The student may function independently as an ambulance attendant or under the supervision of a physician and/or registered nurse in an emergency room setting.

Units Required: 7.5

HLHSCI 151	Emergency Medical Technician I . . . . .	7.5
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**GENERAL INFORMATION**

Accrediting Boards for Registered Nursing and LVN-RN Career Ladder

**National League for Nursing Accrediting Commission (NLNAC)**

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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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### Board of Registered Nursing (BRN)

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

### Board of Registered Nursing (BRN)

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

### Admission Requirements for Registered Nursing Program

1. All nursing science and pre-requisite courses must be completed with a grade C or better.
2. The following courses are required prior to applying to the registered nursing program or the LVN to RN nursing program: Anatomy –4 units with lab, Physiology – 4 units with lab, Microbiology – 5 units with lab and ENGL 101. All of these courses must be completed with a grade C or better. Student must take Math 060 and complete with a grade C or better. Students may test out of math courses.
3. Students need a 2.5 grade point average in the nursing requirements courses. These include: anatomy, physiology, microbiology, psychology, speech, English and any nursing courses taken prior to entry into the COC program.
4. A transfer from another nursing program or challenge: Student must begin this process by submitting an application and transcripts to the Allied Health Office. Course descriptions must accompany transcripts. An appointment with the Dean of Allied Health/Director of Nursing must be scheduled as well.
5. Proof of vaccination followed by positive titer for Hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria and tetanus required.
6. Negative mantoux or chest x-ray documentation is required.
7. All nursing students are required to have an annual physical examination. The first physical

must be within six months of beginning classes.

8. Current CPR certificate (for health care providers) required prior to start of classes.
9. In addition to the purchase of supplies, textbooks and uniforms, students must pay Associated Student Government fees and enrollment fees including purchase of a College of the Canyons patch.
10. Students must provide their own living expenses and transportation. Limited educational grants, scholarships and loans are available.
11. Students must purchase a student nurse handbook which details information regarding philosophy, grading, dismissal, reentry, probation and ethics.
12. Students must purchase student nurse malpractice insurance and assessment testing materials. Students will be given information on this when accepted into the program.
13. Students will be required to have a background check prior to going to the clinical facility.

### REGISTERED NURSING PROGRAMS

College of the Canyons offers three Registered Nurse options. The first two are the Generic RN Program and the Career Ladder LVN to RN Programs. Both of these options are fully accredited by the National League for Nursing Accrediting Commission and the California Board of Registered Nursing. The third option is the Collaborative RN program. It is accredited by the California Board of Registered Nursing. Students may be admitted to this program after acceptance to the Generic RN program.

#### Generic (two-year) RN Program Option

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



The collaborative RN program allows the students to student with students from four other colleges. Lectures are via live video conferencing and students attend at hospital sites. After one year, the students return to the generic nursing program.

RN Program application procedure:

1. Obtain College of the Canyons applications; complete and submit them to the Admissions and Records office with a copy of official transcripts from each college attended.
2. Obtain nursing program application; complete and submit to the Allied Health Office. An official copy of transcripts from each college attended, as well as math and English placement test results (if applicable) MUST be attached to the nursing program application.
3. After acceptance into the generic RN program the student may apply to the collaborative program.

*\*Note: Student must provide two sets of official transcripts: one for Admissions and Records and one for the nursing program.*

### SELECTION CRITERIA

1. The following courses are required prior to applying to the registered nursing program or the LVN to RN nursing program: Anatomy –4 units with lab, Physiology – 4 units with lab, Microbiology – 5 units with lab and English 101. All of these courses must be completed with a grade C or better. Student must take Math 060 and complete with a grade C or better. Students may test out of math courses.
2. Minimum GPA of 2.50 is required in any completed Nursing Science degree requirements (BIOSCI 201, 202 or 204, 205, or 250, and BIOSCI 221, PSYCH 101, ENGL 101, and COMS 105 or 223). GPA is calculated by using Nursing requirement courses (listed above) completed by the time of selection. For high school students who have not taken college classes GPA is calculated using advanced placement science classes and algebra. \* (No more than two years after high school graduation.) For transfer

students all nursing courses taken are included in the calculation of GPA.

3. The Collaborative RN program is open to entering generic students with a 2.5 GPA in anatomy, physiology and microbiology. Students are selected from the waitlist.
4. Qualified applicants are placed on a wait list.

*\*If advanced placement courses were not taken, at least one nursing requirement must be complete to attain a GPA*

### Associate Degree Nursing Requirements

In order to receive an associate degree, registered nursing students must complete all nursing education courses and all general education requirements with a grade of C or better. (See four-semester sample curriculum guide below.) All requirements for the associate degree must be completed before the student will be allowed to apply for licensure. In addition to the core nursing courses, the student is required to take 6 units of the American Institutions requirement in order to obtain their associate in science degree from College of the Canyons. The physical education and diversity requirement has been waived for registered nursing students.

Nursing Sample Curriculum Guide for Generic RN Student:

First Year – First Semester:

- \* NURSNG 101A/101A-L
- \* NURSNG 101B/101B-L
- \* PSYCH 101
- \* MATH 070 or BUS 144

First Year – Second Semester:

- \* HIST 150
- \* NURSNG 102/102L
- \* NURSNG 106/106L

Second Year – Third Semester

- \* COMS 105 or 223
- \* NURSNG 200/200L
- \* NURSNG 202/202L

Second Year – Fourth Semester

- \* POLISC 150

## Degree Curricula and Certificate Programs

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### \* NURSNG 204/204L

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

All required nursing program courses must be completed before a student may apply for licensure.

#### LVN-RN Career Ladder Program Description Program Purpose

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

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

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

#### APPLICATION PROCEDURE

1. Obtain COC application; complete and submit to the Admissions and Records office with a copy of official transcripts from each college attended. A course description of each course being transferred must accompany the transcripts. Students must have nursing program checklist completed.
2. Pre-requisites for the LVN to RN career ladder program are the same as for the Registered Nursing Program.
3. Obtain a nursing program application; complete and submit to the Allied Health Office with an official copy of transcripts from each college attended, as well as math test placement (if applicable). A course description of each course being transferred must accompany the transcripts. Students must have a nursing program checklist

completed. These MUST be attached to the nursing program application.

*\*Note: Student must provide two sets of official transcripts: one for Admissions and Records and one for the nursing program.*

4. Submit proof of IV certification prior to beginning of the Bridge Class (NURSNG 103).
5. Submit proof of LVN program completion prior to the beginning of the LVN-RN program.
6. Submit a copy of the LVN license prior to beginning NURSNG 103.

**Web-based Online:** NURSNG 200/200L taken as a typical lecture/lab format. NURSNG 202 taken online in a fall semester with NURSNG 202L completed at a clinical site. NURSNG 204 taken online in spring concurrent with NURSNG 204L completed at a clinical site.

**Generic Program Second Year:** Students take the same courses as generic students in the third semester NURSNG 200/200L and NURSNG 202/NURSNG 202L. The fourth semester nursing courses are NURSNG 204/204L. The admission to the generic program is based on eligibility and space availability.

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

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

- NURSNG 103 (semester prior to beginning NURSNG 200/200L)
- NURSNG 200/200L
- NURSNG 202/202L
- NURSNG 204/204L
- PSYCH 101
- COMS 105 OR 223

Students are required to take 6 units of American Institutions to satisfy the associate in science degree requirement for College of the Canyons. The physical

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\* Associate Degree Program

education requirement and diversity requirement have been waived for registered nursing students.

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

30 Unit Option

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

The student would NOT be a graduate of College of the Canyons Nursing Program or of the College.

Applicants to this curriculum alternative must meet with the nursing director for advisement. Placement will be based on space available.

**B.S.N. INFORMATION**

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

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

CHEM-110	Introductory Chemistry . . . . .	4.0
	<i>OR</i>	
CHEM 151	Prep General Chemistry . . . . .	4.0
SOCI 101	Introduction to Sociology . . . . .	3.0
MATH 140	Intro Statistics . . . . .	4.0
CIT 140	Microsoft Office . . . . .	3.0

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

Students should consult with a counselor regarding completion of the CSU GE requirements.

Seventy College of the Canyons’ credits may be transferred. Students will also need 9 units of upper-division general education taken at CSUN.

# PARALEGAL

**PROGRAM DESCRIPTION**

The paralegal profession continues to be one of the fastest growing professions in the United States. The COC Paralegal Studies Program 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, bankruptcy or estate planning 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. Paralegals need 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 Science Degree: Paralegal Studies**

Units Required for Major: 30

CIT 140	Office Systems and Software . . . . .	3.0
PARLGL 101	Introduction to Paralegal Studies . . . . .	3.0
PARLGL 104	Contract Law for Paralegals . . . . .	3.0
PARLGL 105	Tort Law . . . . .	3.0
PARLGL 106	Legal Analysis and Writing . . . . .	3.0
PARLGL 107	Ethics for Paralegals . . . . .	3.0
PARLGL 108	Legal Research . . . . .	3.0
PARLGL 110	Civil Litigation . . . . .	3.0
PARLGL 200	Paralegal Seminar . . . . .	3.0
POLISC 150	Introduction to American Government and Politics . . . . .	3.0

*Recommended Electives*

PARLGL 140	Bankruptcy . . . . .	3.0
PARLGL 180	Estate Planning . . . . .	3.0

\* Associate Degree Program

## PHILOSOPHY

### PROGRAM DESCRIPTION

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical activity and to help them increase their skills in analytical and critical thinking about matters of fundamental philosophical concern, i.e., the nature of correct reasoning, the scope and limits of human knowledge, the nature of human free will, the most general and ultimate characteristics of reality, the basis of judgment of the right and wrong, and the sources of value and obligation.

Philosophy courses seek to assist students in developing skills in critical examination and abstract thought, and to demonstrate the application of the questions and skills of philosophy to practical issues. Courses, offered in this program meet general-education and transfer requirements.

### Degree Requirements

An associate degree is not available in philosophy since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## \*PHOTOGRAPHY

### PROGRAM DESCRIPTIONS

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 competencies in the following areas:

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)
- Critique and analysis of photographs
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Presentation techniques
- Project collaboration

This program is designed to prepare a student for an occupation in a career related to fine art photography, occupations are the following: photography instructor, fine art photographer, fine art photographer's assistant, custom photographic printer, gallery or museum assistant, or photographic preservationist.

### Associate in Arts Degree: Photography

Units Required: 30

ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0
ART 141	Beginning Design: 3D Media . . .	3.0

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\* Associate Degree Program

\* Associate Degree Program

## Degree Curricula and Certificate Programs

PHOTO 140	History of Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . .	3.0
	<i>Plus six units from the following:</i>	
PHOTO 165	Digital Photography I . . . . .	3.0
	<i>OR</i>	
GMD 105	Digital Photography I . . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 185	Alternative Processes in Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5 – 3.0
PHOTO 205	Advanced Digital Photography . .	3.0
	<i>OR</i>	
GMD 271	Advanced Digital Photography . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education: Photo . . . . .	1.0 – 4.0

### PHOTOJOURNALISM

#### PROGRAM DESCRIPTION

This program offers an associate degree in photojournalism. The primary goal of this degree is to provide the student a foundation of knowledge and technical abilities required in a newspaper photography position or the newspaper photography field. Elective courses allow for preparedness specific to industry. All lower division courses are sequenced to optimize transferability to a communications or photojournalism program at a four-year university.

Along with the transferability aspect of this program, the associate degree in photojournalism will also provide students with basic competencies in the following areas:

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)

- Critique and analysis of photographs
- Digital camera control
- Digital imaging
- Ethics and copyright laws of newspaper photography
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Preparing photographs for print (including newspaper)
- Presentation techniques
- Project collaboration

This program is designed to prepare a student for an occupation in a career related to photojournalism, such occupations are the following: photojournalism instructor, photojournalist, sports photographer, documentary photographer, photo editor, or photo illustrator.

#### Associate in Arts Degree: Photojournalism

Units Required: 30

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 210	Newspaper and Magazine Production Staff . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . .	3.0
PHOTO 165	Digital Photography I . . . . .	3.0
	<i>OR</i>	
GMD 105	Digital Photography I . . . . .	3.0
PHOTO 205	Advanced Digital Photography . .	3.0
	<i>OR</i>	
GMD 271	Advanced Digital Photography . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
	<i>Plus six units from the following:</i>	
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5 – 3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education: Photo . . . . .	1.0 – 4.0

- Critique and analysis of photographs
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Presentation techniques
- Project collaboration

### Certificate of Achievement: Photojournalism

Units Required: 30

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 210	Newspaper and Magazine Production Staff . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . .	3.0
PHOTO 165	Digital Photography I . . . . .	3.0
<i>OR</i>		
GMD 105	Digital Photography I . . . . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education: Photo . . . . .	1.0 – 4.0

*Plus six units from the following:*

PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5 – 3.0
PHOTO 205	Advanced Digital Photography . .	3.0
<i>OR</i>		
GMD 271	Advanced Digital Photography . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0

### FINE ART PHOTOGRAPHY PROGRAM DESCRIPTION

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.

This program will provide students with basic competencies in the following areas:

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)

### Certificate of Achievement: Fine Art Photography

Units Required: 30

ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0
PHOTO 140	History of Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0

*Plus nine units from the following:*

PHOTO 165	Digital Photography I . . . . .	3.0
<i>OR</i>		
GMD 105	Digital Photography I . . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 185	Alternative Processes in Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5 – 3.0
PHOTO 205	Advanced Digital Photography . .	3.0
<i>OR</i>		
GMD 271	Advanced Digital Photography . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education: Photo . . . . .	1.0 – 4.0

\* Associate Degree Program

### COMMERCIAL PHOTOGRAPHY

#### PROGRAM DESCRIPTION

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.

This program will provide students with basic competencies in the following areas:

- Black and white film laboratory practices
- Business marketing and manage
- Camera control (film choice, exposure, aperture, shutter)
- Color film and lab practices
- Critique and analysis of photographs
- Digital camera control
- Digital imaging
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Presentation techniques
- Project collaboration
- Studio lighting and equipment (including strobes and medium format cameras)

### Certificate of Achievement: Commercial Photography

Required Units: 27

PHOTO 160	Black and White Photography . . .	3.0
PHOTO 165	Digital Photography I . . . . .	3.0
<i>OR</i>		
GMD 105	Digital Photography I . . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 205	Advanced Digital Photography . .	3.0
<i>OR</i>		
GMD 271	Advanced Digital Photography . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
<i>Plus three units from the following:</i>		
CWEXP 188	Cooperative Work Experience Education: Photo . . . . .	1.0 – 4.0
<i>Recommended Electives</i>		
ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0

# PHYSICAL EDUCATION- KINESIOLOGY

**PROGRAM DESCRIPTION**

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. Traditionally strong intercollegiate athletic programs offer performance-based students opportunities for competition. The physical education-kinesiology department offers an associate degree in physical education-kinesiology as well as an associate degree in athletic training. With a growing emphasis on physical fitness and life-long recreational activities in our society, the demand for courses in the physical education-kinesiology department is expected to increase.

**Associate in Arts Degree: Physical Education - Kinesiology**

Units Required for Major: 23

PHYSED 100	Health Education . . . . .	3.0
PHYSED 101	Introduction to Kinesiology and Physical Education . . . . .	3.0
PHYSED 102	Principles of Physical Fitness and Conditioning . . . . .	3.0
PHYSED 110	Prevention and Care of Athletic Injuries . . . . .	3.0
<i>OR</i>		
HLHSCI 150	Nutrition . . . . .	3.0
<i>Plus one of the following groups:</i>		
BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
<i>OR</i>		
BIOSCI 204	Human Anatomy & Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy and Physiology II . . . . .	4.0

*OR*

BIOSCI 250	Human Anatomy & Physiology . . . . .	8.0
<i>Plus three units from the following:</i>		
PHYSED 117	Swimming Activities . . . . .	1.0
PHYSED 118	Red Cross Lifeguard Training . . . . .	1.0
PHYSED 119	Water Safety Instructor . . . . .	1.0
PHYSED 120	Aqua Aerobics . . . . .	1.0
PHYSED 121	Deep-Water Running and Conditioning . . . . .	1.0
PHYSED 122	Ultimate Frisbee . . . . .	1.0
PHYSED 125	Cardio Cross-Training . . . . .	0.25 – 1.0
PHYSED 126	Running and Fitness . . . . .	1.0
PHYSED 127	Bowling . . . . .	1.0
PHYSED 128	Spin Cycling Fitness . . . . .	0.25 – 1.0
PHYSED 129	Beginning Golf . . . . .	1.0
PHYSED 130	Beginning Tennis . . . . .	1.0
PHYSED 131	Beginning Beach Volleyball . . . . .	1.0
PHYSED 133	Beginning Soccer . . . . .	1.0
PHYSED 134	Softball . . . . .	1.0
PHYSED 138	Beginning Volleyball . . . . .	1.0
PHYSED 145	Step Aerobics . . . . .	0.25 – 1.0
PHYSED 146	Body Mechanics . . . . .	1.0
PHYSED 149	Basketball . . . . .	1.0
PHYSED 150	Physical Fitness Lab . . . . .	1.0
PHYSED 151	Weight Training . . . . .	1.0
PHYSED 152A	Conditioning for Intercollegiate Sports . . . . .	1.0 – 2.0
PHYSED 152B	Off-Season Conditioning for Intercollegiate Sports . . . . .	1.0 – 2.0
PHYSED 160	Intermediate Baseball . . . . .	2.0
PHYSED 161	Football Techniques and Weight Training . . . . .	2.0
PHYSED 162	Intermediate Football . . . . .	2.0
PHYSED 163	Intermediate Track and Field . . . . .	1.0
PHYSED 165	Intermediate Soccer . . . . .	2.0
PHYSED 166	Intermediate Golf . . . . .	1.0
PHYSED 167	Intermediate Swimming . . . . .	1.0
PHYSED 168	Intermediate Tennis . . . . .	1.0
PHYSED 169	Intermediate Volleyball . . . . .	2.0
PHYSED 170	Intermediate Softball . . . . .	2.0
PHYSED 171	Intermediate Beach Volleyball . . . . .	1.0
PHYSED 177	Advanced Golf . . . . .	1.0
PHYSED 178	Advanced Swimming . . . . .	1.0
PHYSED 179	Swim Stroke Mechanics . . . . .	2.0
PHYSED 180	Advanced Volleyball . . . . .	1.0
PHYSED 181	Song and Yell Leaders . . . . .	2.0

*Recommended Elective:*

PHSYED 109	Emergency Procedures . . . . .	2.0
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\* Associate Degree Program



## PHYSICS

### PROGRAM DESCRIPTION

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.

### Degree Requirements

An associate degree is not available in physics since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## POLITICAL SCIENCE

### PROGRAM DESCRIPTION

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.

### Degree Requirements

An associate degree is not available in political science since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## **PSYCHOLOGY**

### **PROGRAM DESCRIPTION**

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

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

### **Degree Requirements**

An associate degree is not available in psychology since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## **RADIO/TELEVISION/ FILM**

### **PROGRAM DESCRIPTION**

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

### **Associate in Arts Degree and Certificate of Achievement: Radio/Television/Film – Audio/Radio Production**

Units Required for Major: 24

RTVF 101	Structure of the Moving Tape . . . .	.3.0
RTVF 112	Video Production . . . . .	.3.0
RTVF 115	Writing for Broadcast . . . . .	.3.0
RTVF 118	Introduction to Digital Editing for Film/Video . . . . .	.3.0
RTVF 170	Introduction to Audio Production	.3.0
RTVF 175	Introduction to Radio Production	.3.0
RTVF 270	Advanced Digital Audio Production . . . . .	.3.0
RTVF 290	RTVF Portfolio . . . . .	.3.0

### **Associate in Arts Degree and Certificate of Achievement: Radio/Television/Film – Film/Video Production**

Units Required for Major: 24

RTVF 101	Structure of the Moving Tape . . . .	.3.0
RTVF 112	Video Production . . . . .	.3.0
RTVF 118	Introduction to Digital Editing for Film/Video . . . . .	.3.0
RTVF 170	Introduction to Audio Production	.3.0
RTVF 190	Introduction to Film Production . .	.3.0
RTVF 195	Introduction to Screenplay Writing . . . . .	.3.0
RTVF 250	Film/Video Cinematography . . . .	.3.0
RTVF 280	Advanced Film/Video Production	.3.0

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\* Associate Degree Program

**Associate in Arts Degree and Certificate of Achievement: Radio/Television/Film – Television Production**

Units Required for Major: 24

RTVF 101	Structure of the Moving Tape . . . .	.3.0
RTVF 112	Video Production . . . . .	.3.0
RTVF 115	Writing for Broadcast . . . . .	.3.0
RTVF 118	Introduction to Digital Editing for Film/Video . . . . .	.3.0
RTVF 125	Introduction to Television Production . . . . .	.3.0
RTVF 170	Introduction to Audio Production	.3.0
RTVF 218	Advanced Digital Editing for Film/Video . . . . .	.3.0
RTVF 290	RTVF Portfolio . . . . .	.3.0

## \*REAL ESTATE

**PROGRAM DESCRIPTION**

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 the Real Estate Principles class (REAL 100) and meet all other state requirements are academically qualified to sit for the Salesperson's License and upon successful completion of that examination can be issued an 18 month provisional license. Upon successful completion of two additional classes prior to the end of the 18 month period, the student is academically qualified for the four year Salesperson's License. These classes may also be applied to academic requirement for the 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.

**Associate in Science Degree and Certificate of Achievement: Real Estate**

Units Required for Major: 26

BUS 201	Principles of Accounting I . . . . .	.5.0
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

*Plus six units from the following:*

BUS 211	Business Law . . . . .	.3.0
REAL 121	Real Estate Appraisal II . . . . .	.3.0
REAL 130	Escrow Procedures & Processing	.3.0

\* Associate Degree Program

## SIGN LANGUAGE

### PROGRAM DESCRIPTION

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

### Degree Requirements

An associate degree is not available in sign language since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## \*SOCIAL SCIENCE

### PROGRAM DESCRIPTION

Social science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary view, as well as historical roots and evolving perspectives. 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.

### Associate in Arts Degree: Social Science

Units required for Major: 18

Select one six-unit option:

HIST 111 or 112 or 116 or 117 or 120 or 170 or 230 or 245 and POLISC 150

*Plus three units from the following:*

ANTHRO 103	Cultural Anthropology . . . . .	.3.0
ANTHRO 105	Introduction to Archaeology and Prehistory . . . . .	.3.0
ANTHRO 210	Indians of California . . . . .	.3.0
ANTHRO 215	Indians of the Southwestern U.S. . .	.3.0

*Plus three units from the following:*

COMS 223	Small Group Communication . . .	.3.0
COMS 246	Interpersonal Communication . .	.3.0
COMS 256	Intercultural Communication . . .	.3.0
COMS 260	Communication and Gender . . .	.3.0
ECON 130	Consumer Economics . . . . .	.3.0
ECON 150	Contemporary Economics . . . . .	.3.0
ECON 170	Economic History of the United States . . . . .	.3.0
ECON 201	Macroeconomics . . . . .	.3.0
ECON 202	Microeconomics . . . . .	.3.0

*Plus three units from the following:*

PSYCH 101	Introduction to Psychology . . . . .	.3.0
PSYCH 105	Personal Growth & Adjustment . .	.3.0
PSYCH 109	Social Psychology . . . . .	.3.0
PSYCH 150	Crisis Intervention & Management . . . . .	.3.0

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\* Associate Degree Program

PSYCH 172	Developmental Psychology . . . . .	3.0
PSYCH 230	Human Sexuality . . . . .	3.0
PSYCH 235	Psychology of Gender Roles . . . . .	3.0
PSYCH 240	Abnormal Psychology . . . . .	3.0

*Plus three units from the following:*

SOCI 100	Chicano/a Culture . . . . .	3.0
SOCI 101	Introduction to Sociology . . . . .	3.0
SOCI 102	Sociological Analysis . . . . .	3.0
SOCI 103	The Changing Family . . . . .	3.0
SOCI 105	Multiculturalism in the United States . . . . .	3.0
SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 108	Thinking Critically About Social Issues . . . . .	3.0
SOCI 110	Self and Society . . . . .	3.0
SOCI 150	Introduction to Criminology . . . . .	3.0
SOCI 151	Juvenile Delinquency . . . . .	3.0
SOCI 200	Introduction to Women's Studies . . . . .	3.0
SOCI 203	Sociology of Work, Organizations, and Community . . . . .	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

## **SOCIOLOGY**

### **PROGRAM DESCRIPTION**

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

In its practical applications, sociology deals with the ways in which sociological findings are employed to achieve stated goals and encourage social change. Survey courses introduce students to the basic theoretical, methodological, and analytical techniques used to explain and interpret social behavior. In addition, a variety of courses offer an examination of contemporary social issues such as aging, social deviance, women's studies and multiculturalism – each of which challenge students to question their “taken-for-granted” world-views. Sociology provides a valuable liberal arts emphasis for students contemplating a wide variety of career paths, since it develops strong critical thinking and communication skills. Students holding a the bachelor's degree will find a sociological background useful in entering the field of law, business, medicine, counseling or politics.

### **Degree Requirements**

An associate degree is not available in sociology since this is considered to be a transfer major. Students desiring the associate degree should consult with a counselor regarding the selection of an appropriate associate degree major.

\* Associate Degree Program

## Degree Curricula and Certificate Programs

### GENERAL SOCIOLOGY

The sociology department offers students a Certificate of Completion in General Sociology. This 17-unit certificate allows students to specialize within a specific area of interest within the discipline. Each option focuses on an important sub-field of study and helps students to gain a stronger understanding of one aspect of Sociology and assists them as they prepare to enter a 4-year college, university or workplace.

Students are encouraged to fulfill their service-learning requirements by participating in an agency site best suited to meet their personal and professional interests. The General Sociology Certificate of Completion offers students an introduction to the field of Sociology, and will provide those seeking employment or transfer with fundamental critical thinking and communication skills. Transfer students pursuing a sociology major, will begin their studies with a solid introduction to the discipline.

#### Certificate of Completion: General Sociology

Units Required: 17

SOCI 101	Introduction to Sociology . . . . .	3.0
SOCI 102	Sociological Analysis . . . . .	3.0
SOCI 108	Thinking Critically About Social Issues . . . . .	3.0
SOCI 110	Self and Society . . . . .	3.0

*Plus five units from the following:*

SOCI 103	The Changing Family . . . . .	3.0
SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 198	Special Topics in Sociology .1.0 – 3.0	
SOCI 200	Introduction to Women's Studies . . . . .	3.0

*Recommended Electives:*

SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0
SOCI 230	Sociology of Sexualities . . . . .	3.0

### SOCIOLOGY – EMPHASIS ON LIFE AND LONGEVITY

The Sociology Department offers students a Certificate of Completion in Life Course Development. This 17-unit certificate allows students to specialize within a specific area of interest within the discipline. Each option focuses on an important sub-field of study and helps stu-

dents to gain a stronger understanding of one aspect of sociology and assists them as they prepare to enter a 4-year college, university or workplace. Students are encouraged to fulfill their service-learning requirements by participating in an agency site specifically designed to examine life course issues (e.g. retirement facility, senior center, Alzheimer's care unit). The Life Course Development Certificate of Completion is especially designed to assist students entering the workplace or the 4-year college or university. This certificate addresses the specialized topics associated with life course development, especially adult socialization after midlife. Students seeking employment in agencies or facilities working with older adults will benefit from the knowledge attained through this certificate. In addition, transfer students pursuing a sociology major with a social gerontology emphasis, will benefit from this fundamental exploration of the life course.

#### Certificate of Completion: Sociology – Emphasis on Life and Longevity

Units Required: 17

SOCI 101	Introduction to Sociology . . . . .	3.0
SOCI 103	The Changing Family . . . . .	3.0
SOCI 208	Sociology of Death and Dying . .	3.0
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0

*Plus five units from the following:*

SOCI 105	Multiculturalism in the United States . . . . .	3.0
SOCI 110	Self and Society . . . . .	3.0
SOCI 198	Special Topics in Sociology .1.0 – 3.0	
SOCI 200	Introduction to Women's Studies	3.0

*Recommended Electives:*

SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 230	Sociology of Sexualities . . . . .	3.0

### SOCIOLOGY – EMPHASIS ON CRIME, DEVIANCE AND SOCIAL CONTROL

The sociology department offers students a Certificate of Completion in Crime, Deviance, and Social Control. This 17-unit certificate allows students to specialize within a specific area of interest within the discipline. Each option focuses on an important sub-field of study and helps students to gain a stronger understanding of

\* Associate Degree Program

one aspect of sociology and assists students as they prepare to enter a 4-year college, university or workplace. Students are encouraged to fulfill their service-learning requirements by participating in an agency specifically designed to address issues of deviance and crime e.g. youth camp, law enforcement office, corrections facility). The Deviance, Crime, and Social Control Certificate is of special interest to students entering the workplace or transferring to a 4-year college or university. This certificate will provide students with a general understanding of social deviance and criminal acts as they relate to agencies of social control. Students interested in entering the field of Administration of Justice will also benefit from this academic exploration of crime and criminal behavior. Transfer students pursuing a sociology major with an emphasis in criminology, will attain a fundamental introduction to this field of study.

**Certificate of Completion: Sociology – Emphasis on Crime, Deviance and Social Control**

Units Required: 17

ADMJUS 101	Introduction to Law Enforcement . . . . .	3.0
SOCI 101	Introduction to Sociology . . . . .	3.0
SOCI 150	Introduction to Criminology . . . . .	3.0
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0

*Plus five units from the following:*

SOCI 105	Multiculturalism in the United States . . . . .	3.0
SOCI 151	Juvenile Delinquency . . . . .	3.0
SOCI 198	Special Topics in Sociology .1.0 – 3.0	
SOCI 207	Social Problems . . . . .	3.0

*Recommended Electives:*

SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 230	Sociology of Sexualities . . . . .	3.0

**SOCIOLOGY – EMPHASIS ON RACE, GENDER AND MULTICULTURALISM**

The sociology department offers students a Certificate of Completion in Race, Gender, and Multiculturalism. This 17-unit certificate allows students to specialize within a specific area of interest within the discipline. Each option focuses on an important sub-field of study and assists students as they prepare to enter a 4-year college, university or workplace. The Race, Gender,

and Multiculturalism Certificate of Completion provides students with a basic understanding of social diversity. This certificate will benefit students entering the workforce or transferring to a 4-year college or university. Topics of diversity among various groups are discussed, as students acquire a solid understanding of multicultural issues. Employers are seeking employees with such training. In addition, transfer students pursuing a sociology major with a race and ethnicity or multicultural studies emphasis, will have a clear understanding of the concepts, findings, and debates found within this sub-field of Sociology.

**Certificate of Completion: Sociology – Emphasis on Race, Gender and Multiculturalism**

Units Required: 17

SOCI 101	Introduction to Sociology . . . . .	3.0
SOCI 105	Multiculturalism in the United States . . . . .	3.0
SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 200	Introduction to Women's Studies .	3.0

*Plus five units from the following:*

SOCI 100	Chicano/a Culture . . . . .	3.0
SOCI 198	Special Topics in Sociology .1.0 – 3.0	
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0

*Recommended Electives:*

SOCI 103	The Changing Family . . . . .	3.0
SOCI 230	Sociology of Sexualities . . . . .	3.0

**Spanish**  
(See Foreign Languages)

\* Associate Degree Program

# THEATRE

### PROGRAM DESCRIPTION

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

### Degree Requirements

An associate degree is not available in theatre since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

# TRANSFER STUDIES

### PROGRAM DESCRIPTION

The transfer studies major is designed for students planning to transfer to either the California State University or University of California. To earn the associate of arts degree with a Transfer Studies major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern.

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.

To meet requirements for the CSU General Education Breadth associate degree program, students must:

1. Complete CSU General Education Breadth for Certification, including the American Institutions requirement. Consult with the counseling office for the appropriate list of applicable courses.
2. Earn a "C" or "CR" grade or higher in all CSU GE courses (Areas A-E).
3. Complete a minimum of 60 degree applicable CSU transferable semester units.
4. Earn a cumulative G.P.A. of 2.0 in all college coursework completed and be in good standing at College of the Canyons.
5. Meet College of the Canyons residency requirements for graduation.
6. Complete the associate degree diversity requirement.

Note: No physical education and/or wellness courses are required.

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\* Associate Degree Program



To meet requirements for the IGETC - CSU associate degree program, students must:

1. Complete IGETC - CSU Certification pattern. Consult with the counseling office for the appropriate list of applicable courses.
2. Meet the American Institutions requirement.
3. Earn a C or CR grade or higher in all IGETC courses.
4. Complete a minimum of 60 degree applicable CSU transferable semester units.
5. Earn a cumulative G.P.A. of 2.0 in all college coursework completed and be in good standing at College of the Canyons.
6. Meet College of the Canyons residency requirements for graduation.
7. Complete the associate degree diversity requirement.

Note: No physical education and/or wellness courses are required.

To meet requirements for the IGETC - UC associate degree program, students must:

1. Complete IGETC - UC Certification pattern.
2. Meet the American Institutions requirement.
3. Earn a "C" or "CR" grade or higher in all IGETC courses.
4. Complete a minimum of 60 degree applicable UC transferable semester units.
5. Earn a cumulative G.P.A. of 2.0 in all college coursework completed and be in good standing at College of the Canyons.
6. Meet College of the Canyons residency requirements for graduation.
7. Complete the associate degree diversity requirement.

Note: No Physical Education and/or Wellness courses are required.

## \***WATER SYSTEMS TECHNOLOGY**

### **PROGRAM DESCRIPTION**

Water systems technology is the study of wastewater treatment and water distribution processes. The program is designed to prepare students seeking a career in the water treatment, disposal, and distribution fields. The water systems technology program also provides instruction for water personnel interested in career advancement. Coursework will help prepare students for various certification examinations given by the State of California-Department of Health Services. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, chemical dosage techniques, water distribution, and water mathematical calculations to name a few. The students completing the program can become employed as a distribution operator, water treatment plant operator, water service representative, wastewater collection worker, and/or a wastewater treatment operator.

### **Associate in Science Degree: Water Systems Technology**

Units Required for Major: 27

WATER 030	Waterworks Mathematics . . . . .	3.0
WATER 040	Water Distribution Operator I . . . .	3.0
WATER 041	Water Distribution Operator II . . . .	3.0
WATER 050	Water Treatment Plant Operation .	3.0
WATER 051	Water Treatment Chemistry . . . . .	3.0
WATER 052	Water Treatment Plant Operation .	3.0
WATER 060	Wastewater Treatment & Disposal I . . . . .	3.0
WATER 061	Wastewater Treatment & Disposal II . . . . .	3.0
WATER 062	Wastewater Treatment & Disposal III . . . . .	3.0

# \*WELDING

WELD 122	Industrial Welding II . . . . .	5.0
WELD 124	Industrial Welding III . . . . .	5.0
<i>OR</i>		
WELD 150	Welding Technology . . . . .	15.0
<i>Recommended Electives</i>		
WELD 165	Pipe Welding Fundamentals . . . . .	3.0
WELD 166	Pipe Layout and Fabrication . . . . .	3.0

### PROGRAM DESCRIPTION

Welding technology is an occupational program designed to prepare students for a variety of entry-level positions in today's welding related industry. Course offerings stem from the basic welding fundamentals to the most technically advanced. Students gain skillfulness in safety procedures, applied theory and related welding processes. Emphasis is placed on individual instruction. Students can earn welding certifications in accordance with the American Welding Society, Los Angeles Department of Building and Safety, and The American Society of Mechanical Engineers. Upon successful completion of the program, students are prepared to enter into the following career opportunities: welder, welding inspector, welding technician or fitter, pipe fitter, and maintenance mechanic.

### Associate in Science Degree and Certificate Achievement: Welding Technology

Units Required for Major: 21

ENGL 094	Introduction to Technical Reading and Writing . . . . .	3.0
MFGT 100	Measurements & Computations . . . . .	3.0
<i>Plus 15 Units from one of the following three groups:</i>		
WELD 100	Introduction to Oxyacetylene Welding . . . . .	2.0
WELD 101	Introduction to Arc Welding . . . . .	2.0
WELD 102	Introduction to Gas Tungsten Arc Gas Metal Welding . . . . .	2.0
WELD 103	Metal Sculpturing . . . . .	2.0
WELD 130	Welding Metallurgy . . . . .	3.0
WELD 140	Welding Inspection . . . . .	3.0
WELD 155	Orbital Gas Tungsten Arc Welding . . . . .	4.0
WELD 160	Advanced Gas Tungsten Arc Welding . . . . .	2.0
<i>OR</i>		
WELD 120	Industrial Welding I . . . . .	5.0

\* Associate Degree Program

## **COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

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

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

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

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

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

### OPEN CLASSES

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

### COURSE PREREQUISITES

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

All prerequisite classes must have been completed with a satisfactory grade. Satisfactory grade means that, for the course in question, the grade earned must be a CR or C or better; D,

F, or NC grades are not acceptable.

### Important Definitions:

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

### *Procedures for Challenging a Prerequisite*

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

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

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

### DEGREE APPROPRIATE CLASSES

Certain courses in English, mathematics and other 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.

# **ADMINISTRATION OF JUSTICE**

## **ADMJUS 098 ADVANCED OFFICER TRAINING**

0.25-4.00 Units Lecture

Variable format depending on subject matter. Course content includes refresher material from all areas of law enforcement responsibility such as law, firearms, first aid, and patrol procedures. Each course will have its own title and letter designation in the class schedule. Designed for upgrading currently employed law enforcement personnel. Unlimited repeats allowed. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

## **ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT**

3.00 Units Lecture - UC:CSU CAN AJ 2

An overview of the history, philosophy and practical aspects of the Criminal Justice System (CJS) in America. This course presents an overview of the subsystems of the CJS, presents concepts, terms and theories of law enforcement, the judiciary and the correctional system. UC credit limitation: ADMJUS 101 and ADMJUS 110 combined maximum credit one course.

## **ADMJUS 110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM**

3.00 Units Lecture - UC:CSU

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 ADMJUS 110 combined maximum credit one course.

## **ADMJUS 125 CRIMINAL LAW**

3.00 Units Lecture - UC:CSU CAN AJ 4

Presents the historical development, philosophy of law and constitutional provisions. Covers definitions, classification of crimes, concepts of legal research, including case law, & 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**

3.00 Units Lecture - CSU

A study of the substantive laws most often encountered by municipal, county, or state police officers. 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**

3.00 Units Lecture - CSU

*Prerequisite: ENGL-091 or 094*

A specialized writing course for students who are considering entry into law enforcement, security work or those currently employed in those fields. Basic investigation principles, note-taking techniques and rules for writing police reports warrants, and memos.

## **ADMJUS 135 EVIDENCE**

3.00 Units Lecture - CSU

An introduction for students entering law enforcement or those students having an interest in the study of law. Covers relevant constitutional issues, supreme court decisions and the Federal Rules of Evidence. Major topics include types, kinds and preservation of evidence; the Hearsay Rule; admissibility; privileges; identification; searches and consent.

## **ADMJUS 150 PATROL PROCEDURES**

3.00 Units Lecture - CSU

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

### **ADMJUS 155 CRIMINAL INVESTIGATION**

3.00 Units Lecture - CSU

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

### **ADMJUS 160 TRAFFIC: ENFORCEMENT/ INVESTIGATION**

3.00 Units Lecture - CSU

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

### **ADMJUS 175 ORGANIZED CRIME AND VICE**

3.00 Units Lecture - CSU

Presents the social, political and legal issues and discusses the major influence of organized crime on vice activity. Reviews the California laws dealing with prostitution, gambling and pornography.

### **ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS**

3.00 Units Lecture - CSU

Law enforcement's role in the prevention of narcotics and dangerous drug 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**

3.00 Units Lecture – UC:CSU

A study of the roles of the administration of justice agencies and their interaction with the community. Evaluates role expectations of the various agencies and the public at large. Emphasis is placed upon professionalism and the development of positive relationships between members of the system and the public. Offered credit/no-credit only.

### **ADMJUS 190 POLICE ADMINISTRATION**

3.00 Units Lecture - CSU

Specialized training for those wishing an overview of law enforcement management, as well as preparing those in law enforcement for supervisory positions. Subjects covered include organizational structures, administration problems, leadership training, and personnel issues.

### **ADMJUS 198 ADVANCED OFFICER TRAINING**

0.25-10.00 Units Lecture - CSU

Advanced officer training with a variable format depending on subject matter. Course content includes new topics and refresher material from all areas of law enforcement responsibility such as firearms, first aid, and patrol procedures. Designed for upgrading currently employed law enforcement personnel. This course may be repeated if used for legally mandated training. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

### **ADMJUS 250 PEACE OFFICER'S TRAINING ACADEMY**

10.00 Units Lecture/Lab - CSU

*Prerequisite: Student must successfully pass a written examination, successfully complete a test in physical agility and strength, a medical examination covering all aspects of health, an intensive personal background investigation and a psychiatric evaluation. These tests must be successfully completed under published guidelines of various individual police departments, the Los Angeles County Health Department, and rules of the Los Angeles County Civil Service Commission and the State of California as directed by Peace Officer Standards and Training.*

An 18-week police basic training course designed to prepare students for employment with police departments in the state of California. Students are trained in specific areas of law enforcement including community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle code, vehicle operations, communications, physical conditioning, health, self-defense tactics, weapons and marksmanship.

## ADMJUS 291 RESERVE OFFICER TRAINING LEVEL III

3.00 Units Lecture - CSU

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, intensive personal background investigation and certification of physical fitness.*

A demanding and highly structured course of fundamental instruction that will award the student with a certification of Level III status upon successful completion of the 163 hours. Also certifies the student under P.C. 832. This course may be repeated if used for legally mandated training.

## ADMJUS 292 RESERVE OFFICER TRAINING LEVEL II

3.00 Units Lecture - CSU

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, intensive personal background investigation and certification of physical fitness.*

A demanding and highly structured course of medium level instruction that will award the student a certification of level II status upon successful completion of the 160 hours. Also certifies the student's ability to proceed to Level I training. This course may be repeated if used for legally mandated training.

## ADMJUS 293 RESERVE OFFICER TRAINING LEVEL I

5.00 Units Lecture - CSU

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, intensive personal background investigation and certification of physical fitness.*

The highest level of Reserve Officer, carrying with it the equivalency of having completed a Basic P.O.S.T. Academy. The most demanding and highly structured course of the 799 hour Reserve Officer program. Awards the student a certification of Level I status upon successful completion. May be repeated if used for legally mandated training.

## American Sign Language (See Sign Language)

# ANIMATION

### ANIM 081 APPLICATIONS: 3D STUDIO MAX I

1.00 Unit Lecture

*Co-requisite: ANIM-091L*

A short, introductory course in basic character design and animation using 3D Studio Max software. Students learn how to utilize basic design and animation features along with the application of 3D Studio Max for the building of simple armatures and exploring forward kinematics animation. Basic computer knowledge is assumed. Formerly DAT-081.

### ANIM 082 APPLICATIONS: 3D STUDIO MAX II

1.00 Unit Lecture

*Prerequisite: ANIM-081;*

*Co-Requisite: ANIM-091L*

A short-term intermediate course in character animation and design using 3D Studio Max software. Students continue to develop their skills using more complex animation and designs, along with exploring 3D Studio Max's powerful tools to control more advanced character designs, textures, lighting, and mapping. Offered credit/no-credit only and not degree applicable. Formerly DAT-082.

### ANIM 085 APPLICATIONS: MAYA I

1.00 Unit Lecture

*Co-requisite: ANIM-091L*

*Recommended Preparation: Basic computer skills.*

A short-term introduction to the basics of Maya 3D animation software. Includes Maya and 3D terms, as well as understanding how Maya nodes work with basic modeling and animation controls. Part 1 of 3 courses;

## ANIMATION

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offered credit/no-credit and not degree applicable.  
Formerly DAT-085.

### ANIM 091L SHORT-TERM OPEN ANIMATION LAB

0.50 Unit Lab

A short-term open animation lab for currently enrolled animation students who wish to increase their skills through the use of the computer animation lab. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### ANIM 092L OPEN ANIMATION LAB

1.00-2.00 Units Lab

An open lab for the currently enrolled animation student who wishes to increase skills through the computer animation lab. Recommend concurrent enrollment with another computer animation production course. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit. Formerly DAT-092L

### ANIM 093L DRAWN ANIMATION OPEN LAB

0.50-2.00 Units Lab

A drawn animation open lab for the currently-enrolled animation student who wishes to increase skills through the use of this lab. Designed for ANIM-101 and ANIM-201 students. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### ANIM 101 INTRODUCTION TO ANIMATION

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: ART-124B*

*Co-requisite: ANIM-093L*

The principles of animation, laws of motion, timing, analysis and the production of a short animated narrative video. Traditional drawing methods will be used. May be taken 4 times for credit. Formerly DAT-184.

### ANIM 120 STORY DEVELOPMENT AND STORYBOARDING

3.00 Units Lecture/Lab - CSU

An introduction to story development and storyboarding for animation. Emphasis is on storyboarding as well as the understanding of traditional story structure for animated film, television and Internet. Staging, dramatic

structure, film narrative, clarity and continuity is applied to hands-on projects. Students also explore a variety of storyboarding styles, from the realistic to stylized boards. Formerly DAT-185.

### ANIM 130 INTERACTIVE ANIMATION FOR THE WEB

3.00 Units 3.00 Lecture/Lab - CSU

*Recommended Preparation: Basic Computer Skills.*

*Recommended co-requisite: ANIM-091L or 092L.*

An introduction to interactive 2D computer animation. Drawing tools, bitmaps, symbols, layers, animation and basic interactivity will be utilized to create a short 2D animated interactive movie. May be taken 4 times for credit.

### ANIM 140 INTRODUCTION TO 3D STUDIO MAX/ANIMATION

3.00 Units Lecture/Lab - CSU

*Recommended Co-Requisite: ANIM-092L.*

An introduction to 3D computer design, modeling, textures, and animation through the use of 3D Studio Max software. 3D models and animations with light, sounds, and textures will be explored. Students create character animation, construct set designs, and complete an independent animated project. Basic computer skills are assumed. May be taken 4 times for credit. Formerly DAT-187.

### ANIM 141 INTRODUCTION TO 3D COMPUTER ANIMATION: MAYA

3.00 Units Lecture/Lab - CSU

*Prerequisite: Basic computer skills.*

*Recommended Co-Requisite: ANIM-092L.*

An introduction to 3D computer design, modeling, textures and character animation through the use of Maya software. Understanding how Maya nodes work with basic modeling and animation controls. Learning how to design and explore detailed textures, cameras, lighting, intermediate surfaces, intermediate modeling of polygons and NURBS. Head and body modeling, inverse kinetics and animation constraints. May be taken 4 times for credit.

### ANIM 190 ANIMATION PRODUCTION

3.00 Units Lecture/Lab - CSU

*Prerequisite: ANIM-101*

Pre-production, production and post-production techniques are examined through the completion of a collaborative animated project. May be taken 4 times for credit.



**ANIM 201 ADVANCED ANIMATION**

3.00 Units Lecture/Lab - CSU

*Prerequisite:* ANIM-101.

*Co-requisite:* ANIM-093L

An in-depth examination of hand drawn character animation and its techniques. Students will complete advanced animation exercises, as well as design and produce a short animated file. May be taken 2 times for credit. Formerly DAT-281.

**ANIM 221 LAYOUT FOR ANIMATION**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation:* ART-124A and ANIM-101

A study of design, composition, perspective, atmospheric, and psychological lighting, and camera placement. Knowledge is applied to the construction of scenes, the congruency of sequences, and the designing of backgrounds for animation. Formerly DAT-285.

**ANIM 222 CHARACTER AND PROP DESIGN FOR ANIMATION**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation:* ART-124B

Prop and character design for animation. Students learn construction techniques for models that have individual appeal and also contribute to the story as a whole. Emphasis is placed on emotional content and clarity of design, as well as technical conventions.

**ANIM 230 TEXTURE MAPPING FOR COMPUTER ANIMATION**

3.00 Units 3.00 Lecture/Lab - CSU

*Recommended Prerequisite:* GMD-047 and ANIM-141

*Recommended Co-Requisite:* ANIM-092L

Digital image manipulation software to create textures, which will be applied to 3D computer models. May be taken 4 times for credit.

**ANIM 240 ADVANCED 3D STUDIO MAX/ANIMATION**

3.00 Units 3.00 Lecture/Lab - CSU

*Prerequisite:* ANIM-141 or 087

*Recommended Co-Requisite:* ANIM-092L.

Covers advanced concepts for producing 3D computer models and animations. Character and architectural animations are produced using lighting, sound and texture. Students produce an independent project in 3D Studio Max. May be taken 4 times for credit. Formerly DAT-287.

**ANIM 241 ADVANCED MAYA ANIMATION**

3.00 Units 3.00 Lecture/Lab - CSU

*Prerequisite:* ANIM-141 or ANIM-087; *Recommended*

*Co-Requisite:* ANIM-092L

A comprehensive exploration of 3D computer design, modeling, textures and character animation through the use of Maya software. Students collaborate in creating team projects, designing characters and animation. May be taken 4 times for credit.

**ANIM 260 REAL-TIME VIDEO GAME ANIMATION**

3.00 Units 3.00 Lecture/Lab - CSU

*Prerequisite:* ANIM-140 or ANIM-141

*Recommended Co-Requisite:* ANIM-092L

Animated movie-making within a real-time, virtual, 3D game environment. Involves 3D character and set modeling, character animation, surface texturing, virtual set lighting and directing. May be taken 4 times for credit.

**ANIM 280 ANIMATION PORTFOLIO**

3.00 Units Lecture/Lab - CSU

*Prerequisite:* ANIM-101

Students organize and prepare an animation portfolio in a professional manner. Emphasis is on evaluating the selection of work as well as improving construction and design of presentation. Career options and employment opportunities will be examined. May be taken 4 times for credit. Formerly DAT-289.

## ANTHROPOLOGY

**ANTHRO 101 PHYSICAL ANTHROPOLOGY**

3.00 Units Lecture - UC:CSU CAN ANTH 2

The study of humans and the lower primates primarily from the biological perspective covering a period of approximately 70 million years. Deals with human population genetics in the conceptual framework of evolutionary processes. Includes primate behavior, primate evolution

and comparison, and the study of fossil humans. Concludes with the analysis of the concepts of race formation and classification in terms of human population genetics.

### **ANTHRO 101L PHYSICAL ANTHROPOLOGY LABORATORY**

1.00 Units Lab - UC:CSU

*Co-requisite: ANTHRO-101*

Provides a hands-on scientific study of human evolution and variation. Students conduct laboratory work on human and non-human primate laboratory specimens using the methods, materials and techniques of physical anthropology. Includes analysis of DNA, blood and protein samples, measurement and comparison of skeletal materials and fossil casts and the performance of standard anthropometric measurements on human subjects. Students also conduct first-hand observations of primate behavior in a zoo or research setting. A half-day field trip is required.

### **ANTHRO 103 CULTURAL ANTHROPOLOGY**

3.00 Units Lecture - UC:CSU CAN ANTH 4

A study of the nature of humankind, culture and society. Includes concepts and theories for the analysis and understanding of culture and society. Survey of topics such as prehistory and culture growth, social organization, family systems, politics and economics, war, religion, values, culture shock and applied anthropology. Combines lectures and class discussions with in-depth studies of selected cultures.

### **ANTHRO 105 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**

3.00 Units Lecture - UC:CSU CAN ANTH 6

A general course in archaeology and prehistory for the beginning student. Topics include the history of archaeology, archaeology as a science, site location, fossil and artifact analysis, excavation and dating. The transition of human cultures from early foraging and hunting lifestyles into sedentary tribes, chiefdoms and states from 120,000 BC to 1600 AD will be studied, primarily through the analysis of specific Old and New World sites.

### **ANTHRO 210 INDIANS OF CALIFORNIA**

3.00 Units Lecture - UC:CSU

A survey course aimed at reviewing the main cultural aspects of the California Indians, including the prehistory, modes of subsistence, social organization, customs, and geographical and historical relationships of the native people of California and draws upon ethnological, ethnographical, historical and archaeological materials.

### **ANTHRO 215 INDIANS OF THE SOUTHWESTERN U.S.**

3.00 Units Lecture - UC:CSU

Surveys the cultural adaptations of the native people of the southwestern United States, and the changes of those cultures through time. Emphasizes their environments, archaeological backgrounds, historic relations with the Spanish, Mexican, and Anglo-American occupants of their lands, and their historically known and contemporary cultures including means of subsistence, technology, social organization, religion, and arts.

## **ART**

### **ART 091 ART/DESIGN LAB**

1.00-2.00 Units Lab

An open lab for the currently enrolled art student who wishes to increase skills through the use of the art-design lab facility. Course is offered on a credit/no-credit basis and not degree applicable. May be taken 4 times for credit.

### **ART 110 HISTORY OF ART: PALEOLITHIC TO RENAISSANCE**

3.00 Units Lecture - UC:CSU CAN ART 2

The first in a series of two survey classes in art history. Students study major works of art through reproductions made available in pictures and slides. Emphasis is placed on major monuments of art in painting, sculpture, and architecture of the western world from prehistoric times until the Renaissance.

## **ART 111 HISTORY OF ART: RENAISSANCE TO THE PRESENT**

3.00 Units Lecture - UC:CSU CAN ART 4

Analyzes major works of art through reproductions made available in pictures and slides. Emphasis is on major monuments of art of the Western World from the Italian Renaissance through the present (Formerly ART-112).

## **ART 113 CONTEMPORARY AMERICAN ARTISTS**

3.00 Units Lecture - CSU

Designed to acquaint fine arts majors with American contemporary artists and their styles from the development of the New York School to the present. The student will confront his/her own works as well as professional works and evaluate them in the stream of contemporary American art history. Topics may range from studio problems to gallery procedures.

## **ART 114 ART HISTORY: FIELD TRIPS**

1.50 Units Lecture - CSU

This is an eight-week course of museum, gallery and studio visits which may include the Museum of Contemporary Art, Los Angeles County Museum of Art, Norton Simon Museum, J. Paul Getty Museum, Bergamont Station, UCLA's Armand Hammer Museum, Huntington Library and Gardens, and the Pacific Design Center. The course will include interactive discussions and projects with students, faculty, gallery professionals and artists. Different lectures and exhibits each semester. May be taken 4 times for credit.

## **ART 124A DRAWING I**

3.00 Units Lecture - UC:CSU CAN ART 8

The beginning course in drawing experiences emphasizes (1) basic drawing techniques in a variety of media and (2) compositional and design fundamentals.

## **ART 124B DRAWING II**

3.00 Units Lecture - UC:CSU

Deals primarily with the human figure. Studies will be made of the human skeletal and muscular structure as well as the posed model. There will be continued emphasis on the development of drawing skills as well as on proportion, form and gesture.

## **ART 140 BEGINNING DESIGN: 2D MEDIA**

3.00 Units Lecture/Lab - UC:CSU CAN ART 14

A study of the elements and principles of design with special emphasis on structure, color and 2-D composition through experimental media; provides basic fundamentals for 2-D oriented art courses.

## **ART 141 BEGINNING DESIGN: 3D MEDIA**

3.00 Units Lecture/Lab - UC:CSU CAN ART 16

Continued study of elements and principles of design through experimental projects in 3-D materials. Provides basic fundamentals for 3-D oriented art courses.

## **ART 142 GALLERY PRACTICES**

3.00 Units Lecture/Lab - CSU

The study of techniques of exhibition and graphic design. The course deals with problems of design and production through work on assignments for gallery exhibitions, i.e., exhibition management, scheduling, receiving and delivery, display, brochure design, documentation, advertising, reception. The College art gallery will be utilized as a lab.

## **ART 205 LANDMARKS OF ART**

3.00 Units Lecture - UC:CSU

Exposes the student to visual art reproductions and offers a means of stimulating the student's visual, emotional and intellectual awareness of the artistic heritages of world art without a chronological approach. Analyzes the work of the great masters.

## **ART 220 WATERCOLOR PAINTING**

4.00 Units Lecture/Lab - UC:CSU

A beginning course in the use of transparent watercolor media that will include instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Emphasis will be placed upon creative application and composition. May be taken 4 times for credit.

## **ART 222 ILLUSTRATION I**

3.00 Units Lecture/Lab - CSU

*Prerequisite: ART-124A and ART-140*

Illustration I is an introductory course designed to teach students the materials and techniques used by commercial illustrators. Projects emphasize concept develop-

ment, style, imagery, and illustrative communication for use in and in combination with advertising, editorial print media, and various publications. A variety of media will be used, including the use of the Macintosh computer for computer-aided illustration. Computer programs used: Illustrator and Freehand. Students will become familiar with current practices in the illustration field, past and current illustrators, and have an understanding of the aspects of choosing a career in illustration. Projects are designed to meet professional standards.

## **ART 224A DRAWING III - LIFE DRAWING**

3.00 Units Lecture/Lab - UC:CSU CAN ART 24  
An 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. May be taken 4 times for credit.

## **ART 227 PAINTING I**

3.00 Units Lecture/Lab - UC:CSU CAN ART 10  
*Prerequisite: ART 124A and 140*  
The beginning course in painting technique, pictorial design and composition. Experimentation with various media: i.e., collage, inks, oil, pastel, watercolors, temperas, acrylics, and others.

## **ART 228 PAINTING II**

3.00 Units Lecture/Lab - UC:CSU  
*Prerequisite: ART-140 and 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. May be taken 4 times for credit.

## **ART 235 SCULPTURE**

3.00 Units Lecture/Lab - UC:CSU CAN ART 12  
*Prerequisite: ART-141 or presentation of portfolio.*

An introduction to the study of plastic form through the processes of modeling, casting, carving, and construction.

## **ART 236 SCULPTURE II**

3.00 Units Lecture/Lab - UC:CSU  
*Prerequisite: ART 235*

A continuation of ART-235 with advanced casting techniques in various materials. Additive and subtractive techniques are further explored.

## **ART 237 FUNDAMENTALS OF PRINTMAKING**

4.00 Units Lecture/Lab - UC:CSU CAN ART 20  
*Prerequisite: ART-124A, and ART-140 or presentation of acceptable portfolio.*

Introduction to materials and techniques of monoprint, silkscreen and relief printing techniques including woodcut and linoleum.

## **ART 238 PRINTMAKING (INTAGLIO)**

4.00 Units Lecture/Lab - UC:CSU 3.00  
*Prerequisite: ART 237*

Introduction to intaglio printmaking techniques and image development, including etching, engraving, dry-point, and aquatint. Students will also learn about the history and process of printmaking. May be taken 2 times for credit.

## **ART 244 ADVERTISING GRAPHICS**

3.00 Units Lecture/Lab - CSU  
Introductory survey to the field of advertising design. Emphasis on principles and skills using a broad approach in presenting materials, techniques and concepts.

## **ART 295 PROFESSIONAL SKILLS FOR ARTISTS**

3.00 Units Lecture/Lab - CSU  
Emphasizes developing business skills and presenting artwork as a professional artist or art director. In an applied approach, covers photographing and documenting artwork, matting, framing, crating and shipping artwork, installation and lighting, resume writing, publicity and slide presentation, preparation of invoices and taxes, bookkeeping for artists, contracts, copyright law and portfolio presentation. Completion of at least 12 units of department course offerings is expected as this course is a bridge between completion of coursework and entry into the professional world or transfer to an institution of higher learning.

For more ART -- See Non-Credit  
Classes on page 229

## ASTRONOMY

### ASTRON 100 GENERAL ASTRONOMY

3.00 Units Lecture - UC:CSU

Survey of the content and dynamics of the solar system; the earth and its motions; time and the calendar; moon, eclipses, and tides; physics of the sun, planets, comets and meteorites, including their dynamical aspects and motions. Principles, logic, and development of stellar astronomy. Physics of the stars, stellar type populations, and stellar evolution; stellar organizations, galaxies, and cosmology. UC credit limitation: No credit for ASTRON 100 if taken after 101 or 102.

### ASTRON 101 THE STELLAR SYSTEM

3.00 Units Lecture - UC:CSU

A survey of stellar astronomy. Covers the scientific method, ancient and Renaissance astronomy; the earth and its motions, seasons, time and the calendar; the moon, eclipses, and tides; electromagnetic radiation; tools of the astronomer; physics of the Sun. Physics of the stars, stellar types, populations, and stellar evolution; stellar organizations, galaxies, and cosmology are also included.

### ASTRON 102 THE SOLAR SYSTEM

3.00 Units Lecture - UC:CSU

A survey of the solar system. Covers the earth, 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.

## BIOLOGICAL SCIENCES

### BIOSCI 050 BIOLOGY COMPUTER LABORATORY

0.50 Units Lab

An open-access, computer laboratory to accompany and support existing courses in the Biological Sciences. This course will enable students to develop additional competency during enrollment in other biology courses. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### BIOSCI 100 GENERAL BIOLOGY

4.00 Units Lecture/Lab - UC:CSU CAN BIOL 2

A non-majors, general education, biology course designed to familiarize the student with the nature of science, and basic biological concepts including: cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. UC credit limitation: No credit for BIOSCI-100 if taken after BIOSCI- 106, 107, 201, 202, 204, 205, 215, 216, 221, or 250.

### BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY

4.00 Units Lecture/Lab - UC:CSU

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

4.00 Units Lecture/Lab - UC:CSU

*Prerequisite: MATH-070*

Introduction to the principles of bioenergetics, molecular structure, function and evolution; and cell morphology, anatomy and physiology.

### **BIOSCI 112 FIELD BIOLOGY OF REGIONAL HABITATS**

Units: 4.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Focuses on the natural history and ecology of various habitats (mountains, deserts, and ocean) in the Santa Clarita and neighboring area. Major flora and faunas, as well as the distribution, abundance and interactions of these organisms. Use of plants and other organisms for biological science and medical research. Quantifying of organisms using various ecological sampling techniques. Field trips required and may extend beyond lab times. Weekend trips may be required.

### **BIOSCI 120 WOMEN AND MINORITIES IN SCIENCE AND MATH**

3.00 Units Lecture - UC:CSU

This interdisciplinary course explores the significant contributions of a broad array of individuals in biological, scientific and mathematics fields. It examines case studies of women and people of diverse ethnic backgrounds who have made important discoveries and contributions to our understanding of science and mathematics.

### **BIOSCI 130 CONTEMPORARY ISSUES IN ENVIRONMENTAL BIOLOGY**

3.00 Units Lecture - UC:CSU

Designed for non-majors, the course explores the global problems facing society today. Students will be introduced to basic ecological principles, current environmental issues such as pollution (air, water and soil), global warming, deforestation and the impact of human population growth on the earth's environment and possible solutions to these problems.

### **BIOSCI 140 PRINCIPLES OF HUMAN GENETICS**

3.00 Units Lecture - UC:CSU

Designed for non-major to introduce the principles of human genetics. The structure and function of DNA, genes and chromosomes are explored along with patterns of inheritance. Topics include human genetic disorders, mutations, cancer, cloning, aging and stem cells. Applications of genetics in medicine and law enforcement will be discussed.

### **BIOSCI 170 INTRODUCTION TO INVESTIGATORY BIOLOGY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Focuses on current information and techniques used in investigatory biology such as the structures and functioning of DNA, RNA, proteins, cells, tissues, and organs as well a short study on entomology and human behavior and how such information is used to investigate crimes. A field trip may be required.

### **BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-107*

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 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-107*

Develops a general understanding of the functioning of the human body, including cells and membranes, nerve and muscle function, cardiovascular, respiratory, 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 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-107*

First course of a two-semester sequence. 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 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-204*

Second course of a two-semester sequence. Structure and function of the human body. UC credit limitation: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

**BIOSCI 215 GENERAL ZOOLOGY**

4.00 Units Lecture/Lab - UC:CSU CAN BIOL 4

*Recommended Preparation: BIOSCI-107*

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

**BIOSCI 216 GENERAL BOTANY**

4.00 Units Lecture/Lab - UC:CSU CAN BIOL 6

*Recommended Preparation: BIOSCI-107*

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

**BIOSCI 218 INTRODUCTION TO OCEANOGRAPHY**

4.00 Units Lecture/Lab - UC:CSU

Emphasis is placed on a qualitative knowledge of the principles and processes governing the ocean, and its interaction with the physical and biological environment. Topics covered include: history of oceanography, geological, chemical, biological and physical oceanography. Field trips will be required to fulfill the objectives of this course.

**BIOSCI 219 MARINE BIOLOGY**

4.00 Units Lecture/Lab - UC:CSU

A study of the description, distribution and natural history of marine organisms. Marine life of coastal California will be studied with an emphasis on ecology and adaptations. Field trips will be required to fulfill the objectives of this course.

**BIOSCI 221 INTRODUCTION TO MICROBIOLOGY**

5.00 Units Lecture/Lab - UC:CSU CAN BIOL 14

*Prerequisite: BIOSCI-107*

An introduction to the biology of microorganisms (bacteria, viruses, protozoa, parasitic worms, algae, fungi), their significance, and their role in human affairs.

**BIOSCI 230 INTRODUCTION TO BIOTECHNOLOGY**

5.00 Units Lecture/Lab - UC:CSU

*Prerequisite: BIOSCI-107*

This biological science course introduces the student to the basic concepts and techniques of modern molecular biology. DNA manipulation, its research, uses, and applications, will be presented and explored. For information about transferring to a 4-year institution, please consult a counselor.

**BIOSCI 231 ADVANCED TOPICS IN BIOTECHNOLOGY**

5.00 Units Lecture/Lab - UC:CSU

A continuation of BIOSCI 230 including advanced techniques and topics in biotechnology. Students will become competent in writing lab reports, presenting research and analyzing experimental data. Laboratory skills surveyed include plant and animal tissue culture, DNA manipulation, enzyme and protein studies and advanced instrumentation and documentation. Prepares students for research laboratory work in both academic and industrial settings.

**BIOSCI 240 MOLECULAR GENETICS**

4.00 Units Lecture/Lab - UC:CSU

*Prerequisite: BIOSCI-107*

For biology majors, introduces the principles of prokaryotic and eukaryotic genetics. Emphasized are the structure, function and regulation of genes, along with patterns of inheritance. Topics include genetic disorders, population genetics and genetics technology as it applies to medicine, law enforcement and agriculture.

**BIOSCI 250 HUMAN ANATOMY AND PHYSIOLOGY**

8.00 Units Lecture/Lab - UC:CSU

*Prerequisite:* BIOSCI-107

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

**BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS**

3.00 Units Lecture - CSU

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.

**BUSINESS****BUS 090 TECHPREP - CAREERS IN BUSINESS**

2.00 Units Lecture

Offers students the opportunity to explore business career path clusters in several broad areas. Students examine basic skills common to the occupational cluster, core skills for or knowledge of an industry, and identify specific occupational skills relevant to their selection of an initial career path goal. Offered credit/no-credit only.

**BUS 100 INTRODUCTION TO BUSINESS**

3.00 Units Lecture - UC:CSU

An introduction to the field of business administration. Primary emphasis is on the United States enterprise system, its economic foundation, and the fundamental concepts of business organization. Topics include economic systems, strategic management, marketing, entrepreneurship, accounting, finance, operations, management information systems, human resources, ethics, social responsibility, and globalization.

**BUS 101 BOOKKEEPING AND ACCOUNTING**

5.00 Units Lecture - CSU

An introductory course in the theory and application of double-entry bookkeeping for the non-transfer business major. Covers the accounting cycle for both service and merchandising sole-proprietorship firms, including the use of ledgers, worksheets, and special purpose journals.

**BUS 110 PRINCIPLES OF MANAGEMENT**

3.00 Units Lecture - CSU

The fundamental functions of modern management in a changing world with an emphasis on planning, leading, organizing, and control functions with practical applications. Topical areas include: leadership in management, motivation, communication, managing cultural diversity, team decision-making, management by objectives, the organization's environment, planning and strategic management, control process, organizational structure, and managing organizational change.

**BUS 117 BUSINESS ENTREPRENEURSHIP**

3.00 Units Lecture - CSU

An analytical and practical perspective on entrepreneurship and the management of a small business to remain on the cutting edge. Includes a comprehensive analysis of establishing, marketing, financing, promoting, insuring, developing and staffing a small business.

**BUS 126 MANAGING DIVERSITY IN THE WORKPLACE**

3.00 Units Lecture - CSU

Students will analyze and develop an understanding of the effects of increasing diversity in the workplace. Focuses on the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments.



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## **BUS 132 NEGOTIATION AND CONFLICT RESOLUTION**

3.00 Units Lecture - CSU

An analysis of organizational conflict strategies for effective resolution with concentration on internal and external sources of conflict. The methods of non-litigation resolution studied include arbitration, mediation, and mini-trial. The basic theoretical models from the field of social psychology are examined and students practice utilization of the methodologies by performing in-class exercises.

## **BUS 140 PRINCIPLES OF MARKETING**

3.00 Units Lecture - CSU

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**

3.00 Units Lecture - CSU

Provides students with an understanding of the fundamental concepts of modern advertising in the current business environment. Topics include: the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electronic advertising, media selection, creative advertising message design, and integrated marketing. Primary emphasis is on planning an advertising campaign and communicating ideas using advertising techniques.

## **BUS 142 PRINCIPLES OF SELLING**

3.00 Units Lecture - CSU

Provides students with an understanding of the basic concepts of selling in the current business environment. Topics include selling strategies in the new economy, the relation of selling to the marketing mix, the forces influencing customer buying behavior, customer prospecting, creating an effective sales presentation, the global selling environment, electronic selling, communication styles, sales servicing, and sales force management. Emphasis is on developing effective selling strategies and on helping students to build confidence in their own ability to sell and make sales decisions.

## **BUS 144 BUSINESS MATHEMATICS**

5.00 Units Lecture - CSU

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

Basic mathematics used in typical accounting, financial, and merchandising transactions. Emphasis is on analyzing word problems, selecting appropriate mathematical procedures, and solving the requisite algebraic equation. Extensive use of real-world business problems in the areas of cash and trade discounts, markup and markdown, compound interest, annuities, loan amortizations, inventory control, depreciation, insurance, investments, and financial statement analysis. Meets the associate degree math competency graduation requirement, and prepares students entering the accounting program.

## **BUS 154 FINANCE**

3.00 Units Lecture - CSU

A comprehensive introduction to personal and financial planning. The concepts, tools, and applications of individual finance are applied within a financial planning process that covers: developing and prioritizing goals; money management; credit management; investment alternatives; retirement planning; housing decisions; tax planning; risk management/insurance and estate planning.

## **BUS 156 INTRODUCTION TO INVESTMENTS**

3.00 Units Lecture - CSU

An introduction to the principles of investing and money management. Introduces students to the various types of financial assets an investor must choose from, their institutional setting and valuation.

## **BUS 160 BUSINESS ETHICS**

3.00 Units Lecture - CSU

Presents different schools of ethical thought applicable in the business environment. Students are exposed to the types of ethical issues that are presented in a commercial atmosphere and the methodologies used to determine appropriate courses of conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas in addition to comparing how business morality has evolved.

### **BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING**

3.00 Units Lecture - CSU

Analyzes 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**

3.00 Units Lecture - CSU

An introduction to the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues of doing business on the Internet. Topical areas include: Web-based technologies, electronic data interchange, value chains, electronic marketing strategies, evolving business models, payment systems, security and legal issues. Familiarity with navigating the Internet is assumed. Same as CIT-190; formerly BUSINF-190.

### **BUS 192 E-BUSINESS STRATEGY**

3.00 Units Lecture - CSU

Fundamental concepts of strategic planning for conducting business via the Internet. Emphasis is on case analysis of business strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Topics include: strategic planning and evolving Internet business models, value chain analysis, integration of web-based technologies, security and privacy issues, and business plan creation and implementation. Students also learn to develop a strategic e-business plan. Familiarity with the Internet is assumed.

### **BUS 201 PRINCIPLES OF ACCOUNTING I**

5.00 Units Lecture - UC:CSU CAN BUS 2

*Prerequisite: MATH-025 or MATH-026*

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**

5.00 Units Lecture - UC:CSU CAN BUS 4

*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 206 COMPUTERIZED INCOME TAX ACCOUNTING**

3.00 Units Lecture - CSU

*Prerequisite: BUS 101 or BUS 201.*

Provides a study of federal tax laws needed to complete an individual tax return and to implement tax-planning concepts. The emphasis is on the application of the tax laws including the use of tax preparation software.

### **BUS 211 BUSINESS LAW**

3.00 Units Lecture - UC:CSU CAN BUS 8

Introduces the legal environment of business including the classification of civil actions and business crimes; examines state and federal court systems in addition to the detailed study of contracts, torts, employment, and property law among other topics.

### **BUS 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

3.00 Units Lecture - UC:CSU

*Prerequisite: MATH-070.*

A course in descriptive statistics, elements of probability, probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required (same as ECON-291). UC credit limitation: BUS-291, ECON-291, MATH-140 combined, maximum credit, one course.

# CHEMISTRY

## CHEM 110 INTRODUCTORY CHEMISTRY

4.00 Units Lecture/Lab - UC:CSU

*Prerequisite: MATH-060*

An introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, a description of the elements, and their compounds. Nomenclature and formula writing as well as biological applications of chemistry will be emphasized. UC credit limitation: No credit if taken after CHEM-201 or 202. CHEM-110 and 151 combined, maximum credit, one course.

## CHEM 151 PREPARATORY GENERAL CHEMISTRY

4.00 Units Lecture/Lab - UC:CSU

*Prerequisite: Appropriate Math placement as determined by the COC assessment process or Math 060.*

A preparatory course for Chemistry 201. Intensive foundation in problem-solving, basic atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. Computer applications in chemistry: scientific word processing, spreadsheets, statistical treatment of data, graphing, Internet search techniques. Laboratory experiences will enforce principles learned in lecture and will familiarize students with proper handling and maintenance of gravimetric and volumetric equipment. Non-science majors should take CHEM-110. UC credit limitation: CHEM-110 and 151 combined, maximum credit, one course.

## CHEM 201 GENERAL CHEMISTRY I

6.00 Units Lecture/Lab - UC:CSU CAN CHEM 2

*Prerequisite: MATH-070 and CHEM-151 or high school chemistry with a grade of C or better.*

Required of all majors in chemistry and most other fields of science or technology. Knowledge of calculus will be useful, but is not required. Lecture: Stoichiometry and atomic theory; molecular theory of gases and the gas

laws, theoretical aspects of liquids and solids, solutions and colligative properties, electrochemistry, thermochemistry and thermodynamics. Laboratory: Use of analytical balance, stoichiometry, molecular and equivalent weights; use of volumetric equipment. Precise 16: gravimetric and volumetric analysis and an introduction to qualitative analysis. All students are required to write a research paper and learn how to use a personal computer in statistical data treatment and present the results in graphical form. UC credit limitation: maximum credit, 5 units.

## CHEM 202 GENERAL CHEMISTRY II

5.00 Units Lecture/Lab - UC:CSU CAN CHEM 4

*Prerequisite: CHEM-201*

A continuation of Chemistry 201. Lecture: Ionic equilibria, solutions of acids and bases, solubility and solubility product, and oxidation-reduction reactions; quantum mechanics, nuclear chemistry, periodic properties of elements, coordination compounds, spectroscopy, advanced qualitative analysis and an introduction to organic chemistry. Laboratory: kinetics, qualitative analysis, and an introduction to instrumental analysis.

## CHEM 221 QUANTITATIVE ANALYSIS

4.00 Units Lecture/Lab - UC:CSU CAN CHEM 12

*Prerequisite: CHEM-201*

An introduction to the theories and techniques of gravimetric, volumetric and spectrophotometric analysis. Laboratory work consists primarily of applying principles taught in lecture to the analysis of unknown samples.

## CHEM 255 ORGANIC CHEMISTRY I

5.00 Units Lecture/Lab - UC:CSU

*Prerequisite: CHEM-201*

Primarily for majors in the physical and biological sciences. The study of various classes of aliphatic, aromatic and heterocyclic compounds with emphasis on modern concepts of structure and reactivity. Laboratory: study of basic physical properties of organic compound synthesis and identification of organic compounds using modern instrumentation.

## CHEM 256 ORGANIC CHEMISTRY II

5.00 Units Lecture/Lab - UC:CSU

*Prerequisite: CHEM-255*

A continuation of Chemistry 255 with emphasis upon biochemical processes. The classes of compounds

most important to biological functions: amino acids, carbohydrates, proteins, lipids, nucleic acids, etc. The laboratory work includes multi-step synthesis; purification and characterization of biological macromolecules; spectrophotometry; catalysis; chromatography, etc.

## **CINEMA**

### **CINEMA 120 FILM AESTHETICS**

3.00 Units Lecture - UC:CSU

A critical survey of the motion picture both as a medium of mass communication and as a developing art form.

Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact. Designed as an introductory course. Film examples are screened in class.

### **CINEMA 122 HISTORY OF CINEMA**

3.00 Units Lecture - UC:CSU

A historical survey and critical analysis of motion picture masterpieces from their inception to the present. A study of the ideas and values of the examined films as reflected and emphasized through artistic techniques.

## **COMMUNICATION STUDIES**

### **COMS 105 SPEECH FUNDAMENTALS**

3.00 Units Lecture - UC:CSU

CAN SPCH 4

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.

### **COMS 150 ORAL INTERPRETATION**

3.00 Units Lecture - UC:CSU 3.00

An introduction to the ways in which literature may generate, reproduce, and resist socio-cultural meanings through performance. Course focuses on theories that prepare students to interpret various pieces of literature and the practice and skills involved in the performance of that literature.

### **COMS 190 FORENSICS**

2.00-4.00 Units Lecture/Lab - CSU

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. May be taken 4 times for credit.

### **COMS 205 ESSENTIALS OF PERSUASIVE SPEAKING**

3.00 Units Lecture - UC:CSU

*Prerequisite: COMS-105*

An advanced study of public speaking building on previously learned concepts. The focus is on advanced principles of audience adaption, analytical skills, critical thinking, and analysis of public discourse. Presentation skills are enhanced through the presentation of various types of persuasive speeches.

### **COMS 223 SMALL GROUP COMMUNICATION**

3.00 Units Lecture - UC:CSU

Explores the process of groups and decision-making through the practical application of theoretical concepts to a variety of group activities and public group discussion. Theories of group decision-making and leadership will be explored to analyze group interaction. Preparation for the workplace will be emphasized through critical thinking and problem solving, and strategies for successful group interaction will be discussed.

**COMS 225 STRATEGIES OF ARGUMENTATION**

3.00 Units Lecture - UC:CSU  
CAN SPCH 6

Studies the strategies used for rhetorical argument: finding issues, using evidence, and detecting fallacies in rhetorical communication; practice is given in the formulation, presentation and analysis of argument in oral communication.

**COMS 227 RHETORIC AND CONTEMPORARY CULTURE**

3.00 Units Lecture - UC:CSU  
*Prerequisite: ENGL-101*

Introduces principles of rhetorical theory and their application to the analysis and evaluation of formal public discourse, as well as to film, advertising, music, and television. Emphasizes theory and criticism in the public sphere through the use of effective analysis, writing, and discussion of persuasive communication.

**COMS 246 INTERPERSONAL COMMUNICATION**

3.00 Units Lecture - UC:CSU  
CAN SPCH 8

Introduces theories and principles of interpersonal communication. Examines two-person communication, especially topics of verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure. Theories of relationship development within committed relationships, family, and friendship will be explored.

**COMS 250 PROCESS OF COMMUNICATION**

3.00 Units Lecture - UC:CSU

Examines the range of theoretical approaches to the field of communication studies. These approaches will provide an overview of communication contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication.

**COMS 256 INTERCULTURAL COMMUNICATION**

3.00 Units Lecture - UC:CSU

Explores cultural communication patterns, verbal codes and nonverbal codes and their impact on intercultural

interpersonal relationships. Obstacles to competent intercultural communication are explored from both a domestic and international perspective. Preparation for real world intercultural encounters will be emphasized through analysis of intercultural communication contexts such as health care, education, and business.

**COMS 260 COMMUNICATION AND GENDER**

3.00 Units Lecture - UC:CSU

Provides an examination of communication styles of males and females in a variety of settings. Topics include male/female stereotypes and verbal/nonverbal patterns of communication. The implications for the ability to maintain effective personal and professional relationships will be addressed. Communication styles of men and women are compared and contrasted. Strategies for developing communication competence in the areas of family, friendship, courtship and marriage, education, media, and business also explored.

# COMPUTER ELECTRONICS

**CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

3.00 Units Lecture - CSU

An introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instructional software for musicians; acoustics data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music notation software; software for music sequencing; MIDI hardware; software for creating, organizing, and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware. (Same as MUSIC-110). May be taken 4 times for credit.

**CMPELC 130 COMPUTER ELECTRONICS I**

4.00 Units Lecture/Lab - CSU

The theory of DC and AC and applications of DC and AC circuits. Study of the three circuit parameters - resistance, inductance, and capacitance. Construction of circuitry to demonstrate these parameters as well as mathematical application of Ohm's law, series circuits, parallel circuits and compound circuits is undertaken. Magnetism, electro-magnetism and Atomic structure are also investigated.

# COMPUTER INFORMATION TECHNOLOGY

**CIT 010 EXPLORING COMPUTERS - BRIEF**

1.50 Units Lecture/Lab

A brief overview of computers, their usage, and how they function. Topics covered will include computer hardware, software, the Internet, as well as how to purchase, install, and maintain a personal computer.

**CIT 011 MICROSOFT WINDOWS - BRIEF**

1.50 Units Lecture/Lab

Provides an introduction to Microsoft Windows fundamentals. Topics include the basics of using a mouse, icons, Explorer, file management, windows manipulation, and multitasking (working with multiple programs simultaneously).

**CIT 015 BUSINESS ENGLISH - BRIEF**

1.50 Units Lecture/Lab

An introductory course in English language usage, grammar, and its applications in business communications.

**CIT 016 BUSINESS COMMUNICATIONS - BRIEF**

1.50 Units Lecture/Lab

An introduction to writing principles and techniques, business vocabulary improvement, and practice in the composition of basic types of business communications.

**CIT 020 OFFICE PROCEDURES FOR THE ADMINISTRATIVE ASSISTANT - BRIEF**

1.50 Units Lecture/Lab

An introduction to the modern office and the responsibilities associated with an administrative assistant position as well as other employment opportunities.

**CIT 035 THE INTERNET - BRIEF**

1.50 Units Lecture/Lab

Covers Internet fundamentals, including how to use a browser and other software to navigate the Internet using the WWW, Gopher, FTP, E-mail, and usenet. Several major service providers will be demonstrated in this hands-on class. Also covers how to research for term papers/other projects.

**CIT 050 MICROSOFT WORD - BRIEF**

1.00 Unit Lecture/Lab

Covers basic word processing and formatting concepts, including headers, footers, page numbering, search and global replace features, and use of templates and wizards.

**CIT 055 MICROSOFT EXCEL - BRIEF**

1.00 Unit Lecture/Lab

Covers the basic skills necessary to create and edit computerized spreadsheets using Excel. Topics include charts, graphs, formatting, and use of simple functions.

**CIT 060 MICROSOFT ACCESS - BRIEF**

1.00 Unit Lecture/Lab

An introduction to creating and modifying computerized databases using Access. Topics covered include simple sorting, forms, reports and queries.

**CIT 065 MICROSOFT POWERPOINT - BRIEF**

1.00 Unit Lecture/Lab

Covers the basic skills necessary to create and edit computerized slide presentations using PowerPoint. Topics included: insertion of text and graphical elements, transitions, and simple animations.

**CIT 073 MICROSOFT FRONTPAGE - BRIEF**

1.50 Units Lecture/Lab

Demonstration and practical application of basic principles involved in creating Web pages/sites using Microsoft FrontPage Web authoring software. Introduction to Web authoring terminology and techniques. Intended for office workers, content managers, and those interested in quickly acquiring the skills required to produce effective Web sites. Proficiency with Microsoft Windows, e-mail, the Internet, and internet Explorer is assumed.

**CIT 080 MICROSOFT OFFICE SPECIALIST EXAM REVIEW**

1.00 Unit Lab

Designed for students with a working knowledge of the various office applications, who wish to review in preparation for taking a Microsoft Specialist exam. Application choices include: Word Core or Expert, Excel Core or Expert, Access, PowerPoint or Outlook. Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098A MICROSOFT WINDOWS WORKSHOP**

0.50 Unit Lecture

Designed for students desiring to quickly acquire the fundamental skills necessary to manage some of the basic features of the Windows operating system. Units do not apply to the associate degree Offered credit/no-credit only.

**CIT 098B MICROSOFT WORD WORKSHOP**

0.50 Unit Lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic documents using Microsoft Word. Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098C MICROSOFT EXCEL WORKSHOP**

0.50 Unit Lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic spreadsheets using Excel. Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098D MICROSOFT ACCESS WORKSHOP**

0.50 Unit Lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple relational databases using Microsoft Access. Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098E MICROSOFT POWERPOINT WORKSHOP**

0.50 Unit Lecture

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic presentations for group audiences using PowerPoint. Units do not apply to the associate degree and offered credit/ no-credit only.

**CIT 098G TECH TOOLS WORKSHOP**

0.50 Unit Lecture

Survey of essential software utilities and ancillary programs commonly employed in the workplace and in technology classes at colleges and universities, such as e-mail, browsers and plug-ins, Adobe Acrobat, archive (zip) utilities, Internet software repositories, freeware, shareware, anti-virus utilities, and software licensing policies. Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 101 INTRODUCTION TO COMPUTERS**

3.00 Units Lecture/Lab - UC:CSU

Overview of 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 3.00 UNITS LECTURE/LAB - CSU**

Provides students with hands-on instruction in Microsoft Windows, the most popular graphical user interface and operating environment for the personal computer. Topics may include using a mouse, icons, Explorer, file management, windows manipulation, multitasking

(working with multiple programs simultaneously), desktop customization, use of Windows accessories, Object Linking and Embedding (OLE), virtual memory data search using Find, Help Troubleshooters, shortcuts, and screen captures.

### **CIT 110 KEYBOARDING AND DOCUMENT PROCESSING**

3.00 Units Lecture/Lab - CSU

Mastery of the computer keyboard by touch. Also, operation of the personal computer including skill building in producing business letters and reports, tables, etc. using Microsoft Word.

### **CIT 111 ADVANCED DOCUMENT PROCESSING AND SKILL BUILDING**

3.00 Units Lecture/Lab - CSU

*Prerequisite: CIT-110*

Continues skill building begun in CIT-110 (formerly BUSINF-106), Keyboarding and Document Processing. Emphasis on producing a wide range of documents using Microsoft Word as well as continuing to build speed and accuracy on the keyboard.

### **CIT 115 BUSINESS ENGLISH**

3.00 Units Lecture/Lab - CSU

Provides an extensive review of the fundamentals of English grammar, punctuation, style, and usage, placing heavy emphasis on language principles and applications that promote successful communication in the business world. Importance is placed on employment skills such as proofreading, editing and writing.

### **CIT 116 BUSINESS COMMUNICATIONS**

3.00 Units Lecture/Lab - CSU

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 OFFICE PROCEDURES**

3.00 Units Lecture/Lab - CSU

Study of procedures in today's modern office including: administrative responsibilities, information storage and retrieval, distribution of information using latest electronic technologies, preparation for professional employment, etc.

### **CIT 130 MEDICAL OFFICE PROCEDURES**

3.00 Units Lecture/Lab - CSU

Designed to train students for employment as an administrative medical assistant. Covers the role of the administrative medical assistant, office equipment, patient registration and appointment scheduling. Includes correspondence, transcription and facility management.

### **CIT 131 MEDICAL TRANSCRIPTION - BRIEF**

3.00 Units Lecture/Lab - CSU

Provides the transcriptionist with entry-level skills in medical transcription including transcription of basic medical dictation, incorporating English usage and machine transcription skills, medical knowledge, and proofreading and editing skills.

### **CIT 132 MEDICAL OFFICE FINANCES**

3.00 Units Lecture - CSU

*Prerequisite: CIT-010*

Trains students in the various financial methods used in medical offices for insurance billing, collection of fees, etc. Also covers teaching the student how to handle various insurance claims.

### **CIT 135 THE INTERNET**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: CIT-105 or BUSINF-153.*

In this hands-on class, students will operate and configure browsers and other software to navigate and use the Internet. Participants will learn how to evaluate and select a service provider, send and receive e-mail, append attachments, and use the latest productivity software to create schedules, calendars, address books, and journals. Topics also include teleconferencing, distance learning and e-commerce.

### **CIT 140 OFFICE SYSTEMS AND SOFTWARE**

3.00 Units Lecture/Lab - CSU

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**

3.00 Units Lecture/Lab - CSU

The basics of the popular accounting program designed to assist in the operation of small businesses.

**CIT 150 MICROSOFT WORD I**

3.00 Units Lecture/Lab - CSU

Provides an in-depth introduction to the latest version of MS Word. Topics include creating, revising, formatting, storing, and printing a variety of business documents. Skills are developed from basic functions through utilizing features such as AutoText, columns, custom tab settings, mail merge, envelopes, labels, templates, headers/footers, footnotes, and find/replace features. Designed as preparation for MS Office User Specialist (MOUS) certification core exam in Word.

**CIT 151 MICROSOFT WORD II**

3.00 Units Lecture/Lab - CSU

*Prerequisite: CIT-150*

A continuation of CIT 150. Presents a comprehensive presentation of advanced features in MS Word. Topics include document modification and conversion to Web pages, formatting research papers, business letters and resumes, reports, form letters, newsletters, insertion and manipulation of graphics, creating an index and a table of contents, online forms, merging e-mail form letters using Access database, and using VBA with Word. Designed as preparation for MS Office User Specialist (MOUS) certification exam.

**CIT 155 MICROSOFT EXCEL I**

3.00 Units Lecture/Lab - CSU

Learn the latest version of Microsoft Excel. Topics include formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, using Excel to create static and dynamic Web pages. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification core exam in Excel.

**CIT 156 MICROSOFT EXCEL II**

3.00 Units Lecture/Lab - CSU

*Prerequisite: CIT-155*

Continuation of CIT-155. Provides students with the ability to use advanced Microsoft Excel features. Topics

covered include sorting and filtering information in spreadsheets, worksheet protection, pivot tables and pivot chart reports, consolidation of data, outlines, reports using report manager, macros, guide cell entry with data validation, use of scenarios to perform what-if analysis, goal seeking, change tracking, and Web and application integration. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Excel.

**CIT 160 MICROSOFT ACCESS I**

3.00 Units Lecture/Lab - CSU

Provides an in-depth introduction to the latest version of Microsoft Access. Topics include creating, querying, and maintaining a relational database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and sub-forms.

**CIT 161 MICROSOFT ACCESS II**

3.00 Units Lecture/Lab - CSU

*Prerequisite: CIT-160*

A continuation of CIT 160. Comprehensive Microsoft Access including creating, querying, and maintaining a relational database; creating reports, forms and combo boxes, cross tab queries, mailing labels, mail merge reports, and customized menu bars; integrating Excel worksheet data into an Access database; using OLE fields, hyperlinks, and sub-forms; creating an application system using VBA, working with charts and pivotTable using data Access pages. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Access.

**CIT 165 MICROSOFT POWERPOINT**

3.00 Units Lecture/Lab - CSU

Students acquire skills to create dynamic computerized slide shows and presentations using PowerPoint software, the de facto standard presentation application. Topics covered include automating slide shows, transitions, use of graphics and drawn objects, interactive presentations, OLE, and Web collaboration features. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification core and expert exams in PowerPoint.

### **CIT 166 DESKTOP PUBLISHING**

3.00 Units Lecture/Lab - CSU

Taught using the latest version of Adobe InDesign desktop publishing software. Designed to provide students with the necessary skills for employment utilizing desktop publishing concepts and applications on the PC.

### **CIT 167 INTRODUCTION TO PHOTOSHOP - BRIEF**

1.50 Units Lecture/Lab - CSU

An introductory course in basic image editing using Photoshop. Topics covered include working with layers, image retouching, color correction, scanning, paint tools, text tools, special effects, and application to desktop publishing and personal project.

### **CIT 170 WEB SITE DEVELOPMENT I**

3.00 Units Lecture/Lab - CSU

An introduction to creating Web sites using Hyper Text Markup Language (HTML) coding. Covers basic through advanced HTML tags and concepts related to the planning and publishing of effective Web sites. Topics include HTML syntax, lists, text formatting, links, Web-safe colors, image insertion and optimization, animated GIFs, image maps, tables, frames, forms, server-side processing, FTP clients, site structure, registration and maintenance.

### **CIT 171 WEB SITE DEVELOPMENT II**

3.00 Units Lecture/Lab - CSU

Hands-on practice and theoretical issues related to the creation and publishing of effective interactive Web sites using Dynamic HTML (DHTML) coding. Students are instructed in application of cascading style sheets (CSS), introductory JavaScript, Java applets, filters, transitions, special effects, form validation, multimedia elements, and other DHTML features. Additional emphasis on e-commerce related issues. No authoring tools are used in this class.

### **CIT 173 WEB DEVELOPMENT SOFTWARE: DREAMWEAVER**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: Proficiency with Windows, OS, PC, the Internet, and basic HTML*

Explores the process of developing Web sites 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. Recommend proficiency with Windows, OS, PC, the Internet, and basic HTML.

### **CIT 174 WEB DEVELOPMENT SOFTWARE: PHOTOSHOP AND IMAGEREADY**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: Windows, PC and basic Web authoring skills*

Hands-on training and application of theoretical concepts related to creating imagery for Web delivery with digital imaging software, such as Adobe Photoshop and ImageReady. Topics include graphic formats, image optimization, image slicing, resolution, layers, masks, channels, special effects, image maps, GIF animation, and establishment of brand identity.

### **CIT 175 WEB DEVELOPMENT SOFTWARE: FLASH**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: Proficiency with Windows, OS, PC, the Internet, and basic HTML*

Development and implementation of Web-based animation and interactive content using Macromedia Flash and examples of Action Script.

### **CIT 190 PRINCIPLES OF ELECTRONIC COMMERCE**

3.00 Units Lecture - CSU

An introduction to the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues of doing business on the Internet. Topical areas include: web-based technologies, electronic data interchange, value chains, electronic marketing strategies, evolving business models, payment systems, security, ethics, and legal issues. Same as BUS-190.

# COMPUTER NETWORKING

## **CMPNET 131 VOICE AND DATA CABLING**

4.00 Units Lecture/Lab - CSU

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 on 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 and on-the-job safety, and working effectively in group environments. Prepares students for the BICSI Level 1 Installer Exam.

## **CMPNET 132 A+ CERTIFICATION**

4.00 Units Lecture/Lab - CSU

Provides instruction in computer repair and upgrade and also prepares students to take the two required exams for the Computing Technology Industry Association (CompTIA) A+ certification. (Formerly CMPNET-136).

## **CMPNET 133 SERVER+ CERTIFICATION**

4.00 Units Lecture/Lab - CSU

Covers concepts in TCP/IP processes and network administration. For new users of Network Operating Systems (NOS), teaches students how to install the operating system and configure basic network services including setting up Web server, an FTP server, telnet, and basic network security and troubleshooting. Includes fundamental command-line features of NOS environments including file system navigation, file permissions, the vi text editor, command shells and basic network use. GUI features include Applications Manager, Text Editor, printing, and mail. Also introduces basic administrative tasks using script program-

ming. More on fundamental networking basics including LAN and WAN topologies, networking hardware placement and uses, and cabling Standards. With A+ Certification course, prepares the student for the Server+ Certification exam. With Linux/UNIX 1, course prepares the student for the LINUX+ Certification exam.

## **CMPNET 140 BEGINNING NETWORK CERTIFICATION I**

3.00 Units Lecture - CSU

This is one of the eight networking fundamental courses in 3Com NetPrep program. In this course, students will learn how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected together, and how hardware platforms (such as servers and workstations) attach to LANs. Students will also learn about the Network Operating System (NOS) software and applications that run on LANs.

## **CMPNET 141 BEGINNING NETWORK CERTIFICATION II**

2.00 Units Lecture - CSU

This is one of the eight networking fundamental courses in the 3Com NetPrep program. In this course students will learn network topics related to wide area networks (WANs). These topics include the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area.

## **CMPNET 153 WIRELESS LANS**

3.50 Units Lecture/Lab - CSU

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. (Formerly CMPNET-202).

### **CMPNET 154 CISCO SYSTEM NETWORKING 1**

3.50 Units Lecture/Lab - CSU

Provides students with an excellent foundation upon which to build their network training. Covers the basics of computer networking, including terms and concepts. Networking technology, how it works, and why it works- is made clear in this course, where concepts like contemporary network services, transmission media, and protocols are explained. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LAN's and WANs.

### **CMPNET 155 CISCO SYSTEM NETWORKING 2**

3.50 Units Lecture/Lab - CSU

*Prerequisite: CMPNET-154*

Provides students with an excellent foundation upon which to build their network training. Covers the basics of computer networking, including terms and concepts. Networking technology, how it works and why it works - is made clear in this course, where concepts like contemporary network services, transmission media, and protocols are explained. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LANs and WANs.

### **CMPNET 156 CISCO SYSTEM NETWORKING 3**

3.50 Units Lecture/Lab - CSU

*Prerequisite: CMPELC-155 or CMPNET-155*

Third in the Cisco series, covers the basics of computer networking, including terms and concepts. Networking technology, how and why it works is made clear along with concepts like contemporary network services, transmission media and protocols. Students also learn about LAN switching, VLAN's, LAN design, routing protocols, and Novel IPX.

### **CMPNET 157 CISCO SYSTEM NETWORKING 4**

3.50 Units Lecture/Lab - CSU

*Prerequisite: CMPELC-156*

Fourth in the Cisco series. Builds on network training. Covers the basics of computer networking, including terms and concepts, networking technology - how it works and why it works, and clarifies concepts like contemporary network services, transmission media, and protocol.

Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LANs and WANs. Also covers WANs, WAN design, PPP, ISDN, and Frame Relay.

### **CMPNET 158 CISCO SYSTEM NETWORKING 5**

3.50 Units Lecture/Lab - CSU

*Prerequisite: Requires CISCO CCNA certification.*

The beginning course in the process for pursuing a CISCO CCNP certification through COC's CISCO Academy. Topics covered include advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, and configuration of advanced networks.

### **CMPNET 159 CISCO SYSTEM NETWORKING 6**

3.50 Units Lecture/Lab - CSU

*Prerequisite: Requires CISCO CCNA certification.*

Second in a four-course series, which will prepare the student for CISCO CCNP certification. Topics include WANs, Modems, PPP, ISDN, X.25, Frame Relay, Queuing, and Network Address Translation. May be taken 2 times for credit.

### **CMPNET 160 CISCO SYSTEM NETWORKING 7**

3.50 Units Lecture/Lab - CSU

*Prerequisite: Requires CISCO CCNA certification.*

Third in a four-course series that prepares students for CISCO CCNP certification. Topics include LAN switching, network design, LAN media types, VLAN identification, Spanning Tree Protocol and others. May be taken 2 times for credit.

### **CMPNET 161 CISCO SYSTEM NETWORKING 8 (CCNP)**

3.50 Units Lecture/Lab - CSU

*Prerequisites: CMPNET 158, 159 and 160 or equivalent.*

The fourth class in the Cisco CCNP series. Topics covered include: troubleshooting methodologies, management and diagnostic tools, troubleshooting TCP/IP, LAN switch environment, VLANS, Frame relay, ISDN, Novell IPX, AppleTalk, EIGRP, OSPF, and BGP protocols. May be taken 2 times for credit.

**CMPNET 174 WAN SECURITY 1**

3.50 Units Lecture/Lab - CSU

*Prerequisite: CISCO CCNA Certification or CMPNET 154, 155, 156, and 157.*

Introduction to WAN Network Security course focusing on the overall security processes with particular emphasis on hands-on skills in the following areas including: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration, and maintenance; AAA implementation using routers and firewalls; Intrusion Detection (IDS) implementation using routers and firewalls; and VPN implementation using routers and firewalls. Prepares the student for SECUR and CSPFA Certification exams.

**CMPNET 180 WINDOWS 2000 SERVER**

2.00 Units Lecture/Lab - CSU

This course provides the basic introduction to Windows 2000 Advanced Server for MCSE Certification.

**CMPNET 181 WINDOWS 2000 PROFESSIONAL**

2.00 Units Lecture/Lab - CSU

This course provides the basic introduction to Windows 2000 Professional for MCSE Certification.

**CMPNET 182 WINDOWS 2000 DIRECTORY SERVICES**

2.00 Units Lecture/Lab - CSU

*Prerequisite: CMPNET-180*

Provides the basic introduction to Windows 2000 Directory Services for MCSE Certification.

**CMPNET 183 WINDOWS 2000 NETWORK INFRASTRUCTURE**

2.00 Units Lecture/Lab - CSU

Provides technical information for deploying a Windows 2000 Advanced Server Network. This course directly relates to certification information necessary to pass the Network Infrastructure exam for MCSE Certification.

**CMPNET 191 LINUX/UNIX 1**

3.50 Units Lecture/Lab - CSU

Introduction to the Linux/UNIX operating systems with

the primary focus on Sun Microsystem's Solaris UNIX operating system. Topics covered include how to access the system, UNIX graphical interfaces utilizing online help, user accounts, file systems, text editors, printing, backing up and restoring, UNIX processes, UNIX shells, basic shell scripting and networking concepts. Provides the foundation for the development of UNIX administration skills. (Formerly CMPNET-201).

**CMPNET 192 LINUX/UNIX 2**

3.50 Units Lecture/Lab - CSU

*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. (Formerly CMPNET-200).

**COMPUTER SCIENCE****CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA**

3.00 Units Lecture - UC:CSU

*Co-Requisite: CMPSCI-111L*

This course is an introduction to programming and the organization of computers. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured programming. This course will use Java to demonstrate the application of software engineering methodologies.

**CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB**

1.00 Unit Lab - UC:CSU

*Co-Requisite: CMPSCI-111*

A required laboratory to support CMPSCI-111.

### **CMPSCI 122 INTRODUCTION TO DIGITAL COMPUTERS**

3.00 Units Lecture - UC:CSU

Primitive computer architecture: internal organization and utilization of digital computers. Data representation and storage organization. Primitive instructions and operations. Illustrative instruction and practice in assembly language programming of a representative computer.

### **CMPSCI 132 INTRODUCTION TO PROGRAMMING**

3.00 Units Lecture - UC:CSU

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**

3.00 Units Lecture - UC:CSU

*Prerequisite:* CMPSCI-111

*Co-requisite:* CMPSCI-182L

Object-oriented view of data structures: stacks, queues, trees, lists and 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**

1.00 Units Lab - UC:CSU

*Co-requisite:* CMPSCI-182

The lab co-requisite for CMPSCI-182. This course offers students hands-on programming experience with object oriented data structures. Abstract data types such as sets, stacks, queues, trees, and lists will be implemented using the Java programming language. This lab is a second semester (or intermediate level) Java programming language course.

### **CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT**

3.00 Units Lecture - CSU

For Web site designers who need to extend their skills beyond HTML in the development of Web sites through the use of scripting. Topics include creating animated Web pages, client-side forms validation, creating and using cookies to track users, processing forms data,

and generating dynamically updated Web pages. Experience creating Web pages with HTML is strongly suggested prior to taking this course.

### **CMPSCI 191 CGI PROGRAMMING: PERL**

3.00 Units Lecture - CSU

An introduction to CGI (Common Gateway Interface) programming using the Perl language. Students will go beyond writing Web pages and build programs that generate entire Web sites and create server side programs to process form input, create dynamic Web pages, and interface with databases. Experience creating Web pages with HTML is strongly recommended prior to taking this course.

### **CMPSCI 192 PHP PROGRAMMING**

3.00 Units Lecture - CSU

*Advisory:* Student must be familiar with HTML and creating web pages.

Introduces programming and PHP language. Covers 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**

3.00 Units Lecture - CSU

An advanced computer architecture course. Basic addressing concepts to more advanced address ability such as base register and self-relative addressing. Computer architecture comparisons between such organizations as multiple register processors and stack machines. Introduction to the concept of microprogrammable systems. Low-level language translation process associated with assemblers.

### **CMPSCI 232 CONCEPTS OF PROGRAMMING LANGUAGES**

3.00 Units Lecture - CSU

*Prerequisite:* CMPSCI-111/111L and CMPSCI-122

*Recommended Preparation:* CMPSCI-182/182L

Studies the issues in the design, implementation, use and comparison of high-level computer languages. Discusses language development, syntax/semantics, bindings and scope, data types, expressions, control structures, subprograms, and exception handling.

Different categories of programming languages introduces and compares: imperative (procedural), object-oriented, functional, and logic. Students will use at least one language from each category.

### **CMPSCI 235 C PROGRAMMING**

3.00 Units Lecture - UC:CSU

An introduction to C programming to include data types, operators and expressions, control flow logic, program structure, arrays functions and file I/O.

### **CMPSCI 236 C++ OBJECT ORIENTED PROGRAMMING**

3.00 Units Lecture - UC:CSU

CAN CSCI 18

*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**

3.00 Units Lecture - UC:CSU

An exploration of advanced data structures (particularly persistent structures) using object-oriented design and an introduction to databases. Course covers main memory-based structures such as hash tables and trees. Disk-based structures such as hash-based persistent structures and indexed files. Architectural foundations for files, large-scale sorting and serialization.

## **CONSTRUCTION**

### **CONST 050 UNIFORM BUILDING CODE**

3.00 Units Lecture

*Recommended Preparation: General understanding of construction terminology, design and construction methods and practices, and ability to read and understand construction drawings and architectural plans.*

Covers state building code requirements for residential

and non-residential construction as they pertain to the building inspection process. Emphasis is on the provisions of the model code currently used in California, the Uniform Building Code. Assists students in preparing for the ICBO (International Conference of Building Officials)/ICC (International Code Council) exams for building inspection in the State of California.

### **CONST 100 CONSTRUCTION MANAGEMENT**

3.00 Units Lecture - CSU

Principles of management as they pertain to the construction industry. Topics include licensing, insurance, project financing, bidding, contracts, scheduling, safety, and community relations. Also covers leadership/supervisory skills and employer/employee relationships.

## **COOPERATIVE WORK EXPERIENCE**

### **CWEXP 101 INTRODUCTION TO SERVICE-LEARNING**

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Links Service-Learning while developing academic coursework, citizenship and democracy, and develop skills of reflection, teamwork, cultural competence, analysis, and experiential evaluation. Work site placement is required and arranged through the Volunteer and Service-Learning Center.

### **CWEXP 188 COOPERATIVE WORK EXPERIENCE EDUCATION**

Units: 1.00-4.00 - CSU

The CWEE program has been integrated into departments throughout the college. This program allows students to apply knowledge they gain in college courses to an actual work setting. In addition, internship students who qualify for this program are able to sample career choices and improve job readiness skills. This can be paid or unpaid work experience that provides college elective credit. Information is available in the counseling or CWEE offices to verify eligibility.

**CWEXP SUBJECTS**

CWEXP ADMJUS	CWEXP HIST
CWEXP ANIM	CWEXP HRMGT
CWEXP ANTHRO	CWEXP HUMAN
CWEXP ART	CWEXP INTERD
CWEXP ASTRON	CWEXP ID
CWEXP BIOSCI	CWEXP ITAL
CWEXP BUS	CWEXP JOURN
CWEXP CHEM	CWEXP LMTECH
CWEXP CINEMA	CWEXP MFGT
CWEXP COMS	CWEXP MATH
CWEXP CIT	CWEXP MUSIC
CWEXP CMPELC	CWEXP NURSNQ
CWEXP CMPNET	CWEXP PARLGL
CWEXP CMPSCI	CWEXP PHILOS
CWEXP CONST	CWEXP PHOTO
CWEXP COUNS	CWEXP PHYSED
CWEXP DANCE	CWEXP PHYSICI
CWEXP ECE	CWEXP PHYSIC
CWEXP ECON	CWEXP POLISCI
CWEXP EDUC	CWEXP PSYCH
CWEXP ENGR	CWEXP PUBSAF
CWEXP ENGL	CWEXP RTVF
CWEXP ESL	CWEXP REAL
CWEXP FIRETC	CWEXP REC
CWEXP FRNCH	CWEXP SIGN
CWEXP GENSTU	CWEXP SOCI
CWEXP GEOG	CWEXP SPAN
CWEXP GEOL	CWEXP THEATR
CWEXP GERMAN	CWEXP WATER
CWEXP GMD	CWEXP WELD
CWEXP HLHSCI	

**COUNSELING****COUNS 010 CAREER EXPLORATION**

1.00 Unit 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. Offered credit/no credit only.

**COUNS 060 LIFE SKILLS AND PERSONAL GROWTH**

1.00-4.00 Units Lecture

For re-entry students and those in transition. Offered in four modules: Enhancing Personal Effectiveness; Taking Responsibility for Yourself; Communicating Effectively; and Balancing Family, School and Self. Other topics include motivation, problem solving and decision-making. Open-entry/open exit. Units do not apply to the associate degree and offered credit/no-credit only.

**COUNS 070 BECOMING A SUCCESSFUL DISTANCE LEARNING STUDENT**

1.00 Unit Lecture

Designed for students who want to acquire the skills necessary to be a successful distance learning student including word processing, synchronous (chat) and asynchronous (email) discussion tools, and Internet research. Includes review of personal learning styles and time management. Familiarity with the Windows operating system and keyboarding is assumed. Offered credit/no-credit only.

**COUNS 085 CAREER AND JOB SEARCH PREPARATION**

0.50 Unit Lecture

Through self-assessment, students discover occupations that match their interests, abilities and values. Research labor market information, job search strategies, resume development and interview preparation. Students also attend required workshops. Units do not apply to the associate degree and offered credit/no-credit only.

**COUNS 090 COLLEGE ORIENTATION**

0.50 Unit Lecture

Part of the Steps to Success program designed for educational opportunities. Assessment of skill levels (English, writing, reading, math, results interpretations), online orientation to college services, programs, policies and procedures, and pre-enrollment counseling assistance in course selection and registration. Offered credit/no-credit and not degree applicable.



**COUNS 098 TOPICS IN PERSONAL DEVELOPMENT**

0.50-1.00 Unit Lecture

Presentation, discussion and study of personal development issues. Topics may include body image awareness, stress management, assertiveness training and conflict resolution, and other relevant topics. Units will vary depending upon the topic and the number of meetings scheduled. Intended for students wishing to deal with issues relating to their own personal development. Offered credit/ no-credit only.

**COUNS 110 CAREER-LIFE PLANNING**

3.00 Units Lecture - CSU

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 1.00 hours lecture weekly

Focuses on achieving college planning and academic success. Career interests are examined as well as choosing a major, goal setting, learning styles, time management, college services and resources and educational planning. Sections designated for student athletes will also include academic strategies based on NCAA regulations for participation at all levels of competition.

**COUNS 120 UNIVERSITY TRANSFER PLANNING**

Units: 1.00 - CSU 1.00 hours lecture weekly

Provides students with information and resources to facilitate a smooth transfer to 4-year colleges and universities. Topics include UC/CSU applications, major and general education requirements, financial aide/scholarships, personalized student education plans, and analysis of factors involved in the selection and transfer schools.

**COUNS 150 STUDENT SUCCESS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Designed for new students as a complete orientation to the responsibilities and benefits of higher education.

Educational planning, goal setting, and career choices are examined. College survival skills are provided to ensure a successful academic experience. Offered credit/no-credit only.

**DANCE**

***UC credit limitation: maximum UC credit, 4 units of dance activity or physical education activity.***

**DANCE 100 DANCE APPRECIATION**

3.00 Units Lecture - UC:CSU

A non-performance course which examines dance through viewing films, dance performances, and lecture-discussions, artistically, athletically, and scientifically, with regard to its broad spectrum of development and the factors which have influenced change in dance historically, culturally, and as an art form. Does not satisfy the physical education activity requirement for the associate degree.

**DANCE 101 INTRODUCTION TO WORLD DANCE**

1.00 Unit Lab - UC:CSU

An introductory course designed to survey dances of selected world dance cultures. Through movement experiences and discussion, students will gain the techniques and understanding necessary to perform selected dances.

**DANCE 107 DANCE CONDITIONING**

1.00 Unit Lab - CSU

Focuses on dance conditioning including practice of dance exercises to build muscle development conditioning, strength and flexibility. May be taken 4 times for credit.

**DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT**

1.00 Unit Lab - UC:CSU

Introduces ballet, modern and jazz techniques, focusing upon basic skill development in all three styles of dance. It also includes development of strength, flexibility, coord-

## DANCE

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dination and rhythm for all movement techniques. This class is preparation for all other movement dance courses.

### DANCE 121 MODERN DANCE I

1.00 Unit Lab - UC:CSU

An introduction to the basic movements, patterns and style of modern dance, emphasizing elementary skills and techniques while conferring an appreciation of modern dance and increasing understanding of body structure and movement.

### DANCE 122 MODERN DANCE II

1.00 Unit Lab - UC:CSU

A continuation of Modern Dance I. A more intense study of modern dance technique and expanded movement experience. Exploration of rhythmic structure and patterns, expanded choreographic experiences and a more refined use of music in modern dance composition.

### DANCE 131 INTRODUCTION TO JAZZ TECHNIQUES

1.00 Unit Lab - UC:CSU

An introduction to jazz dance, emphasizing elementary skills and techniques while conferring an appreciation of jazz dance and increasing understanding of body structure and movement.

### DANCE 132 INTERMEDIATE JAZZ

1.00 Unit Lab - UC:CSU

*Prerequisite: DANCE-131*

A progressive refinement of jazz dance technique, building upon skills and techniques covered in Dance-131. May be taken 4 times for credit.

### DANCE 133 INTRODUCTION TO AFRICAN DANCE

1.00 Unit Lab - UC:CSU

A movement course focusing on the learning of traditional dances of various West African cultures. Students will learn the fundamental elements of African dances including polyrhythms, call and response, integration of movement to the music, as well as the social/religious aspects of African culture.

### DANCE 134 BALLROOM AND SOCIAL DANCE

1.00 Unit Lab - UC:CSU

Introduces students to selected social dance styles and performance techniques. Dances taught include ballroom, salsa, tango, rumba and swing. Dance styles may vary by semester.

### DANCE 135 BEGINNING TAP DANCE

1.00 Unit Lab - UC:CSU

This is a beginning course introducing basic and elementary tap techniques, as well as various routines and rhythmic structures. The history and development of tap is also discussed.

### DANCE 137 FLAMENCO AND SPANISH DANCE

1.00 Unit Lab - UC:CSU

Introduces the fundamental steps, movements, rhythms and music of flamenco and Spanish dance. Various choreographies in these dance forms are presented.

### DANCE 141 INTRODUCTION TO BALLET TECHNIQUES

1.00 Unit Lab - UC:CSU

*Prerequisite: DANCE-111*

Introduction to the basic skills and techniques of ballet exercises at the barre in order to develop flexibility, strength, control and resilience. The course concentrates on simple port de bras, adagio, and allegro combinations.

### DANCE 142 INTERMEDIATE BALLET

1.00 Unit Lab - UC:CSU

A continuation of the skills introduced in Dance 141, with additional emphasis on the rhythm, design, and dynamics.

### DANCE 160 BEGINNING DANCE ENSEMBLE

2.00 Units Lab - UC:CSU

*Prerequisite: Successful audition.*

*Recommended Preparation: DANCE-111 and concurrent enrollment in DANCE 121-122 or 131-132 or 141-142.*

Provides practical experience in utilization of knowledge and understanding of dance as an art form. Opportuni-

ties are provided for student participation in dance productions choreographed by COC faculty, guest artists and students.

### **DANCE 161 COLLEGE OF THE CANYONS DANCE COMPANY**

0.50-3.00 Units Lab - UC:CSU

*Prerequisite: Successful Audition.*

*Co-requisite: Concurrent enrollment in DANCE 121-122 or 131-132 or 141-142.*

*Recommended Preparation: DANCE-160.*

Functions as the resident dance company of COC. Offers students the opportunity to study with COC dance faculty and guest artists on specific dance performance projects and to perform these dance projects in major on-campus and off-campus dance productions. Course requires successful audition.

### **DANCE 170 INTRO TO CHOREOGRAPHY**

1.00 Unit Lab - UC:CSU

Designed to introduce the fundamental skills and concepts necessary to begin to choreograph. Through assignments, exercises and improvisations, the fundamental concepts of dance composition will be explored.

### **DANCE 179 COC MARCHING/DANCE TROUPE**

2.00 Units Lab -CSU

Rehearsal and performance of rifle, flag, and dance units auxiliary to the College of the Canyons marching band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. Same as Music 179. Does not satisfy PE activity requirements for the associate degree. May be taken 4 times for credit.

### **DANCE 180 INTRO TO YOGA/DANCE STRETCHING**

1.00 Unit Lab - UC:CSU

An introduction to basic yoga concepts including poses, postures, breathing, and meditation techniques. Also covers dance stretches to increase flexibility.

### **DANCE 181 INTERMEDIATE YOGA/DANCE STRETCHING**

2.00 Units Lab - UC:CSU

*Prerequisite: DANCE-180*

A continuation of DANCE-180 and includes a discussion component as well as practice of intermediate to advanced yoga postures.

**Drafting  
see Graphic & Multimedia Design**

## **EARLY CHILDHOOD EDUCATION**

### **ECE 098 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION**

0.25-1.00 Unit Lecture

Addresses current preservice/in-service training topics relevant to the community of early childhood educators and parents. Suggested topics may include parenting issues, expanding ECE curriculum, discipline/guidance, parent/teacher conference, the parent/teacher relationship, observation techniques and application, developing a professional portfolio, prekindergarten guidelines and other topics as needed. See current class schedule for topics offered each term. Unlimited repeats allowed.

### **ECE 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

3.00 Units Lecture - CSU

*Recommended Co-Requisite: ECE-116A*

Includes an overview of the history and development of the field of early childhood education as well as educational philosophy, developmental issues, teacher roles, partnerships with parents, and the current issues and trends in the field of early childhood. Field observation

## **EARLY CHILDHOOD EDUCATION**

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at sites designated by the instructor will be required. Meets the partial core requirement to teach in a Title XXII or Title V program and meets a core requirement for licensing and the Child Development Permit. This course is the prerequisite for ECE-115.

### **ECE 115 CURRICULUM AND CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION PROGRAMS**

3.00 Units Lecture - CSU

*Prerequisite: ECE/CHLDEV-110*

Includes teacher's role and goals in facilitating a developmentally appropriate preschool learning environment for children. Covers planning for the physical, temporal, and interpersonal environment; including activity plans, scheduling, routines, transitions, group time, as well as techniques in implementation. (Formerly CHLDEV-115).

### **ECE 116A CURRICULUM AND CLASSROOM MANAGEMENT LAB A**

1.00 Unit Lab - CSU

*Co-requisite: Previous completion or concurrent enrollment in ECE/CHLDEV-110.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children. (Formerly CHLDEV-116A).

### **ECE 116B CURRICULUM AND CLASSROOM MANAGEMENT LAB B**

1.00 Unit Lab - CSU

*Prerequisite: CHLDEV-116A or ECE 116A*

*Co-requisite: Concurrent or previous enrollment in ECE-115*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children. (Formerly CHLDEV-116B).

### **ECE 116C CURRICULUM AND CLASSROOM MANAGEMENT LAB C**

1.00 Unit Lab - CSU

*Prerequisite: ECE/CHLDEV-116A and 116B.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children. (Formerly CHLDEV-116C).

### **ECE 120 CHILD GROWTH AND DEVELOPMENT**

3.00 Units Lecture - UC:CSU

Covers the process of growth and change, which occurs in human development spanning conception through late childhood. Current theories and issues related to the field of Early Childhood Education are reviewed extensively.

### **ECE 125 CHILD, FAMILY AND COMMUNITY**

3.00 Units Lecture - UC:CSU

Studies the child in various contexts, where the interrelationships between family, school, and community are seen as the foundation for human development. Emphasis is on societal issues that impact children and their families, and how that impact affects the roles of the early childhood educator. Meets the requirement for licensing and the Child Development Permit. (Formerly CHLDEV-125).

### **ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM**

3.00 Units Lecture - UC:CSU

An overview of infant/toddler development and its implications for group child care settings, principles of infant/toddler philosophy and caregiving will be emphasized. (Formerly CHLDEV-130).

**ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM**

3.00 Units Lecture - CSU

Examines the need for and design of school age child care programs. Emphasis on development stages of the child ages 5-13 and curriculum development. The relationship of the family to the community and the special needs of the school age child will be discussed.

(Formerly CHLDEV-135)

**ECE 140 RECREATIONAL LEADERSHIP IN SCHOOL AGE CHILD CARE**

3.00 Units Lecture - CSU

Presents different leadership techniques and styles as they apply in leading various recreational activities for school age children. An overview of the development of the child ages 5-13 will be covered. Emphasis is on behavioral management skills and recreational activities for large groups of children. (Formerly CHLDEV-140).

**ECE 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD**

2.00 Units Lecture - CSU

Provides the basic skills, methods and theory in music and motor activities as related to the young child. Students develop a portfolio of materials, design lesson plans, and participate in classroom demonstrations.

(Formerly CHLDEV-144)

**ECE 151 ART AND CREATIVITY FOR YOUNG CHILDREN**

2.00 Units Lecture - CSU

Designed to explore art and creativity in young children. Students plan and implement art activities for young children including selection of developmentally appropriate media, motivational techniques and classroom arrangements. A creative art curriculum resource file will be developed. (Formerly CHLDEV-151).

**ECE 155 SCIENCE AND MATH FOR THE YOUNG CHILD**

2.00 Units Lecture - CSU

Provides an experiential and discovery approach to learning in the areas of science and math. The student will select an area of scientific interest that is develop-

mentally appropriate for the preschool child and develop it for the classroom. The student will also develop math concepts for children's manipulation based on the Piagetian Theory. (Formerly CHLDEV-155).

**ECE 156 LITERATURE AND LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD**

2.00 Units Lecture - CSU

Emphasizes a basic understanding of how children learn language skills. Students will develop 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. (Formerly CHLDEV-156).

**ECE 157 LITERACY IN EARLY CHILDHOOD**

3.00 Units Lecture - CSU

Reflects the most current knowledge about how young children learn to read and write coupled with practical, developmentally appropriate strategies to use with children, birth through eight years of age.

**ECE 160 UNDERSTANDING AND EDUCATION OF EXCEPTIONAL CHILDREN**

3.00 Units Lecture - CSU

An introduction to the field of special education, emphasizing the developmental theories as they apply to the understanding and education of exceptional children through age eight. An overview of special needs categories as defined by PL94-142 (IDEA), inclusion, preparation of Individual Education Plan (IEP's), and current topics and trends will be discussed. (Formerly CHLDEV-160).

**ECE 165 TEACHING CHILDREN IN A DIVERSE COMMUNITY**

3.00 Units Lecture - CSU

Covers the impact of social, political, economic and cultural issues that shape values, beliefs, and behaviors. Students explore their own personal experiences to increase their understanding of the impact these issues have on teaching children in a multicultural, multilingual, diverse community. Students learn how to facilitate a culturally inclusive learning environment, and increase

## **EARLY CHILDHOOD EDUCATION**

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skills in developing partnerships with families. (Formerly CHLDEV-165).

### **ECE 173 CHILDHOOD NUTRITION**

2.00 Units Lecture - CSU

Examines the nutritional needs of children, from infancy through school-age, in theory and in practice. Includes techniques for applying sound nutritional principles for parents and professionals at home and in the curriculum of early childhood programs. Techniques for involving children in planning and preparing healthy snacks will be covered. (Formerly CHLDEV-173).

### **ECE 175 CHILDHOOD HEALTH AND SAFETY**

1.00 Unit Lecture - CSU

Introduction to symptoms and care for common childhood illnesses (birth through adolescence). Emphasis is on the prevention of illness in children's programs through hygiene and maintenance of healthy environments. Safety issues, licensing regulations and health codes pertaining to children and children's programs are covered. American Red Cross certification for First Aid and Community CPR is included. (Formerly CHLDEV-175).

### **ECE 198 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION**

0.25-1.00 Unit Lecture - CSU

Addresses current pre/in-service training topics relevant to the community of early childhood educators and parents. Suggested topics include: parenting issues, expanding ECE curriculum, discipline/guidance, parent/teacher conferences, the parent/teacher relationship, observation techniques and application, developing a professional portfolio, prekindergarten guidelines and other topics as needed. See current class schedule for topic offered each term. (Formerly CHLDEV-198).

### **ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

3.00 Units Lecture - CSU

*Prerequisites: ECE-110, ECE-120 & ECE-125*

Principles and practices of supervision and administration of children's programs. Content includes Title XXII and Title V requirements regarding organizational struc-

ture, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents; an overview of social and public policy and professional groups influencing child development today. (Formerly CHLDEV-201).

### **ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

3.00 Units Lecture - CSU

*Prerequisite: ECE-201*

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 V programs.

### **ECE 220 ADULT SUPERVISION IN EARLY CHILDHOOD EDUCATION: THE MENTORING PROCESS**

3.00 Units Lecture - CSU

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. This course satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit from the Commission on Teacher Credentialing. This is a required course for all candidates of the Mentor Teacher Program. (Formerly CHLDEV-220).

### **ECE 226 THE IMPACT OF VIOLENCE ON CHILDREN**

3.00 Units Lecture - CSU

Explores violent and aggressive behavior and its impact on the physical and psychological well-being of children and families. Examines the diverse perspectives on violence, be it in the home or in the community, and their impact on the stages of child development. Emphasis placed on the early childhood educator's role in teaching young children alternatives to violent behavior.

**ECE 227 VIOLENCE INTERVENTION:  
BEHAVIOR MANAGEMENT STRATEGIES**

3.00 Units Lecture - CSU

*Prerequisite: ECE-226*

Provides early childhood educators with the skills to work with children and families that have been exposed to violence and aggression. Educators will identify specific characteristics that children exhibit from this exposure. Techniques for classroom and behavior management will be presented including the power of play and play materials in helping children resolve conflict and find alternatives to violent behavior (Formerly CHLDEV-227).

**ECE 299 DIRECTED STUDY IN EARLY  
CHILDHOOD DEVELOPMENT**

1.00-3.00 Units Lecture - CSU

Directed study addressing specific subject matter relevant to early childhood education. (Formerly CHLDEV-299). May be taken 4 times for credit.

## **ECONOMICS**

**ECON 130 CONSUMER ECONOMICS**

3.00 Units Lecture - CSU

Elements and concepts of financial planning and decision-making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs.

**ECON 150 CONTEMPORARY  
ECONOMICS**

3.00 Units Lecture - CSU

A one-semester economics course designed to give the student a general, elementary knowledge of basic economic concepts and serve as an introduction to more advanced economic courses. Covers basic concepts such as supply and demand, unemployment and inflation, GDP, monetary and fiscal policy, the firm, production decisions, profits and losses, and international trade.

**ECON 170 ECONOMIC HISTORY OF  
THE UNITED STATES**

3.00 Units Lecture - UC:CSU

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 the Title V American Institutions requirement in U.S. History.

**ECON 201 MACROECONOMICS**

3.00 Units Lecture - UC:CSU

CAN ECON 2

*Prerequisite: MATH-060*

Studies economic problems facing the nation such as unemployment, inflation, aggregate demand and supply, Gross Domestic Product (GDP), fiscal policy, monetary policy, and supply-side economics, debts-deficits-surpluses, money and banking, and the Federal Reserve System.

**ECON 202 MICROECONOMICS**

3.00 Units Lecture - UC:CSU

CAN ECON 4

*Prerequisite: ECON-201*

Studies how the individual, the firm and the industries perform in our economy by looking at supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

**ECON 291 STATISTICAL METHODS IN  
BUSINESS AND ECONOMICS**

3.00 Units Lecture - UC:CSU

*Prerequisite: MATH-070*

A course in descriptive statistics, elements of probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required (same as BUS-291). UC credit limitation: ECON-291, BUS-291 and MATH-140 combined, maximum credit one course.

## **EDUCATION**

### **EDUC 105 LITERACY TUTORING AND EARLY FIELD EXPERIENCE**

2.00 Units Lecture - UC:CSU

Provides early field experience to develop fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills required in the public schools. Students work one-on-one and in group settings with school children. Recommended for students interested in teaching. CSU credit limitations, consult a counselor. (Formerly GENSTU-105).

### **EDUC 200 INTRODUCTION TO SPECIAL EDUCATION**

3.00 Units Lecture – UC:CSU

*Prerequisite: PSYCH-172 or ECE-120*

A history of special education with a focus on educational practice and scientific research. Specific categories and educational needs of students with disabilities and the laws affecting their rights are presented. Fieldwork observation is required. CSU credit limitations, consult a counselor.

### **EDUC 203 EDUCATION IN A DIVERSE SOCIETY**

3.00 Units Lecture - UC:CSU

Provides an introduction to the American educational system, focusing on multicultural issues in urban schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education will be covered. CSU credit limitations, consult a counselor.

## **ENGINEERING**

### **ENGR 096 DISCOVER ENGINEERING**

2.00 Units Lecture/Lab

Develop essential study techniques for success in subsequent engineering courses and become oriented to relevant computer-based technologies. Explore the various engineering disciplines and examine engineering problems and their solutions.

### **ENGR 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY**

2.00 Units Lecture/Lab- UC:CSU

*Prerequisite: MATH-102 or ENGR-096*

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 112 MECHANICAL DRAFTING II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Covers working, assembly, detail and exploded view drawings with emphasis on dimensioning practice using ASME Geometric Dimensioning and Tolerancing Standards. Assignments will be done on the board and on the computer (Formerly DRFT-252).

### **ENGR 114 SOLIDS MODELING FOR MECHANICAL DRAFTING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Covers topics relating to design and development of mechanical parts with solids modeling programs such as Mechanical Desktop, Ironcad, and/or Solidworks. Parts development will involve practices used in current engineering environment. (Formerly DRFT-253).



**ENGR 120 ADVANCED AUTOCAD - 2D**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Commands for complex 2-D working drawings will be covered along with blocks, attributes and AutoCAD® system variables for improved user efficiency. (Formerly DAT-282).

**ENGR 122 ADVANCED AUTOCAD - 3D**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

3-D drawings will be generated on the computer using parametric and solid modeling techniques. (Formerly DRFT-283).

**ENGR 125 MECHANICAL DRAFTING PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students learn to prepare and present a professional mechanical drafting portfolio. Emphasis will be on appropriate selection of work, concept improvement, and methods of presentation. (Formerly DAT-259).

**ENGR 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD**

3.00 Units Lecture/Lab- UC:CSU

This entry-level course emphasizes the theory of mechanical drafting and includes drawings done on the board featuring line quality, lettering, orthographic projection and isometric sketching. AutoCAD®'s structure, draw and edit commands will be introduced. Some drawings will be computer-generated.

**ENGR 151 MATERIALS OF ENGINEERING**

3.00 Units Lecture/Lab- UC:CSU

CAN ENGR 4

*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. Additional topics include optical properties, corrosion and process methods.

**ENGR 152 STATICS**

3.00 Units Lecture/Lab- UC:CSU

CAN ENGR 8

*Prerequisite: MATH-211 and PHYSIC-220*

Applications of the principles of mechanics to rigid bodies in two- and three-dimensional equilibrium. Analytical and graphical solutions using force vectors and equivalent force systems to solve problems pertaining to friction, centroids, center of gravity, and moments of inertia for areas.

**ENGR 153 ELECTRICAL CIRCUITS I**

4.00 Units Lecture/Lab- UC:CSU

CAN ENGR 6

*Prerequisite: MATH-212 and PHYSIC-221.*

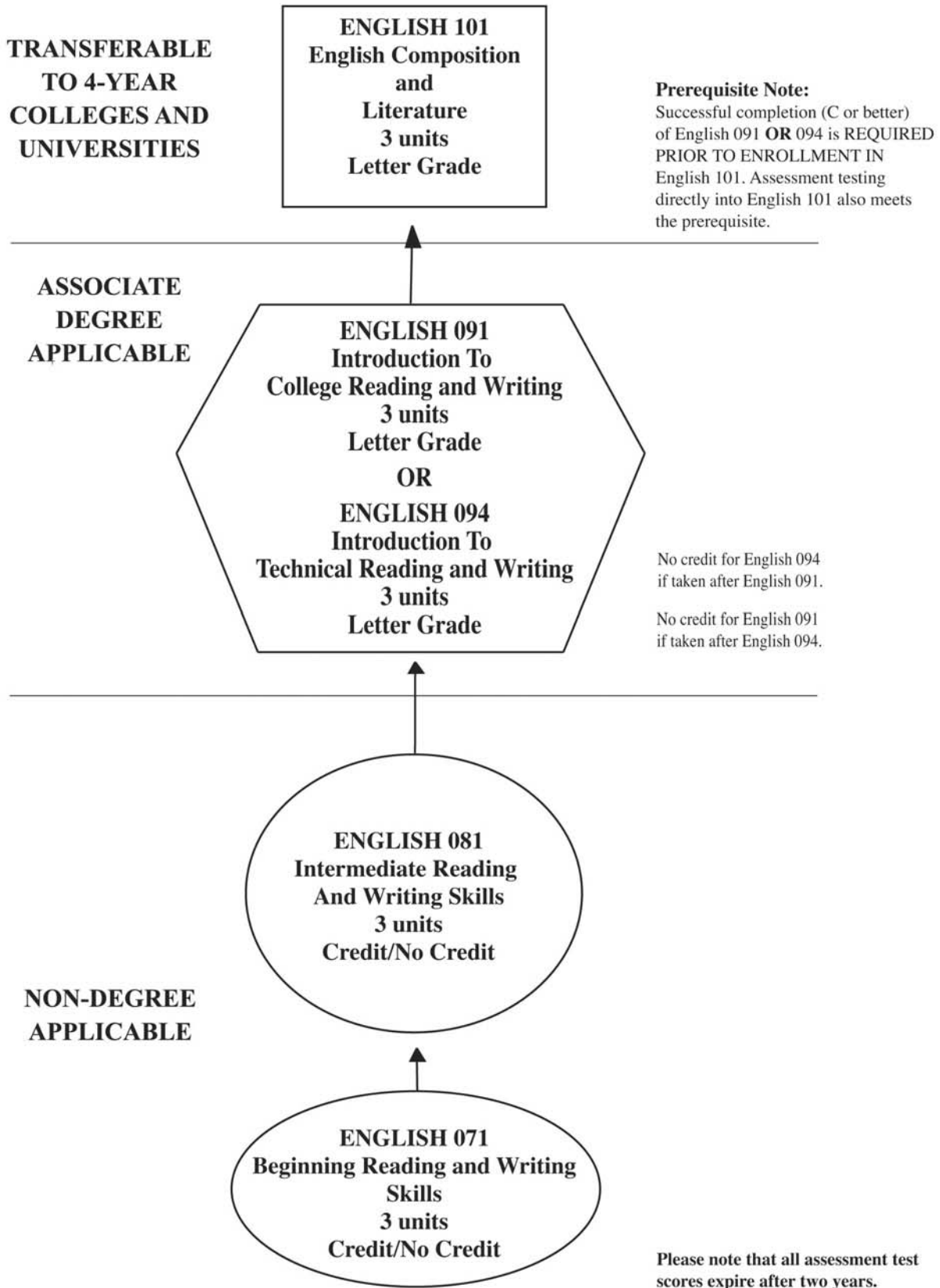
Electric circuit analysis in both time and frequency domains, transient and steady state solutions. Topics include linear circuit analysis techniques, Kirchoff's laws, Network theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced-complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, and resonance.

**ENGLISH****ENGL 063 STUDY SKILLS/LISTENING AND NOTETAKING**

1.00 Unit Lecture

Skills necessary for college study: reading textbooks, time management, concentration techniques, test preparation, marking textbooks, memory improvement, listening skills, note-taking, capturing the main idea and organization. Units do not apply to the associate degree and offered credit/no-credit only.

# College of the Canyons ENGLISH COURSE SEQUENCE



## ENGL 071 BEGINNING READING AND WRITING SKILLS

3.00 Units Lecture

Improves writing at the sentence level by focusing on word usage, grammar, punctuation, and mechanics. Introduces the basics of the composition process. Improved reading comprehension through study of the elements of fiction and nonfiction. Units do not apply to the associate degree and offered credit/no-credit only.

## ENGL 081 INTERMEDIATE READING AND WRITING SKILLS

3.00 Units Lecture

*Prerequisite: ENGL-071 or appropriate assessment as determined by the COC placement 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 and offered credit/no-credit only.

## ENGL 091 INTRODUCTION TO COLLEGE READING AND WRITING

3.00 Units Lecture

*Prerequisite: ENGL-081 or appropriate placement as determined by the COC assessment process.*

Prepares students to write coherent, unified short essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after ENGL-094.

## ENGL 093 COLLEGE READING AND WRITING WORKSHOP

1.00 Unit Lecture

Provides academic support for students enrolled on ENGL-091, emphasizing enhanced instruction through supplemental composition and critical reading classroom activities. Units do not apply to the associate degree and offered credit/no-credit only.

## ENGL 094 INTRODUCTION TO TECHNICAL READING AND WRITING

3.00 Units 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 095 WRITING SKILLS WORKSHOP

1.00 Unit Lecture

*Co-requisite: ENGL-090.*

A workshop that emphasizes the critical writing and reading activities of ENGL-090. Focused activities designed to supplement the academic work of ENGL-090 include: assistance with grammar, sentence structure, usage, organization of the paragraph, and critical reading. Offered credit/no-credit only.

## ENGL 101 ENGLISH COMPOSITION AND LITERATURE

3.00 Units Lecture - UC:CSU CAN ENGL 2

*Prerequisite: ENGL 080 and 090 or ENGL 080 and 092 or ENGL-091 or ENGL-094 or ESL-100 or appropriate placement as determined by the COC assessment process in both writing and reading.*

Principles and methods of expository writing, with reading and analysis of expository prose, plus limited exposure to creative literature.

## ENGL 101H HONORS ENGLISH COMPOSITION AND LITERATURE

4.00 Units Lecture - UC:CSU

*Prerequisite: Appropriate placement as determined by the COC English assessment process or successful completion of ENGL-080 and ENGL-090 or ENGL-080 and ENGL-092, or ENGL-091 or ENGL-094 or ESL-100.*

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

3.00 Units Lecture - UC:CSU

CAN ENGL 4

*Prerequisite: English 101*

Builds on the critical thinking, reading, and writing practice begun in English 101. Critical analysis, interpreta-

tion, and evaluation of literary works, along with writing of argumentative essays about literary works.

### **ENGL 103 CRITICAL READING, WRITING AND THINKING**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101.*

Focuses on close textual analysis, argumentative/ persuasive writing, and critical thinking skills. Students apply critical thinking skills in writing essays on topics from various academic disciplines. Non-fiction from various fields provides the content for developing these thinking and writing skills. Designed to develop critical thinking, reading, and writing skills beyond the level attained in ENGL-101.

### **ENGL 105 INTRODUCTION TO CREATIVE WRITING**

3.00 Units Lecture - UC:CSU

CAN ENGL6

*Prerequisite: ENGL-101*

The study and writing of imaginative poetry, short fiction, and drama. Students learn to develop ideas with an awareness of style and the manipulation of formal elements.

### **ENGL 106 CREATIVE WRITING - NONFICTION**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL 101*

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. May be taken 2 times for credit.

### **ENGL 107 INTRODUCTION TO PLAY-WRITING**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101*

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. (Same as THEATRE-230). May be taken 2 times for credit.

### **ENGL 108 CREATIVE WRITING - POETRY**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101*

*Recommended Preparation: ENGL-105*

A study of the elements of poetry and advanced practice in the writing of poems. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings. May be taken 2 times for credit.

### **ENGL 109 CREATIVE WRITING - SHORT STORIES**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101 Recommended Preparation:*

*ENGL-105*

A study of the elements of fiction and advanced practice in writing short stories. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings. May be taken 2 times for credit.

### **ENGL 111 INTRODUCTION TO LINGUISTICS**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101*

An introduction to 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 135 LITERATURE AND FILM**

3.00 Units Lecture - UC:CSU

An introduction to literature through the comparative study of selected short stories, novels, and plays and the films based on these literary works.

### **ENGL 195 ENGLISH COMPOSITION AND LITERATURE WORKSHOP**

1.00 Unit Lecture - CSU

Individual and group learning workshop to support the academic activities of English 101. Emphasis is on critical reading skills as well as argument development and structural analysis. Offered credit/no credit only. May be taken 2 times for credit.

## ENGL 204 TECHNICAL REPORT WRITING

3.00 Units Lecture - CSU

*Prerequisite: ENGL-101.*

Focuses on the writing of reader-centered research reports and accompanying documents required in business and industry, including proposals, summaries, letters and memoranda. Develops research skills and includes fieldwork.

## ENGL 250 BRITISH LITERATURE I

3.00 Units Lecture - UC:CSU

CAN ENGL 8

A survey of British literature from the beginnings to the 19th century. (CAN SEQ B when both ENGL-250 and 251 completed).

## ENGL 251 BRITISH LITERATURE II

3.00 Units Lecture - UC:CSU CAN ENGL 10

A survey of British literature from 1800 to the present.

## ENGL 260 AMERICAN LITERATURE I

3.00 Units Lecture - UC:CSU

CAN ENGL 14

A survey of the major movements and genres of American literature from its beginnings through the Civil War.

## ENGL 261 AMERICAN LITERATURE II

3.00 Units Lecture - UC:CSU CAN ENGL 16

A survey of American literature from 1860 to the present.

## ENGL 262 AMERICAN MULTICULTURAL LITERATURE

3.00 Units Lecture - UC:CSU

A survey 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

3.00 Units Lecture - UC:CSU

A study of the elements of poetry in selected American, British, and Continental poems, with emphasis on dis-

covery of meaning by reading analytically. Major poetic forms are examined, along with aspects of imagery, figurative language, rhythms, and sounds.

## ENGL 264 STUDY OF FICTION

3.00 Units Lecture - UC:CSU

Study of selected prose fiction from different times and places in Western civilization. Emphasis on short fiction of the 19th and 20th centuries plus one novel. Through close reading and discussion, students learn to analyze and interpret prose narratives.

## ENGL 265 INTRODUCTION TO DRAMA

3.00 Units Lecture - UC:CSU

Reading, analysis and discussion of selected plays from Greek tragedy to contemporary drama. Emphasis will be placed on significant works of British and American playwrights.

## ENGL 270 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE

3.00 Units Lecture - UC:CSU

A survey of African-American literature from the 1700s to the present, including poetry, fiction, autobiography, essays, drama, and oral literature.

## ENGL 271 MYTHOLOGY

3.00 Units Lecture - UC:CSU

A multicultural look at basic themes in mythology-creation, origin, fertility, heroic quest, natural phenomena, death and afterlife, and others to show their significance and relevance to individuals and cultures.

## ENGL 272 THE BIBLE AS LITERATURE

3.00 Units Lecture - UC:CSU

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

3.00 Units Lecture - UC:CSU

A survey of world literature in translation from ancient times to the Middle Ages, including literature of China, Japan, India, Greece, Rome and Africa.

### **ENGL 274 WORLD LITERATURE II**

3.00 Units Lecture - UC:CSU

A survey of 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**

3.00 Units Lecture - UC:CSU

A survey of the principles of Shakespearean drama. Detailed reading of selected comedies, tragedies and histories.

### **ENGL 280 WOMEN'S LITERATURE**

3.00 Units Lecture - UC:CSU

A study of women's literature, and women in short fiction, novels, poetry, drama and the essay. Focus is on how literature by women writers reflects women's roles in various cultural settings.

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 040 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS I**

4.00 Units Lecture

Development of English reading, writing, and grammar skills for non-native speakers. Intensive practice in writing sentences, letters, and forms, building vocabulary and mastering essential grammatical structures. Units do not apply to the associate degree and offered credit/no-credit only.

### **ESL 042 INTENSIVE HIGH INTERMEDIATE ESL**

5.00 Units Lecture

English speaking and listening practice in a variety of contexts. Emphasis on comprehension of information. Development of vocabulary appropriate in both formal and informal situations. Discussion and analysis of top-

ics in American culture and cultural differences. Development of note-taking skills. Restricted to students whose native language is not English. Units do not apply to the associate degree and offered credit/no-credit only.

### **ESL 045 VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

3.00 Units Lecture

Extensive introduction to and reinforcement of specific vocational concepts and language. Practice in pronunciation, grammar, and vocabulary relevant to the work setting. Restricted to students whose native language is not English. Units do not apply to the associate degree and offered credit/no-credit only.

### **ESL 050 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - II**

4.00 Units Lecture

*Prerequisite: ESL-040 or appropriate placement as determined by the COC ESL placement process.*

Development of English, reading, writing and grammar skills for non-native speakers. Students build vocabulary, and master writing formal e-mails, memos, and business letters. Units do not apply to the associate degree and offered credit/no-credit only.

### **ESL 060 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - III**

3.00 Units Lecture

*Prerequisite: ESL-050 or appropriate placement as determined by the COC ESL placement process.*

Development of reading, writing, and grammar skills designed to move non-native speakers of English toward college-level work. Units do not apply to the associate degree and offered credit/no-credit only.

### **ESL 061 LOW INTERMEDIATE LISTENING AND SPEAKING**

3.00 Units Lecture

For low-intermediate to intermediate students focusing on listening comprehension and oral communication in a college environment and common social situations. Stresses listening, notetaking, speaking, and pronunciation skills and begins to prepare students for content-based college courses. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 070 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - IV**

3.00 Units Lecture

*Prerequisite: ESL-060 or appropriate placement as determined by the COC placement process.*

Intensive practice in writing at the personal paragraph level. Focus on reading skills through a variety of intermediate-level materials. Grammar and vocabulary focus for the development of curricular demands of a college setting. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 071 INTERMEDIATE LISTENING AND SPEAKING**

3.00 Units Lecture

*Recommended Preparation: ESL-061*

For intermediate students and focuses on listening comprehension and oral communication in a college environment and common social situations. It stresses extended listening, notetaking, speaking, and pronunciation skills and begins to prepare students for content-based courses. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 075 ESL COMPUTER COMPOSITION**

2.00 Units Lecture/Lab

Computer Writing: Use of the computer to improve composition, grammar, and editing skills covered in the English as a Second Language writing classes. Units do not apply to the associate degree. May be taken 2 times for credit.

**ESL 080 WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS**

3.00 Units Lecture

*Prerequisite: ESL-070 or appropriate placement as determined by the COC placement process.*

*Recommended Preparation: ESL-083*

Intensive written practice in non-personal paragraph writing. Focuses on incorporating more complex English grammatical structures into writing.

**ESL 081 ADVANCED LISTENING AND SPEAKING**

3.00 Units Lecture

*Recommended Preparation: ESL-071*

Focuses on listening comprehension and oral communication in a college environment and common social situations. Stresses extended listening, notetaking, speaking, and pronunciation skills and gives students skills for succeeding in content-based college courses. Students make presentations, conduct interviews and surveys, hold small group discussions, and prepare recordings of their speech. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 083 READING, VOCABULARY AND DISCUSSION FOR NON-NATIVE SPEAKERS**

3.00 Units Lecture

*Prerequisite: ESL-070 or appropriate placement by the COC ESL placement process.*

*Recommended Preparation: ESL-080*

Intensive development of reading skills, vocabulary building skills, and discussion techniques through analysis of fiction and non-fiction materials.

**ESL 085 ACCENT REDUCTION**

3.00 Units Lecture

Focus on breaking the accent barrier. English language stress, intonation, and phoneme patterns including oral practice of English. Aural discrimination and sound patterns reproduction. Units do not apply to the associate degree. May be taken 3 times for credit.

**ESL 092 MEDICAL TERMINOLOGY FOR NON-NATIVE SPEAKERS**

3.00 Units Lecture

Introduces, reinforces and provides practice in the recognition, pronunciation and use of medical terminology through intensive listening and speaking exercises. For non-native speakers who can benefit from intensive aural/oral practice. Not degree applicable and offered credit/no-credit only. May be taken 3 times for credit.

**ESL 095 TOEFL PREPARATION I**

3.00 Units Lecture

Focuses on developing essential language skills needed to obtain a satisfactory score in the Test of English as a Second Language - TOEFL. Emphasis will be on fine-tuning learners' listening, reading, grammar, and writing skills. Development of test-taking skills and spelling practice. Restricted to students whose native language is not English. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**ESL 100 ADVANCED READING AND COMPOSITION**

4.00 Units Lecture - UC:CSU

*Prerequisite: ESL-080 and 083 or appropriate placement 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. Emphasis on reading of college-level material and on writing complex sentence patterns and researched multi-paragraph essays.

**For more ESL -- See Non-Credit Classes on page 229**

**Environmental Control  
(See Water Systems Technology)**

**Family Studies  
(See Early Childhood Education)**

**FIRE TECHNOLOGY**

**FIRETC 095 OCEAN LIFEGUARD TRAINING ACADEMY**

12.00 Units Lecture/Lab

An introductory course to prepare 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.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**FIRETC 095A EMERGENCY MEDICAL TECHNICIAN 1 FOR LIFEGUARDS**

7.50 Units Lecture/Lab

Covers techniques of emergency medical care presently within the scope of practice of the EMT-1 technician. 13.5 hrs. weekly lecture and lab followed by 10 hours emergency department observation and 20 hrs. lifeguard call car or rescue boat ride along. Health clearance required prior to the start of clinical rotations. Eligible for L.A. County Certification exam upon successful completion of the course. Emphasizes the unique aspects of emergency response in and around the marine environment and addresses the role of lifeguards in the EMS community. Units do not apply to the associate degree and offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**FIRETC 096 SPECIAL TOPICS: OCEAN LIFEGUARD IN-SERVICE TRAINING**

0.25-3.00 Units Lecture

Special Topics for Ocean Lifeguards to complete required in-service training. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.



**FIRETC 096CE SPECIAL TOPICS:  
OCEAN LIFEGUARDING CURRENT  
ISSUES AND SKILLS UPDATE**

0.25-10.00 Units Lecture

Provides instruction in ocean lifeguard knowledge and skills. Major topics include: physical fitness, surf and beach conditions, environmental hazards, equipment, life saving techniques, first aid and rescuer safety.

Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

**FIRETC 098 FIREFIGHTER IN-SERVICE  
TRAINING**

0.25-4.00 Units Lecture

Provides instruction in various contemporary fire fighting techniques and subjects related to Fire Technology. Topics to be announced per semester, consult current schedule of classes. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**FIRETC 101 FIRE PROTECTION  
ORGANIZATION**

3.00 Units Lecture - CSU

An introduction to 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**

3.00 Units Lecture - CSU

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**

3.00 Units Lecture - CSU

The study of 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**

3.00 Units Lecture - CSU

Fundamentals of 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 COM-  
BUSTION**

3.00 Units Lecture - CSU

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**

3.00 Units Lecture - CSU

Reviews fire department organization and offers instruction in the organization, management, and supervision of fire companies. Topics include the relationship of the company officer to the organizational structure, as well as responsibilities with regard 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**

3.00 Units Lecture - CSU

A study of 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**

3.00 Units Lecture - CSU

A study of fire service hydraulic's theory, formulas, and water supply. Reviews applied mathematics including hydraulics laws as applied to the fire service application formulas and mental calculations to hydraulics and water supply problems.

### **FIRETC 109 FUNDAMENTALS OF PERSONAL FIRE SAFETY**

3.00 Units Lecture - CSU

Provides career directed students, and/or volunteers, firefighters, and fire brigade members demonstrations on current techniques in the prevention of injuries and promotion of safety while conducting routine and emergency fire operations.

### **FIRETC 110 WILDLAND FIRE BEHAVIOR**

3.00 Units Lecture - CSU

Covers topics related to wildland fire behavior such as weather, fuel and topographic factors.

### **FIRETC 120 HAZARDOUS MATERIALS**

3.00 Units Lecture - CSU

Basic fire chemistry and problems of flammability as encountered by emergency services personnel when dealing with fuels, flammable solids, combustible metals, plastics and oxidizers. Basic hazardous material response elements will also be discussed in regards to EMS personnel and their role as first responders.

### **FIRETC 123 FIRE INVESTIGATION**

3.00 Units Lecture - CSU

Covers 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**

3.00 Units Lecture - CSU

Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

### **FIRETC 198 FIREFIGHTER INSERVICE TRAINING**

0.25-4.00 Units Lecture - CSU

Provides instruction in various contemporary fire fighting techniques and subjects related to Fire Technology. Topics to be announced per semester, consult current class schedule. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 201 INCIDENT COMMAND SYSTEM 200**

1.00 Unit Lecture - CSU

Intended for fire personnel who have a minimum requirement for understanding 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.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

### **FIRETC 202 INCIDENT COMMAND SYSTEM 300**

2.00 Units Lecture - CSU

For fire personnel who have an intermediate-level requirement for understanding the Incident Command System. A continuation of ICS training for members of a wildland fire incident team.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

### **FIRETC 231A FIRE PREVENTION OFFICER 1A**

2.00 Units Lecture - CSU

Skills and knowledge necessary for entry into the fire prevention field. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board

of Fire Services Standards for Fire Prevention Officer 1A. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 231B FIRE PREVENTION OFFICER 1B**

2.00 Units Lecture - CSU

Continuation of Fire Technology 231-A. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1B. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 231C FIRE PREVENTION OFFICER 1C**

2.00 Units Lecture - CSU

Continuation of Fire Technology 231-B. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1C. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 241A FIRE INSTRUCTOR 1A**

2.00 Units Lecture - CSU

An introduction to fire service training methods with emphasis on using the occupational analysis, identifying training needs and training others to perform manipulative skills.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

### **FIRETC 241B FIRE INSTRUCTOR 1B**

2.00 Units Lecture - CSU

Continuation of Fire Technology 241A with an emphasis on preparation to train others in technical skills. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

### **FIRETC 251A FIRE INVESTIGATION 1A**

2.00 Units Lecture - CSU

Fire origin and cause, evidence preservation, prosecution, maintaining records, and handling special arson and investigation problems. Required for Fire Officer 1 candidates.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 251B FIRE INVESTIGATION 1B**

2.00 Units Lecture - CSU

Provides advanced training in fire/explosion investigative techniques, evidence preservation, courtroom testimony, interview and interrogation techniques and fire cause/origin determination. This is a State Fire Marshal certified course.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 261A FIRE MANAGEMENT I**

2.00 Units Lecture - CSU

Assists future fire officers with the changing role of fire managers and helps fire officers develop management techniques and skills.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

### **FIRETC 271A FIRE COMMAND 1A**

2.00 Units Lecture - CSU

Command and control techniques emphasizing decision-making, authority, organizational structure, and pre-planning. Meets Fire Officer 1 requirements established by California State Board of Fire Services. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**FIRETC 271B FIRE COMMAND 1B**

2.00 Units Lecture - CSU

A continuation of Fire Technology-271A dealing specifically with hazardous materials and emergency incident procedures. Meets Fire Officer 1 command training requirements established by California State Board of Fire Services. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**FIRETC 271C FIRE COMMAND 1C**

2.00 Units Lecture - CSU

State Board of Fire Services accredited course in I-Zone firefighting and elements of the Incident Command System (ICS) for Company Officers. Covers the three elements of wild land fire behavior including fuel, weather and topography and fundamental elements of size-up as they relate to I-Zone firefighting.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**Foreign Languages**  
**(See French, German, Italian and Spanish)**

## FRENCH

**FRNCH 101 ELEMENTARY FRENCH I**

4.00 Units Lecture - UC:CSU

CAN FREN 2

Pronunciation, oral practice, study of French cultures and civilization and basic grammar of the French language. Corresponds to the first two years of high school French.

**FRNCH 102 ELEMENTARY FRENCH II**

4.00 Units Lecture - UC:CSU

CAN FREN 4

*Prerequisite: FRNCH-101 or 2 years of high school French with a grade of C or better or equivalent.*

Continuation of French 101. Pronunciation, oral practice, study of French culture and civilization and basic grammar of the French language. Corresponds to the third year of high school French.

**FRNCH 150 BEGINNING CONVERSATIONAL FRENCH**

3.00 Units Lecture - UC:CSU

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**

4.00 Units Lecture - UC:CSU

CAN FREN 8

*Prerequisite: FRNCH-102 or three years of high school French with a grade of C or better or equivalent.*

Comprehensive review of French grammar with special emphasis upon practical and idiomatic usage. Reading short stories in French by well-known French authors. Discussions and written and oral reports in French based upon reading selections. Corresponds to the fourth year of high school French.

**FRNCH 202 INTERMEDIATE FRENCH II**

4.00 Units Lecture - UC:CSU

CAN FREN 10

*Prerequisite: FRNCH-201 or four years of high school French with a grade of C or better.*

Complete review of French grammar. Oral discussion and written composition, dealing with assigned readings of current French prose. Intensive reading of outstanding French literature.

# GENERAL STUDIES

## GENSTU 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES

0.50 Unit Lecture

Consists of 4 to 5 individual sessions, the first informational, covering different types of disabilities, the assessment process, and the community college eligibility model. Subsequent sessions cover: achievement and cognitive testing to determine student eligibility for services. The final session is an instructional component covering learning disability eligibility, academic strengths and weaknesses, learning strategies, and possible accommodations. Provides verbal and written feedback to better understand learning styles for improved academic performance. Units do not apply to the associate degree and offered credit/no-credit only.

## GENSTU 051 INDIVIDUAL PRESCRIPTIVE LEARNING ASSESSMENT

0.50 Unit Lecture

*Prerequisite: Documentation of an acquired brain injury or other communication impairment.*

Basic cognitive-linguistic assessment for students with communication disabilities or acquired brain injuries. This assessment evaluates the cognitive processes of immediate auditory memory, recent temporal memory, remote memory, to develop an individual student education program for cognitive retraining by use of computer-assisted instruction. Units do not apply to the associate degree and offered credit/no-credit only.

## GENSTU 081 COGNITIVE BASIC SKILLS - COMPUTER ASSISTED INSTRUCTION - ADAPTED COMPUTER TECHNOLOGY

1.00-5.00 Units Lecture

Major emphasis is to improve cognitive retraining in the areas of critical thinking, reasoning, communication,

memory improvement, visual perception and language skills by use of computer-assisted instruction and adaptive technology. Course is designed for verified acquired brain injured students and physically disabled students. Units do not apply to the associate degree and offered credit/no-credit only.

## GENSTU 082 INDIVIDUAL COMPUTER APPLICATIONS

1.00-5.00 Units Lab

Designed for DSPS students as a support in their coursework other than English and math. Course is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner and selected software programs. Computer applications will be taken from topics based on the students' coursework to provide additional computer support or enhanced basic skills. Units do not apply to the associate degree and offered credit/no-credit only.

## GENSTU 091 INDIVIDUAL STUDIES - LANGUAGE SKILLS

1.00-5.00 Units Lab

Designed for DSPS students as a support in mainstream English and language-related courses other than mathematics. Tutorial in nature, course 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. Units do not apply to the associate degree and offered credit/no-credit only.

## GENSTU 092 INDIVIDUAL STUDIES - MATHEMATICS SKILLS

1.00-4.00 Units Lab

Designed for DSPS students as a support in math classes with individual or small group tutoring for students with a verified disability and are concurrently enrolled in MATH-025, Arithmetic; MATH-058, Algebra Prep. I; MATH-059, Dev. Algebra; MATH-060, Elem. Algebra; MATH-070, Int. Algebra; or BUS-144, Bus. Math. Students learn strategies to enhance math concepts and computational skills. Units do not apply to the associate degree and offered credit/no-credit only.

**GENSTU 094 SUPERVISED TUTORING**

0.00 Unit

Provides individual assistance to students with expressed needs in study skills, learning modes, and developmental materials. Learning experiences will be under instructional supervision. Offered on a credit/no-credit basis. Non-degree applicable.

**GENSTU 096 LITERACY TUTOR PRACTICUM**

2.00 Units Lecture/Lab

Trains students to serve as children's literacy tutors. Student tutors are placed at local elementary schools and practice tutoring strategies while assisting beginning and emerging readers. Offered credit/no-credit only.

**GENSTU 104 TUTORING METHODS**

1.00-3.00 Units Lecture/Lab - CSU

Techniques of tutoring individuals and small groups. Techniques to improve the tutees' problem-solving, writing, computational, listening, note-taking, and test-taking skills. Practice in individual tutoring under supervision. Offered credit/no credit only.

**GENSTU 299 HONORS COLLOQUY**

3.0 Units - CSU

The Honors Colloquy is provided primarily for students in the HITE and Honors program to encourage independent thinking and research on topics related to the Phi Theta Kappa annual honors essay theme. It is desirable that students taking the class be members of Phi Theta Kappa, a national community college honor society. Unlimited repeats allowed.

# GEOGRAPHY

**GEOG 101 PHYSICAL GEOGRAPHY**

3.00 Units Lecture - UC:CSU

CAN GEOG 2

A study of the basic physical elements of the natural environment: the earth and its astronomical relationship

to the sun and moon, in particular, a study of the fundamentals of the form and dimensions of the earth, maps, atmosphere weather, climates, soils, water resources, vegetation, ecology, physical oceanography, mineral resources, geology and land forms.

**GEOG 101L PHYSICAL GEOGRAPHY LAB**

1.00 Unit Lab - CSU

*Co-requisite: GEOG-101*

Focuses on observations, experiments, and demonstrations designed to familiarize students with techniques utilized by physical geographers. Valuable for all geography, science, natural resource planning majors, future teachers and anyone interested in our natural environment. Field trips are required.

**GEOG 102 CULTURAL GEOGRAPHY**

3.00 Units Lecture - UC:CSU

CAN GEOG 4

Studies the common denominators found in human populations that allow cultures to exist including patterns of natural resources, languages, economics, politics, religions and succinctly analyzes these patterns as expressed within selected regions and countries which are prominent or pivotal in world affairs today.

**GEOG 151 INTRO TO GEOGRAPHIC INFORMATION SYSTEMS**

4.00 Units Lecture/Lab - CSU

*Recommended Preparation: Basic knowledge of Windows 2000 and/or Windows XP.*

Introduces the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping and a review of the hardware and software elements used in GIS. Demonstration of various applications of GIS technology used in the natural and social sciences, business and government are included along with hands-on experience in using the hardware and software elements of GIS. Specific topics include: use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data base, creation of charts and graphs and presentation of data in map layouts.

# **GEOLOGY**

## **GEOL 100 PHYSICAL GEOLOGY LAB**

1.00 Unit Lab - UC:CSU

*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 undertaken from time-to-time to collect earth materials and to recognize and study existing or ongoing geologic processes, landforms and structures.

## **GEOL 101 PHYSICAL GEOLOGY**

3.00 Units Lecture - UC:CSU

CAN GEOL 6

Study and interpretation of the basic features of the exterior and interior of the earth's crust, the materials of which those features are composed, and the geologic processes which produced them. Includes specific consideration of minerals, rocks, volcanic activity, running water erosion, soils, ground water activity, landsliding, glaciation, coastlines, wind activity, deserts, plate tectonics, mountains, faults and earthquakes, metamorphism, geologic time, etc.

## **GEOL 102 HISTORICAL GEOLOGY**

3.00 Units Lecture - UC:CSU

Study of the evolution of the earth's crust and the earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American continent, its landforms, contiguous oceans, animals and plants. Includes some study of the principles of paleontology.

## **GEOL 105 GEOLOGY OF CALIFORNIA**

3.00 Units Lecture - UC:CSU

Study of major geomorphic provinces of California, including their topography, basic geologic landforms and structures, geologic history, main rock units and mineral

resources. Some discussion of fossil assemblages.

## **GEOL 106 GEOLOGY OF NATIONAL PARKS AND MONUMENTS**

3.00 Units Lecture - CSU

Study of the key geologic features found at selected national parks and monuments with emphasis on California and the west. Includes specific study of major landforms and geologic structures, the basic origin and evolution of those landforms and structures, the kind of rock of which they are composed, the main geologic agent, the age of the rock and the principal minerals associated with each park or monument.

## **GEOL 107 MINERALS, ROCKS AND FOSSILS**

3.00 Units Lecture/Lab - CSU

Megascopic and microscopic laboratory study and determination of selected elements, minerals, gems, igneous rocks, sedimentary rocks, metamorphic rocks and fossils. Primary emphasis placed on the study of minerals and the individual properties by which minerals are identified, although a student may emphasize one of the other earth materials. Collecting fieldwork may be undertaken from time-to-time.

# **GERMAN**

## **GERMAN 100 ADVENTURE IN GERMAN**

2.00 Units Lecture - CSU

For students with little or no background in German. Emphasis is on understanding and speaking German in everyday situations, including vocabulary and phrases useful for studying and working in German-speaking countries. The skills of translating and writing of compositions are introduced. Taught in the Lozanov method.

## **GERMAN 101 ELEMENTARY GERMAN I**

4.00 Units Lecture - UC:CSU

CAN GERM 2

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**

4.00 Units Lecture - UC:CSU  
CAN GERM 4

*Prerequisite: GERMAN-101 or two years of high school German with a grade of C or better.*

Review and further study of the fundamentals of the German language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. Corresponds to the third year of high school German.

### **GERMAN 111 ADVENTURE IN GERMAN**

4.00 Units Lecture - CSU

A beginning course for students with little or no background in German. Intensive practice in understanding, speaking and writing German in everyday situations. Emphasis on building a usable vocabulary and knowledge of basic idioms in German. Class is taught in the Lozanov method.

### **GERMAN 201 INTERMEDIATE GERMAN I**

4.00 Units Lecture - UC:CSU  
CAN GERM 8

*Prerequisite: GERMAN-102 or three years of high school German with a grade of C or better or equivalent.*

Comprehensive review of German grammar with special emphasis upon practical and idiomatic usage. Readings of short stories in German by well-known German authors. Discussions and written and oral reports in German based upon reading selections. Corresponds to the fourth year of high school German.

### **GERMAN 202 INTERMEDIATE GERMAN II**

4.00 Units Lecture - UC:CSU  
CAN GERM 10

*Prerequisite: GERMAN-201 or four years of high school German with a grade of C or better or equivalent.*

Complete review of German grammar. Oral discussion and written composition, dealing with assigned readings of current German prose. Intensive reading of outstanding German literature.

### **GERMAN 220 ADVANCED GERMAN**

4.00 Units Lecture - UC:CSU

Comprehensive review of German grammar with emphasis upon more difficult grammatical problems. Advanced conversation and composition through intensive readings of German, Austrian and Swiss literature. This course is conducted entirely in German.

## **GRAPHIC AND MULTIMEDIA DESIGN**

### **GMD 041 INTRODUCTION TO QUARK XPRESS**

1.00 Unit Lecture

An introductory course in page layout design through the popular tool Quark Xpress for print media. Students learn how to utilize layout features for both text and images, along with exploring Quark's powerful tools to control elements and format images. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-041).

### **GMD 044 INTRODUCTION TO ILLUSTRATOR**

1.00 Unit Lecture

An intro to computer illustration using the popular tool Adobe Illustrator. Students learn how to create images, use type and layout features, use filters, and format images for print, web and multimedia mediums. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-044).

### **GMD 047 INTRODUCTION TO PHOTOSHOP**

1.00 Unit Lecture

An introduction to digital imaging for designers using Adobe PhotoShop. Students learn to scan, composite, work with layers, select pixels, image adjustment, change image modes, change file formats, and print. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-047).



**GMD 070 INTRODUCTION TO WEB GRAPHICS**

1.00 Unit Lecture

An introductory course in designing Web graphics through the popular tools Adobe Photoshop and Image Ready. Students learn how to composite and create images, and then use the specialized effects to create and optimize dynamic graphics for the Web. Basic computer knowledge and basic Adobe Photoshop experience are assumed. Offered credit/no-credit only. (Formerly DAT-073 and 070).

**GMD 071 INTRODUCTION TO DREAMWEAVER**

1.00 Unit Lecture

An introduction to dynamic Web page design using Dreamweaver. Students learn how to insert images, create frames, make links, use forms, and how to manage Web sites by creating actual DHTML sites. Offered credit/ no-credit only. Knowledge of basic computer operations and Adobe PhotoShop is assumed. (Formerly DAT-071).

**GMD 074 INTRODUCTION TO FLASH**

1.00 Unit Lecture

An introductory course in vector-based animated graphics for multimedia through Macromedia's Flash. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-074).

**GMD 075 INTRODUCTION TO PREMIERE**

1.00 Unit Lecture

An introduction to digital editing using Adobe Premiere. Students learn how to digitize video, combine clips, use transitions and filters to edit video for the web and multimedia mediums. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-075).

**GMD 077 INTRODUCTION TO AFTER EFFECTS**

1.00 Unit Lecture

An introduction to animated motion graphics using Adobe After Effects. Students learn how to sweeten video, by introducing specialized effects applied to video, graphics and text. Basic computer skills assumed. Offered credit/no-credit only. (Formerly DAT-077).

**GMD 078 INTRODUCTION TO DIRECTOR**

1.00 Unit Lecture

An introduction to multimedia production using Macromedia Director. Students learn how to use the program's multimedia importing techniques, basic type, and paint tools to synthesize sound, video and graphics for use in Web and CD-ROM presentations. Knowledge of basic computer skills is assumed. Offered credit/no-credit only. (Formerly DAT-078).

**GMD 090L OPEN GMD SHORT-TERM LAB**

0.50 Unit Lecture

A short-term computer lab for students who are currently enrolled in any graphics or multimedia course using the Macintosh computer. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly DAT-090L).

**GMD 094L OPEN GRAPHICS LAB**

1.00 Unit Lab

A computer graphics lab for students who are enrolled in any graphic design course, which uses the Macintosh computer. Students may use the lab hours to increase their skills using Adobe Photoshop, Adobe Illustrator, and/or Quark XPress. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly DAT-094L).

**GMD 097L OPEN MULTIMEDIA LAB**

1.00 Unit Lecture

An open lab for the currently enrolled multimedia student who wishes to increase skills through the use of the multimedia lab facility. Units do not apply to the associate degree. Offered credit/no-credit only. (Formerly DAT-097L).

**GMD 101 INTRODUCTION TO DIGITAL MEDIA**

3.00 Units Lecture/Lab - CSU

An introduction to digital media from computer operations and fundamentals of graphics software to basics of computer hardware. Other topics covered are careers in digital media and general computer terminology. (Formerly DAT-101).

### **GMD 105 DIGITAL PHOTOGRAPHY I**

3.00 Units Lecture/Lab - CSU

An introduction to digital cameras and digital photographic manipulation. Through application of theory, students explore the digital image workflow, including the following: Adobe PhotoShop software, image compositing, color correction, acquisition techniques and output technologies. Other topics include a brief history of digital imaging and its application within commercial and fine arts. Same as PHOTO-165. (Formerly DAT-105). May be taken 4 times for credit.

### **GMD 142 2D COMPUTER ILLUSTRATION**

3.00 Units Lecture/Lab - CSU

Introductory course in the methods, materials and techniques used for commercial illustration. Emphasis is placed on 2-dimensional aspects of computer illustration using Adobe Illustrator and Adobe Photoshop on the Macintosh computer to develop textures, lines, shapes, colors while creating forms to illustrate books, editorials, and graphic communications. Students will develop illustrations from concept to completion and understand the use of commercial illustration as a career path. Basic computer knowledge is assumed. (Formerly DAT-142).

### **GMD 144 GRAPHIC DESIGN I**

3.00 Units Lecture/Lab - CSU

A survey in basic design of print graphics that covers both beginning page layout and logo design. Includes instruction in several computer applications. Basic computer knowledge is assumed. (Formerly DAT-144).

### **GMD 145 TYPE AND TYPOGRAPHY**

3.00 Units Lecture/Lab - CSU

Introductory course in the history, development and creation of western letter forms and typography for use in advertising, print media, publications and other areas of communication and graphic design. Emphasis is placed on the ability to understand the nature of letter forms and the importance of typography in society, and the use of visual techniques to develop typographical sensitivity. Traditional hand lettering and the use of the computer, will enable students to explore a variety of typographical characteristics such as kerning, tracking and leading. (Formerly DAT-145).

### **GMD 172 DESKTOP VIDEO**

3.00 Units Lecture/Lab - CSU

An introduction to digital video media using desktop computer-based technologies. Through the operation of digital video cameras, video editing software and interactive media publishing software, students apply non-linear editing techniques to create short-video projects for multimedia. Same as RTVF-172. (Formerly DAT-172). May be taken 2 times for credit.

### **GMD 173 AUDIO AND MOTION GRAPHICS**

3.00 Units Lecture/Lab - CSU

Introduction to the concepts and procedures of multimedia audio and video production emphasizing the creation, editing, and retooling of audio and video files for multimedia projects; fundamentals of camera operation, lighting, non-linear audio and video editing software, and storyboarding for interactive media. The course will utilize recording software, samplers, computers, video recorders and digital editing equipment. (Formerly DAT-173).

### **GMD 175 MULTIMEDIA PRODUCTION**

3.00 Units Lecture/Lab - CSU

Students work collaboratively to design and produce small-scale, multimedia products such as web sites and presentations. Working with instructor, students design projects, create storyboards, write scripts, and create media including interfaces. Includes the production cycle for multimedia projects and how to communicate effectively in multimedia teams. (Formerly DAT-175). May be taken 4 times for credit.

### **GMD 177 WEB PAGE DESIGN**

3.00 Units Lecture/Lab - CSU

An introduction to Web page design through the production of Websites. Covers fundamental aspects of Web page design including, informational architecture, usability, color theory, Web graphics, file formats, animation, sound, hosting, 'WYSIWYG' software and an introduction to HTML as a creative tool. (Formerly DAT-177). May be taken 4 times for credit.

**GMD 242 GRAPHIC DESIGN II**

3.00 Units Lecture/Lab - CSU

An advanced course to further develop visual communication skills in print graphics. Utilizes several computer application programs in page layout, illustration and digital imaging to explore brochure, advertising and logo design. (Formerly DAT-242). May be taken 2 times for credit.

**GMD 244 GRAPHIC DESIGN PRODUCTION**

3.00 Units Lecture/Lab - CSU

An introductory course in output and creation of mechanicals for printed communications. Students develop an understanding of the use of camera-ready art such as 4-color and spot color separations, negatives and positives. Emphasis on the language of print production and of printers, printer specifications, and the appropriateness of traditional and digital camera-ready art methods. Creation of mechanicals for specific assignments develops the student's understanding of the production process. Discussions of greyscale, color, and digital and traditional halftone images, will complete the understanding of document and image handling, scanning and production. (Formerly DAT-244).

**GMD 249 GRAPHIC DESIGN PORTFOLIO**

3.00 Units Lecture/Lab - CSU

Students prepare and present a graphic design portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement, and methods of presentation. (Formerly DAT-249).

**GMD 271 ADVANCED DIGITAL PHOTOGRAPHY**

3.00 Units Lecture/Lab - CSU

Covers advanced skills in digital imaging software and hardware. Topics include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation. Same as PHOTO-205. (Formerly DAT-271).

**GMD 277 WEB INTERFACE: FLASH**

3.00 Units Lecture/Lab - CSU

Covers topics of Web interface through the exploration of Macromedia Flash. A variety of methods and theory will be reviewed in order to incorporate expert techniques in interactive media using animation, sound, and graphics. Emphasis is on the importance of aesthetics and interactive design principles in multimedia. (Formerly DAT-277).

**GMD 279 MULTIMEDIA PORTFOLIO**

3.00 Units Lecture/Lab - CSU

Students learn to prepare and present a professional multimedia portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. (Formerly DAT-279).

## HEALTH SCIENCES

**HLHSCI 149 NUTRITION FOR FITNESS AND BALANCED LIVING**

2.00 Units Lecture - CSU

Examines the physiological, social, psychological, and environmental factors that influence a person's eating habits and physical activity behaviors. Evaluates current public health approaches, popular diets and supplements, stress and disordered eating, weight and body ideals, food industry practices, messages from peers, family and the media, and self-destructive thoughts. Empowers students to develop and promote healthy eating and physical activity attitudes and behaviors for self and others.

**HLHSCI 150 NUTRITION**

3.00 Units Lecture - UC:CSU

A comprehensive study of nutrition, which includes the nutritional needs of the human life cycle. Examines the biological function and chemical classification of nutrients and relates nutrition concepts to health and disease. Also designed to increase awareness of food, nutrition, physical activity, and their interrelationships.

### HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN I

7.50 Units Lecture - CSU

*Prerequisite: Must be 18 years of age or older and have completed a 'CPR for the Professional Rescuer' Red Cross course.*

Course covers techniques of emergency medical care presently within the scope of practice of the EMT-1 technician. Seven and one-half hours weekly lecture/skills lab plus 16 hours emergency department observation and 16 hours ambulance ride along. Health clearance required prior to start of clinical rotations. Eligible for L.A. County Certification exam upon successful completion of the course. May be repeated if used for legally mandated training. Unlimited repeats allowed.

### HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER

1.50 Units Lecture - CSU

*Prerequisite: Must have current CPR Certification (American Heart or American Red Cross) and current EMT Certification.*

The Emergency Medical Technician Refresher Course offers 24 hours of classroom lecture as required by the County of Los Angeles for EMT recertification. The lecture portion of the course includes a review of all topics covered in the Emergency Medical Technician-Basic course and any new subject material required by the County of Los Angeles. The final class session provides skills testing for those Emergency Medical Technicians in a skills testing cycle. May be repeated if used for legally mandated training. Offered credit/no-credit only.

### HLHSCI 243 WOMEN AND HEALTH

3.00 Units Lecture - UC:CSU

A survey of health care issues relating to women. Explores past and current health care issues including philosophical, historical, cross cultural, ethical, and political. The unique role of women in the health care system is also discussed in terms of current and future trends. Specific topics include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers. (Same as NURSNG-243) UC credit limitation: HLHSCI-243, NURSNG-243, and PHYSED-100 combined, maximum credit one course.

### HLHSCI 249 MEDICAL TERMINOLOGY

3.00 Units Lecture - CSU

A 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.

**For more HEALTH SCIENCES --  
See Non-Credit Classes, page 230**

## HISTORY

### HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST

3.00 Units Lecture - UC:CSU

CAN HIST 2

A general survey of the history of western civilization from earliest times to the 16th century. Emphasis is placed upon the development of economic, socio-political, and cultural institutions from pre-history, riverine cultures of the Near East, the Greco-Roman world, and medieval and early modern Europe.

### HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA

3.00 Units Lecture - UC:CSU

CAN HIST 4

A general survey of the history of western civilization from the 16th century to the present period. Emphasis is placed upon economic, socio-political, and cultural developments in Europe, the Americas, and the emergent nations of the modern era.

### HIST 111 UNITED STATES HISTORY I

3.00 Units Lecture - UC:CSU

CAN HIST 8

Survey of American civilization, from the Pre-Columbian era through Reconstruction. Emphasizes the political, cultural, economic, and social history of the United

States. Meets Title V American Institutions United States history requirement for the associate degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

### **HIST 112 UNITED STATES HISTORY II**

3.00 Units Lecture - UC:CSU

CAN HIST 10

A history of America from reconstruction to the present. Emphasizes the political, economic, and social history of the United States, including an analysis of the challenges met by under-represented groups. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

### **HIST 116 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1619-1877**

3.00 Units Lecture - CSU

*Recommended Preparation: Eligibility for ENGL-101*

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. Meets Title V American Institutions U. S. History requirement for the associate degree.

### **HIST 117 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1870-PRESENT**

3.00 Units Lecture - CSU

*Recommended Preparation: Eligibility for ENGL-101*

Surveys the African American experience in the United States from 1877 to present. Emphasizes historical, cultural, social, economic, and political factors that have shaped African Americans. Contributions by African Americans to the American society will also be examined. Meets Title V American Institutions U. S. History requirement for the associate degree.

### **HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES**

3.00 Units Lecture - UC:CSU

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. Special emphasis on their contributions as well as their problems. (Meets Title V American Institutions US History requirement for the Associate Degree).

### **HIST 130 SOCIAL AND CULTURAL HISTORY OF THE U.S.**

3.00 Units Lecture - CSU

Surveys the social, ethnic, and cultural history of the United States, from the 15th Century to the present, including consideration of changes in society, immigration, ethnicity, race, gender, and culture. Meets Title V American Institutions U. S. History requirement for the associate degree.

### **HIST 150 INTRODUCTION TO HISTORY OF THE UNITED STATES**

3.00 Units Lecture - UC:CSU

An introduction to the major issues in American history from the 15th through 20th centuries. Topics include colonization, the Revolutionary War, the U.S.

Constitution, causes and results of the Civil War, western settlement, progressivism, World War I and World War II, various civil rights movements, America's participation in Vietnam, Watergate, and the administrations of Nixon and Clinton. (Meets the Title V American Institutions US History requirement for the Associate Degree). UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

### **HIST 161 WORLD HISTORY I**

3.00 Units Lecture - UC:CSU

CAN HIST 14

A survey of world history from prehistory to 1500. Focuses on the emergence and interaction of the regional civilizations (Europe, Asia, Africa, and the Americas) that have contributed to the development of our present global community. Emphasis is placed on appreciating, comparing, and contrasting the social, political, economic, cultural, and religious forces that shaped the major civilizations in the history of the world.

### **HIST 170 ECONOMIC HISTORY OF THE UNITED STATES**

3.00 Units Lecture - UC:CSU

Survey of the economic development of the U.S. emphasizing a topical approach, including the develop-

## HISTORY

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ment 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. Fulfills the Title V American Institutions requirement in U.S. History. Meets Title V American Institutions U.S. History requirement for the associate degree.

### **HIST 191 HISTORY OF EASTERN CIVILIZATION I**

3.00 Units Lecture - UC:CSU

Survey of Asian civilizations from antiquity to the nineteenth century. The multifaceted nature of China and Japan will be addressed, from philosophical and social environments, to cultural and political trends. Neighboring areas, such as Korea, India, and Southeast Asia, will also be discussed.

### **HIST 192 HISTORY OF EASTERN CIVILIZATION II**

3.00 Units Lecture - UC:CSU

Survey of Asian civilizations from the nineteenth century to the present. The multifaceted nature of modern China and Japan will be addressed, as will Korean, India, and Southeast Asia. Among the phenomena to be addressed are western imperialism, nationalist movements, Asian affairs during World War II, communist regimes, economic modernization, and cultural trends.

### **HIST 210 HISTORY OF CALIFORNIA**

3.00 Units Lecture - UC:CSU

A survey of California from its pre-Columbian past to the present. Utilizing a cross-cultural emphasis, the course will also include segments of study on the natural and institutional history of California.

### **HIST 230 HISTORY OF AMERICAN INDIANS**

3.00 Units Lecture - UC:CSU

A general survey of American Indian history. From the pre-Columbian past through the modern era, the saga of American Indians and their role in western civilization will be examined. Particular attention will be paid to the intersection of American Indian history and United States history. Meets Title V American Institutions U.S. History requirement for the associate degree.

### **HIST 240 LATIN AMERICAN CIVILIZATION**

3.00 Units Lecture - UC:CSU

A general survey of the geography, history, customs, economic and political development of Latin America from the late pre-Colombian times to the present. This course is especially recommended for Spanish and history majors.

### **HIST 241 HISTORY OF EARLY LATIN AMERICA**

3.00 Units Lecture - UC:CSU

A general survey of Latin American history from the late pre-Columbian era (c. 15th century) to independence (c. 1830). Examines the major indigenous politics, European expansion and exploration, the implantation of Iberian civilization and culture, Ibero-American socio-economic and socio-political infrastructures, the Catholic Church's role and impact on colonial Ibero-America, the international competition for political and economic control of the Western Hemisphere and the Ibero-American wars for independence and their aftermath.

### **HIST 242 HISTORY OF MODERN LATIN AMERICA**

3.00 Units Lecture - UC:CSU

A general survey of Latin America's nineteenth and twentieth century. Focuses on Latin America's socio-political and socio-economic development from 1800 to present. Also provides an historical analysis and review of U.S.-Latin American relations. Designed to introduce students to the internal and external forces that have shaped and continue to influence contemporary Latin American societies.

### **HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO PEOPLES**

3.00 Units Lecture - UC:CSU

Evaluates the history of Mexico and the Mexican and Chicano peoples from 1519 to the present and is designed to introduce students to the Mexican and Chicano historical heritage. Topics to be evaluated include: the Aztec, Maya and lesser Mexican pre-Conquest societies, the conquest of Mexico, Mexico under Spanish rule, the Mexican Independence

Movement, the Age of Santa Anna and the war of the North American Invasion, creation of the Constitution of 1857, the Porfiriato, the Mexican Revolution and the development of the PRI, Mexican migration into the United States, the rise and impact of the Chicano movement in the United States and the North American Free Trade Agreement's impact on the Mexican and Chicano peoples. Also provides a historical overview and analysis of U.S.-Mexican relations from 1820 to the present.

### **HIST 245 HISTORY OF THE AMERICAS**

3.00 Units Lecture - UC:CSU

Emphasizes the interrelationship between the history of North and South America and examines the social, political, economic, and diplomatic impact that the peoples of both continents have had on each other. Meets Title V American Institutions U.S. History requirement for the associate degree.

### **HIST 299 DIRECTED STUDY IN HISTORY**

1.00-3.00 Units - CSU

An independent study course with the topic to be determined between the student and the instructor. May be taken 2 times for credit.

# **HOTEL AND RESTAURANT MANAGEMENT**

### **HRMGT 098 HOTEL AND RESTAURANT MANAGEMENT: SPECIAL TOPICS**

1.00 Units Lecture

Special Topics with a variable format depending on the subject matter. Content of the courses will include hotel and restaurant operational tasks and components. Offered credit/no-credit only.

### **HRMGT 099A CA CERTIFIED FOOD HANDLER**

0.50 Unit Lecture

Effective January 16, 1999, all food service operations which prepare any food on the premises will be required to have at least one Certified Food Manager

at each location of operation. This one day class will provide the training necessary to become a Certified Food Manager. The certification examination will be administered during the last hour of the class.

### **HRMGT 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

3.00 Units Lecture - CSU

Surveys the opportunities, careers, responsibilities and trends in the hotel, restaurant, tourism and recreation industry. Through class presentations, guest lectures and field trips, students gain insight into the social and economic forces, which interrelate and influence the various industry components.

### **HRMGT 102 INTRODUCTION TO THE TRAVEL INDUSTRY**

3.00 Units Lecture - CSU

Introduces the world of the travel industry from the perspective of the travel agent, including air, cruises, rail, and motor coach travel, hotels, resorts, and car rentals. A survey of emerging tourism trends in Ecotourism and adventure tourism.

### **HRMGT 121 FOODS AND NUTRITION IN THE RESTAURANT INDUSTRY**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: HRMGT-225*

Principles of food selection, preparation, and evaluation. Incorporates study in meal management, various cuisines and food presentation. Discusses current industry focus concerning foods and nutrition. Lab experience applies scientific cooking principles to a variety of products.

### **HRMGT 150 INTRODUCTION TO HOTEL/RESORT OPERATIONS**

3.00 Units Lecture - CSU

An introduction to the operating systems and components of the lodging industry, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

### **HRMGT 210 HOTEL AND RESTAURANT LAW**

3.00 Units Lecture - CSU

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**

3.00 Units Lecture - CSU

A comprehensive study of the operations, management, policy, development and related aspects for a retail restaurant establishment. Emphasis is on the development of management careers in the industry and entrepreneurial issues for start-up operations.

### **HRMGT 225 FOOD SERVICE SANITATION AND SAFETY**

3.00 Units Lecture - CSU

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 226 FOOD AND WINE**

3.00 Units Lecture - CSU

*Prerequisite: Students must be 21 years of age to enroll.*

Relationship between food and wine with special emphasis on food and wine pairing for home and professional cooking. Other topics include: cooking with wine; wine cellaring and serving; and wine and health. Pregnant women or persons with allergies to sulfites are advised not to take this class. Wine will be tasted; students must be twenty-one years of age to enroll.

### **HRMGT 235 HOTEL AND RESTAURANT SALES AND MARKETING**

3.00 Units Lecture - CSU

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**

3.00 Units Lecture - CSU

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**

3.00 Units Lecture - CSU

*Prerequisite: BUS-201*

A bridge between basic and managerial accounting. Covers specialized accounting for hotel revenue and expenses; periodic inventory, accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property and equipment; financial statements; the income statement, balance sheet, and statement of cash flows; the analysis of financial statements; and interim and annual reports.

### **HRMGT 299 HOTEL AND RESTAURANT MANAGEMENT INTERNSHIP**

1.00-3.00 Units - CSU

On-the-job training within the hotel or restaurant industry. Coordination occurs between the faculty, the student and the work supervisor. The classroom component serves as a problem-solving center. Course material covers professionalism, career enhancement and job obtainment skills.



## **HUMANITIES**

### **HUMAN 100 THEATRE OF THE MIND**

3.00 Units Lecture - UC:CSU

An interdisciplinary course using classical and significant works to introduce the student to themes and methods of inquiry of the humanities. The perspectives and concerns of philosophy, history, and literature will be developed and applied to the study and analysis of written texts and visual images. Students will develop an understanding of the values and ideas of western civilization and their comparison to the ideals and cultural expressions of non-western civilization. Themes will vary and be listed in the class schedule.

### **HUMAN 101 FORMS AND IDEAS IN HUMANITIES**

3.00 Units Lecture - UC:CSU

An introductory course, which provides instruction in interdisciplinary analysis and interpretation of meaning in art, music and literature and in the understanding of philosophical ideas in their own right and as they influence the world civilizations. UC credit limitation: HUMAN-101, 105, and 106 combined, maximum credit 6 units. No credit for 101 if taken after 105 or 106.

### **HUMAN 105 CULTURAL ERAS IN HUMANITIES I**

3.00 Units Lecture - UC:CSU

Recommended Preparation: Eligibility for ENGL-101. Interdisciplinary, multi-cultural study of major eras of humanistic development from the ancient world to the fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation: HUMAN-101, 105 and 106 combined, maximum credit 6 units.

### **HUMAN 106 CULTURAL ERAS IN HUMANITIES II**

3.00 Units Lecture - UC:CSU

Interdisciplinary, multi-cultural study of eras of humanistic development from the sixteenth century to the pres-

ent through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation: HUMAN-101, 105 and 106 combined, maximum credit 6 units.

### **HUMAN 150 GREAT BOOKS, GREAT IDEAS**

3.00 Units Lecture - UC:CSU

A survey of classical works of literature, philosophy, history, and the visual arts. Studies themes of the humanistic study of human nature and the contemporary significance of the values and ideas expressed in the works of this course. Covers the time period of Greek Antiquity to the end of the Medieval period.

## **INTERDISCIPLINARY**

### **INTERD 096 MESA RESEARCH DISCUSSIONS**

1.00 Unit Lecture

Explores the most recent research in the sciences and engineering disciplines including biology, chemistry, engineering (all fields), geology, mathematics, medicine, physics, and astronomy. Recently published research articles will be studied with respect to the quality of the research, its relevance to the college curriculum and its potential impact on society. Offered credit/no-credit only. May be taken 4 times for credit.

## **INTERIOR DESIGN**

### **ID 091 ART AND ACCESSORIES IN INTERIOR DESIGN**

1.00 Unit Lecture

Covers the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods,

## INTERIOR DESIGN

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portable light fixtures, linens, and tableware in interior design. This course may include a field trip. (Formerly DAT-061).

### **ID 092 MERCHANDISING FOR INTERIOR DESIGN**

1.00 Unit Lecture

Covers retailing concepts and strategies used by contemporary merchandisers. Special attention given to the practice of activities such as sales transactions, customer service, store operations, store policies, advertising and display. May include a field trip to a notable retail store. (Formerly DAT-062).

### **ID 095L OPEN CAD LAB**

Units: 1.00 3.00 hours lab weekly

An open lab for the currently enrolled design arts and technology student who wishes to increase skills through the use of the CAD lab. Offered credit/no-credit only and not degree applicable. (Formerly DRFT-095L)

### **ID 096L OPEN INTERIOR DESIGN LAB**

1.00 Unit Lab

An open lab for the interior design student; concurrent enrollment with another interior design course is required. Units do not apply to the associate degree and offered credit/no-credit only (Formerly DAT-096L).

### **ID 097L ADVANCED INTERIOR DESIGN LAB**

1.00 Unit Lab

An open lab for the currently enrolled advanced interior design student who wishes to increase skills through the use of the interior design facility. Units do not apply to the associate degree and offered credit/no-credit only.

### **ID 098 SPECIAL TOPICS: INTERIOR DESIGN**

0.50-3.00 Units Lecture/Lab

An exploration of various topics, techniques and/or subjects related to interior design. Topics to be announced per semester. See current schedule of classes for specific course description. Units do not apply to the associate degree and offered credit/no-credit only. Formerly DAT-098.

### **ID 100 CAREERS IN INTERIOR DESIGN**

2.00 Units Lecture - CSU

Examines the interior design profession, industry, related occupations, and work sites. Emphasizes personal, educational, and professional qualifications required for entry into the field. May require field trips. (Formerly DAT-060).

### **ID 101 INTRODUCTION TO INTERIOR DESIGN**

3.00 Units Lecture/Lab - CSU

A study of the principles and elements of interior design based on function and aesthetics. Creative expression and the design process will be developed through the use of presentation skills. (Formerly DAT-160).

### **ID 102 APPLIED COLOR FOR DESIGNERS**

3.00 Units Lecture/Lab - CSU

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 such as architecture, interior design, set decoration, advertising and marketing. Field trips may be required. (Formerly DAT-102).

### **ID 103 PERSPECTIVE AND INTERIOR ILLUSTRATION**

3.00 Units Lecture/Lab - CSU

Introduction to 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. May be taken 2 times for credit.

### **ID 104 RAPID VISUALIZATION AND ILLUSTRATION**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: ID-103*

Covers techniques for freehand drawing and illustration necessary for visual communication and presentation.

Rapid sketching techniques in addition to perceptual skills and an understanding of line, tone, proportion, composition, and rendering will be included. Illustration techniques include projects in pencil, pen, shading, marker, and water color. (Formerly DAT-104, or DAT-164).

### **ID 105 INTRODUCTION TO PRODUCTION DESIGN**

3.00 Units Lecture - CSU

Examines the process of production design in TV, film and theatre. Emphasis is placed on the design process of the Production Designer, Art Director, Set Director, Set Designer, Scenic Designer, and Prop Master. Educational and professional qualifications for entry into the industry are reviewed.

### **ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE**

2.00 Units Lecture/Lab - CSU

An exploration of trade resources for set decorators working in TV, film, and theatre.

### **ID 107 BOARD DRAFTING FOR INTERIOR DESIGN**

3.00 Units Lecture/Lab - CSU

Board drafting for interior design focusing on vocabulary, lettering, residential building codes, study models, and equipment use. Students produce a set of working drawings for a small residence that include site plan, foundation plan, floor plan, electrical plan, roof plan, interior elevations, sections, finish schedules, window and door schedules, and interior millwork.

### **ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS**

4.00 Units Lecture/Lab - CSU

Selection, specifications, and computations for interior design materials and textiles available for residential, commercial and institutional design. Lecture, small group research, product display, and field trips. (Formerly DAT-161).

### **ID 114 HISTORY OF ARCHITECTURE AND INTERIORS: ANCIENT WORLD TO CLASSICAL REVIVAL**

3.00 Units Lecture - CSU

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from Ancient World to Classical Revival. Emphasis is placed on style development as it relates to social, economic, and political influences. Course includes field trips. (Formerly DAT-162A).

### **ID 115 HISTORY OF ARCHITECTURE AND INTERIORS: CLASSICAL REVIVAL TO PRESENT**

3.00 Units Lecture - CSU

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from the Classical Revival period through the present. Emphasis is placed on style development as it relates to social, economic and political influences. (Formerly DAT-162B).

### **ID 163 ARCHITECTURAL DRAFTING I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides student with information concerning current practices in architectural drafting and construction technology sufficient for the student to produce a set of working drawings for a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy (Formerly DRFT-163).

### **ID 207 RESIDENTIAL DESIGN**

3.00 Units Lecture/Lab - CSU

*Prerequisites: ID-101 and ID-107*

Addresses 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 212 SPACE PLANNING**

3.00 Units Lecture/Lab - CSU

*Prerequisite: ID-107 or ID-163*

Covers topics relating to commercial use of space. Schematic planning, code application, and human dimensions as related to anthropometrics and proxemics and the use of space for special populations will

## INTERIOR DESIGN

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be applied in student projects. Course may include field trips. (Formerly DAT-263).

### **ID 217 ADVANCED INTERIOR DESIGN STUDIO I**

3.00 Units Lecture/Lab - CSU

*Prerequisites: ID-104, 113, 114, and 212.*

Problem solving is emphasized through creative design solutions for residential environments including new construction and/or remodeling for diverse clients and budgets. Field trips will be included. (Formerly DAT-266).

### **ID 218 ADVANCED INTERIOR DESIGN STUDIO II**

3.00 Units Lecture/Lab - CSU

*Prerequisites: ID-102, 103, 104, 113, 115, and 212*

Create a commercial interior design studio project. The design is carried from initial concepts, through programming to the finished design.

### **ID 219 INTERIOR DESIGN PORTFOLIO**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: ID 217 and 218*

Students learn to prepare and present a professional interior design portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. Formerly DAT-269A.

### **ID 260 CODES AND ZONING REGULATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly

An in-depth review of the Uniform Building Codes, ADA or California Title 24 (Disabled Access Regulations based on the governing laws of Americans with Disability Act), as related to commercial, residential and institutional projects. Students will apply building and zoning codes for the design and drafting in architecture and interior design. (Formerly DAT-260).

### **ID 262 ARCHITECTURAL DRAFTING II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: DAT-163 or DRFT-163*

Includes drawing of a complete set of working drawings for a two-story home with detail drawings of stairways, fireplace, and interior elevations. Perspective

and axonometric drawings will be generated from the plans. (Formerly DAT-262).

### **ID 264 AUTOCAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation: DRFT-163 or ID-163*

Covers the majority of drawing and editing commands and procedures to complete basic 2-D drawings for architectural floor plans and axonometric drawings. (Formerly DRFT-264)

### **ID 265 ADVANCED CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This advanced course includes the software technology to create 3D conceptual designs. These 3D drawings are used for design development, construction documents and working drawings. Detail drawings can be created and reused by assembling parametric material components. (Formerly DAT-265)

### **ID 269B ARCHITECTURAL DESIGN PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students will learn to prepare and present a professional architectural design portfolio. Emphasis will be placed on the appropriate selection of work, concept improvement and methods of presentation. (Formerly DRFT-269B).

### **ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

3.00 Units Lecture - CSU

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. (Formerly DAT-295).

## ITALIAN

### ITAL 098 ITALIAN LANGUAGE AND CULTURE

0.25-3.00 Units Lecture

Presents students with an opportunity for conversation and discussion relating to the Italian language and culture. Topics to be announced per semester, consult current schedule of class. Offered credit/no-credit only. Unlimited repeats allowed.

### ITAL 101 ELEMENTARY ITALIAN I

4.00 Units Lecture - CSU

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. Corresponds to the first two years of high school Italian. Not appropriate for native or heritage speakers.

### ITAL 150 CONVERSATIONAL ITALIAN

3.00 Units Lecture - CSU

Essentials of Italian for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Italian. May be taken 2 times for credit.

## JOURNALISM

### JOURN 100 MEDIA AND SOCIETY

3.00 Units Lecture - UC:CSU

CAN JOURN 4

Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also discussed. (Same as RTVF-100).

### JOURN 105 BEGINNING NEWS WRITING

3.00 Units Lecture - CSU

CAN JOUR 2

Teaches the basic styles of journalistic writing including news, feature, sports and column writing as well as the fundamentals of headline writing, outline writing, and layout and design. Also includes the basics of interviewing sources, news judgment and legal and ethical aspects of the profession.

### JOURN 205 ADVANCED NEWS REPORTING AND PRODUCTION

3.00 Units Lecture/Lab - CSU

*Prerequisite: JOURN-105*

Students gather and disseminate the news and photos while writing and editing articles for the *Canyon Call*. Participants are involved in every aspect of newspaper production including layout, design, photos, headlines and cutlines, except for printing. Refining journalistic writing is the main goal and focus on the fine tuning of journalism skills.

### JOURN 210 NEWSPAPER AND MAGAZINE PRODUCTION STAFF

3.00 Units Lab - CSU

*Prerequisite: JOURN 205 or PHOTO 260.*

Staff members gather, evaluate, write, photograph, and edit the news for publication in the campus newspaper, the *Canyon Call*. Working as a production unit, the staff plans, budgets and designs each issue. As a production class, may be repeated for a maximum of 12 units. May be taken 4 times for credit.

### JOURN 215 EDITORIAL WORKSHOP

3.00 Units Lecture/Lab - CSU

*Prerequisite: JOURN-205*

A study of the major aspects of newspaper editorial responsibilities. Taught in a laboratory setting, course provides practical instruction and experience for campus newspaper editors in writing, editing and evaluating each issue of the *Canyon Call*, as well as formulating editorial policy. May be taken 4 times for credit.

### JOURN 299 DIRECTED STUDIES IN JOURNALISM

1.00-3.00 Units Lab - CSU

Intended to provide journalism students with further work and experience when needed courses are not available. A study of the major aspects of newspaper editorial responsibilities. Taught in a laboratory setting and will be of particular value to campus newspaper editors.

## LIBRARY/MEDIA TECHNOLOGY

### LMTECH 098 SPECIAL TOPICS IN LIBRARY/MEDIA TECHNOLOGY

0.50 Unit Lecture

Provides a forum in which topics of current interest can be presented to Library/Media Technology students and library technicians working in the community. For some topics - basic computer keyboard and/or Internet usage skills are assumed. Offered credit/no-credit only.

### LMTECH 100 INTRODUCTION TO RESEARCH

1.00 Unit Lecture - UC:CSU

Introduces students to libraries and basic research techniques with emphasis on materials and services of the College library. Students learn to use the online public catalog, periodical indexes, Library of Congress classification system, selected reference tools and the locations of special services. Also includes an introduction to research on the Internet with hands-on practice. Students also learn to write research papers in the widely-accepted MLA style. (This course is not designed for LMT majors.)

### LMTECH 101 INTRODUCTION TO LIBRARY SERVICES

1.00 Unit Lecture - CSU

Surveys the history, mission, and organization of libraries and information centers. Emphasis on community analysis of library clientele, diversity of information formats, and current issues and trends. Provides beginning library/media technology students with an introduction and overview and identifies job opportunities in the field.

### LMTECH 102 REFERENCE SKILLS AND SERVICES

1.00 Unit Lecture - CSU

Enables the student to use a library and its resources effectively. Covers the use of online/Web library catalogs, print periodical indexes, online periodical databases, major print reference resources, Internet resources, and the evaluation of print and electronic information sources. Discusses basic research methodology, search strategies, and standard bibliographic format.

### LMTECH 103 LIBRARY CIRCULATION SYSTEMS

1.00 Unit Lecture - CSU

Surveys types of circulation and, patron registration systems, loan policies, and circulation procedures for print and audiovisual materials. Covers statistics, inventory and shelving operations, interlibrary loan services, theft detection systems, and bibliographic checking through OCLC, and Melvyl databases.

**LMTECH 104 CATALOGING AND TECHNICAL SERVICES**

3.00 Units Lecture - CSU

Introduces basic tenets of descriptive and subject cataloging, Library of Congress and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of materials in MARC format, using cataloging tools in both online and print.

Discusses minimal-level and full-level cataloging, and vendor-supplied catalog records. Surveys and evaluates selected online/Web catalogs. Discusses various aspects of technical service operations in the context of overall library services.

**LMTECH 106 LIBRARY COLLECTIONS: PRINT**

1.00 Unit Lecture - CSU

Provides an overview of book, government document, periodical, pamphlet, microform collections, and print resources available in electronic format. Introduces the skills necessary to select, order, organize and maintain these library materials.

**LMTECH 107 LIBRARY COLLECTIONS: NON-PRINT**

1.00 Unit Lecture - CSU

Provides an overview of non-print collections including audio and videotapes, compact discs, CD-ROMs, DVDs, software, maps, realia, and archival materials. Introduces the skills necessary to select, order, organize and maintain these library materials.

**LMTECH 108 AV EQUIPMENT OPERATION**

1.00 Unit Lecture/Lab - CSU

Introduces major types of audiovisual equipment and materials, equipment operation, simple repairs and maintenance.

**LMTECH 110 LIBRARY/MEDIA CENTER INTERNSHIP**

2.00 Units Lecture/Lab - CSU

*Prerequisite: Completion of at least (3) library/ media technology units with a minimum grade of C or better. Enrollment in library/media technology courses within the past five years.*

Provides structured on-the-job experience in one or more libraries. Maybe taken 2 times for credit.

**LMTECH 112 SCHOOL LIBRARY/MEDIA CENTER SERVICES**

1.00 Unit Lecture - CSU

Survey of library/media services for elementary, junior and senior high schools. Topics include public relations, promotional programming, storytelling, book talks, student behavior, appropriate use of technology, and collection development.

**LMTECH 114 LIBRARY SUPERVISORY SKILLS**

1.00 Unit Lecture - CSU

Introduces supervisory skills within the context of a library/media center department or branch. How to train, motivate, counsel and evaluate employees; time management, delegation of work, preparation of memos, and statistical reports will be covered. Discussion of stress factors, problem patrons, and disaster preparedness.

**LMTECH 115 INTERNET IN LIBRARIES**

1.00 Unit Lecture - CSU

An introduction to the Internet, its use in libraries, and the role of libraries in the digital age. Topics include using the Internet as a research tool, evaluating and selecting appropriate electronic resources for the library's virtual collection, and integrating these resources with the libraries print collection. Students learn how to use a: Web browser, variety of search tools, and assess the value of different free and proprietary databases on the World Wide Web. Additional topics include managing public access, filtering and privacy.

# MANUFACTURING TECHNOLOGY

**MFGT 094L OPEN MANUFACTURING LAB**

1.00 Units Lab

Open lab for the currently enrolled manufacturing student who wishes to increase skills through the use of the manufacturing equipment within the lab facility.

Units do not apply to the associate degree and offered credit/no-credit only.

## MANUFACTURING TECHNOLOGY

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### **MFGT 095 COMPUTER-AIDED DESIGN WITH UNIGRAPHICS**

3.00 Units Lecture/Lab

*Recommended Preparation: MFGT 121, 131 or 141.*

The basics of Unigraphics design capabilities including file management, layer management, solid modeling, 3D modeling, sketching, curve creation, part families, editing assemblies, and drafting.

### **MFGT 096 COMPUTER-AIDED MANUFACTURING WITH UNIGRAPHICS**

3.00 Units Lecture/Lab

*Recommended Preparation: MFGT-121, 131 or 141.*

The basics of Unigraphics manufacturing capabilities including tools and libraries, machine control operations, tool paths and post processing, and milling as well as lathe operations.

### **MFGT 097 ADVANCED CNC MACHINING - FIVE-AXIS PRACTICUM**

2.00 Units Lecture/Lab

*Prerequisite: MFGT-121*

*Recommended Preparation: MFGT 131 and 141*

Teaches students to utilize CAD/CAM computer software to develop design and machine a part using fourth and fifth-axis machining capabilities. Students work in teams and utilize team communication and problem-solving skills to complete projects.

### **MFGT 098 SPECIAL TOPICS IN MANUFACTURING**

2.00 Units Lecture/Lab

Provides instruction to experienced CAD/CAM users to upgrade skills in the latest software versions. Major topics may include 2D projection, 3D solid modeling and surface modeling. Topics are announced each term.

Consult current class schedule. May be taken 4 times for credit.

### **MFGT 100 MEASUREMENTS AND COMPUTATIONS**

3.00 Units Lecture - CSU

This occupational application of measurements and computations is used by manufacturing technology students. The topics include: fractions, decimals, percents, ratio, proportions, English and metric measuring systems,

applied algebra, plane geometry and practical trigonometry as it pertains to a machine shop. Emphasis will be on the use of a scientific calculator when applicable.

Applications such as current measuring tools (micrometer, caliper, and protractor), geometric constructions, blue print reading, computer numerical control, and the binary numeration system may be included.

### **MFGT 101 MATERIALS AND PROCESSES IN MANUFACTURING**

3.00 Units Lecture/Lab - CSU

A survey of methods to process various raw materials into finished products. Materials include metals, plastics, ceramics, and composites. Processes include machining, casting, forming, joining and nontraditional methods. Emphasis is placed on the relationship between materials and processes and the manufacture of finished products. Each student receives a hands-on introduction to machining operations and manual high-speed machine tools, capabilities and use of metrology equipment, and shop safety. Laboratory production processes include grinding, milling, drilling, turning, deburring, and use of a variety of layout and metrology equipment.

### **MFGT 102 ENGINEERING DRAWING INTERPRETATION**

3.00 Units Lecture/Lab - CSU

Covers basic engineering drawings widely used in contemporary manufacturing industries. Both the visualization and interpretation facets of reading are given extensive coverage including geometric dimensioning and tolerancing. Exposure to analysis of common drawing types, views, lines, dimensions, tolerances, call-outs, notes, symbology, and revision procedures are included.

### **MFGT 103 INTRODUCTION TO AUTOMATED MANUFACTURING**

3.00 Units Lecture/Lab - CSU

As a first course in manufacturing automation, emphasis is placed on the building blocks of automation, application of robotics and various types of automated manufacturing systems. Students gain experience and understanding of the basic components of automated manufacturing systems including sensors, switches, actuators, drive systems, vision systems, robots, and programmable logic controllers. Application of such systems in industry is also explored.



**MFGT 111 MACHINE TECHNOLOGY**

2.00 Units Lecture/Lab - CSU

Provides students with the introductory knowledge to understand and operate conventional machine tools. Course format includes discussion, demonstrations, hands-on practice, and manufacturing plant visitations.

**MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING**

3.00 Units Lecture/Lab - CSU

Students learn the necessary skills to set up, operate, and produce mill and lathe parts on computer numerical control machine tools (3-axis). This course explores the history of NC/CNC, elementary CNC programming conventions, cutting tool types, automatic tool changing, tool offsets and compensation, CNC set up procedures, and CNC mill and lathe practice.

**MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING**

3.00 Units Lecture/Lab - CSU

*Prerequisite: MFGT-121*

An advanced computer numerical control course to cover the study of CNC programming, industrial machine controllers, and CNC production applications. Students learn the necessary skills to program and set up for mill and lathe parts on computer numerical control machine tools (3-axis). Course content includes programming standards and format, feedback interface, cutting tool selection and sequencing, automatic tool changing, tool offsets and cutter compensation, and CNC mill and lathe practice.

**MFGT 131 CAD/CAM I**

3.00 Units Lecture/Lab - CSU

An introduction to computer-aided design and manufacturing using MASTERCAM as a CAD/CAM environment. Intended for manufacturing technology students and industrial practitioners who are new to MASTERCAM. Includes a review of machining and CNC programming fundamentals, the MASTERCAM environment and process overview, basic 2D geometry construction and modification, process and tool path planning, 2-axis tool path generation and editing.

**MFGT 132 CAD/CAM II**

3.00 Units Lecture/Lab - CSU

*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 133 CAD/CAM III**

3.00 Units Lecture/Lab - CSU

*Prerequisite: MFGT-132.*

Provides advanced level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have intermediate experience with MASTERCAM. Course content includes construction of 3D wire frame models, complex surface modeling creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis simultaneous programming.

**MFGT 141 CATIA I**

3.00 Units Lecture/Lab - CSU

Emphasis on 2D projection from a 3D solid model on a Dessault system computer-aided three-dimensional interactive application CATIA software.

**MFGT 142 CATIA II**

3.00 Units Lecture/Lab - CSU

*Prerequisite: MFGT-141*

Students learn to utilize CATIA solid and surface modeling in advanced 3-dimensional design.

**MFGT 143 CATIA III**

3.00 Units Lecture - CSU

*Prerequisite: MFGT-142*

Students learn to utilize CATIA basic manufacturing fixed and multi-axis CNC milling for various manufacturing environments.

# MATHEMATICS

## **MATH 010 MATH LAB FOR MEDIATED LEARNING**

1.00 Unit

*Co-requisite: MATH-026 or MATH-059.*

A laboratory where students work on materials that accompany the mediated math course in which they are enrolled. Computers and assistance will be available. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

## **MATH 025 ARITHMETIC - LECTURE**

5.00 Units 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**

4.00 Units Lecture

*Co-Requisite: MATH-010*

A computer-assisted alternative to MATH 025. 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 058 ALGEBRA PREPARATION - LECTURE**

5.00 Units Lecture

*Prerequisite: MATH-025, MATH-026 or appropriate placement as determined by the COC assessment process.*

A lecture-based introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. Units do not apply to the associate degree. An alternative to the MATH-059 computer-assisted course.

## **MATH 059 ALGEBRA PREPARATION - COMPUTER-ASSISTED**

4.00 Units Lecture

*Prerequisite: Satisfactory completion of MATH-025, MATH-026 or appropriate math placement as determined by the COC assessment process.*

*Co-requisite: MATH-010.*

A computer-assisted introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. Units do not apply to the associate degree. An alternative to the MATH-058 lecture course.

## **MATH 060 ELEMENTARY ALGEBRA**

5.00 Units Lecture

*Prerequisite: Satisfactory completion of MATH-058 or MATH-059, or appropriate math placement as determined by the COC assessment process.*

A beginning course in elementary algebra, designed to develop the manipulative skills of algebra. An intro to the fundamental concepts of operating within the real number system, to working with first degree equations in one unknown, to factoring of and multiplication of polynomials and dealing with algebraic fractions. Linear functions and graphs, systems of linear equalities, exponents and radicals, quadratic equations, and applications are studied. Units do not apply to the associate degree.

## **MATH 063 GEOMETRY**

5.00 Units Lecture

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Geometric theory and concepts, and their application to the solutions of practical geometric problems.

## **MATH 070 INTERMEDIATE ALGEBRA**

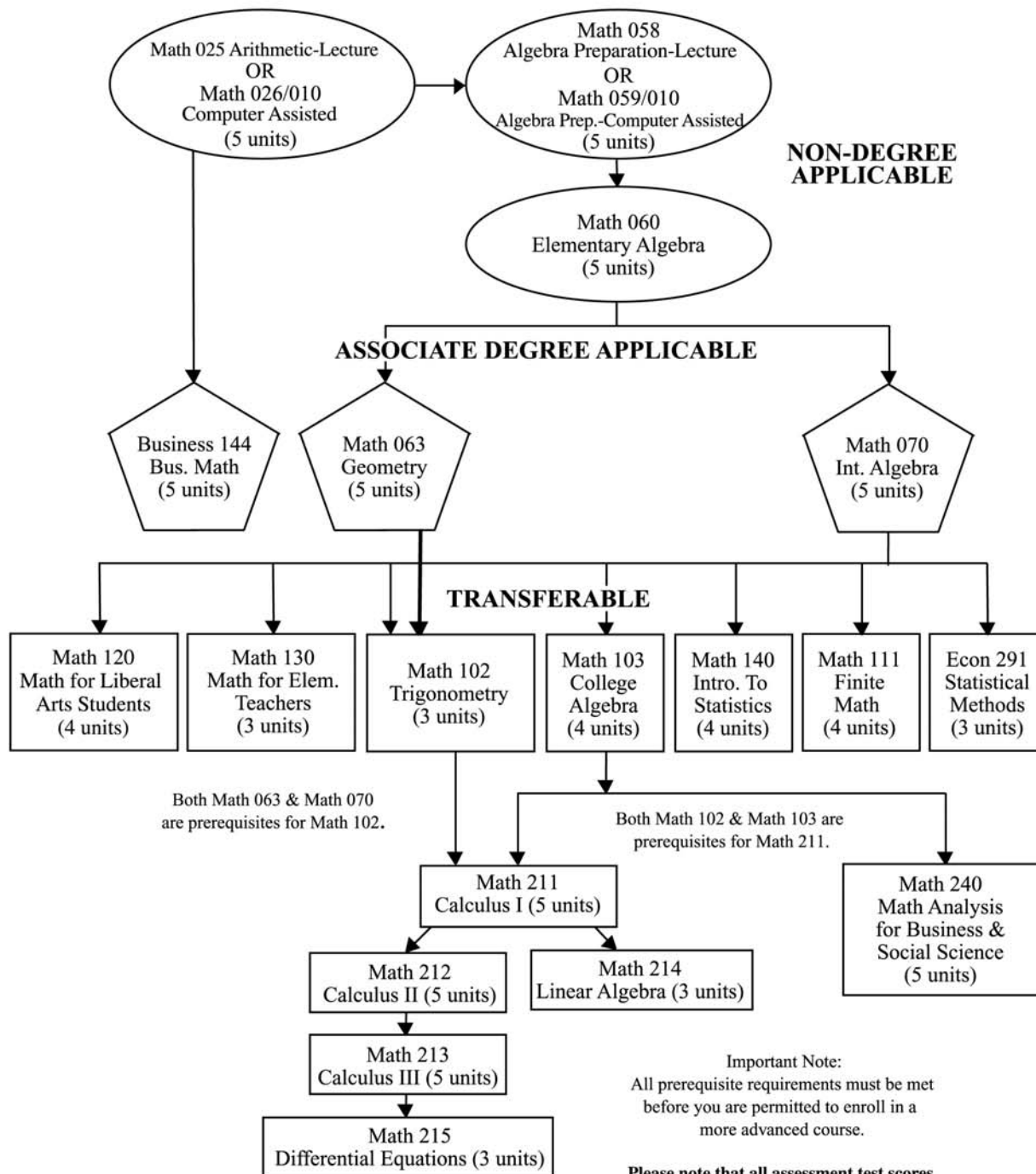
5.00 Units Lecture

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Review of properties of real numbers, operations, linear equations and inequalities. Higher degree and rational equations and inequalities, functions and graphs, systems of equations, exponential and logarithmic functions,

# College of the Canyons MATH COURSE SEQUENCE

ARROWS SHOW PREREQUISITES.



## MATHEMATICS

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binomial theorem, introduction to sequences and series, and applications. Designed to prepare the student for college-level mathematics and professional courses.

### MATH 102 TRIGONOMETRY

3.00 Units Lecture - CSU

CAN MATH 8

*Prerequisite: MATH-063 and MATH-070 or appropriate math placement as determined by the COC assessment process.*

Circular and trigonometric functions, inverse trigonometric functions, identities, trigonometric equations, solutions of triangles, complex numbers, vectors, and applications.

### MATH 103 COLLEGE ALGEBRA

4.00 Units Lecture - UC:CSU

CAN MATH 10

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.*

Linear and nonlinear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, and sequences and series.

### MATH 111 FINITE MATH

4.00 Units Lecture - UC:CSU

*Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process.*

Applications of mathematics for students majoring in business, social sciences or behavioral sciences including systems of linear equations, matrices, linear programming, logic, sets, combinatorics, the mathematics of finance and an introduction to probability and statistics.

### MATH 120 MATH FOR LIBERAL ARTS STUDENTS

4.00 Units Lecture - UC:CSU

*Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process*

Examines the nature of mathematics and its role in society, stressing the history of mathematical ideas and methods and the use of mathematics in problem solving and communication. Major categories of mathematics are studied including inductive and deductive reasoning,

set theory, sequences and series, geometry, probability theory and statistics. Emphasis on the application of mathematics to various disciplines in the liberal arts.

### MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS

3.00 Units Lecture - UC:CSU

CAN MATH 4

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.*

Language of sets, systems of numeration, nature of numbers and fundamentals of operations, domain of integers, fields of rational, real, and complex numbers.

### MATH 140 INTRODUCTORY STATISTICS

4.00 Units Lecture - UC:CSU

CAN STAT 2

*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: MATH-140, BUS-291 and ECON-291 combined, maximum credit one course.

### MATH 211 CALCULUS I

5.00 Units Lecture - UC:CSU

CAN MATH 18

*Prerequisite: MATH-102 and 103 or appropriate math placement as determined by the COC assessment process.*

Introduction to limits, derivatives and integrals. Applications including rate of change, maxima-minima, curve sketching, and area problems.

### MATH 212 CALCULUS II

5.00 Units Lecture - UC:CSU

CAN MATH 20

*Prerequisite: MATH-211 or equivalent.*

A continuation of MATH 211. Topics include differentiation and integration of transcendental functions, techniques of integration, infinite series with radii of convergence, improper integrals and applications.

## MATH 213 CALCULUS III

5.00 Units Lecture - UC:CSU

CAN MATH 22

*Prerequisite: MATH-212*

Vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals, Green's Theorem, the Divergence Theorem, Stroke's Theorem.

## MATH 214 LINEAR ALGEBRA

3.00 Units Lecture - UC:CSU

CAN MATH 26

*Prerequisite: MATH-211*

Linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigen values.

## MATH 215 DIFFERENTIAL EQUATIONS

3.00 Units Lecture - UC:CSU

CAN MATH 24

*Prerequisite: MATH-213*

A course in ordinary differential equations, systems of linear differential equations, the Laplace transforms, numerical methods, series solutions and applications.

## MATH 240 MATH ANALYSIS FOR BUSINESS AND SOCIAL SCIENCE

5.00 Units Lecture - UC:CSU

CAN MATH 34

*Prerequisite: MATH-103 or appropriate math placement as determined by the COC assessment process.*

A review of functions: linear, quadratic, logarithmic, and exponential. The three main topics of calculus: limits of functions, derivatives of functions, and integrals of functions. Applications of these concepts are studied in depth.

# MUSIC

## MUSIC 080 PRELUDE STRINGS ENSEMBLE

0.50 Unit Lecture/Lab

Beginning class and introduction to orchestral performance for string players. Intended for both Suzuki and traditional students with no previous orchestral experience. Emphasis is placed on note reading and ensemble skills. Repertoire consists of short pieces of easy to moderate difficulty. Offered on a credit/no credit basis. Units do not apply to the associate degree. May be taken 4 times for credit.

## MUSIC 081 SANTA CLARITA VALLEY YOUTH ORCHESTRA

1.00 Unit Lecture/Lab

A performing experience in instrumental ensembles, it aims to survey the evolution of orchestral forms from the baroque to the 20th Century. Emphasis on the theory and practice of music. Offered on a Credit/No Credit basis. Units do not apply to the associate degree. May be taken 4 times for credit.

## MUSIC 082 SANTA CLARITA VALLEY YOUTH PHILHARMONIC

1.50 Units Lecture/Lab

Offered to students able to demonstrate more advanced musical skills performing on any orchestral instrument as a progressive step above the level of proficiency required by those playing in the Santa Clarita Valley Youth Orchestra. As a prerequisite, students are expected to present an audition to showcase their sight-reading abilities, technical expertise on the instrument of choice, and musical sensibility. Offered on a credit/no-credit basis. Units do not apply to the associate degree. May be taken 4 times for credit.

## MUSIC 100 FUNDAMENTALS OF MUSIC

3.00 Units Lecture - UC:CSU

Introduces the elements of music and musical notation; music reading and sight-singing; scales and intervals.

## **MUSIC 101 MUSICIANSHIP SKILLS I**

1.00 Unit Lab - UC:CSU

First level in a series of four comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

## **MUSIC 102 MUSICIANSHIP SKILLS II**

1.00 Unit Lab - UC:CSU

*Prerequisite: MUSIC-101*

Second in a series of four comprehensive training workshops for musicians through the intensive practice of sight singing, melodic and rhythmic dictations, chords, recognition as well as applied music theory exercises.

## **MUSIC 103 MUSICIANSHIP SKILLS III**

1.00 Unit Lab - UC:CSU

*Prerequisite: MUSIC-102*

Third level in a series of four comprehensive training workshops that provide musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chords recognition and applied music theory exercises.

## **MUSIC 104 MUSICIANSHIP SKILLS IV**

1.00 Unit Lab - UC:CSU

*Prerequisite: MUSIC-103*

Fourth in a series of four comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

## **MUSIC 105 UNDERSTANDING MUSIC**

3.00 Units Lecture - UC:CSU

Surveys musical masterpieces through all eras of musical evolution. Development of the appreciation and understanding of music in relation to culture and other art forms through listening experiences, lecture, and discussion.

## **MUSIC 106 DEVELOPMENT OF JAZZ**

3.00 Units Lecture - UC:CSU

The study of jazz as a cultural medium, its historical background, and its development in the United States.

## **MUSIC 107 SOCIETY AND ROCK AND ROLL**

3.00 Units Lecture - UC:CSU

Explores the rise of rock and roll as a modern musical genre and examines its influence on modern society.

## **MUSIC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

3.00 Units Lecture - CSU

An introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instructional software for musicians; acoustics; data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music notation software; software for music sequencing; MIDI hardware; software for creating, organizing, and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware. Same as CMPELC-110. May be taken 4 times for credit.

## **MUSIC 112 MUSIC HISTORY**

3.00 Units Lecture - UC:CSU

An in-depth study of the main periods and styles of western music, from the Middle Ages to the present. Includes the most important composers as well as the cultural context in which their music was created.

## **MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER**

1.00-4.00 Units Lab - UC:CSU

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 credit/no-credit only. May be taken 4 times for credit.

## **MUSIC 120 TONAL HARMONY**

3.00 Units Lecture - UC:CSU

A comprehensive study of the theory and practice of western harmony from the 17th century to the beginning of the 20th century. Major topics include diatonic triads, seventh chords, principles of voice leading, non-chordal tones and harmonic analysis of music from the classical period.

## **MUSIC 121 CHROMATIC HARMONY**

3.00 Units Lecture - UC:CSU

Emphasis on modulatory techniques, altered chords, formal analysis of Romantic, Impressionist and Modern music literature. Introduction to late 20th Century compositional techniques.

**MUSIC 122 TONAL COUNTERPOINT**

3.00 Units Lecture - UC:CSU

A study of the forms of counterpoint with emphasis placed on the tonal concept. Composition and analysis of contrapuntal forms in the 18th Century style of J.S. Bach, including imitative forms, canon, invention, and fugue.

**MUSIC 123 MODAL COUNTERPOINT**

3.00 Units Lecture - UC:CSU

The study of composition practices of the 16th Century with emphasis on species counterpoint. Analysis and emulation of Motet and Mass, Fugue, and other musical forms using imitative techniques.

**MUSIC 125 STUDIES IN MUSIC COMPOSITION**

4.00 Units Lecture/Lab - UC:CSU

Technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles. Students will have access to computer-based music laboratory. May be taken 4 times for credit.

**MUSIC 126 POP AND JAZZ THEORY**

3.00 Units Lecture - UC:CSU

Directed towards the contemporary music student interested in contemporary popular music, this course focuses on the theoretical principles found within the styles of jazz and pop. Students will be encouraged to compose original music utilizing techniques taught in class.

**MUSIC 127 ORCHESTRATION I**

3.00 Units Lecture - UC:CSU

*Prerequisite: Ability to read music.*

A study of orchestration as it applies to the instruments of the standard symphonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from non-European traditions. MUSIC 127 and 128 do not need to be taken in sequence.

**MUSIC 128 ORCHESTRATION II**

3.00 Units Lecture - UC:CSU

*Prerequisite: Ability to read music.*

One of two courses devoted to the study of orchestration as it applies to the instruments of the standard sym-

phonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from non-European traditions. Music 127 and 128 do not need to be taken in sequence.

**MUSIC 129 MUSIC PRODUCTION FOR FILM AND TELEVISION**

3.00 Units Lecture/Lab - CSU

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.) May be taken 2 times for credit.

**MUSIC 131 KEYBOARD INSTRUCTION I**

2.00 Units Lecture/Lab - UC:CSU

Fundamentals of piano playing; includes scales, chords, sight reading, technical exercises, transposition, improvisation, keyboard theory and beginning piano literature.

**MUSIC 132 KEYBOARD INSTRUCTION II**

2.00 Units Lecture/Lab - UC:CSU

Level two piano playing, music reading, technique, scales, transposition, keyboard harmonization and simple to intermediate piano literature. May be taken 4 times for credit.

**MUSIC 140 STUDIO SINGING**

1 Unit Lab - CSU

An intensive study of all music-reading and vocal skills required of professional studio singers. Many styles of commercial music will be explored and public performances will be scheduled. This course is intended for the serious professionally-oriented student who is willing to devote time and energy to developing talent. A demo tape will be produced. May be taken 4 times for credit.

**MUSIC 141 VOICE DEVELOPMENT**

1.00 Unit Lab - UC:CSU

Techniques and concepts for mastering the art of singing. Emphasis on posture, breathing, tone production, musicianship and interpretation. May be taken 4 times for credit.

## MUSIC

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### MUSIC 151 JAZZ IMPROVISATION

1.00 Unit Lab - UC:CSU

Designed to assist the jazz-oriented musician in improving ability to improvise. Other emphasis on organization of and participation in small combo groups. May be taken 4 times for credit.

### MUSIC 153 STUDIO JAZZ ENSEMBLE

1.00 Unit Lab - UC:CSU

Development of performance standards in Big Band jazz. Investigation of new concepts in the field of jazz music. Workshop experience for composers and arrangers. May be taken 4 times for credit.

### MUSIC 160 GUITAR STUDIES I

2.00 Units Lecture/Lab - UC:CSU

The study and application of basic skills on the guitar. Course focuses on the introduction of chord structures, sight reading (open strings and first position), as well as rhythm techniques.

### MUSIC 161 GUITAR STUDIES II

2.00 Units Lecture/Lab - UC:CSU

A continuation course concentrating on the study and application of basic skills on the guitar. Emphasis on chord structures, sight reading (open strings through 5th position), as well as rhythm techniques. May be taken 4 times for credit.

### MUSIC 165 SYMPHONY OF THE CANYONS

2.00 Units Lecture/Lab - UC:CSU

The study of musical styles and rehearsal techniques as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. May be taken 4 times for credit.

### MUSIC 167 JAZZ GUITAR STUDIES I

2.00 Units Lecture/Lab - UC:CSU

A study of position-playing for jazz guitar. Topics include: jazz chordal structures; rhythm comping and structural analysis of jazz forms. May be taken 4 times for credit.

### MUSIC 168 JAZZ GUITAR STUDIES II

2.00 Units Lecture/Lab - UC:CSU

An intermediate level study of position-playing for jazz guitar. Topics include jazz chordal structures, rhythm comping and structural analysis of jazz forms. May be taken 4 times for credit.

### MUSIC 169 IMPROVISATION FOR GUITARISTS

2.00 Units Lecture/Lab - UC:CSU

Primarily designed for guitarists (other instrumentalists are welcomed), this course focuses on the many facets of improvising including usage of pentatonic, major, minor, and harmonic minor scales along with relative harmonic chord progressions. Performances by soloists from different eras in various styles ranging from the 20's through the 90's in jazz, rock, fusion, country, and Latin will be analyzed. Students will develop techniques to enhance natural abilities of playing by ear by utilizing scales and positions on the instrument. May be taken 4 times for credit.

### MUSIC 170 BASS GUITAR STUDIES I

2.00 Units Lecture/Lab - UC:CSU

The study and application of basic skills on the electric bass guitar. Course focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument.

### MUSIC 171 BASS GUITAR STUDIES II

2.00 Units Lecture/Lab - UC:CSU

Second in the series on the application of skills on the electric bass guitar, this course focuses on the construction of complex bass lines through chord changes in standard popular and jazz repertoire. Students will learn advanced note-reading skills on the instrument. May be taken 4 times for credit.

### MUSIC 173 JAZZ VOCAL ENSEMBLE

1.00 Unit Lab - UC:CSU

*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. May be taken 4 times for credit.

### **MUSIC 174 COLLEGE CHORUS**

1.00 Unit Lab - CSU

Study and interpretation of music for the vocal chamber group from all eras in music history. May be taken 4 times for credit.

### **MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS**

1.00 Unit Lab - UC:CSU

A study of musical styles, performances practices and rehearsal techniques through rehearsal and performance of selected choral literature suitable to festival participation. This choral group refines individual selections to high performance standards and represents the college at intercollegiate festivals, on-campus performances, and in the community. May be taken 4 times for credit.

### **MUSIC 176 CHAMBER SINGERS**

1.00 Unit Lab - UC:CSU

Study and performance of sacred and secular chamber choral repertoire from the 15th to the 20th centuries. Emphasis on the cultivation of skills needed to sing from a variety of choral styles and historical periods. Attendance at all scheduled performances is required. May be taken 4 times for credit.

### **MUSIC 177 LES CHANTEUSES: WOMEN'S CHOIR**

1.00 Unit Lab - UC:CSU

A study of musical styles, performance practices and rehearsal techniques through the learning of selected choral literature written specifically for the female voice. This choral group refines individual selections to high performance standards and represents the college at intercollegiate festivals, on-campus events, and within the community. May be taken 4 times for credit.

### **MUSIC 178 COLLEGE OF THE CANYONS MARCHING BAND**

2.00 Units Lab - UC:CSU

Rehearsal and performance of music suitable for marching band with strong emphasis on marching skills. Ample opportunities for participation in public performances such as football games, field shows, parades and tours will be provided. May be taken 4 times for credit.

### **MUSIC 179 COC MARCHING/DANCE TROUPE**

2.00 Units Lab - CSU

Rehearsal and performance of rifle, flag, and dance units auxiliary to the College of the Canyons Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. Same as DANCE-179. May be taken 4 times for credit.

### **MUSIC 180 MUSIC BUSINESS**

3.00 Units Lecture - CSU

A study of the music industry as it relates to production, recording, manufacturing, publishing, and copyrights, performing rights and marketing.

### **MUSIC 181 APPLIED MUSIC STUDIES I**

2.50 Units Lecture/Lab - UC:CSU

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

First in a series of four applied music workshops on a specific instrument, voice, or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week on-campus in a practice room. Emphasis on technical development and the learning of musical repertoire and the development of concert presentation skills.

### **MUSIC 182 APPLIED MUSIC STUDIES II**

2.50 Units Lecture/Lab - UC:CSU

*Prerequisite: MUSIC-181*

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

Second in a series of four applied music workshops. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week on-campus in a practice room. Provides studio lessons on a specific instrument, voice, or conducting with an emphasis on technical development and the learning of musical repertoire.

### **MUSIC 183 APPLIED MUSIC STUDIES III**

2.50 Units Lecture/Lab - UC:CSU

*Prerequisite: MUSIC-182*

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185*

Third in a series of four applied music workshops on a specific instrument, voice, or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week in an on-campus practice room. Emphasis is on the learning of musical repertoire and the development of concert presentation skills.

### MUSIC 184 APPLIED MUSIC STUDIES IV

2.50 Units Lecture/Lab - UC:CSU

*Prerequisite:* MUSIC-183

*Co-requisites:* MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177 or 185.

Fourth in a series of applied music workshops on a specific instrument, voice or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week in an on-campus practice room. Emphasis on the learning of musical repertoire and the development of concert presentation skills. Students must concurrently enroll in a COC major performing ensemble and MUSIC-190. May be taken 4 times for credit.

### MUSIC 185 SYMPHONIC BAND

2.50 Units Lecture/Lab - UC:CSU

*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. May be taken 4 times for credit.

### MUSIC 186 MUSIC ENSEMBLE

2.0 Units Lecture/Lab - UC:CSU

*Co-requisite:* MUSIC-185

Explores chamber music literature and practices. Specific technical skills will be addressed including breathing, phrasing, tonguing, bow technique, embouchure development and rehearsal standards. Public performance required. May be taken 4 times for credit.

### MUSIC 190 APPLIED PERFORMANCE

0.50-1.00 Unit Lab - UC:CSU

*Co-Requisite:* Requires concurrent enrollment with one of the Applied Music courses (MUSIC-181 through 184).

Preparation and presentation of music literature to be performed before the class with a subsequent critique by the other students and instructor. Offered credit/no-credit only. May be taken 4 times for credit.

**For more MUSIC -- See  
Non-Credit Classes on page 229**

## NURSING

### NURSNG 050 NURSE ASSISTANT TRAINING

5.00 Units Lecture/Lab

*Prerequisite:* TB test and physical exam within the last six months. College placement at English 090 level recommended. 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 prior to the first class.

Selected fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. This is the first level of the nursing career ladder. Upon completion, the student will be eligible to take the California test for certification. May be repeated if used for legally mandated training.

**NURSNG 051 HOME HEALTH AIDE**

1.50 Units Lecture/Lab

*Prerequisite: CNA or Nurse Aide Training course, required immunizations and titres, and a CPR for Health Care Workers card. In order to register, all students must pick up a pre-enrollment packet in the Nursing Office. These forms must be completed and submitted prior to the first class.*

Provides theory and practical application of knowledge and skills needed to function as a home health aide. Emphasis is on the role of the home health aide, interpretation of client needs, personal care services, nutrition, and cleaning and care tasks in the home. Upon completion, students are eligible for California certification. May be repeated if used for legally mandated training.

**NURSNG 052 INTRODUCTION TO MEDICAL ASSISTING**

3.00 Units Lecture

An introduction to the role of the medical assistant and the history of the field. Covers principles of law and ethics, critical thinking, study skills, multicultural issues, performance evaluation, nutrition, patient education, and customer service. Includes theory, medical terminology, demonstration and application of asepsis, safety, obtaining a history, and assisting with a patient examination.

**NURSNG 053 BEGINNING MEDICAL ASSISTING**

3.00 Units Lecture

Anatomy and physiology of sense organs, musculoskeletal, reproductive, and digestive systems are presented. Assisting the physician with related clinical procedures such as ear irrigation, laser treatments, orthopedic appliances and colon procedures are practiced in a clinical simulation. Client screening procedures including vital signs, vision and hearing are also learned.

**NURSNG 054 INTERMEDIATE MEDICAL ASSISTING**

3.00 Units Lecture

Anatomy and physiology of the urinary, respiratory and endocrine systems are presented. Theory, demonstration and practice performing routine lab procedures in clinical simulation. Also included are the role of the

medical assistant in minor surgery, skin preparation, wound care, and maintaining a sterile field.

**NURSNG 055 ADVANCED MEDICAL ASSISTING**

3.00 Units Lecture

Anatomy and physiology of circulatory, neurological, and immune systems are presented, as well as theory and practice in obtaining an electrocardiogram. Basic mathematics and principles of pharmacology including drug classifications, safety, preparation and administration of medications are demonstrated and practiced in clinical simulation. Office emergencies and CRP are also covered.

**NURSNG 056 PHLEBOTOMY**

4.50 Units Lecture/Lab

*Prerequisite: CPR for Health Care Workers card. Need high school diploma or GED. Also required are a physical and immunizations as required by the clinical facilities. In order to register, a packet must be picked up in the Nursing Office. These forms must be completed and submitted prior to the first class.*

Designed to prepare personnel who collect blood samples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of course results in a Phlebotomy Technician Proficiency Certificate. Phlebotomists work in hospitals, medical clinics, commercial laboratories and in other settings where blood is collected from patients. Includes learning experiences both in on-campus skills laboratories and at affiliated clinical sites. Units do not apply to the associate degree. May be repeated if used for legally mandated training.

**NURSNG 057 ADVANCED PHLEBOTOMY**

1.00 Unit Lecture

*Prerequisite: Students must be currently employed as a phlebotomist.*

Designed to meet the California Department of Health Services requirement for practicing phlebotomists who need certification. Upon completion, students will have met the necessary hours to apply for their certificate. Units do not apply to the associate degree.

**NURSNG 089 SUCCESS IN FUNDAMENTAL NURSING**

## **NURSING**

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### 1.00 Unit Lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 101A. Units do not apply to the associate degree and offered credit/no-credit only.

## **NURSNG 090 CRITICAL THINKING IN NURSING**

### 1.00 Unit Lecture

Covers the basic concepts of critical thinking: definitions, characteristics, barriers and strategies which are then applied through the use of case studies, scenarios, and critical thinking questions. Prepares the student nurse for state board exams or the working nurse with better critical thinking skills.

## **NURSNG 091 PEDIATRIC NURSING**

### 3.00 Units Lecture

Focuses on the differences in children and adults. Includes assessment, growth and development according to Erickson and Piaget, disease process and treatment pertinent to the different age groups of children from newborn to the adolescent, pediatric procedures, and calculation of dosage for children. Discusses the hospitalized child and pediatric variations of nursing interventions, including immunizations, and the role of the pediatric nurse. Incorporates cultural aspects of pediatric care, communication with various aged children and critical thinking when caring for the pediatric client.

## **NURSNG 092 SUCCESS IN BEGINNING MEDICAL-SURGICAL NURSING**

### 1.00 Unit Lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 102. Units do not apply to the associate degree and offered credit/no-credit only.

## **NURSNG 093 SUCCESS IN MATERNAL NEWBORN & PEDIATRIC NURSING**

### 1.00 Unit Lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 106. Units do not apply to the associate degree and offered credit/no-credit only.

## **NURSNG 094 SUCCESS IN PSYCHIATRIC NURSING**

### 1.00 Unit Lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 200. Units do not apply to the associate degree and offered credit/no-credit only.

## **NURSNG 095 SUCCESS IN INTERMEDIATE MEDICAL-SURGICAL NURSING**

### 1.00 Unit Lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 202. Units do not apply to the associate degree and are offered credit/no-credit only.

## **NURSNG 096 SUCCESS IN ADVANCED MEDICAL-SURGICAL NURSING**

### 1.00 Unit Lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 204. Units do not apply to the associate degree and offered credit/no-credit only.

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## **NURSNG 097 PRINCIPLES AND TECHNIQUES FOR INTRAVENOUS THERAPY**

1.50 Units Lecture/Lab

*Prerequisite:* VOCNSG-107

Principles and techniques of intravenous therapy. Students learn theory, the management of clients receiving I.V. Therapy and the complications and risks involved with this therapy. Course complies with the State Board of Vocational Nurse Guidelines; upon successful completion, participants receive a state-issued certificate in I.V. Therapy. May be taken 2 times for credit.

## **NURSNG 098 SPECIAL TOPICS IN HEALTHCARE**

0.50-3.00 Units Lecture

Designed to provide a forum in which different topics of interest can be presented for nursing students and nurses working in the community.

## **NURSNG 101A FUNDAMENTALS OF NURSING - A**

4.00 Units Lecture - CSU

*Prerequisite:* Admission to Nursing program.

*Co-requisite:* NURSNG-101AL, NURSNG-101B, NURSNG- 101BL

First course in the medical-surgical nursing course series. In this class, the student studies the biopsychosociocultural-spiritual requisites and deficits of the adult, including geriatric clients with non-complex health deviation self-care requisites. The curriculum strands--knowledge, nursing process, psychomotor skills, communication, management of care, professional-legal-ethical practice, collaboration and self-direction--are integrated at a basic level. The knowledge strand includes the self-care deficit theory; growth and development; and selected non-complex health deviations of balance between activity and rest. The last-named portion of the strand consists of etiologies, pathophysiologies, diagnostic assessments and basic primary, secondary, and tertiary management, including medication, nutrition and teaching. The course stresses principles of psychomotor skills and management of one client. Collaboration with nursing staff and factors contributing to self-direction are discussed.

## **NURSNG 101AL FUNDAMENTALS OF NURSING-A: LAB**

4.00 Units Lab - CSU

*Prerequisite:* Admission to Nursing program.

*Co-requisite:* NURSNG-101A, NURSNG-101B and NURSNG-101BL.

First clinical course of the medical-surgical series in which the student applies knowledge and skills learned in NURSNG-101A and 101B to care for one client. The student utilizes the nursing process with the instructor's assistance, focusing on non-complex nursing diagnoses and applying wholly compensatory and supportive, educative nursing actions to assist the client toward self-care. Primary, secondary and tertiary interventions - including medication, nutrition and teaching - are integrated in the nursing actions. The student applies basic communication skills and principles of management in the care of one client and begins to recognize the importance of self-direction and collaboration with the nursing staff. Clinical experience is obtained in secondary-care facilities.

## **NURSNG 101B FUNDAMENTALS OF NURSING - B**

0.50 Unit Lecture - CSU

*Prerequisite:* Acceptance to Nursing Program.

*Co-requisite:* NURSNG-101A, NURSNG-101AL, and NURSNG-101BL.

This first semester course enables the student to gain knowledge in pharmacokinetic, pharmacodynamic, psychomotor, psychological, legal and safety aspects of topical, oral/enteral, intradermal, subcutaneous and intramuscular medication administration. Additionally, basic information relating to intravenous therapy is introduced. Considers cultural aspects of drug therapy, self-medicating, medicating the elderly, and nutritional concerns such as fluids electrolytes and enteral feedings. Integrates concepts and principles derived from the curriculum strands in NURSNG-101A and 101AL.

### **NURSNG 101BL FUNDAMENTALS OF NURSING - B: LAB**

1.00 Unit Lab - CSU

*Prerequisite:* Admission to Nursing program.

*Co-requisite:* NURSNG-101A, NURSNG-101AL, and NURSNG-101B.

This is a laboratory course for NURSNG-101B where the student applies the concepts and principles learned in the theory component. The steps of the nursing process, in simulated actions, are utilized in the administration of topical, oral/enteral, intradermal, subcutaneous and intramuscular medications. Basic concepts of IV Therapy are introduced. The student uses computer-assisted instruction to master calculation of dosages. Other psychomotor skills are learned, including blood glucose monitoring. The student gains competency in psychomotor skills in the laboratory before applying them to actual clients.

### **NURSNG 102 BEGINNING MEDICAL-SURGICAL NURSING**

2.50 Units Lecture - CSU

*Prerequisite:* NURSNG-101A, NURSNG-101AL, NURSNG-101B, NURSNG-101BL.

*Co-requisite:* NURSNG-102L

This is the second course of the medical-surgical series in which the student learns about the biopsychosocial-cultural-spiritual requisites and deficits of the adult, including the geriatric client, with beginning complex health deviations in self-care requisites for the maintenance of eliminative, regulatory, and reproductive processes. Curriculum strands of theoretical and empirical knowledge, nursing process, communication, psychomotor skills, management of care, professional-legal-ethical practice, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes, self-care deficit theory, health deviations and their etiologies, pathophysiologies, manifestations and management that entails primary, secondary, and tertiary care, including medications, nutrition, and teaching. The student learns the theories behind beginning complex psychomotor skills such as venipuncture, total parenteral nutrition, colostomy care, urinary bladder irrigation; and management of two clients.

### **NURSNG 102L BEGINNING MEDICAL-SURGICAL NURSING LAB**

2.00 Units Lab - CSU

*Prerequisite:* NURSNG 101 A, 101 AL, 101B, 101 BL

*Co-requisite:* NURSNG-102

This is the second clinical course of the medical-surgical series in which the student learns to care for the client with simple to beginning complex health deviations associated with eliminative, regulatory, and reproductive processes. The student utilizes knowledge and skills gained in NURSNG-102 and previous courses to make nursing practice decisions. The student continues to use nursing process with assistance, targeting beginning complex nursing diagnoses and implementing wholly compensatory, partly compensatory and supportive/educative nursing actions to assist the client toward self-care or significant others to provide client with dependent care. Primary, secondary, and tertiary care including medications, nutrition and teaching are integrated in the nursing actions. The student utilizes previously learned, and new beginning complex communication techniques and manages the care of one to two clients. The student begins to collaborate with other disciplines, and begins to display more self-direction in learning and providing nursing care. Clinical experience is obtained in primary and secondary care facilities.

### **NURSNG 103 LVN TO RN BRIDGE CLASS**

1.50 Units Lecture - CSU

*Prerequisite:* Admission to the Nursing Program.

This is a transition course in which the student learns information necessary to perform as a second year Associate Degree Nursing Program student. The curriculum strands of nursing process, communication, management of care, professional-legal ethical practices, collaboration and self-direction and knowledge are integrated throughout the course or are introduced. The knowledge strand includes the self-care deficit theory, selected health deviations and their etiologies, pathophysiologies, manifestations and management including medications, nutrition and teaching. The student learns the theory behind physical assessment, stress management and role transition.

## NURSNG 106 MATERNAL - NEWBORN/ PEDIATRIC NURSING

3.00 Units Lecture - CSU

*Prerequisite:* NURSNG-102 and 102L.

*Co-requisite:* NURSNG-106L

This is a study of the biopsychosociocultural-spiritual requisites and deficits of the childbearing family and the pediatric client utilizing the nursing process. The focus is on family-centered care. Curriculum strands of theoretical and empirical knowledge, nursing process, communication, psychomotor skills, management of care, professional-legal-ethical practices, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes the self-care deficit theory, health deviations and their etiologies, manifestations, and management that entails primary, secondary, and tertiary care including medications, nutrition and teaching. Also included are the developmental stages, child and family responses to hospitalization, pediatric variations in nursing care, parental interaction, fetal issues during pregnancy and care of the newborn. The student learns the theories behind the psychomotor skills such as, medication administration to a young client, electronic fetal monitoring, newborn assessment, and post partum assessment. Principles of management of one to two childbearing and pediatric clients are discussed.

## NURSNG 106L MATERNAL - NEWBORN/ PEDIATRIC NURSING LAB

2.00 Units Lab - CSU

*Prerequisite:* NURSNG 102 and 102L

*Co-Requisite:* NURSNG 106

A course in Maternal-Newborn/Pediatric nursing where the student learns to care for the child-bearing family and the pediatric client. The student utilizes knowledge and skills gained in previous courses to make nursing practice decisions. With assistance, the student uses the nursing process in implementing wholly compensatory, partly compensatory and supportive/educative nursing actions, integrating primary, secondary and tertiary care, including medication, nutrition and teaching, to assist the client toward self-care or significant others to provide client with dependent care. The student utilizes new and previously learned communication techniques and manages the care of one or two clients. The student begins to collaborate with other disciplines, and

begins to display more self-direction in learning and in providing nursing care. Clinical experience is obtained in primary and secondary care facilities.

## NURSNG 200 PSYCHIATRIC NURSING

2.50 Units Lecture - CSU

*Prerequisite:* NURSNG-106, NURSNG-106L, except for the LVN to RN students who need NURSNG-103.

*Co-requisite:* NURSNG-200L

This course is a study of the psychosociocultural- spiritual and relevant biological self-care requisites and deficits of the adult, including the geriatric client, in mental health settings with health deviations in the maintenance of balance between solitude and social interaction, prevention of hazards to life, functioning and well-being, and promotion of normalcy and development. Curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration and self-direction are integrated throughout the course. The knowledge strand consists of the personality developmental theories, health deviations, and their etiology, manifestations and management that entails primary, secondary, and tertiary preventions including medications, nutrition and teaching. There is an in-depth study of therapeutic communication techniques utilized in mental health settings.

## NURSNG 200L PSYCHIATRIC NURSING LAB

2.00 Units Lab - CSU

*Prerequisite:* NURSNG-106 and NURSNG-106L.

*Co-requisite:* NURSNG-200.

The clinical course of NURSNG-200 where the student learns to care for the client with health deviations in the maintenance of balance between solitude and social interaction, prevention of hazards to life, functioning and well-being, and promotion of normalcy and development. Concepts and principles learned in the curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration and self-direction are applied in the clinical area. Knowledge includes personality developmental theories, health deviations and their causative factors, manifestations, primary, secondary and tertiary preventions including medications, psychotherapeutic approaches,

nutrition and teaching. The student continues to assist up to two clients in achieving self-care. The nursing process is more focused and communication skills become more psychotherapeutic. The student develops more confidence in collaborating with the health team and in self-direction.

### **NURSNG 202 INTERMEDIATE MEDICAL-SURGICAL NURSING**

3.00 Units Lecture - CSU

*Prerequisite: NURSNG-200 and NURSNG-200L.*

*Co-requisite: NURSNG-202L.*

This is the third course of the medical-surgical series in which the student learns about the biopsychosociocultural-spiritual requisites and deficits of the adult, including the geriatric client, with complex health deviation in the maintenance of sufficient intake of air, and balance between activity and rest. Curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes the self-care deficit theory, health deviations and their pathophysiology, etiology, manifestations and management that entails primary, secondary and tertiary preventions including medications nutrition, and teaching. Principles of management of care of up to three clients are studied. The student learns ways of increasing collaboration with the health team and increasing self-direction in providing complex nursing care.

### **NURSNG 202L INTERMEDIATE MEDICAL-SURGICAL LAB**

2.00 Units Lab - CSU

*Prerequisite: NURSNG-200 and NURSNG-200L.*

*Co-requisite: NURSNG-202.*

This is the third clinical course of the medical surgical series in which the student learns to care for the client with complex health deviations associated with maintenance of sufficient intake of air and balance of activity and rest. The student utilizes knowledge and skills learned in NURSNG-202 and previous courses to make nursing practice decisions. Student utilizes the nursing process targeting complex nursing diagnoses and implementing wholly compensatory, partly compensa-

tory and supportive/educative nursing actions to assist the client toward self-care or significant others to provide client with dependent care. Primary, secondary and tertiary interventions including medication, nutrition and teaching are integrated in the nursing actions. The student uses new and previously learned communication techniques and manages the care of up to three clients. The student collaborates with increasing numbers of personnel and displays more self-direction in learning and in providing nursing care. Clinical experience is obtained in secondary care facilities.

### **NURSNG 204 ADVANCED MEDICAL- SURGICAL NURSING**

5.50 Units Lecture - CSU

*Prerequisite: All previous Nursing courses.*

*Co-requisite: NURSNG-204L.*

This is the final medical-surgical nursing course. Students will integrate prior theory as well as learn the biopsychosociocultural-spiritual requisites and deficits of adult and geriatric clients with critical and chronic health deviations in the maintenance of sufficient intake of air, elimination, balance between activity and rest and between solitude and social interaction. Hazards to human life and the promotion of normalcy are studied. The curriculum strands are integrated throughout the course: knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management, professional-legal-ethical practices, collaboration, and self-direction. The knowledge strand includes self-care deficit theory, growth and development, health deviations, nutrition, pharmacology, teaching, the continuum of care as well as psychosociocultural-spiritual values. Principles of the management of up to six clients and the economics of health care are included.

### **NURSNG 204L ADVANCED MEDICAL- SURGICAL NURSING LAB**

4.50 Units Lab - CSU

*Prerequisite: All previous Nursing courses.*

*Co-requisite: NURSNG-204.*

This is the final clinical medical surgical course. Students are expected to integrate relevant prior clinical skills and classroom theory as well as to apply new theory and practice new skills in a variety of settings in which their role as a professional, a manager and a



provider of care becomes more independent. The student collaborates in the management of up to six adult clients with complex deviations of health care requisites as well as in the care of clients with critical and chronic deviations associated with the maintenance of sufficient intake of air, elimination, balance between activity and rest, and between solitude and social interaction. The student promotes the elimination of hazards and the promotion of normalcy. The student independently utilizes the nursing process by analyzing for nursing diagnoses, determining outcomes, and planning, applying or supervising nursing interventions which are wholly compensatory, partly compensatory or supportive/educative to assist the client toward self care. In addition the student evaluates the outcomes and nursing interventions, revising the plan as needed. The student collaborates with professional nurses in managing the care of the clients in the intensive care, oncology unit, the perioperative areas, in clinics, in home health, and other specialty areas. The student is expected to communicate independently in writing as well as verbally in each area as dictated by the course objectives. Clinical experience is obtained primarily in secondary and tertiary facilities.

### **NURSNG 206 OPERATING ROOM NURSING**

5.00 Units Lecture - CSU

Theory of operating room nursing. Encompasses three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation.

### **NURSNG 208 OBSTETRICAL NURSING**

7.00 Units Lecture - CSU

This course provides seven hours of lecture each week. Lecture content focuses on the obstetrical patient undergoing the four states of labor and include anatomy, physiology, assessment factors. In the clinical setting, the student works directly with a staff nurse preceptor. Student applies lecture theory to patients in the labor/ delivery/recovery suite of the hospital. It is highly recommended that students be sponsored by a clinical facility, which will provide a preceptor for an average of eight hours each week so the student can integrate the seven hours of theory taught at College of the Canyons.

### **NURSNG 210 NURSING INTERNSHIP**

3.00 Units Lecture/Lab - CSU

Six-week class designed for nurses who have graduated from a registered nursing program. Course is designed to bridge the way for graduates from their educational program to employment. One hundred forty-four (144) hours are spent with a preceptor at a clinical site, either a hospital or home health agency. Nine (9) hours of lecture include topics such as resumé writing, interviewing skills, and role transition from student to registered nurse. Certificate of completion is given to student which assists in job search. Offered January and June. Schedule is determined by student and instructor and preceptor. May be taken 4 times for credit.

### **NURSNG 212 PHYSICAL ASSESSMENT**

1.00 Unit Lecture - CSU

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 credit/no-credit only. May be taken 2 times for credit.

### **NURSNG 214 GERONTOLOGICAL NURSING**

3.00 Units Lecture - CSU

A comprehensive study of gerontological nursing which includes the normal aging process - functional and structural. This class also examines neurological and behavioral problems in the elderly. Medical and nursing management in cardiovascular problems, diabetes mellitus, gastrointestinal problems, hearing loss, hypertension, incontinence and other urinary problems, muscular skeletal problems, cancer and other problems such as chronic diseases in the elderly.

### **NURSNG 241 CRITICAL CARE NURSING I**

3.00 Units Lecture - CSU

An introduction to principles of electrocardiography and arrhythmia recognition with special emphasis on the physiology and treatment of arrhythmias. Pharmacology of drugs used in the treatment of cardiac arrhythmias and CPR. Designed for allied health personnel currently working in the field.

**NURSNG 242 CRITICAL CARE  
NURSING II**

3.00 Units Lecture - CSU

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, neurologic, renal, endocrine, hematologic, 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 243 WOMEN & HEALTH**

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides a broad perspective of women relating as providers and consumers to the health care system. Explores past and current health care, philosophical, historical, cross cultural, ethical, and political issues surrounding women's health. The unique role of women in the health care system will also be discussed in terms of current and future trends. Also, there will be specific topics which will include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers (same as NURSNG-243). UC credit limitation: HLHSCI-243, NURSNG-243, and PHYSED-100 combined, maximum credit one course.

# NURSING COLLABORATIVE

**NSCOL 250 COLLABORATIVE NURSING  
SEMINAR I**

1.00 Unit Lab - CSU

*Prerequisite: NSCOL-260 and 270 or equivalent coursework.*

Provides additional practice and reinforcement for basic nursing skills for all level one nursing students.

Designed to promote the application of medical-surgical, fundamentals, and pharmacologic classroom content to the clinical situation. Includes discussion, demon-

stration, computer simulation, guided practice and audiovisual presentations.

**NSCOL 252 COLLABORATIVE NURSING  
SEMINAR II**

1.50 Units Lecture/Lab- CSU

*Co-requisite: NSCOL-290*

Provides an enrichment opportunity for all level two nursing students to further explore the application of medical-surgical, psychiatric, and pharmacologic classroom content to the clinical situation. Includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentation. Course is presented in a live interactive video teleconferencing format.

**Note:** This is an optional, but highly recommended class in the Registered Nursing curriculum.

**NSCOL 260 COLLABORATIVE NURSING  
PERSPECTIVES AND SCHOLARSHIP**

1.50 Units Lecture - CSU

*Co-requisite: NSCOL-270*

Presents an overview of current health and nursing practice issues with their historical influences. Topics provide the entry-level nursing student with an overview of historical and philosophical viewpoints regarding regulatory scopes of practice, critical thinking, ethics and law, interdisciplinary roles, health, and healthcare delivery trends. Student is introduced to methods of contemporary library and database research and its application to nursing scholarship. Presented in a live interactive video teleconferencing format.

**NSCOL 270 COLLABORATIVE  
ESSENTIALS OF MEDICATION  
ADMINISTRATION**

0.50 Unit Lecture - CSU

*Co-requisite: NSCOL-260 or equivalent coursework.*

Presents the basic knowledge required for safe medication administration. A foundation for the subsequent pharmacology coursework and emphasizes the ability of students to calculate correct drug doses. The role of the nurse in pharmacologic therapy is presented, stressing individual accountability in the administration of medication. The way drugs work, their absorption, routes of administration, and rationale for uses are thoroughly studied. Federal and state regulations that pertain to the

administration of medications and regulation of controlled substances are examined. Taught in a video teleconferencing format.

### **NSCOL 275 COLLABORATIVE PHARMACOLOGY FOR NURSING**

2.50 Units Lecture - CSU

*Prerequisite:* NSCOL-270

Basic knowledge of pharmacology required to administer medications. The nursing process and unmet human needs provide a framework for the study of selected classes of medications. The nurse's role in promoting safe and effective pharmacologic therapy is stressed. The importance of health team communication and patient education is incorporated throughout the course. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are also integrated. Presented in live interactive video teleconferencing format.

### **NSCOL 280 COLLABORATIVE NURSING FUNDAMENTALS**

3.50 Units Lecture/Lab- CSU

*Prerequisite:* NSCOL 260 and 270 or previous completion of equivalent coursework.

*Co-Requisite:* NSCOL 250 and 275 or previous completion of equivalent coursework.

Introduces the core concepts, principles, and clinical skills common to all areas and levels of nursing practice. Presents the delivery of nursing care based on a hierarchy of universal human needs which impact health, quality of life, and achievement of potential. The entry-level student is introduced to the components and use of the nursing process. Provides the basic platform of nursing knowledge, skills, and caring upon which subsequent nursing courses build. Clinical experiences in the ambulatory and/or acute and long-term care health care settings and simulated experiences in the collaborative hospital nursing skills labs are included. Lecture/discussion is presented in the live interactive video conferencing format.

### **NSCOL 285 COLLABORATIVE MEDICAL SURGICAL NURSING I**

3.50 Units Lecture/Lab- CSU

*Prerequisite:* NSCOL-270 and 280 or previous equivalent coursework.

*Co-requisite:* NSCOL-250 and 275 or previous equivalent coursework.

Introduces the student to the basic concepts involved in caring for the patient with a medical- surgical health problem. Stresses unmet human needs and the nursing process as organizing frameworks for nursing knowledge and skills. Health care needs of the older adult are emphasized. Continues to emphasize access and use of electronically obtained information related to nursing and health care. Clinical experiences that provide an opportunity for the student to apply theoretical concepts and utilize basic clinical skills are included. The lecture portion of the course uses the live interactive video teleconferencing format.

### **NSCOL 290 COLLABORATIVE MEDICAL SURGICAL NURSING II**

4.50 Units Lecture/Lab- CSU

*Prerequisite:* NSCOL-275 and 285

*Recommended Preparation:* NSCOL-252

Continues the study of the adult with unmet needs resulting from health problems. Addresses the needs of patients across the adult life span whose health care needs require more complex nursing interventions and skill using the nursing process. Students are encouraged to build on skills gained from the previous semester in electronic acquisition and use of health care information. Clinical experiences provide an opportunity for the student to apply theoretical concepts, think critically, and build clinical skills. Live interactive video teleconferencing format will be used for the lecture portion.

### **NSCOL 295 COLLABORATIVE PSYCHIATRIC NURSING**

3.00 Units Lecture/Lab- CSU

*Prerequisite:* NSCOL-275 and 285

*Recommended Preparation:* NSCOL-252

Focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress. The nursing process, including interviewing skills, is presented within a framework of total mental health team manage-

ment. Therapeutic relationship is presented as a means of expressing caring. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self-exploration and develop a concept of the individual that includes the ability to adapt as a result of successful human need fulfillment. Provides the student with knowledge and understanding of the inter-relatedness of developmental, environmental, cultural, socioeconomic and ethnic factors affecting psychosocial adaptation along the health-illness continuum. Laboratory experiences in mental health settings are included. Live interactive video teleconferencing format is used.

# PARALEGAL

## PARLGL 101 INTRODUCTION TO PARALEGAL STUDIES

3.00 Units Lecture - CSU

Overview of the history, philosophy, and practice of the paralegal profession in the United States. Introduces legal concepts, terms, and theories used by the paralegal.

## PARLGL 104 CONTRACT LAW FOR PARALEGALS

Units: 3.00 - CSU 3.00 hours lecture weekly

*Recommended Prerequisite: 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 3.00 hours lecture weekly

*Recommended Prerequisite: PARLGL-101*

Studies tort law, which includes the study of intentional and inadvertent wrongs and their consequences. Topics include torts, liability and negligence, terminology relating to tort law as well as the professional role and ethical obligations of the paralegal.

## PARLGL 106 LEGAL ANALYSIS AND WRITING

Units: 3.00 - CSU 3.00 hours lecture weekly

*Recommended Prerequisite: Eligible for ENGL-101*

Examines the processes of analysis and writing found within the legal profession, including techniques used to revise and edit documents.

## PARLGL 107 ETHICS FOR PARALEGALS

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines legal ethics and rules of professional responsibility as they affect paralegals and attorneys, including unauthorized practices of law, confidentiality, conflicts of interest, and advice and solicitation.

## PARLGL 108 LEGAL RESEARCH

Units: 3.00 - CSU 3.00 hours lecture weekly

*Recommended Prerequisite: PARLGL-101*

Covers the tools and strategies of legal research, including the examination of court decisions, validating authority, secondary authority, constitutions and statutes, legislative history, administrative materials, computer research programs and data sources, ethics of legal research, appropriate uses of terminology, and summaries of cases and authorities.

## PARLGL 110 CIVIL LITIGATION

3.00 Units Lecture - CSU

Examines the basic functions and procedures found within a civil law office, including trial preparation, appellate work, discovery, and the review of legal ethics.

## PARLGL 140 BANKRUPTCY

3.00 Units Lecture - CSU

Overview of the basic functions, procedures and ethics involved in various forms of bankruptcy law. Introduces the techniques of intake, preparation, and filing of the necessary forms to resolve bankruptcy cases.

## PARLGL 180 ESTATE PLANNING

3.00 Units Lecture - CSU

Focuses on the preparation of wills, trusts, life insurance, annuities, and tax issues. Examines probate and non-probate procedures, including those used to protect minors and others.

**PARLGL 200 PARALEGAL SEMINAR**

Units: 3.00 - CSU 1.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: PARLGL-101, 104, 105, 106, 107, 108, 110, 180, POLISC-150 and CIT-140*

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.

**PARENT EDUCATION -- See  
Non-Credit Classes on page 230**

## **PHILOSOPHY**

**PHILOS 101 INTRODUCTION TO PHILOSOPHY**

3.00 Units Lecture - UC:CSU

CAN PHIL 2

Topical introduction to philosophy, including western and non-western philosophies. Surveys major 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**

3.00 Units Lecture - UC:CSU

An introductory examination designed to give a basic understanding of the philosophies contained in Hinduism, Buddhism, Confucianism, Taoism and Zen.

**PHILOS 110 HISTORY OF EARLY PHILOSOPHY**

3.00 Units Lecture - UC:CSU

A survey of ancient and medieval European philosophical thought from the Presocratics to the great Athenian philosophers - Socrates, Plato, and Aristotle - through medieval philosophy including the philosophical works of Anselm, Augustine, Abelard, Aquinas, and Plotinus.

**PHILOS 111 HISTORY OF PHILOSOPHY: RENAISSANCE THROUGH THE 19TH CENTURY**

3.00 Units Lecture - UC:CSU

A historical survey of developing Western philosophical thought from the Renaissance through the 19th century including philosophical systems of empiricism, rationalism, skepticism, idealism, etc.

**PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY**

3.00 Units Lecture - UC:CSU

A survey of philosophical activity relating to the notions of human nature, the place of individuals in history, and the determination of value and choice, in the 20th century including European existentialism, analytical philosophy, and recent thinkers and movements.

**PHILOS 205 INTRODUCTION TO LOGIC**

3.00 Units Lecture - UC:CSU CAN PHIL 6

Critical reasoning skills for the analysis of arguments from everyday life and college-level courses. Skills for evaluating and understanding arguments will be included using deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.

**PHILOS 210 INTRODUCTION TO ETHICS**

3.00 Units Lecture - UC:CSU

CAN PHIL 4

Surveys some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

**PHILOS 215 INTRODUCTION TO BIOETHICS**

3.00 Units Lecture - UC:CSU

Explores topics in bioethics using leading ethical theories in philosophy to analyze issues such as reproductive rights, genetic science, the environment, stem cell research, and access to health care. Facilitates an in-depth understanding and application of informed decision-making of ethical criteria in the area of bioethics.

**PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION**

3.00 Units Lecture - UC:CSU

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**

3.00 Units Lecture - CSU

*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**

3.00 Units Lecture - UC:CSU

An introduction to the symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction.

**PHILOS 240 CONTEMPORARY MORAL PROBLEMS**

3.00 Units Lecture - UC:CSU

An introduction to ethical theory by means of the philosophical and applied analysis of contemporary moral issues in areas such as medicine, business, health care, technology, and the environment.

**PHOTOGRAPHY****PHOTO 090L OPEN PHOTO LAB**

1.00-2.00 Units Lab

*Prerequisite: Enrollment in another COC Photo course.*

An open lab for the currently enrolled photography student who wishes to increase skills through the use of the photography lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**PHOTO 091L ADVANCED OPEN PHOTOGRAPHY LAB**

1.00 Unit Lab

*Prerequisite: PHOTO-160*

An open lab for the currently enrolled advanced photography student who wishes to increase skills through the use of the photography lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**PHOTO 140 HISTORY OF PHOTOGRAPHY**

3.00 Units Lecture - UC:CSU

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**

3.00 Units Lecture - UC:CSU

Designed to provide information in the use of cameras, lenses, film and exposure to produce photographs. Students also review photographic works that have been a major influence and reflect broader artistic and societal issues. No laboratory. It is recommended that students provide a 35mm film or Digital SLR camera capable of manual exposure adjustment. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

## PHOTOGRAPHY

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### PHOTO 160 BLACK AND WHITE PHOTOGRAPHY

3.00 Units Lecture/Lab - UC:CSU CAN ART 18

A beginning course in 35mm black and white photography. Acquaints students with the history, mechanics, optics, chemistry, aesthetics, and lighting principles of elementary photography. Students must furnish a fully manual/adjustable 35mm SLR camera. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

### PHOTO 165 DIGITAL PHOTOGRAPHY I

3.00 Units Lecture/Lab - UC:CSU

Covers basic to intermediate level digital photographic manipulation. Topics include demonstration of Adobe Photoshop software, scanning, image compositing, color correction, and use of digital cameras. (Same as DAT-105, GMD-105). May be taken 4 times for credit.

### PHOTO 171 HANDMADE BOOK AND PHOTOGRAPHIC REPRODUCTION PROCESS

3.00 Units Lecture/Lab - UC:CSU

Explores methods of traditional and non-traditional forms of bookbinding such as signature and hard case binding. Various processes of reproducing text and image will be demonstrated. Maybe taken 3 times for credit.

### PHOTO 175 INTERMEDIATE PHOTOGRAPHY

3.00 Units Lecture/Lab - UC:CSU

*Prerequisite: PHOTO-160.*

Continuation of beginning black and white photography. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35 mm camera.

### PHOTO 180 DOCUMENTARY AND LANDSCAPE PHOTOGRAPHY

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

Explores documentary and landscape genre photography for its aesthetic, social and political impact. The class consists of fieldwork with field trips to off-campus locations. Students must furnish a fully manual/adjustable 35 mm camera.

### PHOTO 185 ALTERNATIVE PROCESSES IN PHOTOGRAPHY

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

An intermediate level photography course designed to teach alternative processes in photography. The course will cover the arts of cyanotype and Van Dyke printing, as well as sepia toning, hand coloring, image transfer and some digital manipulation of photographic images.

### PHOTO 190 STUDIO PHOTOGRAPHY

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160.*

The exploration of the photographic studio through lectures and practical demonstrations. Students learn to operate medium format cameras and studio light equipment. A critical look at the history of studio photography is also covered.

### PHOTO 195 COLOR PHOTOGRAPHY

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

Studies in the theory of light and color in photography and its relationship to exposure and color printing type R. Color printing techniques and basic quality control are studied and practiced. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35 mm camera. May be taken 4 times for credit.

### PHOTO 198 SPECIAL TOPICS IN PHOTOGRAPHY

0.50-3.00 Units Lecture - CSU

An exploration of various techniques and subjects related to photography and photographic processes. Topics to be announced per semester. Please see the current schedule of classes for specific course description and recommended preparation. Offered credit/no-credit only. May be taken 4 times for credit.

## PHOTOGRAPHY

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### PHOTO 200 PORTRAITURE

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

An exploration of basic portraiture techniques for commercial photographic use. Students use outdoor/available and studio lighting to shoot a commercial and theatrical headshot, fashion photography and wedding basics. Medium format cameras will also be demonstrated. (Formerly PHOTO-198B). May be taken 2 times for credit.

### PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY

2.00-3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

A course for intermediate and advanced students to explore individual photographic projects and techniques. Under the guidance of the instructor, each student will devise a written set of goals that will define the photographic project to be completed. The student will be evaluated based on the completion of their individual goals. Access to the photography facilities includes black and white, color, digital and the studio. Offered credit/no-credit. (Formerly PHOTO-198A). May be taken 4 times for credit.

### PHOTO 205 ADVANCED DIGITAL PHOTOGRAPHY

3.00 Units Lecture/Lab - CSU

Covers advanced skill in digital imaging software and hardware. Topics will include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation. (Same as GMD-271).

### PHOTO 260 PHOTOJOURNALISM

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

Emphasizes composition of news and feature pictures for use in mass communications media and stresses the use of the photograph as an art form in telling the story. Includes picture editing, cropping, caption writing, and layout. For students planning careers in journalism, public relations, advertising, and commercial and indus-

trial photography. Students must furnish a fully manual/adjustable 35 mm camera. May be taken 4 times for credit.

### PHOTO 285 ADVANCED PHOTOGRAPHY

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160*

Advanced theory and practice in the contemporary use of the camera. Expands technical skills and develops artistic expression, including special effects procedures with an emphasis on creative thinking and idea execution. Students must have a 35 mm camera. (Formerly PHOTO-170). UC credit limitation, consult a counselor. May be taken 2 times for credit.

### PHOTO 295 PROFESSIONAL PRACTICES AND PORTFOLIO

3.00 Units Lecture/Lab - CSU

*Prerequisite: PHOTO-160 36*

Students prepare and present a photographic portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. Provides essential skills necessary for a photography career. Topics include entrepreneurial and communication skills needed in industry, project planning, and teamwork

## PHYSICAL EDUCATION-KINESIOLOGY

***UC credit limitation: maximum UC credit, 4 units of dance or physical education activity. Physical Education Theory courses maximum credit allowed – 8 units.***

### PHYSED 100 HEALTH EDUCATION

3.00 Units Lecture- UC:CSU

A survey of the physical, emotional and social dimensions of health. Topics of study include physical fitness, nutrition, weight management, substance abuse, tobacco and alcohol use, diseases, sexuality, mental health,



stress management, consumerism, environmental health, dying and death. UC credit limitation: HLHSCI-243, and PHYSED-100 combined, maximum credit one course.

### **PHYSED 101 INTRODUCTION TO KINESIOLOGY AND PHYSICAL EDUCATION**

3.00 Units Lecture- UC:CSU

An introduction to the field of kinesiology and physical education as a profession and an academic discipline covering the purposes, philosophical and historical, biological, biomechanical, sociological, and psychological foundations of physical education. Focuses on educational preparation, the job market, and alternative careers in physical education. Does not satisfy the physical education requirement for the associate degree. UC credit limitation: PHYSED-101 and 102 combined, maximum credit one course.

### **PHYSED 102 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING**

3.00 Units Lecture- UC:CSU

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: PHYSED-101 and 102 combined, maximum credit one course.

### **PHYSED 104 FOOTBALL THEORY**

3.00 Units Lecture- UC:CSU

Analysis of advanced football fundamentals, theory and philosophy of offensive and defensive strategy. Principles of the kicking game of football, coaching organization and implementation. Does not satisfy the physical education activity requirement for the associate degree. May be taken 4 times for credit.

### **PHYSED 105 PERSONAL TRAINER CERTIFICATION PREPARATION**

2.00 Units Lecture - CSU

Preparation for taking the CPT, Certified Personal Trainer, exam through the National Strength and Conditioning Association, NSCA. This course covers

methods of client assessment, measurement, and 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.

### **PHYSED 107 THEORY AND ANALYSIS OF BASKETBALL**

2.00 Units Lecture/Lab - UC:CSU

Development of fundamental skills with emphasis 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. May be taken 3 times for credit.

### **PHYSED 108 THEORY AND ANALYSIS OF SOCCER**

2.00 Units Lecture/Lab - UC:CSU

Emphasis on history, rules, 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. Maybe taken 3 times for credit.

### **PHYSED 109 EMERGENCY PROCEDURES**

2.00 Units Lecture/Lab - CSU

Introduces procedures to maintain health in emergency situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. Does not satisfy the physical education activity requirement for the associate degree.

### **PHYSED 110 PREVENTION AND CARE OF ATHLETIC INJURIES**

3.00 Units Lecture - UC:CSU

CAN KINE/PE 4

An introductory course in athletic training. The role of the athletic trainer shall be explored in relation to the physician, coach and athlete. Emphasis will be placed on prevention, recognition, and treatment of the most common sports injuries. Does not satisfy the physical education requirement for the associate degree.

### **PHYSED 110L PREVENTION AND CARE OF ATHLETIC INJURIES LAB**

1.00 Unit Lab - UC:CSU

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.

### **PHYSED 112 ATHLETIC TRAINING CLINICAL EXPERIENCE**

3.00 Units Lecture/Lab - CSU

Designed to provide clinical experience for students interested in sports-related injury care and prevention. Experiences will include prevention, recognition, treatment, and rehabilitation of sports injuries. May be taken 4 times for credit.

### **PHYSED 113 ATHLETIC TRAINING, FALL SPORTS**

2.00 Units Lab - CSU

*Prerequisite: PHYSED-112*

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.

### **PHYSED 114 ATHLETIC TRAINING, SPRING SPORTS**

2.00 Units Lab - CSU

*Prerequisite: PHYSED-112*

Exposure to immediate recognition and treatment of sports injuries unique to spring sports with an emphasis on rehabilitation and taping technique to enable athletes to return to competition.

### **PHYSED 115 ADVANCED ATHLETIC TRAINING, FALL SPORTS**

2.00 Units Lab - CSU

*Prerequisite: PHYSED-113*

Provides additional 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.

### **PHYSED 116 ADVANCED ATHLETIC TRAINING, SPRING SPORTS**

2.00 Units Lab - CSU

*Prerequisite: PHYSED-114*

Provides exposure to immediate recognition and treatment of sports injuries unique to spring 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.

### **PHYSED 117 SWIMMING ACTIVITIES**

1.00 Unit Lab - UC:CSU

A class designed to introduce the students to swimming activities and water games. These will include water polo, water basketball, relays and an introduction to the skill of skin diving. May be taken 4 times for credit.

### **PHYSED 118 RED CROSS LIFEGUARD TRAINING**

1.00 Unit Lab - UC:CSU

*Prerequisite: Students must be at least 15 years of age and be able to perform the following skills: swim 500 yards continuously using each of the following strokes at least 100 yards (crawl stroke, breaststroke, side-stroke), submerge to a minimum depth of 7 ft., retrieve a 10 lb. object and return to the surface; tread water for two minutes using the legs only. Meets industry driven standard.*

The primary purpose of the Red Cross Lifeguard Training program is to provide lifeguard candidates and lifeguards with the skills and knowledge necessary to keep patrons of an aquatic facility safe in and around the water. Upon successful completion of the course, students receive Red Cross certification in Lifeguard Training, Waterfront Lifeguarding, and CPR for the Professional Rescuer. May be taken 4 times for credit.

**PHYSED 119 WATER SAFETY INSTRUCTOR**

1.00 Unit Lab - UC:CSU

The student will become qualified to teach Red Cross swimming classes including seven (7) levels of the Learn to Swim program; Infant/Preschool Aquatic; Basic Rescue and Emergency Water Safety. May be taken 4 times for credit.

**PHYSED 120 AQUA AEROBICS**

1.00 Unit Lab - UC:CSU

Aquatic aerobic exercises for swimmers and non-swimmers designed to improve cardiovascular endurance, strength, and flexibility through free dynamic movement in the water. The water provides resistance and buoyancy that promotes a workout virtually free of orthopedic stress. May be taken 4 times for credit.

**PHYSED 121 DEEP-WATER RUNNING AND CONDITIONING**

1.00 Unit Lab - UC:CSU

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. May be taken 4 times for credit.

**PHYSED 122 ULTIMATE FRISBEE**

1.00 Unit Lab - UC:CSU

Instruction in present throwing, catching, and passing skills of ultimate frisbee and their application to team play. Covers offensive and defensive patterns and team strategies. May be taken 4 times for credit.

**PHYSED 125 CARDIO CROSS-TRAINING**

0.25-1.00 Unit Lab - UC:CSU

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. May be taken 4 times for credit.

**PHYSED 126 RUNNING FOR FITNESS**

1.00 Unit Lab - UC:CSU

Cardiovascular fitness training utilizing running and jogging. Principles and theories of aerobic, cardiovascular training. Individual exercise programs will be created to attain desired levels of cardiovascular efficiency and fitness goals. Strength, flexibility, and jogging/ running programs will be emphasized. May be taken 4 times for credit.

**PHYSED 127 BOWLING**

1.00 Unit Lab - UC:CSU

Introduction to the fundamentals of indoor bowling. Includes techniques of bowling, scoring, rules, and etiquette along with social and recreational benefits. Practice and class competition are provided to enhance skill development and strategy. May be taken 4 times for credit.

**PHYSED 128 SPIN CYCLING FITNESS**

0.25-1.00 Unit Lab - UC:CSU

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. May be taken 4 times for credit.

**PHYSED 129 BEGINNING GOLF**

1.00 Unit Lab - UC:CSU

Golf instruction for the individual who has little or no background in the fundamentals of golf. The student will learn the basic skills necessary to enable the student to begin playing the game. May be taken 4 times for credit.

**PHYSED 130 BEGINNING TENNIS**

1.00 Unit Lab - UC:CSU

Designed to teach the fundamentals of tennis, including the grip, ground strokes, and the serve for the beginner. May be taken 4 times for credit.

### **PHYSED 131 BEGINNING BEACH VOLLEYBALL**

1.00 Unit Lab - UC:CSU

Provides the student with a basic knowledge and the fundamental skills of the game. Includes serving, passing, setting, hitting, digging, blocking and variations in technique unique to this sport. Outdoor rules and strategies differ significantly. Students will be required to learn the Federation of International Volleyball and the California Beach Volleyball Association rules. May be taken 4 times for credit.

### **PHYSED 133 BEGINNING SOCCER**

1.00 Unit Lab - UC:CSU

Instruction and practice in the techniques of the sport of soccer. Class is designed to develop the knowledge and skills for the beginning level player. Emphasis will be placed on basic skills, laws of the game and proper attitude toward participation. May be taken 4 times for credit.

### **PHYSED 134 SOFTBALL**

1.00 Unit Lab - UC:CSU

A beginner's level course in the avocational and recreational game of softball. May be taken 4 times for credit.

### **PHYSED 138 BEGINNING VOLLEYBALL**

1.00 Unit Lab - UC:CSU

The methods, techniques, and strategy associated with an introductory course in volleyball. May be taken 4 times for credit.

### **PHYSED 142 BEGINNING ROCK CLIMBING**

Units: 1.00 - CSU 3.00 hours lab weekly

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 repelling.

### **PHYSED 143 BEGINNING MOUNTAIN BIKING**

Units: 1.00 - CSU 3.00 hours lab weekly

Introduces the fundamentals of mountain bike riding styles, techniques and skills.

### **PHYSED 144 BEGINNING ICE SKATING**

Units: 1.00 - CSU 3.00 hours lab weekly

Introduces the fundamentals of ice skating, including the history of ice skating and related skating techniques, drills and exercises.

### **PHYSED 145 STEP AEROBICS**

0.25-1.00 Unit Lab - UC:CSU

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. May be taken 4 times for credit.

### **PHYSED 146 BODY MECHANICS**

1.00 Unit Lab - UC:CSU

Introduction in physical conditioning, physiology of exercise, nutrition, and weight control. This course is open to anyone who has a desire for physical fitness. Some weight training will be included. May be taken 4 times for credit.

### **PHYSED 149 BASKETBALL**

1.00 Unit Lab - UC:CSU

A beginning level course teaching the basic fundamentals of basketball. Content primarily deals with basic skills needed to play the sport. Designed for all levels of basketball ability with an emphasis on large muscle activity. May be taken 4 times for credit.

### **PHYSED 150 PHYSICAL FITNESS LAB**

1.00 Unit Lab - UC:CSU

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. The primary training activity is aerobic weight training utilizing a sequence of specific weight lifting machines and stationary bicycles organized into aerobic activity stations. Offered credit/no-credit only. May be taken 4 times for credit.

**PHYSED 151 BEGINNING RESISTANCE TRAINING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Instruction and practice at the beginning level in resistance training with an emphasis on techniques of lifting. Individual program adaptation is stressed. Principles of different weight training techniques and program design along with basic nutrition and wellness education will be covered.

**PHYSED 152A CONDITIONING FOR INTERCOLLEGIATE SPORTS**

1.00-2.00 Units Lab - UC:CSU

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. May be taken 4 times for credit.

**PHYSED 152B OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS**

1.00-2.00 Units Lab - UC:CSU

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. May be taken 4 times for credit.

**PHYSED 153 ADVANCED RESISTANCE TRAINING**

1.00 Unit Lab - UC:CSU

*Recommended Preparation: PHYSED 151, 152A, 152B or equivalent physical preparation.*

Introduces advanced methods of physical conditioning and fitness program design. Principles of explosive training such as Olympic lifts, plyometrics, balance training, speed development and functional flexibility training along with the development of training programs specific to performance. May be taken 4 times for credit.

**PHYSED 160 INTERMEDIATE BASEBALL**

2.00 Units Lab - UC:CSU

Designed to accommodate a large number of students interested in building a proficiency in baseball skills and knowledge. Fundamentals of individual and team play will be stressed. May be taken 4 times for credit.

**PHYSED 161 FOOTBALL TECHNIQUES AND WEIGHT TRAINING**

2.00 Units Lab - UC:CSU

Instruction and practice in weight training and football with an emphasis on weight training and its relationship to football. Individual programs are stressed. May be taken 4 times for credit.

**PHYSED 162 INTERMEDIATE FOOTBALL**

2.00 Units Lab - UC:CSU

Advanced football fundamentals as they relate to intercollegiate football. An understanding of and participation in advanced football techniques and schemes. Intended for individuals interested in competing on the intercollegiate football team. May be taken 4 times for credit.

**PHYSED 163 INTERMEDIATE TRACK AND FIELD**

1.00 Unit Lab - UC:CSU

Introduction to intermediate techniques and strategies of all track and field events. Prepares the student for a competitive season emphasizing skills needed for proficiency. Topics covered include methods of training, conditioning, proper technique, and competitive tactics of track and field. May be taken 4 times for credit.

**PHYSED 165 INTERMEDIATE SOCCER**

2.00 Units Lab - UC:CSU

Instruction and practice in the techniques of soccer designed to develop skills for the intermediate level player, knowledge of the rules, background, analysis of technique and desirable attitude toward participation. May be taken 4 times for credit.

**PHYSED 166 INTERMEDIATE GOLF**

1.00 Unit Lab - UC:CSU

A review of the fundamentals of golf skills and the developing of techniques for playing trouble shots. May be taken 4 times for credit.

### **PHYSED 167 INTERMEDIATE SWIMMING**

1.00 Unit Lab - UC:CSU

Designed to encompass a large range of swimming skills. The student should have had some previous swimming experience. The course, when completed, will provide the student with Red Cross Intermediate Swimming Card. May be taken 4 times for credit.

### **PHYSED 168 INTERMEDIATE TENNIS**

1.00 Unit Lab - UC:CSU

Designed to enable students to become proficient in the intermediate skills of tennis. Progressive instruction includes the volley, overhead, singles and doubles strategy. Instruction also covers tennis scoring, court position, rules and strategy. May be taken 4 times for credit.

### **PHYSED 169 INTERMEDIATE VOLLEYBALL**

2.00 Units Lab - UC:CSU

Basic skills are taught with an emphasis on play, strategy and rules. May be taken 2 times for credit.

### **PHYSED 170 INTERMEDIATE SOFTBALL**

2.00 Units Lab - UC:CSU

Prepares the student in softball fundamentals such as hitting, fielding, throwing and catching. Included are weight training and conditioning. A lead-up class for intercollegiate softball. May be taken 4 times for credit.

### **PHYSED 171 INTERMEDIATE BEACH VOLLEYBALL**

1.00 Unit Lab - UC:CSU

Provides the student with an opportunity for further development of skills and strategies. Emphasis is placed on a review of the fundamentals adding basic offensive and defensive strategies. Includes advanced skills such as tipping/dinking, roll, shot, drop shot, jump serve, reading the opposing hitter, and one-hand set. Later emphasis is on strategy and tournament play along with officiating matches to ensure a thorough knowledge of the rules and their interpretation. Incorporates four-person and doubles play into its competitive formats. Students will be required to use the Federation of International Volleyball and the California Beach Volleyball Association rules. May be taken 4 times for credit.

### **PHYSED 177 ADVANCED GOLF**

1.00 Unit Lab - UC:CSU

Assists the student in gaining an understanding of the mechanics involved in developing the distance and direction of the golf swing. May be taken 4 times for credit.

### **PHYSED 178 ADVANCED SWIMMING**

1.00 Unit Lab - UC:CSU

Provides the individual with the additional strokes and miscellaneous water skills that will produce an all-around swimmer. For the accomplished swimmer who plans to qualify for an advanced swimmer's card. May be taken 4 times for credit.

### **PHYSED 179 SWIM STROKE MECHANICS**

2.00 Units Lab - UC:CSU

Covers the four basic swim strokes including starts and turns. No prior competitive swim experience is necessary. May be taken 4 times for credit.

### **PHYSED 180 ADVANCED VOLLEYBALL**

1.00 Unit Lab - UC:CSU

Advanced volleyball skills with an emphasis on tournament play and advanced strategy. Additional emphasis on spiking and blocking. May be taken 4 times for credit.

### **PHYSED 181 SONG AND YELL LEADERS**

2.00 Units Lab - UC:CSU

A physical activity class designed for spirit squad members, as well as others interested in cheer, dance, gymnastics, and stunting. Extensive choreography in all areas of dance: hip-hop, jazz, and pom. Cheers will consist of straight arm movements as well as stunting and proper spotting techniques. May be taken 4 times for credit.

### **PHYSED 194 OFFICIATING FALL SPORTS**

2.00 Units Lab - UC:CSU

Introduction to the rules, methods, and techniques of officiating the fall sports of football and basketball. The student will receive a complete overview of officiating

opportunities at the youth level in fall sports, the role and responsibilities of the official, and develop a working knowledge of the principles of officiating fall sports. Does not meet the physical education requirement for the associate degree. May be taken 4 times for credit.

### **PHYSED 250 INTERCOLLEGIATE FOOTBALL-MEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate competition in the sport of football. Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

### **PHYSED 251 INTERCOLLEGIATE CROSS-COUNTRY - MEN'S AND WOMEN'S**

2.00 Units Lab - UC:CSU

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. May be taken 4 times for credit.

### **PHYSED 252A INTERCOLLEGIATE BASKETBALL I - MEN'S AND WOMEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate competition in men's and women's basketball. 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.

### **PHYSED 252B INTERCOLLEGIATE BASKETBALL II - MEN'S AND WOMEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate basketball competition for men and women. Student must meet California Community College eligibility requirements as established by the Commission on Athletics. Includes home and road games in the Western State Conference and post-season competition. May be taken 4 times for credit.

### **PHYSED 253 INTERCOLLEGIATE SOCCER**

2.00 Units Lab - UC:CSU

intercollegiate competition in the sport of soccer. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

### **PHYSED 254 INTERCOLLEGIATE TRACK AND FIELD-MEN'S AND WOMEN'S**

2.00 Units Lab - UC:CSU

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. May be taken 4 times for credit.

### **PHYSED 255 INTERCOLLEGIATE BASEBALL-MEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate competition in the sport of baseball. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

### **PHYSED 256 INTERCOLLEGIATE GOLF - MEN'S AND WOMEN'S**

2.00 Units Lab - UC:CSU

Study and execution of the theory and technique necessary to enable an individual to compete in golf at the community college level. May be taken 4 times for credit.

### **PHYSED 257 INTERCOLLEGIATE VOLLEYBALL - WOMEN'S**

2.00 Units Lab - UC:CSU

Designed to provide an opportunity for students with advanced skills to participate in intercollegiate competition. Must meet SCCIAC eligibility requirements. May be taken 4 times for credit.

**PHYSED 258 INTERCOLLEGIATE  
SOFTBALL - WOMEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate competition in the sport of softball for women. Student must meet California Community College eligibility requirements as established by the CCJCA Commission on Athletics and the Western State Conference. May be taken 4 times for credit.

**PHYSED 259 INTERCOLLEGIATE  
SWIMMING-MEN'S/WOMEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate competition in swimming. May be taken 4 times for credit.

**PHYSED 260 INTERCOLLEGIATE  
WATER POLO - WOMEN'S**

2.00 Units Lab - UC:CSU

Intercollegiate competition in the sport of water polo. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

**For more PHYSICAL EDUCATION  
-- See Non-Credit Classes on  
page 230**

## **PHYSICAL SCIENCE**

**PHYSICI 101 PHYSICAL SCIENCE**

4.00 Units Lecture/Lab- UC:CSU

A survey of the basic physical phenomena of mechanics, heat, light, sound, electricity, chemistry, geology, meteorology, and astronomy. Emphasizes basic principles, relationships, status and applications to modern civilization. Topics are developed within a minimum of mathematical

presentation. Designed for all non-science, industrial technology and education majors. UC credit limitation: No credit if taken after a college level course in physics, chemistry, geology, meteorology or astronomy.

## **PHYSICS**

**PHYSIC 110 GENERAL PHYSICS I**

4.00 Units Lecture/Lab - UC:CSU

CAN PHYS 2

*Prerequisite: MATH-102 or equivalent.*

An introduction to the mechanics of solids and fluids, heat and wave motion. Course is 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 111 GENERAL PHYSICS II**

4.00 Units Lecture/Lab - UC:CSU

CAN PHYS 4

*Prerequisite: PHYSIC-110*

An introduction to 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**

4.00 Units Lecture/Lab - UC:CSU

CAN PHYS 8

*Prerequisite: MATH-211.*

Dynamics and statics of particles and rigid bodies, harmonic vibrations, and fluid mechanics. UC credit limitation: PHYSICS 110-111 and 220-221- 222 combined, maximum credit one series.



**PHYSIC 221 PHYSICS FOR SCIENTISTS AND ENGINEERS: ELECTRICITY AND MAGNETISM**

4.00 Units Lecture/Lab - UC:CSU

CAN PHYS 12

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Electric and magnetic fields, circuit theory and electromagnetic induction. UC credit limitation: 110-111 and 220-221-222 combined, maximum credit one series.

**PHYSIC 222 PHYSICS FOR SCIENTISTS AND ENGINEERS: WAVE MOTION, HEAT, OPTICS, AND MODERN PHYSICS**

4.00 Units Lecture/Lab - UC:CSU

CAN PHYS14

*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.

## **POLITICAL SCIENCE**

**POLISC 100 INTRODUCTION TO POLITICAL SCIENCE**

3.00 Units Lecture - UC:CSU

Survey of the nature and scope of political science, including basic concepts, terms, contending theories, institutions and subfields in the discipline. Description of the methodology and research techniques employed by political scientists.

**POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS**

3.00 Units Lecture - UC:CSU

CAN GOVT 2

Examines the institutions, activities, and issues of American and California Governments. Presents 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 198 SPECIAL TOPICS IN POLITICAL SCIENCE**

3.00 Units Lecture - CSU

Lectures and activities in specific areas of interest in political science. Topics will change with each course offering and will include areas of study such as current public policy issues or major philosophical or legal questions in contemporary politics.

**POLISC 210 MODEL UNITED NATIONS**

3.00 Units Lecture - CSU

A study of the norms, rules, and procedures of the United Nations leading to participation in a United Nations simulation. Negotiations and active participation in simulated multilateral bargaining brings in-depth expertise on a stated topic and a specific region/nation-state. Emphasizes extemporaneous speaking and experiential learning.

**POLISC 230 POLITICAL THEORY**

3.00 Units Lecture - UC:CSU

An exploration of the major political concepts, such as the origins of government, state power, justice, and the distribution of political and economic resources, that impact our conceptions of the good life. The contributions made by leading political theorists covers the period from the early Greeks to modern-day political philosophers.

**POLISC 250 COMPARATIVE GOVERNMENT AND POLITICS**

3.00 Units Lecture - UC:CSU

A study of the governments of other countries as compared to the United States with a particular emphasis on the presidential and parliamentary forms. Examines a variety of political cultures and institutions, drawing examples from both developed and underdeveloped countries.

**POLISC 270 INTERNATIONAL RELATIONS**

3.00 Units Lecture - UC:CSU

An analysis of the basic historical, geographical, economic, ideological, and strategic factors which underlie

conflict and cooperation among nations. Focuses on relations between states and the structure of the international system.

### **POLISC 290 ETHNIC AND GENDER POLITICS**

3.00 Units Lecture - UC:CSU

An overview of the history, issues and political processes that affect the status and power of groups which have traditionally been politically and economically disadvantaged in the United States. Includes, but are not restricted to, African-Americans, Asians, Native-Americans, Latinos, and Women.

**For more POLITICAL SCIENCE --  
See Non-Credit Classes  
on page 230**

## **PSYCHOLOGY**

### **PSYCH 101 INTRODUCTION TO PSYCHOLOGY**

3.00 Units Lecture - UC:CSU  
CAN PSY 2

Scientific study of behavior through an exploration of major concepts, methods, and research findings. Topics include biological, physiological, and cognitive processes; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior; and applied psychology.

### **PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY**

3.00 Units Lecture - UC:CSU  
CAN PSY 10

*Prerequisite: PSYCH-101*

A detailed consideration of the functional and anatomical aspects of the nervous system in order to interpret

behavior in terms of physiological processes. Topics include the 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**

3.00 Units Lecture - UC:CSU

CAN PSY 8

Classic studies in psychology are highlighted as students learn the basic principles and concepts of research through a survey of methods currently used in psychology including: naturalistic observation, case study, questionnaire, correlation research and laboratory experiments. Students have the opportunity to examine research designs and the process of data analysis to gain added insight into the scientific method. Requires research study and manuscript writing using APA guidelines and format.

### **PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT**

3.00 Units Lecture - UC:CSU

Discusses personality, emphasizing the application of theoretical psychology to the issues of personal growth. Students will examine a diverse variety of concepts of the psyche, including several cross-cultural perspectives on human nature.

### **PSYCH 109 SOCIAL PSYCHOLOGY**

3.00 Units Lecture - UC:CSU

An introduction to 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 as seen by the discipline of psychology.

### **PSYCH 150 CRISIS INTERVENTION AND MANAGEMENT**

3.00 Units Lecture - CSU

An introduction to the strategies used to assist people in crisis will be provided in a variety of areas. Students learn to identify the crisis state and the stages of crisis;

understand and perform the steps and strategies of crisis intervention, and become familiar with the skills necessary to intervene with persons in crisis.

### **PSYCH 172 DEVELOPMENTAL PSYCHOLOGY**

3.00 Units Lecture - UC:CSU

Surveys human development, emphasizing the changes occurring throughout the life span. Students will examine the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents and adults.

### **PSYCH 230 HUMAN SEXUALITY**

3.00 Units Lecture - UC:CSU

*Prerequisite: PSYCH-101.*

Explores the psychological and physiological range of human sexuality. Topics include the social and biological foundations of sexuality, human anatomy, reproduction, the birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross-cultural views of sexuality, sexual dysfunction, sexually transmitted diseases and sexual problems and issues in our society.

### **PSYCH 235 PSYCHOLOGY OF GENDER ROLES**

3.00 Units Lecture - UC:CSU

Presents a survey of gender issues, which affect the psychological development of women and men. The development of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work and interpersonal relationships will be explored.

### **PSYCH 240 ABNORMAL PSYCHOLOGY**

3.00 Units Lecture - UC:CSU

*Recommended preparation: PSYCH-101.*

The field of abnormal psychology is examined by reviewing history, patterns, and causes of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies and prevention of behavioral disorders.

## **PUBLIC SAFETY**

### **PUBSAF 098 SPECIAL TOPICS: PUBLIC SAFETY**

0.25-4.00 Units Lecture

Provides instruction in various contemporary fire fighting, law enforcement and corrections techniques and subjects related to those occupations. Topics to be announced per semester. Consult current class schedule. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. Unlimited repeats allowed.

## **RADIO/TELEVISION/ FILM**

### **RTVF 072 INTRODUCTION TO FINAL CUT PRO HD**

1.25 Units Lecture/Lab

An introduction to digital video editing using Apple's Final Cut Pro HD, including the use of digitize video, combine clips, use transitions and filters required to edit video for television and digital video mediums. Digital video media production, including basic DVD video authoring is also examined. Basic computer skills assumed. Offered as credit/no-credit only.

### **RTVF 090L OPEN RADIO, TELEVISION, FILM LAB**

1.00 Unit Lab

An open lab for the currently enrolled RTVF student, who wishes to increase skills through the use of the RTVF lab facility. Direct access to RTVF facilities and equipment for students to work independently on projects/assignments related to RTVF production courses. Offered credit/no-credit and not degree applicable. May be taken 4 times for credit.

### **RTVF 091L ADVANCED OPEN RADIO, TELEVISION, FILM LAB**

1.00 Units Lab

An open lab for the currently enrolled advanced RTVF student who wishes to increase skills through the use of the RTVF lab facility. Offered credit/ no-credit and not degree applicable. May be taken 4 times for credit.

### **RTVF 100 MEDIA AND SOCIETY**

3.00 Units Lecture - UC:CSU

Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also discussed. (Same as JOURN-100).

### **RTVF 101 STRUCTURE OF THE MOVING IMAGE**

3.00 Units Lecture - CSU

Examines dramatic structure as it applies to narrative discourse within motion picture storytelling.

Representative films and television programs are reviewed and analyzed.

### **RTVF 112 INTRO TO BROADCASTING TECHNOLOGY**

3.00 Units Lecture/Lab - CSU

Surveys field of production, format, script writing, video-journalism, editing (ENG), audio production, and basic cinematography (camera and lighting). Students produce individual short videos and television studio broadcast shows. Also stresses the fundamentals of electronic audio/visual technique while introducing key crew positions and equipment found in most broadcast television environments.

### **RTVF 115 WRITING FOR BROADCAST**

3.00 Units Lecture - CSU

Examines and develops language and style as it applies to broadcast journalism. Students analyze and perform script development of news excerpts, applicable to radio and television production.

### **RTVF 118 INTRO TO DIGITAL EDITING FOR FILM/VIDEO**

3.00 Units Lecture/Lab - CSU

*Recommended Preparation: GMD-172*

Introduces motion picture and television/video editing theory and technologies designed to develop students' skills in basic professional editing arrangements. Students analyze and perform editing processes applicable to specific media formats. Surveys technical and historical developments of editing related to film and video production.

### **RTVF 125 INTRO TO TELEVISION PRODUCTION**

3.00 Units Lecture/Lab - CSU

Surveys and examines broadcast journalism in the television news format, emphasizing the roles of professional videojournalist as a reporter, and the functions of the supporting production crew. Introduces techniques of television field and studio production, using digital broadcast production technologies. May be taken 2 times for credit.

### **RTVF 129 MUSIC PRODUCTION FOR FILM AND TELEVISION**

3.00 Units Lecture/Lab - CSU

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 MUSIC-129). May be taken 2 times for credit.

### **RTVF 151 RADIO/TELEVISION ANNOUNCING**

3.00 Units Lecture/Lab - CSU

Theory and practice in radio/TV announcing for newscasts, commercials, sportscasts, and talk-show hosting with an emphasis on developing the individual 'Air' personality.

### **RTVF 170 INTRODUCTION TO AUDIO PRODUCTION**

3.00 Units Lecture/Lab - CSU

An introduction to aural theory and related audio hardware found in media production environments including new digital technologies. Training in the operation of the

studio console, multi-channel recorders, and micro-phones. Audio editing projects/assignments are presented and evaluated by the class. May be taken 4 times for credit.

### **RTVF 172 DESKTOP VIDEO**

3.00 Units Lecture/Lab - CSU

An introduction to digital video media using desktop computer-based technologies. Same as GMD-172. (Formerly RTVF-168). May be taken 2 times for credit.

### **RTVF 175 INTRO TO RADIO PRODUCTION**

3.00 Units Lecture/Lab - CSU

Introduces techniques and practices of producing audio radio program media. Students develop broadcast radio programs using digital Webcasting technology for the Internet. May be taken 2 times for credit.

### **RTVF 190 INTRO TO FILM PRODUCTION**

3.00 Units Lecture/Lab - UC:CSU

Surveys basic principles and production techniques of filmmaking. Students examine and develop standard and experimental filmmaking techniques to produce film projects from the point of view of the individual. May be taken 2 times for credit.

### **RTVF 195 INTRO TO SCREENPLAY WRITING**

3.00 Units Lecture/Lab - CSU

Introduces technical and aesthetic tools necessary for writing an effective screenplay in proper format. Students examine the following techniques of script development: analysis of premise, construction of triangular character relationships, formulation and inciting incidents, examining turning points, crisis, and climax, and appraising the components of non-cliche, three-dimensional characters.

### **RTVF 218 ADVANCED DIGITAL EDITING FOR FILM/VIDEO**

3.00 Units Lecture/Lab - CSU

*Prerequisite: RTVF-118*

Advanced post-production film/video technique and aesthetics including the analysis, application and mastery of editing styles. Focus is to gain competent skills in using

digital editing software applications and the respective hardware. May be taken 2 times for credit.

### **RTVF 225 ADVANCED TELEVISION PRODUCTION**

3.00 Units Lecture/Lab - CSU

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 techniques. May be taken 3 times for credit.

### **RTVF 250 FILM/VIDEO CINEMATOGRAPHY**

3.00 Units Lecture/Lab - CSU

Examines the well-disciplined creative control of the film or video camera and lighting techniques for both the studio and field production. Evaluates the components of the role of Director of Photography in film/video production. May be taken 2 times for credit.

### **RTVF 255 ADVANCED SCREENPLAY WRITING**

3.00 Units Lecture/Lab - CSU

Evaluates advanced aspects of screenwriting including main plots, subplots, progressive complications, 1st, 2nd, 3rd act, turning points, and primary and incidental characters. May be taken 3 times for credit.

### **RTVF 270 ADVANCED DIGITAL AUDIO PRODUCTION**

3.00 Units Lecture/Lab - CSU

Examines techniques of studio and remote audio production as they apply to sound design for film/video post-production. Training in multi-source mixing and multi-track digital recording as well as the sculpting and application of sound effects. May be taken 3 times for credit.

### **RTVF 280 ADVANCED FILM/VIDEO PRODUCTION**

3.00 Units Lecture/Lab - CSU

Examines methods and techniques of directing for film/video, including processes related to coordinating production, lighting, and camera. Students produce

and evaluate short-film/video projects that relate traditional and explorative techniques of filmmaking. May be taken 2 times for credit.

### **RTVF 290 RTVF PORTFOLIO**

3.00 Units Lecture/Lab - CSU

*Prerequisite: RTVF-255, RTVF-270, or RTVF-280.*

For advanced students who have completed or are currently enrolled in courses in the RTVF program.

Students design and create film/video portfolio project work and develop necessary skills for entry-level positions in media production environments, for transfer to four-year film schools, and art institutes. Examines contemporary trends within media production, featuring visiting artists and professionals. Appraises internship opportunities in the media production industry and measures progress of portfolio project work through regular critiques. May be taken 3 times for credit.

## **REAL ESTATE**

### **REAL 100 REAL ESTATE PRINCIPLES**

3.00 Units Lecture - CSU

Introduction to real estate fundamentals. Emphasizes the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the various business aspects of buying and selling real estate. The primary emphasis is placed on California law. A State of California-required course to sit for the Real Estate Sales License Exam.

### **REAL 101 REAL ESTATE PRACTICES**

3.00 Units Lecture - CSU

The theoretical as well as the 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 four-year real estate sales license.

### **REAL 105 REAL ESTATE FINANCING**

3.00 Units Lecture - CSU

An in-depth overview of real estate finance in California. Includes an analysis of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. 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**

3.00 Units Lecture - CSU

California real estate law with emphasis on practical applications. Includes a study of sources of real estate law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyances and security devices.

### **REAL 120 REAL ESTATE APPRAISAL I**

3.00 Units Lecture - CSU

Covers real estate appraisals, the appraisal process and the as well as the different approaches, methods, and techniques used to determine the value of real property. Emphasis is on residential and single unit property. Approved by the Department of Real Estate (DRE) for sales and broker's educational requirements. Also approved by and meets the California Office of Real Estate Appraisal (OREA) guidelines.

### **REAL 121 REAL ESTATE APPRAISAL II**

3.00 Units Lecture - CSU

An advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Emphasis will be placed on selecting and applying the correct approach to the valuation of these types of properties. Approved by the California Department of Real Estate for the sales and broker's license.

### **REAL 130 ESCROW PROCEDURES AND PROCESSING**

3.00 Units Lecture - CSU

Provides an overview of the real estate escrow process with an emphasis on the procedures used in the State of California. Course can be used to satisfy the California Department of Real Estate's requirement for both salespersons or brokers.

## **REAL 150 MORTGAGE LOAN BROKERING**

3.00 Units Lecture - CSU

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**

## **REC 101 RECREATION AND LEISURE IN CONTEMPORARY SOCIETY**

Units: 3.00 - CSU 3.00 hours lecture weekly  
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 3.00 hours lecture weekly  
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.

# **SIGN LANGUAGE**

## **SIGN 101 AMERICAN SIGN LANGUAGE I**

4.00 Units Lecture - UC:CSU  
A fundamental study of American Sign Language (ASL) designed to develop student's proficiency in basic ASL communication skills with an emphasis on comprehen-

sion skills. Covers conversational skills, cultural awareness, grammatical features and vocabulary development. This course corresponds to the first two years of American Sign Language offered in the high school.

## **SIGN 102 AMERICAN SIGN LANGUAGE II**

4.00 Units Lecture - UC:CSU

*Prerequisite: SIGN-101.*

A continuing study of American Sign Language (ASL) designed to increase the student's proficiency in intermediate ASL communication skills with a continued emphasis on comprehension skills. Includes conversational skills, cultural awareness, grammatical features and vocabulary development.

## **SIGN 103 AMERICAN SIGN LANGUAGE III**

4.00 Units Lecture - UC:CSU

*Prerequisite: SIGN-102*

A continuing study of ASL designed to increase the student's proficiency in intermediate ASL communication skills with an emphasis on both comprehension and production skills. The course components are: conversational skills, cultural awareness, grammatical features and vocabulary development.

## **SIGN 104 AMERICAN SIGN LANGUAGE IV**

4.00 Units Lecture - UC:CSU

*Prerequisite: SIGN-103*

A continuing study of American Sign Language (ASL) focusing on further development and refinement of ASL skills and fluency with emphasis on both comprehension and production skills. The course components are conversational skills, cultural awareness, grammatical features and vocabulary development.

## **SIGN 110 AMERICAN DEAF CULTURE**

3.00 Units Lecture - UC:CSU

The study of various aspects of American Deaf Culture, including description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people.

## **SIGN 111 FINGERSPELLING**

2.00 Units Lecture - CSU

*Prerequisite: SIGN-102*

Designed to develop basic skills in receptive and expressive fingerspelling. Deals with specific problems

and techniques for correction. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Offered credit/no-credit only. May be taken 2 times for credit.

## **SOCIOLOGY**

### **SOCI 100 CHICANO/A CULTURE**

3.00 Units Lecture - UC:CSU

Examines the academic field of Chicano/a studies. The historical, political, social, and cultural aspects of the heterogeneous Chicano and Chicana experience are reviewed. Current issues and challenges facing Chicanos and Chicanas in education, families and work are also explored.

### **SOCI 101 INTRODUCTION TO SOCIOLOGY**

3.00 Units Lecture - UC:CSU

CAN SOC 2

Provides a foundation of understanding and uses the 'sociological imagination' to explore human behavior. Through the examination of American society and other cultures, students learn the specific conceptual, theoretical, and methodological principles and applications that distinguish sociology from other social sciences. Micro and macro explanations are reviewed to explain how culture, values, roles, norms, social interaction, and social stratification influence the characteristics and processes of everyday life and create social change.

### **SOCI 102 SOCIOLOGICAL ANALYSIS**

3.00 Units Lecture - UC:CSU

Scientific logic and procedure are used to collect, interpret, and analyze social phenomena. The characteristics, strengths, and weaknesses of qualitative and quantitative research practices are examined as students learn to conceptualize and relate social variables as they develop measurable hypotheses.

### **SOCI 103 INTIMATE RELATIONSHIPS AND FAMILIES**

3.00 Units Lecture - UC:CSU

Examines the various forms of intimate-partner relationships that exist within a diverse, multi-cultural society. Social, cultural, and political constructs that apply to the definition, status, and legality of human partnerships are analyzed. Diversity of function and form is central to understanding these relations and the 'families' they form, including issues of dating, sexuality, singlehood, marriage, parenting and divorce.

### **SOCI 105 MULTICULTURALISM IN THE UNITED STATES**

3.00 Units Lecture - UC:CSU

Explores several levels of cultural diversity in the context of a complex, modern society. Provides students with tools to be better prepared to understand and live in an increasingly diverse society. (Formerly INTERD-100).

### **SOCI 106 RACIAL AND ETHNIC RELATIONS IN U.S. SOCIETY**

3.00 Units Lecture - UC:CSU

Focuses on the theoretical, historical and social viewpoints about race and ethnicity; social and historical practices and institutions that support and/or challenge racial and ethnic inequalities; and patterns of interactions between different racial and ethnic groups. Political, economic, educational and health-related opportunities among members of various groups are reviewed, while intra-group variations related to social class, gender and other categories are examined.

### **SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES**

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101*

Examines the definitional and contextual nature of social issues. Develops a 'critical thinking' approach which integrates interdisciplinary principles and incorporates a comparative framework utilizing literary criticism, logic, argumentation, and persuasion to analyze and compare the content and validity of social issues and specifically explores how the media and scientific community collect, interpret and report social data. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.



**SOCI 110 SELF AND SOCIETY**

3.00 Units Lecture - UC:CSU

Examines ways in which culture and socialization affect individual conduct. Investigation of social structures and social institutions, and their effect on the development of self identity, attitudes, values and norms of social behavior.

**SOCI 150 INTRODUCTION TO CRIMINOLOGY**

3.00 Units Lecture - UC:CSU

Explores the scientific study of crime and criminality. Examines the definition of crime and its violations as well as laws and methods used to control criminal behavior. Sociological theories and research methods provide the means of data collection and analysis in understanding the nature of crime, law and justice.

**SOCI 151 JUVENILE DELINQUENCY**

3.00 Units Lecture - UC:CSU

Studies the deviant and criminal behavior of minors and the status offenses and unlawful acts they commit. The concept of childhood provides the foundation of examining contemporary delinquency in the United States, especially differentiating juvenile offenders and status offenders from adult offenders, and examining their offenses in a separate juvenile justice system.

**SOCI 197 SOCIAL SCIENCE PRACTICUM**

1.00 Unit Lecture - CSU

*Co-requisite: SOCI-101*

Collaborative, interdisciplinary course which introduces students to sociological methodology, library information technology and research writing skills. Provides students with the opportunity to receive additional support in completing their semester projects.

**SOCI 198 SPECIAL TOPICS IN SOCIOLOGY**

1.00-3.00 Units Lecture - CSU

Lectures in specific areas of interest in contemporary sociology. Topics will change each semester and will include areas of study such as popular culture, stratification, intimate partner violence, sexuality, race relations, holocaust, media, globalization, poverty, social movements and social psychology. May be taken 4 times for credit.

**SOCI 200 INTRODUCTION TO WOMEN'S STUDIES**

3.00 Units Lecture - UC:CSU

Overview of the academic field of women's studies. Social and cultural consequences of living in a 'gendered world' are examined, including the topics of socialization, communication, politics, crime, sexuality and religion. Gender relationships are also explored within their historical and cross-cultural contexts.

**SOCI 207 SOCIAL PROBLEMS**

3.00 Units Lecture - UC:CSU

CAN SOC 4

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**

3.00 Units Lecture - UC:CSU

Studies the cultural, social, and political meaning of death as it exists within the United States and abroad. Using the sociological perspective, examines the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by societal members. The inevitability and consequences of death influence social interaction among groups, institutions, and nations and results in conflicting relationships based on moral, ethical and fiscal concerns.

**SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL**

3.00 Units Lecture - UC:CSU

Provides a sociological explanation of deviance, crime and social control in the United States. Through the examination of American society, specifically by identifying cultural norms, values and beliefs, and with the use of cross-cultural comparisons, students will learn the basic theories, methods and concepts used to understand deviant behavior. The goal of this course is to develop a sociological awareness among students, and

to recognize the social forces that influence deviant behavior and its relationship with groups, institutions and society.

### **SOCI 230 SOCIOLOGY OF SEXUALITIES**

3.00 Units Lecture - UC:CSU

Examines the social, cultural, historical, and religious influences that shape contemporary sexual values and normative beliefs in the United States. Explores the diversities and dysfunctions of sexual practices and behavior, including cross-cultural traditions, sexual attraction and response, sexual deviance, sexual orientations and the commercialization of love, sex and eroticism.

### **SOCI 233 SOCIOLOGICAL ISSUES OF LIFE AND LONGEVITY**

3.00 Units Lecture - UC:CSU

Examines the life course of older adults and the aging process. Cultural, social, and political influences that shape contemporary concepts of 'growing old,' in particular those found in Western society, are explored. Theories of aging are reviewed as are issues of socio-psychological changes, alternative housing arrangements, changing family roles, aging and sexuality, and death and bereavement.

## **SPANISH**

### **SPAN 080A INTENSIVE ELEMENTARY SPANISH I**

2.00 Units Lecture

Intended to provide the students with basic listening, speaking, reading and writing skills in Spanish.

Designed for students with little or no previous experience in the Spanish language. Intensive practice in the expression and comprehension of spoken Spanish.

Offered credit/ no-credit only.

### **SPAN 080B INTENSIVE ELEMENTARY SPANISH II**

2.00 Units Lecture

Designed for students who possess some basic knowledge of the Spanish language. Course is intended to review and further develop the grammar, vocabulary and conversation acquired in Spanish 080A.

Continuous practice in the expression and comprehension of spoken Spanish. Offered credit/no-credit only.

### **SPAN 082A INTENSIVE INTERMEDIATE SPANISH I**

2.00 Units Lecture

Develops a working knowledge of reading and writing skills in Spanish. Course is intended to review and further develop the grammar, vocabulary and conversation acquired in SPAN- 080B. Offered credit/no-credit only.

### **SPAN 082B INTENSIVE INTERMEDIATE SPANISH II**

2.00 Units Lecture

Builds oral proficiency while presenting a balanced-skills approach to listening, speaking reading and writing. A continuation of SPAN-082A. Offered credit/no-credit only.

### **SPAN 084A INTENSIVE ADVANCED SPANISH I**

2.00 Units Lecture

Examines oral proficiency while strengthening reading and writing skills in a cultural context. A continuation of SPAN-082B. Offered credit/no-credit only.

### **SPAN 098 SPANISH LANGUAGE AND CULTURE**

0.25-3.00 Units Lecture

Presents students with an opportunity for extensive group conversation and discussions during the lunch hour. Offered credit/ no-credit only. May be taken 4 times for credit.

### **SPAN 101 ELEMENTARY SPANISH I**

4.00 Units Lecture - UC:CSU

CAN SPAN 2

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 Spanish at the beginning level. This course is 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 SPANISH SPEAKERS I**

4.00 Units Lecture - UC:CSU

Focuses on developing and strengthening reading and writing skills. Emphasis is placed on spelling punctuation, lexical variations, idioms and cultural components of the Spanish language. Designed for the students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. UC credit limitation: SPAN-101 AND 101A combined, maximum credit one course.

### **SPAN 102 ELEMENTARY SPANISH II**

4.00 Units Lecture - UC:CSU

CAN SPAN 4

*Prerequisite: SPAN-101 or two years of high school Spanish with a grade of C or better.*

Review and further study of the fundamentals of the Spanish language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. 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 SPANISH SPEAKERS II**

4.00 Units Lecture - UC:CSU

*Prerequisite: SPAN-101A or equivalent.*

A continuation of SPAN-101A. Focuses on developing reading and writing skills. Designed for students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. UC credit limitation: SPAN-102 and 102A combined, maximum credit one course.

### **SPAN 150 CONVERSATIONAL SPANISH**

3.00 Units Lecture - UC:CSU

*Prerequisite: One year of college Spanish or three years of high school Spanish or equivalent.*

A course of intensive practice in the expression and comprehension of spoken Spanish. The verbal active method used stresses oral communication. May be taken 2 times for credit.

### **SPAN 160 SPANISH FOR PUBLIC SAFETY PERSONNEL**

3.00 Units Lecture - UC:CSU

A specialized course of basic Spanish for public safety personnel with emphasis on communication with the Spanish-speaking community. Emphasis will be on acquiring a practical, working knowledge of Spanish with a vocabulary suitable to the student's area of specialization. Extensive use of audio-visual materials and the language laboratory.

### **SPAN 198 SPECIAL TOPICS IN SPANISH LANGUAGE, LITERATURE AND CULTURE**

1.00-3.00 Units Lecture - CSU 1.00

Special topics in Spanish language, literature and culture. Courses are offered in variable formats and for variable units. Consult the current schedule of classes for topics being offered each term. Offered credit/no-credit only. May be taken 4 times for credit.

### **SPAN 201 INTERMEDIATE SPANISH I**

4.00 Units Lecture - UC:CSU

CAN SPAN 8

*Prerequisite: SPAN-102 or three years of high school Spanish with a grade of C or better or equivalent.*

Comprehensive review of Spanish grammar with special emphasis upon practical and idiomatic usage. Readings of short stories in Spanish by famous Latin American authors. Discussions and written and oral reports in Spanish based upon reading selections. This course corresponds to the fourth year of high-school Spanish.

**SPAN 202 INTERMEDIATE SPANISH II**

4.00 Units Lecture - UC:CSU

CAN SPAN 10

*Prerequisite: SPAN-201 or four years of high school*

*Spanish with a grade of C or better or equivalent.*

Complete review of Spanish grammar. Oral discussion and written composition dealing with assigned readings of current Spanish prose. Intensive reading of outstanding Spanish and Latin American literature.

**SPAN 240 LATIN AMERICAN LITERATURE**

3.00 Units Lecture - UC:CSU

A survey course of the literature of Latin America from the time of the discovery to the twentieth century. This course may be conducted in English or Spanish (refer to schedule of classes). Especially recommended for Spanish majors and students enrolled in History 240.

**SPAN 250 INTRODUCTION TO SPANISH TRANSLATION I**

3.00 Units Lecture - CSU

*Prerequisite: Recommend SPAN-102A or similar skills demonstrating knowledge of Spanish and English.*

Main aspects of translation theory, contrastive grammar and stylistics used in Spanish/English translation.

Presents an overview of common translation problems in a wide range of professional fields.

**SPAN 251 INTRODUCTION TO SPANISH TRANSLATION III**

3.00 Units Lecture - CSU

*Prerequisite: SPAN-250*

Expands the study of the main aspects of translation covered in Introduction to Translation I. Presents a detailed analysis of common translation problems in a wide range of translation fields.

**THEATRE**

**THEATR 060 THE BUSINESS OF ACTING**

1.00 Unit Lecture

Covers acting as a business and becoming a professional in the entertainment industry. Topics also include: pictures, resumes, agents, unions, interviewing, auditioning and marketing. May be taken 4 times for credit.

**THEATR 061 AUDITIONING FOR STAGE, FILM AND TELEVISION**

2.00 Units Lecture

*Prerequisite: THEATR-140*

Auditioning processes for professional work in theatre, television and film. Selection, preparation and performance of material with which to audition. May be taken 4 times for credit.

**THEATR 090L OPEN THEATRE LAB**

0.50-2.00 Units Lab

An open lab for currently enrolled theatre students who wish to rehearse and prepare for performance in a theatrical environment. Provides access to additional coaching and instruction. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**THEATR 110 UNDERSTANDING THEATRE**

3.00 Units Lecture - UC:CSU

CAN DRAM 18

A critical analysis of theatre from the audience perspective. Examination of the functions of producer, architect, playwright, director, actor, designer and critic through lecture and reading of selected plays.

### **THEATR 120 STAGECRAFT**

3.00 Units Lecture/Lab - UC:CSU

Provides the theory and practical application of scenic elements for the stage including design, construction, painting, rigging, safety practices, methods of shifting, handling scenery and handling properties. May be taken 4 times for credit.

### **THEATR 126 IMPROVISATION**

2.00 Units Lecture/Lab - UC:CSU

An introduction to the principles and practice of theatrical improvisation. This course focuses on the development of spontaneity, physicalization and interaction as they pertain to the creation of improvised character and ensemble performance techniques. Exercises, games and improvised situational scenes are utilized to create an understanding of improvisation as a means to achieving enhanced performance skills. May be taken 4 times for credit.

### **THEATR 130 COSTUME CRAFTS**

3.00 Units Lecture/Lab - CSU

Basic design and construction techniques as applied to theatrical costuming and the theatre process. Tools, materials, fabrics and construction techniques will be investigated. May be taken 4 times for credit.

### **THEATR 131 COSTUME DESIGN**

3.00 Units Lecture/Lab - CSU

An introduction to the process and procedures employed by the costume designer for the theatre. Costume history, design theory, basic construction techniques, fabrics and their various uses will be investigated.

### **THEATR 140 ACTING FUNDAMENTALS**

3.00 Units Lecture/Lab - CSU

CAN DRAM 8

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**

4.00 Units Lecture - UC:CSU

CAN DRAM 22

*Prerequisite: THEATR-140.*

A refinement of the art, craft and discipline of acting, designed to further develop voice, movement and the ability to analyze dramatic text and characters through exercise extended scene work. May be taken 4 times for credit.

### **THEATR 144 ACTING FOR THE CAMERA**

3.00 Units Lecture - UC:CSU

*Prerequisite: THEATR-126 or THEATR-140*

The practice and study of the fundamental techniques required in acting before the camera. Areas of voice and movement for the camera; blocking; memorization and audition techniques will be addressed. May be taken 4 times for credit.

### **THEATR 150 INTRODUCTION TO LIGHTING DESIGN**

3.00 Units Lecture/Lab - CSU

Introduces the theory and practice of designing light for a live theatrical production. Emphasis on 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. May be taken 2 times for credit.

### **THEATR 161 MUSICAL THEATRE**

3.00 Units Lecture/Lab - UC:CSU

Performance methods and practices of musical theatre as they relate to the performer. Develops vocal skills, choreographic movement, and acting technique through exercises, solo performances and fully-staged scenes. May be taken 4 times for credit.

### **THEATR 175 INTRODUCTION TO STAGE DIRECTION**

3.00 Units Lecture - UC:CSU

*Prerequisite: THEATR-110.*

An introduction to the fundamental techniques of stage direction including text analysis, styles and genres, stage composition, blocking, working with actors and designers. Incorporating study of the works of the great

## THEATRE

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directors, students will create a directorial vision and means of working and apply them during in-class scene work. May be taken 4 times for credit.

### THEATR 180 THEATRICAL MAKE-UP

1.00 Unit Lecture/Lab - CSU

Theory and practical application in a laboratory setting in all phases of make-up, specifically designed for theatrical use.

### THEATR 190 THEATRE PRODUCTION

1.00-4.00 Units Lab - UC:CSU

Provides study and laboratory exploration of all aspects of theater production involving actors, technicians and manager, and their contributions to the total aesthetic effect of the dramatic production before a public audience. May be taken 4 times for credit.

### THEATR 192 THEATRE FOR YOUNG AUDIENCES

2.00-3.00 Units Lecture/Lab - CSU

Audition, rehearsal, staging and live performance of theatrical play scripts suitably targeted for audiences composed of children from the ages of 6 to 14. May be taken 4 times for credit.

### THEATR 194 READER'S THEATRE WORKSHOP

2.00-3.00 Units Lecture/Lab - UC:CSU

Techniques and practices of adapting prose material into theatrical performance. Prose material selected will be analyzed, scripted, cast, staged and performed before a live audience. May be taken 4 times for credit.

### THEATR 220 THEATRE HISTORY I

3.00 Units Lecture - UC:CSU

A survey of theater as a product or reflection of its time. Examination and analysis of the effects of major historical epochs to the 18th century upon audience, playwright, actor, director and technician as they have evolved. Readings of representative plays and attendance at performances.

### THEATR 221 THEATRE HISTORY II

3.00 Units Lecture - UC:CSU

A study of theater as a product and reflection of its time from the late 18th Century to the present. Examination and analysis of the effect of the audiences upon play-

wright, actor, director and setting. Readings of representative plays.

### THEATR 230 INTRODUCTION TO PLAYWRITING

3.00 Units Lecture - UC:CSU

*Prerequisite: ENGL-101*

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. (Same as ENGL-107)

### THEATR 240 ACTING SHAKESPEARE

3.00 Units Lecture/Lab - UC:CSU

*Prerequisite: THEATR-140.*

An exploration of Shakespeare's plays and poetry through research, exercises, monologues and scene study. Introduction to the process and technique of analyzing play scripts and poetry while establishing a performance discipline. Includes textual analysis, historical research, scansion, imagery, vocal technique, period movement, song and dance. May be taken 3 times for credit.

### THEATR 241 MOVEMENT FOR THE PERFORMER

3.00 Units Lecture - UC:CSU

Develops the performer's instrument as it pertains to the body through awareness, relaxation, flexibility, and responsiveness in order to communicate openly and effectively. Includes movement as a key to character development and as an aid to understanding the complex relationship between the actor, character and text. May be taken 3 times for credit.

### THEATR 242 VOICE FOR THE PERFORMER

3.00 Units Lecture - UC:CSU

CAN DRAM 6

An introduction to the fundamentals of vocal production for the performer. Develops the performer's instrument as it pertains to the voice by eliminating negative habits and tension and improving vocal support, tonal production, vocal quality and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character and the text. May be taken 3 times for credit.

# VOCATIONAL NURSING

## VOCNSG 100 NURSING FUNDAMENTALS I

5.00 Units Lecture/Lab - CSU

*Prerequisite: Acceptance into the Vocational Nursing Program.*

The first of two nursing courses that introduce the student to basic concepts and skills. Orem's Self-Care Deficit Theory of Nursing is used as the program's conceptual framework, professional/legal/ethical practices and oral and written communication techniques, and collaboration are studied. The nursing process is explained to provide a solid basis for succeeding courses. Through simulated clinical experiences provided in the lab the student learns assessment of the universal, developmental, and health deviation self-care requisites, self-care deficits, and therapeutic self-care demands of a client; selection of appropriate nursing diagnoses; planning of goals and criteria; selection of nursing interventions in the wholly or partly compensatory and educative/supportive categories; implementation of interventions and evaluation of effectiveness of nursing interventions. Basic nursing skills are learned in the laboratory.

## VOCNSG 101 NURSING FUNDAMENTALS II

5.00 Units Lecture/Lab - CSU

*Prerequisite: VOCNSG-100.*

The second in the nursing fundamentals series. The student learns about nutrition, mental health concepts, cultural aspects of care, client education, advanced nursing skills, the musculoskeletal system and gerontology. Advanced nursing skills are learned in the laboratory and actual clinical experience begins in the hospital. Orem's Self-Care Deficit Theory is applied utilizing current and previously learned knowledge and skills. The student will provide care to one client with simple health deviations, primarily of the musculoskeletal system.

## VOCNSG 102 PHARMACOLOGY

3.00 Units Lecture/Lab - CSU

*Prerequisite: VOCNSG-101*

The student gains knowledge about medications including the classification of drugs, methods and routes of administration, distribution, absorption, excretion, and desired and toxic effects. Skills of converting measures, calculating dosages for adults, infants and children are learned. Simulated clinical experiences are provided in the laboratory for students to learn the skills and to use the nursing process for a client receiving medications. Take concurrently with Medical-Surgical I in which the student administers medications to clients.

## VOCNSG 103 MEDICAL-SURGICAL NURSING I

8.00 Units Lecture/Lab - CSU

*Co-requisite: VOCNSG-102.*

The first course in the medical-surgical series in which the student gains knowledge and skills needed to care for clients experiencing health deviations of the respiratory, endocrine, and gastrointestinal systems. It includes study of fluids and electrolytes, and basic acid-base imbalances. Skills appropriate to the health deviations are learned. Orem's Self-Care Deficit Theory is applied in the clinic using the knowledge and skills learned in the classroom. Taken concurrently with NURSNG-102/102L and the student integrates pharmacological concepts in the care of clients.

## VOCNSG 104 MEDICAL-SURGICAL NURSING II

6.00 Units Lecture/Lab - CSU

*Prerequisite: VOCNSG-103*

The second course in the medical-surgical series offered in summer following the first year of the program in which the student gains knowledge in gerontology; health deviations of the integumentary (elimination) and immune systems; the human immunodeficiency virus (HIV); and sexually transmitted diseases. Includes the study of death and dying and the grief process. The nursing process is based on Orem's Self-Care Deficit Theory and applied in the clinic utilizing the knowledge and skills learned in the classroom. Therapeutic communication techniques, collaboration, and professional/ethical/legal practices are integrated.

**VOCNSG 105 MEDICAL-SURGICAL NURSING III**

7.00 Units Lecture/Lab - CSU

*Prerequisite:* VOCNSG-104.

The third in the medical-surgical series in which the student gains knowledge and skills needed to care for clients with health deviations of the cardiovascular/blood/lymph (air) and renal (elimination) systems; clients with oncologic problems and clients undergoing surgery. Includes a study of substance abuse. Skills needed to care for clients in this unit of study are learned in the laboratory. The student applies the knowledge and skills in the clinical area during the nursing process utilizing Orem's Self-Care Deficit Theory. Communication techniques, collaboration and professional/ethical/legal practices are integrated in the nursing process.

**VOCNSG 106 MATERNAL-NEWBORN/PEDIATRIC NURSING**

6.00 Units Lecture/Lab - CSU

*Prerequisite:* VOCNSG-105

The student gains the knowledge and skills needed in the care of the perinatal mother and the newborn as well as the pediatric client. The nursing process based on Orem's Self-Deficit Theory is applied utilizing the knowledge and skills learned in the classroom. Communication techniques, collaboration and professional/ ethical/legal practices are integrated in the learning process.

**VOCNSG 107 MEDICAL-SURGICAL IV**

5.00 Units Lecture/Lab - CSU

*Prerequisite:* VOCNSG-106

The fourth and last course in the medical-surgical nursing series in which the student acquires the knowledge and skills needed to care for clients with health deviations of the neurological and sensory systems (regulatory). Concepts of home health and leadership/supervision in long term care are included. The knowledge and skills learned are applied clinically and in home care during the nursing process utilizing Orem's Self-Care Theory of Nursing. Communication techniques, collaboration, and professional/legal/ethical practices are integrated in the nursing process. The student learns team leading in a long term facility.

# WATER SYSTEMS TECHNOLOGY

**WATER 030 WATERWORKS MATHEMATICS**

3.00 Units Lecture

The study of the mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and secondary sewage treatments, calculation, and chemical dose rates as it relates to water/wastewater technology. (Formerly WATER-100).

**WATER 031 ADV WATERWORKS MATHEMATICS**

3.00 Units Lecture

*Prerequisite:* WATER-030

The advanced study of mathematical principles in solving problems related to pump hydraulics; horsepower, flow rates, pump curves, chemical dosages, detention time, filtration and backwash rates, CT calculations and various utility management analysis 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 Health Services Certification exams for D3, D4, D5, T3, and T4.

**WATER 040 WATER DISTRIBUTION OPERATOR I**

3.00 Units Lecture

*Recommended Preparation:* WATER-030

Covers fundamental aspects of water distribution after the water treatment plant. Studies the operation and maintenance of water distribution systems. Assists in preparation for the Grade I Water Distribution Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-105).



**WATER 041 WATER DISTRIBUTION OPERATOR II**

3.00 Units 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.*

An advanced course in water distribution. Assists in preparation for the Grade II Water Distribution Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-106).

**WATER 050 WATER TREATMENT PLANT OPERATION PROCESSES I**

3.00 Units Lecture

*Recommended Preparation: WATER-030*

Basic water treatment concepts and basic chemical dosage techniques. Assists in preparation for Grade I and II Water Treatment Plant Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-101).

**WATER 051 WATER TREATMENT CHEMISTRY**

3.00 Units Lecture

*Recommended Preparation: WATER-050*

Examines the chemistry of water treatment and water quality regulations. (Formerly WATER-108).

**WATER 052 WATER TREATMENT PLANT OPERATION PROCESSES II**

3.00 Units Lecture

*Recommended Preparation: WATER-050 and 051.*

Emphasis on water treatment processes and associated duties commonly encountered within a treatment facility. Assists students in qualifying for Grade III and IV Water Treatment Plant Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-102).

**WATER 060 WASTEWATER TREATMENT AND DISPOSAL I**

3.00 Units Lecture

*Recommended Preparation: WATER-030*

Wastewater treatment and disposal including the following: characteristics of wastewater, individual sewage

treatment and disposal systems, pre-treatment, primary treatment, secondary treatment, and effluent polishing. Assists in the preparation for Grade I Wastewater Treatment Plant operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-110).

**WATER 061 WASTEWATER TREATMENT AND DISPOSAL II**

3.00 Units Lecture

*Recommended Preparation: WATER 060*

Process control, trouble shooting, wastewater mathematics, and formula manipulations in wastewater treatment. Assists in the preparation for the Grade II or III Water Treatment Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-111).

**WATER 062 WASTEWATER TREATMENT AND DISPOSAL III**

3.00 Units Lecture

*Recommended Preparation: WATER-061*

Emphasis on phosphorous removal, tertiary treatment, and chemical additions, math and essay problems. Assists in preparation for Grade IV and V Water treatment Operator's Certificate examinations given by the State of California Department of health Services. (Formerly WATER-112).

**WATER 098 SPECIAL TOPICS IN WATER TECHNOLOGY**

0.50-3.00 Units Lecture

Special topics of current and recurrent interest in the field of drinking water and/or wastewater. Units awarded are dependent on the number of classroom hours, and vary with each topic. See Class Schedule for names and descriptions of topics to be addressed. Offered credit/no credit only. Unlimited repeats allowed.

# WELDING

## WELD 090L OPEN WELDING LAB

1.00 Unit Lab

*Prerequisite: Successful completion of one of the following courses: WELD-100, 101, 102, 120 or 150.*

Provides extended lab hours for continuing students to develop skills in welding. Offered credit/no-credit and not degree applicable. May be taken 4 times for credit.

## WELD 100 INTRODUCTION TO OXYACETYLENE WELDING

2.00 Units Lecture/Lab - CSU

An introduction to oxyacetylene welding techniques on ferrous and non-ferrous metals, use of alternate fuel gasses, and flame cutting. Includes safety procedures, basic weld-joint design, expansion, contraction, and residual stress in the welding of metals. May be taken 4 times for credit.

## WELD 101 INTRODUCTION TO ARC WELDING

2.00 Units Lecture/Lab - CSU

An introduction to the process of shielded metal arc welding (SMAW). Emphasis on safety procedures, use of SMAW welding equipment and proper welding techniques. Theory and application of weld-joint design, expansion, and residual stress in the welding of metal. May be taken 4 times for credit.

## WELD 102 INTRODUCTION TO GAS TUNGSTEN ARC AND GAS METAL ARC WELDING

2.00 Units Lecture/Lab - CSU

Foundation in Gas Tungsten Arc Welding (GTAW) & Gas Metal Arc Welding (GMAW). Includes basic weld-joint design, expansion, contraction and residual stress in welding of metals. May be taken 4 times for credit.

## WELD 103 METAL SCULPTURING

2.00 Units Lecture/Lab - CSU

A basic foundation in methods of cutting, forming, and shaping of metal. Students will use metal joining process 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. May be taken 3 times for credit.

## WELD 120 INDUSTRIAL WELDING I

5.00 Units Lecture/Lab - CSU

The first in a three-part series of trade/technical courses providing theory and vocational skills related to current welding applications. Focuses on the oxyacetylene and shielded metal arc welding processes. Examines related safety, mathematics, metallurgy and weld-joint design associated with welding. May be taken 4 times for credit.

## WELD 122 INDUSTRIAL WELDING II

5.00 Units Lecture/Lab - CSU

*Recommended Preparation: WELD-120*

The second in a 3-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. Maybe taken 2 times for credit.

## WELD 124 INDUSTRIAL WELDING III

5.00 Units Lecture/Lab - CSU

*Recommended Preparation: WELD-122*

The 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. May be taken 4 times for credit.

## WELD 130 WELDING METALLURGY

3.00 Units Lecture - CSU

Introduces students to 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 nonferrous metals are emphasized. Proper determination of chemical contents of common steels, cast irons, stainless steels and aluminum alloys are demonstrated. May be taken 4 times for credit.

### **WELD 140 WELDING INSPECTION**

3.00 Units Lecture - CSU

Covers related weld inspection principles and practices in order to prepare students for the American Welding Society's Certified Welding Inspector (CWI) exam.

Coursework includes related welding theory, hands-on inspection and a survey of respective welding codes. May be taken 4 times for credit.

### **WELD 150 WELDING TECHNOLOGY**

15.00 Units Lecture/Lab - CSU

Provides theory and vocational skills related to current welding applications. Examines the oxyacetylene, shielded metal arc, gas tungsten arc and gas metal arc welding processes. Focuses on preparing students for welding certifications required by today's welding industry. Equivalent to WELD-120, 122, and 124. May be taken 4 times for credit.

### **WELD 151 WELDING CERTIFICATION AND LICENSE PREPARATION**

3.00 Units Lecture - CSU

Provides students with an understanding of the fundamental concepts and theories included in the Los Angeles City Department of Building and Safety written Structural-welding certification test. Preparation will be emphasized through critical thinking, problem solving, written assignments and practice exams.

### **WELD 155 ORBITAL GAS TUNGSTEN ARC WELDING**

4.00 Units Lecture/Lab - CSU

*Prerequisite: WELD-150 or WELD-120.*

Examines the principles and practices of the Orbital Gas Tungsten Arc Welding process. Emphasis is placed on related welding theory and hands-on instruction in the welding of ferrous and nonferrous metal pipe.

Prepares students for employment in many of today's high-tech pipe industry fields. May be taken 4 times for credit.

### **WELD 160 ADVANCED GAS TUNGSTEN ARC WELDING**

2.00 Units Lecture/Lab - CSU

*Prerequisite: WELD-102*

An extension of WELD-102 that provides further development and strengthening of gas tungsten arc welding (GTAW) skills on ferrous and non-ferrous metals.

Emphasis is placed on theory, technique and applications of GTAW commonly used in the aerospace, pharmaceutical and motor sports industries. May be taken 4 times for credit.

### **WELD 165 PIPE WELDING FUNDAMENTALS**

3.00 Units Lecture/Lab - CSU

*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. Maybe taken 3 times for credit.

### **WELD 166 PIPE LAYOUT AND FABRICATION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Co-requisite: WELD-165*

Explores the fundamental concepts used in the fabrication of pipe constructions and fittings. Emphasis is placed on construction, lateral, sleeve, and branch pipe connections commonly used in the piping industry.

Related math calculations and cutting techniques will be utilized to prepare students for entry into a pipe fitting related field.

## **NON-CREDIT COURSE DESCRIPTIONS**

## **ENGLISH AS A SECOND LANGUAGE**

### **NC.ESL PLVL01 ESL PRE-LEVEL 1**

Basic English necessary to function successfully in everyday encounter for students with limited reading and writing skills in their primary language.

### **NC.ESL LEVEL1**

Develops basic skills in English through listening, speaking, reading, and writing, including life skills, grammar, pronunciation, vocabulary and culture.

### **NC.ESL LEVEL2**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing grammar, vocabulary, culture, and everyday life situations.

### **NC.ESL LEVEL3**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing grammar, vocabulary, culture and everyday life situations.

### **NC.ESL LEVEL4**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing increased accuracy, fluency and confidence.

## **HEALTH & SAFETY**

### **NC.HLSF PHYS01 SOCCER BASED PHYSICAL FITNESS AND BODY MOVEMENT**

Emphasis on using soccer related activities and exercises for the improvement and promotion of physical fitness. Uses individual and small group activities as well

as circuit style training to improve aerobic and anaerobic conditioning, speed, agility, flexibility, and over all coordination.

## **OLDER ADULT ACTIVITIES/EDUCATION**

### **NC.OAD ART01 WATERCOLOR PAINTING FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using painting as the medium. Interactive activities will be promoted. A supply list will be available at the first class meeting.

### **NC.OAD ART02 PAINTING FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using using oil and acrylic paint as the medium. A supply list will be available at the first class meeting.

### **NC.OAD ART03 DRAWING - BEGINNING THROUGH ADVANCED FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using drawing as the medium. Technical drawing skills will be introduced as a part of the socialization activities of the class. A supply list will be available at the first class meeting.

### **NC.OAD ART04 CREATIVE EXPRESSION THROUGH CHINA PAINTING FOR OLDER ADULTS**

Creative expression through china painting. Improve socialization and creative skills for older adults. Topics include: color, design, etching, raised paste for gold, and matte colors. A supply list will be available at the first class meeting.

## **NON-CREDIT COURSES - OLDER ADULTS • PARENT EDUCATION**

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### **NC.OAD ART05 CREATIVE EXPRESSION THROUGH NEEDLEWORK ACTIVITIES FOR THE OLDER ADULT**

Creative expression using needlework as the medium for socialization and the development of new skills for older adults. Basic knitting and crocheting techniques including knitting, crocheting, embroidery and plastic canvas to construct finished product will be included.

### **NC.OAD HLTH01 LIFE LONG LEARNING FOR OLDER ADULTS**

Improve and/or maintain the mental fitness of the older adult through educational activities promoting critical thinking skills that enhance memory retention and flexible thinking.

### **NC.OAD HLTH02 MOBILITY THROUGH EXERCISE, PHYSICAL CONDITIONING FOR OLDER ADULTS**

Focuses on conditioning all major muscle groups, the promotion of strength and toning, increase in range of motion and flexibility, and increase in endurance and coordination. Class is geared to working with the older adult population. Students may progress at their own level.

### **NC.OAD HLTH03 MOBILITY THROUGH EXERCISE - SLOW STRETCH TAI CHI FOR OLDER ADULTS**

The physical and mental well being of the older adult is improved through Tai Chi activities by increasing strength and agility while improving peace of mind and reducing stress. Involves low impact movements that flow at a smooth, even tempo, leading to improved balance as body weight is shifted. Movement will result in high levels of body control and increased powers of motion concentration. Several different moves of Tai Chi will be experienced in class.

### **NC.OAD HLTH04 MOBILITY THROUGH EXERCISE - LOW IMPACT AEROBICS FOR OLDER ADULTS**

The physical and mental well being of the older adult will be improved through a low impact aerobic exercise program designed to promote firming and toning, flexibility and endurance.

### **NC.OAD HLTH05 MOBILITY THROUGH EXERCISE, FOR OLDER ADULTS USING YOGA**

The physical and mental well being of the older adult will be improved through Yoga using gentle stretching exercises and breathing techniques. Activities will improve stamina, lung capacity, flexibility, muscle tone, circulation, cardiovascular performance and respiration.

### **NC.OAD HLTH06 MOBILITY THROUGH EXERCISE, FOR THE OLDER ADULT THROUGH WATER CONDITIONING**

The physical and mental will bring of the older adult is improved through aerobic conditioning, strength training and stretch activities in a water environment. Swim skills are not required.

### **NC.OAD LLL01 LIFE LONG LEARNING THROUGH CURRENT GLOBAL EVENTS - FOR OLDER ADULT AUDIENCE**

Socialization and personal development for older adults through discussion of current local, national, and world issues.

### **NC.OAD MUSC02 CREATIVE EXPRESSION THROUGH MUSIC APPRECIATION - VOCAL AND INSTRUMENTAL FOR OLDER ADULTS**

Creative expression through music, vocal or instrumental including discussion of the influences of music on society. Class is geared toward older adult population. Small group performances may be conducted.

## **PARENT EDUCATION**

### **NC.PAED CHLD01 PARENTING SKILLS**

Parenting skills including: discipline approaches, normal age specific behaviors, home learning environments, community resources and the value of preschool. Additional topics as requested by the parents will be included for class discussion.

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## OUTSTANDING EMPLOYEE AND DEPARTMENTAL AWARD RECIPIENTS

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The Cougar Award Program was inaugurated during May 2001. The program is a campus-wide ritual and celebration created to recognize outstanding contributions by college employees and departments. In order to be considered for this award, an employee must exhibit "thinking outside the box" innovative thinking; "pushing the envelope" exceptional service; "trail blazing" outstanding leadership; or, "building community" teamwork within our campus community. The employee or department must be truly dedicated and loyal; exhibit expertise in job performance; demonstrate a willingness to assist others enthusiastically; take initiative in making his or her department more efficient and productive; maintain excellent relationships with co-workers, faculty, staff and students; and make contributions to the college community. Nominations are solicited from all faculty, staff, students and administrators. Selection of the Cougar Award winner is made by a steering committee that includes former recipients of the award. The winner is not revealed until the Cougar Parade reaches its destination. Once the parade locates the honoree, Superintendent/President Dr. Dianne Van Hook reads the official Cougar Award proclamation, presents the coveted, lifetime Cougar Award and inducts the winner into the Loyal Order of the Cougar. Persons/departments inducted into the Loyal Order of the Cougar are listed below.

### **MAY 2001**

Cindy Grandgeorge

### **2001-2002**

Jim Temple

Jan Keller

Reprographics Department

Lonnie Slusher

Jim Ruebsamen

Audrey Green

Jeff Haynes

TLC Lab

### **2002-2003**

Mauricio Escobar

Alicia LeValley

Maintenance Department

Fred D'Astoli

Bob Tolar

Beth Asmus

Admissions & Records Department

### **2003-2004**

Chris Miner

Janet Cetrone

Curriculum Department

Yasser Issa

Payroll Department

### **2004-2005**

Jasmine Ruys

Fiscal Services Department

Tami Toon

Switchboard Department

## FACULTY

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### ACOSTA, CLAUDIA (1998)

#### Spanish - Associate Professor

MA Spanish .....UC Riverside  
BA Liberal Studies .....Cal St.San Marcos

### ALBERT, SUE (2000)

#### Dean Allied Health

MHA Health Administration.....Univ. of La Verne  
MN Nursing .....UCLA  
BSN Nursing .....UCLA

### ALFANO, KATHLEEN (1996)

#### Director NSF-Create Regional Professor

PhD Higher ED .....UCLA  
MS Counseling.....Purdue  
BS Chemistry .....Chestnut Hill College

### ALONSO, EDEL (1999)

#### Counselor - Associate Professor

EdD Organizational Leadership..Univ. of La Verne  
MA Counseling.....Loyola Marymount  
BA Spanish .....Montclair State College -  
New Jersey

### AMADOR, JONATHAN (2001)

#### Radio/Television/Film - Associate Professor

MFA Fine Arts .....Cal Arts  
BFA Music .....Cal Arts

### ANDERSON, JAMES (1991)

#### Chemistry - Professor

MS Chemistry.....Cal State Fresno  
BS Chemistry.....UC Davis

### ANTHONY, KEVIN (1999)

#### Hotel/Restaurant Mgt - Associate Professor

BA Political Science .....Loyola

### AYRES, DIANE E. (1988)

#### English/Journalism - Professor

MA Speech .....CSUN  
BA Speech .....CSUN  
AA General Education.....COC

### BABER, TIMOTHY J. (2000)

#### Welding - Associate Professor

AS Welding .....COC

### BAKER, DIANE (2002)

#### Nursing - Associate Professor

MSN Nursing .....CSULA  
BSN Nursing .....Univ West Florida

### BARKE, SHERI (2004)

#### Health Science - Assistant Professor

MPA Public Health .....UCLA  
BS Nutritional Sciences.....Cal Poly, San Luis Obispo

### BASHAM, ROGER E. (1970)

#### Anthropology/Sociology - Professor

MA Sociology/Anthropology .....San Jose State  
BA Sociology/Anthropology .....UC Santa Barbara  
AA Liberal Arts .....Taft College

### BATHKE, TAMMY (2004)

#### Nursing - Assistant Professor

MS Microbiology .....Creighton University  
BS Nursing .....UCLA

### BAUWENS, DENNIS MICHAEL (1987)

#### Mathematics/Acctg, Bus, Mgmt, Mrktg - Professor

MBA Business Admin.....Cal State Dominguez  
BS Business Admin.....Cal State Dominguez

### BAYTARYAN, RUZANNA (2001)

#### Mathematics - Associate Professor

MS Equivalent Electrical  
Engineering ....Polytechnic Institute, Armenia  
BS Equivalent Electrical  
Engineering ....Polytechnic Institute, Armenia

### BLAKEY, CHRISTOPHER L. (2001)

#### Philosophy -Associate Professor

PhD Philosophy .....UC Riverside  
MA Philosophy.....CSULA  
BS Microbiology .....Cal Poly San Luis Obispo

### BORRELLI, PAMELA ANN (1999)

#### Nursing - Assistant Professor

MSN Nursing .....UCLA  
BSN Nursing .....Univ. of Arizona

### BRANCH, STEPHEN EARL (2000)

#### History - Associate Professor

MA American Studies .....Univ. So. Florida  
BA History.....Univ. So. Florida

### BRANT, SUSAN (1999)

#### English - Associate Professor

MA English.....Humboldt State Univ.  
BA English.....Humboldt-State Univ.

### BRETTALL, LESLIE (1991)

#### Librarian - Professor

MLS Public Library Spec.....UCLA  
BA History .....UCLA

### BREZINA, JENNIFER (2001)

#### English - Associate Professor

PhD English .....UC Riverside  
MA English .....CSU San Diego  
BA English .....UCLA

### BRILL, DAVID (2003)

#### Radio/Television/Film – Assistant Professor

BS Journalism .....Univ. Colorado

### BRILL-WYNKOOP, WENDY (1997)

#### Photography - Professor

MFA Creative  
Photography .....Cal State Fullerton  
BFA Photography .....USC

### BRODE, ROBERT (2000)

#### Admin of Justice - Associate Professor

JD Law .....Whittier College  
AA Accounting.....LA Valley College



**BROGDON-WYNNE, PAMELA (1997)**

Director EOPS/CARE - Professor

EdD Education .....Nova  
Southeastern University  
MS Guidance Counseling Youngstown State Univ.  
BS Education/Eng .....Youngstown State Univ.

**BROWN, KERRY (1998)**

Counseling- Professor

MA ED Psych/Counseling .....CSUN  
BA Deaf Studies .....CSUN  
AA Social Sciences .....COC

**BURKE, KELLY (2005)**

Biology - Assistant Professor

MS Microbiology .....Univ So. Florida  
BS Biology .....Univ Tampa

**BUTTS, DANIELLE (1999)**

Director, Transfer Center - Associate Professor

EdD Education .....Pepperdine  
MS Counseling .....CSUN  
BA Deaf Studies/Special Ed .....CSUN

**CATAN, DANIEL (1999)**

Music - Associate Professor

PhD Music .....Princeton Univ.  
MFA Music .....Princeton Univ.  
BA Music .....Univ. South Hampton  
BA Philosophy .....Univ. Sussex

**CHENG-LEVINE, JIA-YI (2005)**

English - Assistant Professor

PhD English .....Indiana Univ. of Pennsylvania  
MA English .....University of Georgia  
BA English .....Tamkang University

**CHOATE, CHERIE E. (1973)**

Mathematics - Professor

MA Mathematics .....Dartmouth  
BA Mathematics .....Alfred Univ. NY

**CLARK, RICHARD L. (2000)**

Engineering - Associate Professor

PhD Materials Engineering .....Virgina Tech  
MS Materials Science .....Virgina Tech  
BS Materials Engineering .....Virginia Tech

**CLEMENTS, KATHLEEN A. (1974)**

Computer Information Technology - Professor

MS Business Ed. ....CSUN  
BA Business Ed. ....CSUN

**COMPTON, JACK D. (1976)**

Welding - Professor

BA Industrial Arts .....CSULA  
AA General Education .....Pierce College

**COON, PAMELA DENISE (2001)**

Computer Networking - Assistant Professor

BA Computer Science .....UC Santa Barbara

**COTA, CHRISTOPHER (2002)**

Men's Head Coach, Baseball - Assistant Professor

MEd Physical Ed .....Azusa Pacific  
BA Physical Ed .....CSUN  
AA Math/Science .....COC

**CROSBY, LINDA (1998)**

Early Childhood Ed. - Associate Professor

MS Home Economics/  
Child Develop. .... Northern Illinois Univ.  
MS Counseling Psych .....Mt. St. Mary's  
BA Home Economics .....Northern Illinois Univ.

**CROWTHER, SUSAN (1988)**

Faculty MESA Director/Biology - Professor

MS Biology .....CSUN  
BA Biology .....CSUN

**CRUZ, GUILLERMO (2001)**

Economics - Assistant Professor

MA Economics .....McGill University-Quebec  
BS Economics .....University of Montreal

**D'ASTOLI, FRED (1999)**

English - Associate Professor

MA English .....CSUN  
BA English .....CSUN

**DAVIDSON-SYMONDS, DONNA D. (1972)**

English - Professor

EdD Higher Education .....UCLA  
MA English .....Southern Methodist Univ. TX  
BA English .....Penn State Univ.

**DAVIS, DEANNA (1998)**

English - Associate Professor

PhD Philosophy/English .....UCLA  
MA English .....UCLA  
BA English .....UCLA

**DAYBELL, MARK (2000)**

Graphics & Multimedia Design - Assistant Professor

MFA Art/Creative Photo .....CSU Fullerton  
BS Applied Art & Design,  
Photo .....Cal Poly San Luis Obispo

**DELATORRE, MARY (2002)**

Geography - Assistant Professor

MA Geography .....CSUN  
BA Geography .....CSUN  
AA Social Science .....COC

**DELAVERA-SOLOMAN, OLGA (AKA DIANE) (1998)**

DSPS Counselor -Associate Professor

MEd Educational & Counseling  
Psychology .....Univ. of Missouri-Columbia  
BA Psychology .....San Diego State Univ.

## FACULTY

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### DEMERJIAN, MARLENE DIANE (1990)

#### Mathematics - Professor

EdD Higher Education .....Nova Univ.  
MA Applied Mathematics .....UCLA  
BS Applied Mathematics .....UCLA  
AA Mathematics ....Glendale Community College

### DERMODY, MICHAEL (1988)

#### History/Poli Sci - Professor & President of Academic Senate

MA History/Political Science.....UC Riverside  
BA History .....UC Riverside

### DIDRICKSON, SALLY (2000)

#### Division Dean - Mathematics & Science

MSN Nursing Ed.....CSULA  
BSN Nursing .....CSULA  
AA College of the Sequoias

### DIXON, STEVEN M. (1998)

#### Fire Technology - Associate Professor

BA Management .....Univ. of Redlands  
AA El Camino College

### DOS REMEDIOS, ROBERT (1999)

#### Physical Education - Associate Professor

MA Physical Education .....CSUN  
BA Social Sciences.....UC Berkeley

### DREILING, RONALD DEAN (2000)

#### PACE English - Assistant Professor

MA English .....Univ. of Kansas  
BA English & Philosophy ....Washburn Univ., KS

### EIKEY, REBECCA (2005)

#### Chemistry - Assistant Professor

PhD Chemistry.....UCLA  
MS Chemistry.....UCLA  
BS Chemistry .....Chatham College

### ETIENNE-CUDMOR, PIERRE (2000)

#### French - Assistant Professor

MA French Lang. & Literature.....Tufts Univ-MA  
BA French & German .....Middlebury College-VT

### FELDMAN, BERNARDO (1989)

#### Music - Professor

PhD Music Composition .....UCLA  
MFA Fine Arts/Music .....CalArts  
BFA Fine Arts/Music .....CalArts

### FERGUSON, CHRISTOPHER (1999)

#### Computer Science - Associate Professor

MS Computer Science.....CSUN  
BS Computer Science.....CSUN

### FEUERHELM, JANE A. (1995)

#### Director, Disabled Students Programs & Svcs - Associate Professor

PhD Teaching & Curriculum .....USC  
MA Learning Disabilities & Emotionally Disturbed .....Univ. of N.Colorado

BA Speech Pathology & Audiology .....Univ. of Denver

### FIERO, DIANE (2004)

#### Vice President, Human Resources

MS Human Resource Design .....Claremont Grad School  
BS Psychology .....Univ Houston

### FISHER, HOWARD (2000)

#### Physical Ed. - Assistant Professor & Head Coach of Men's Basketball

MA Physical Ed .....UCLA  
BA Physical Ed/Recreation .....Whittier College  
AA Liberal Arts .....Pierce College

### FLYNN, KATHY (1999)

#### Chemistry - Associate Professor

PhD Inorganic Chemistry .....UC Davis  
MS Chemistry .....San Diego State Univ.  
BS Chemistry .....San Diego State Univ.

### FORBES, DOUGLAS JOHN (1985)

#### Computer Science/Electronics - Professor

AS Computer Science & Electronics.....COC

### FRANKLIN, CHRISTI (2002)

#### Learning Disability Specialist

PhD Clinical Psychology Fuller Theological Seminary  
MA Christian Leadership .....Fuller Theological Seminary  
MA Psychology .....Fuller Theological Seminary  
MA Counseling Psychology .....National Univ.  
BA Biology .....Point Loma College San Diego

### GEAR, DEBORAH (2005)

#### American Sign Language - Assistant Professor

MA Special Education .....CSU Northridge  
BA Deaf Studies .....CSU Northridge  
AA Interpreting .....LA Pierce

### GERDA, JOSEPH J. (1987)

#### Mathematics - Professor

MA Mathematics .....Univ. of Texas  
MS Biomathematics .....UCLA  
BA Mathematics .....Univ. of Texas

### GIBSON, COLLETTE J. (1999)

#### Mathematics - Associate Professor

MA Mathematics .....UCLA  
BS Mathematics .....UCLA  
AS Mathematics .....COC

### GILMORE, JAMES (2001)

#### Mathematics - Assistant Professor

MS Mathematics .....CSUN  
BA Mathematics .....UC Berkeley

### GLAPA-GROSSKLAG, JAMES (1999)

#### PACE Director/History - Associate Professor

MA History/Humanities .....Univ. of Chicago  
BA History .....Wesleyan Univ.

**GONZALES, SARA (2001)**  
**EOPS Counselor - Assistant Professor**  
 M.Ed Counseling and Student Affairs .....UCLA  
 BA Sociology/Education .....UCLA

**GREEN, AUDREY JOAN (1989)**  
**Associate Dean - Student Services**  
 MA Educational Psychology  
 Counseling & Guidance .....CSUN  
 BA History .....UCLA  
 AA Social Sciences .....COC

**GRIBBONS, BARRY (1999)**  
**VP, Institutional Dev., Technology & On-line  
 Services/Interim Assistant Superintendent**  
 PhD Education .....USC  
 MS Education .....USC  
 BA Psychology .....CSUN  
 AA Psychology .....COC

**GURNÉE-SIMON, KIM (2000)**  
**English - Assistant Professor (Writing)**  
 MA English .....Cal Poly San Luis Obispo  
 BA Language Studies .....Humboldt State

**HALEY, PATRICIA (2005)**  
**Health Science - Assistant Professor**  
 BSN Nursing .....CSULA

**HARUTUNIAN, MICHAEL (1999)**  
**English - Associate Professor**  
 MA English Literature .....CSUN  
 BA History .....CSUN  
 AA General Ed .....COC

**HAUSS, JENNIFER (2000)**  
**Interim Director of Service Learning**  
 PhD English .....Univ. of Rhode Island  
 MA English .....Salisbury State Univ.  
 BA English .....Radford Univ.

**HELFIG, SHELDON (2002)**  
**Sociology - Assistant Professor**  
 MSW Social Work .....Univ. of Washington  
 MA Education .....CSUN  
 BA Psychology/Sociology .....CSUN

**HILLIARD, LEE (2003)**  
**Computer Networking - Assistant Professor**  
 AA Computer Networking .....COC

**HINSHAW, SUSAN (1999)**  
**Theatre - Associate Professor**  
 MFA Theatre Arts-Acting .....Cal State Fullerton  
 BA Drama .....Univ. of Washington

**HOOPER, LISA D. (2001)**  
**Physical Education - Head Coach Women's  
 Volleyball/Assistant Professor**  
 MA Kinesiology Science .....CSU Long Beach  
 BS Nutrition .....Pepperdine Univ.

**HOWE, RICHARD R. (2001)**  
**Psychology - Assistant Professor**  
 MA General-Experimental Psychology .....CSUN  
 BA Psychology .....CSUN

**HOWRY, LINDA (2000)**  
**Nursing - Assistant Professor**  
 MSN Nursing .....Univ of Colorado  
 BSN Nursing .....N. Illinois Univ.

**JACOBSON, JOAN D. (1973)**  
**Counselor - Professor**  
 MS Counseling .....Cal State LA  
 BA Psychology .....UCLA

**JADAON, VICTOR (1999)**  
**Computer Information Technology - Associate Professor**  
 MS Educational Technology .....National Univ.  
 BS Electrical Engineering Golden State Univ. in LA  
 BS Computer Science .....National Univ.

**JENKINS, JAMES "KEVIN" (2002)**  
**Graphic & Multimedia Design - Assistant Professor**  
 MFA Studio Art & Photography .....UC Irvine  
 BFA Fine Art .....CA College of Arts & Crafts

**JOHNSON, CHARLES (2000)**  
**Mathematics - Associate Professor**  
 MS Mathematics .....Cal Poly San Luis Obispo  
 BS Mathematics .....UCLA

**JOSLIN, MICHAEL (1991)**  
**Assistant Dean, Student Dev. & Retention**  
 MS Counseling .....CSUN  
 BA Journalism .....CSUN  
 AA Moorpark College

**JULIAN, JOANNE M. (1974)**  
**Art - Professor**  
 MA Art .....CSUN  
 MFA .....Otis Art Institute of LA  
 BA Art .....CSUN

**KANE, BELINDA (1999)**  
**Physical Education - Associate Professor/Coach**  
 MEd Physical Ed .....Azusa Pacific Univ.  
 BA Physical Ed/Teaching & Coaching .....CSUN

**KARLIN, RONALD G. (2000)**  
**Librarian Bibliographic Instruction/Electronic  
 Resources - Assistant Professor**  
 MLS Library & Information Science .....UCLA  
 BA Anthropology .....USC

**KELLEHER, JAMES (2001)**  
**Political Science - Assistant Professor**  
 Ph.D Political Science .....UC Santa Barbara  
 MA Political Science .....CSU LA  
 BA Political Science .....CSUN  
 AS Real Estate .....Moorpark College

## FACULTY

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### KEMPLER, ADAM (1997)

#### English - Associate Professor

MA English Literature Cal State Univ Long Beach  
BA Humanities, English, English Education,  
Psychology ..... Cal State Univ. Long Beach  
AA General Ed ..... Orange Coast College

### KICENSKI, KARYL (2000)

#### Communications Studies/Speech - Associate

##### Professor

MA Speech Communication ..... CSUN  
BA Speech Communication ..... CSUN

### KRESSIN, ANN M. (2000)

#### Chemistry - Assistant Professor

MS Chemistry ..... UC San Diego  
BS Chemistry ..... Marquette Univ., WI

### KUBO, KATHY (2000)

#### Mathematics - Associate Professor

MA Mathematics ..... UCLA  
BS Business Admin ..... UC Berkeley

### LABRIE, MICHELLE (2002)

#### Counselor - Assistant Professor

MA Psychology ..... Pepperdine  
BA Psychology ..... UC Santa Cruz  
AA Social Science ..... COC

### LAMONICA, GINA (2000)

#### Dean, Occupational Programs

EdD Institutional Management.... Pepperdine Univ.  
MA Physical Ed ..... USC  
BA Physical Ed ..... CSUN

### LAWRENCE, THOMAS O. (1969)

#### Mathematics/Physics - Professor

MS Physics/Math..... San Diego State  
BA Physics/Math..... San Diego State

### LE, LUONG H. (1999)

#### Mathematics - Associate Professor

MS Mathematics..... UC Riverside  
BS Mathematics..... UC Davis  
AS Mathematics ..... COC

### LEONARD, VICTORIA R. (1995)

#### Speech - Associate Professor

MA Speech Communication ..... CSUN  
BA Speech Communication ..... CSUN

### LIPMAN, MELANIE (1998)

#### Computer Information Technology - Associate

##### Professor

MS Instructional Leadership/  
Ed. Admin ..... National Univ.  
BS Secretarial ..... Fairleigh Dickinson Univ.  
AA Liberal Arts ..... Nassau Community College

### LONG, CAROLE (1996)

#### Interim Vice President, Instruction & Community

##### Extension

EdD Institutional Management ..... Pepperdine Univ.  
MFA Dance ..... UCLA  
BFA Dance ..... UCLA

### LORIGAN, JAMES (2000)

#### Fine Art - Professor

MA Art-Drawing & Painting ..... CSU Fullerton  
MFA Painting, Drawing,  
Printmaking..... CSU Fullerton  
BA Art ..... CSU Fullerton

### LOWE, ANN S. (2000)

#### Nursing - Assistant Professor

MSN Nursing ..... CSU Long Beach  
BSN Nursing ..... UCLA

### LYNCH, SVETLANA (2000)

#### English - Associate Professor

##### Equivalent to:

MA Philology & English ..... International  
Ed. Institute Russia

### LYNN, CYNTHIA (1996)

#### ECE - Associate Professor

BA Human Develop ..... Pacific Oaks College  
AA Child Dev ..... COC

### LYON, CHARLES (1998)

#### Physical Education - Associate Professor

MA Education emphasis PE ..... Asuka Pacific  
BA Physical Education ..... CSUN  
AA General Ed ..... COC

### MACLEAN, HEATHER (2001)

#### ESL - Assistant Professor

MA TESOL ..... Monterey Institute of Int'l Studies  
BA German/Russian ..... Bradford Univ-England

### MAHAN, TAMMY (2005)

#### Psychology - Assistant Professor

MA Psychology..... CSU, Bakersfield  
BS Psychology ..... Cal Poly SLO

### MAHN, MOJDEH ZAHRA (1998)

#### Tutoring/Learning Computing Lab Director -

##### Associate Professor

MS Mathematics ..... CSUN  
BS Mathematics ..... CSUN  
AS Math/Science..... COC

### MALINOSKI, VALERIE (2003)

#### Nursing - Assistant Professor

MSN Nursing ..... UCLA  
BSN Nursing ..... CSULA  
AA Nursing ..... LA Valley College

**MALONEY, DENA (1997)**  
 Dean, Economic Development  
 MA Government .....Georgetown Univ.  
 BA Political Science .....Loyola Marymount Univ.

**MANJI, KIM C. (2001)**  
 Music - Assistant Professor  
 MA Music.....Kansas State Univ.  
 BA Music Education .....Humboldt State Univ,  
 BA Music .....Univ. of Washington

**MAPLE, CHELLEY (2001)**  
 Director of Matriculation - Assistant Professor  
 PhD Anthropology .....UCLA  
 MA Counselor Education .....USC  
 MA Anthropology .....UCLA  
 BA Psychology .....CSUN

**MARCELLIN, PHILIP (1998)**  
 Physical Education - Head Soccer Coach/ Associate Professor  
 MEd Education/Physical Ed./ Athletic Admin .....Univ. of Toledo, OH  
 BS Physical Education-Teaching/ Coaching .....Cal Poly SLO

**MARSHALL, MONICA (1999)**  
 ECE - Associate Professor  
 AS Child Development .....COC

**MARTIN, JOSÉ F. (2001)**  
 Spanish - Assistant Professor  
 PhD Spanish Literature .....UC Irvine  
 MA Spanish .....UC Irvine  
 BA Social Work .....Univ. of Maryland

**MAXWELL, ROBERT (2001)**  
 Accounting - Assistant Professor  
 MBA Marketing .....Wichita State Univ.  
 BA Accounting .....Wichita State Univ.

**MC KIMMEY, GLORIA NANCY (1976)**  
 Computer Information Technology - Professor  
 MS Business Administration .....CSUN  
 BA Business Education.....CSUN

**McMAHAN, MICHAEL (2000)**  
 Div. Dean, Fine Arts & Humanities/Interim  
 Administrative Director, Performing Arts Center  
 PhD Philosophy .....Claremont Grad Univ.  
 BS Mathematics .....Cal Poly U Pomona  
 BA Philosophy .....CSU LA

**MICHAELIDES, ANTHONY (2001)**  
 Director of Career Services  
 MS Psychology .....CSU LA  
 BA Behavioral Science .....Cal Poly U Pomona

**MINARSCH, DOROTHY (1999)**  
 CAD/Drafting/Interior Design - Associate Professor  
 BFA Interior Design American InterContinental University  
 AS Interior Design .....Mt. San Antonio College

**MOHNEY, LEN (1986)**  
 Div. Dean Physical Education & Athletics  
 M Ed Education .....Azusa Pacific Univ.  
 BA Physical Ed .....CSUN  
 AA Physical Ed .....COC

**MOOS, FLOYD A. (1990)**  
 English - Professor  
 EdD Higher Education....Nova Southeastern Univ.  
 MA English Education .....CSUN  
 BA English .....UCLA

**MOREY, DIANE (1999)**  
 Nursing - Associate Professor  
 MSN Nursing .....Cal State Dominguez Hills  
 BS Health Science .....CSUN  
 BSN Nursing .....Cal State Dominguez Hills  
 AA Nursing .....LA Pierce College

**MORROW, AMY (2004)**  
 Mathematics - Assistant Professor  
 MA Mathematics .....CSU, San Francisco  
 BA Mathematics.....UC, Berkeley

**MORROW, DENNIS PAUL (1983)**  
 Mathematics - Professor  
 MA Mathematics .....UCLA  
 BA Mathematics .....UCLA

**MOSLEH, MAJID (2001)**  
 Political Science - Assistant Professor  
 PhD Political Science.....USC  
 MA Political Science.....USC  
 BA Political Science/World Politics .....CSULA

**MUCHA, GREGORY (1999)**  
 Mathematics - Associate Professor  
 MS Mathematics .....Purdue Univ.  
 BS Mathematics .....Indiana Univ.

**NISHIYAMA, GREGORY (2000)**  
 Biology - Assistant Professor  
 MS Biology .....USC  
 BS Biological Sciences .....UC Irvine

**OTOO, SAMUEL (1992)**  
 ESL - Professor  
 EdD Higher Education....Nova Southeastern Univ.  
 MA Tesol .....William Carey Int'l Univ.  
 MA Ed.....Point Loma Nazarene College  
 .....San Diego  
 MA TESOL .....Biola Univ.  
 BA English .....Univ of Cape Coast Ghana

## FACULTY

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### **PALMER, ANAID (2001)**

#### **Mathematics - Assistant Professor**

MS Mathematics .....CSU LA  
BS Mathematics .....CSU LA

### **PATENAUDE, ROBERT A. (1983)**

#### **Mathematics - Professor**

PhD Mathematics .....Calif Inst. of Tech  
MA Mathematics .....Syracuse Univ.  
BA Mathematics .....Humboldt State

### **PELKEY, MARTIN BRUCE (1988)**

#### **Director, International Students Program/ History – Professor**

EdD Higher Education....Nova Southeastern Univ.  
MS Educational Psychology .....Cal Lutheran  
MA European History .....CSUN  
BA History/Geography .....CSUN

### **PENNINGTON, SHERRILL (1999)**

#### **History - Assistant Professor**

MA History .....Columbia Univ.  
BA Secondary Education .....Univ. of Missouri  
BA History & Asian Studies ..Northwestern Univ.

### **PESCARMONA, KRISTINA “DENE” (2002)**

#### **English – Assistant Professor**

MA English.....Arizona State Univ  
BA English/History .....University of San Diego.

### **PETERSON, GARY L. (1984)**

#### **Physical Education/Speech/Cinema – Professor**

MA Speech Communication .....CSUN  
BS Speech Communication St. Cloud State Univ.  
AA Gen Ed .....North Hennepin Community  
College

### **PETERSON, MARY (2005)**

#### **English - Assistant Professor**

MA English .....Loyola Marymount Univ.  
BA English .....CSUN

### **POWELL, CAROLYN S. (1997)**

#### **Counselor - Associate Professor**

MS Psychology .....CSULA  
BA Psychology .....CSUN  
AA Liberal Arts .....LA Valley

### **RAFTER, MARK STEPHEN (2000)**

#### **Psychology - Assistant Professor**

MA Psychology.....Cal State San Bernardino  
BA Psychology.....UC Riverside

### **REYNOLDS, BRADLEY M. (1977)**

#### **History - Professor**

PhD History .....USC  
MA History .....USC  
BA History & Political Science.....UCLA

### **RHYS, GEORGE (2002)**

#### **Mathematics – Assistant Professor**

MA Mathematics .....CSUN

BA Philosophy .....Princeton

### **RICHARDSON, RUSSELL C. (1987)**

#### **Political Science - Professor**

EdD Higher Education .....Texas Tech Univ.  
MA Political Science .....Western Kentucky Univ.  
BS Business Admin.....Western Kentucky Univ.

### **RICHTER, CHRISTY (2005)**

#### **Counselor - Assistant Professor**

MS Counseling & Guidance .....Cal Lutheran  
MA Sociology.....CSUN  
AA Social Science.....COC

### **RIVEIRA, DEANNA (2001)**

#### **Psychology - Assistant Professor**

Ed.U Higher Education .....USC  
MA Clinical Psychology .....Pepperdine Univ.  
BA Psychology.....Univ of Hawaii

### **ROBINSON, PATRICIA (1999)**

#### **Sociology - Associate Professor**

PhD Sociology .....UC Davis  
MA Sociology.....CSUN  
MA Sociology .....Davis  
BA Sociology.....CSUN

### **SALHI, HAMOUD (2005)**

#### **Political Science - Assistant Professor**

PhD Comparative Politics .....USC  
MA International Relations .....USC  
BA International Relations.....Univ. of Algiers

### **SIONKO, DIANE (2000)**

#### **Business/E-Commerce – Assistant Professor**

MBA Mgmt .....UCLA  
BA History.....Univ. of Buffalo

### **SMITH, NANCY (2000)**

#### **Div. Dean, Social Science & Business/Interim Dean, Instruction**

EdD Higher Education .....UCLA  
MS Community College Counseling.....CSU LA  
BS Biology.....Univ. Arizona

### **SMITH, PHYLISE (1999)**

#### **Dance - Associate Professor**

MA Dance .....UCLA  
MA Public and Social Affairs ..UC Santa Barbara  
BA Political Science .....Univ of Santa Barbara

### **SOFIAN, SHEILA (2001)**

#### **Animation - Assistant Professor**

MA Fine Arts .....California Inst. of the Arts  
BFA Fine Arts .....Rhode Island Sch of Design

### **ST. MARTIN, LESLIE (2000)**

#### **English - Assistant Professor**

PhD English .....Univ of Hawaii-Manoa  
MA Folklore & Mythology .....UCLA  
BA English .....UCLA

**STANICH, DIANA L. (1987)**  
**Physical Education - Professor**  
 MA Physical Ed./Dance .....CSU Long Beach  
 MBA Business .....Univ. of LaVerne  
 BS Kinesiology/Dance .....UCLA

**STEELE, BRODIE (2002)**  
**Theatre Technical Director/Scenic Design – Assistant Professor**  
 BA Theatre .....Ball State Univ.

**STEPHENS, CINDY (2001)**  
**ECE - Assistant Professor**  
 MS Counseling .....CSUN  
 BA Child Development .....CSUN  
 AA Interdisciplinary Studies .....LA Valley

**STEVENSON, DAVID (1999)**  
**Speech - Associate Professor**  
 MA Rhetoric & Public Address.....CSU Chico  
 BA Broadcasting .....CSU Chico

**STEWART, DIANE (2001)**  
**Assistant Dean, Education Programs**  
 MA Human Development ....Pacific Oaks College  
 AA Early Childhood Ed.....San Jose City College

**STROZER, ALAN (2000)**  
**Computer Information Technology - Assistant Professor**  
 MS Electronic Commerce .....National Univ.  
 BA Psychology .....UCLA

**SU, BOO (2001)**  
**Economics - Assistant Professor**  
 PhD Economics .....Michigan State Univ.  
 MA Economics .....Michigan State Univ.  
 BA Economics .....Korea Univ.

**TAKEDA, DONALD (1972)**  
**Biology - Professor**  
 MS Biology .....CSU LA  
 BS Biology .....CSU LA

**TALKIN, MARY (2002)**  
**Nursing – Assistant Professor**  
 MSN Nursing .....UCLA  
 BSN Nursing .....Mount St. Marys

**TEACHOUT, MATTHEW (2005)**  
**Mathematics – Assistant Professor**  
 MS Mathematics .....CSU, Northridge  
 BS Mathematics .....CSU, Northridge

**TEMPLER, LEA (1985)**  
**Economics – Professor**  
 MA Economics.....CSUN  
 BA Economics .....Cal State LA

**TERZIAN, ALENE (2002)**  
**English – Assistant Professor**  
 MA English .....CSUN  
 BA English .....CSUN

**TOLAR, ROBERT A. (1988)**  
**Mathematics – Professor**  
 PhD Mathematics Education.....Texas A & M  
 MA Mathematics .....Univ. of Texas  
 BS Mathematics .....Lamar Univ.

**TRIPP, CONNIE (2001)**  
**History – Assistant Professor**  
 MA History .....CSUN  
 BS History .....CSUN

**TUJAGUE, GARETT (1998)**  
**Counselor & Assistant Football Coach - Associate Professor**  
 MA Educational Counseling ....Univ. of Redlands  
 BS Recreation Mgmt. ....Brigham Young Univ.

**UESUGI, ISAO (1997)**  
**Librarian-Technical Services - Associate Professor**  
 PhD Government .....Claremont Graduate School  
 MA Political Science .....CSU Hayward  
 MLS Library Science .....San Jose State Univ.  
 BA Political Science .....CSU Hayward

**VAN HOOK, DIANNE G. (1988)**  
**Superintendent-President**  
 EdD .....Univ. of LaVerne  
 MS .....Univ. of LaVerne  
 BA .....CSU Long Beach  
 AA .....Long Beach City College

**VARGA, JOHN (1999)**  
**History - Associate Professor**  
 MA History .....CSUN  
 BA History .....CSUN

**VISNER, JULIA GOULD (1985)**  
**Counselor – Professor**  
 MA Educational Psychology .....CSUN  
 BA Psychology .....CSUN

**WALDON, RUSSELL (2000)**  
**Business /Business Law – Assistant Professor**  
 JD Law .....Univ. of Notre Dame  
 BBA Bus. Admin-International  
 Fin & Mrktg.....Univ. of Miami, FL

**WALKER, ROBERT M. (1991)**  
**Art - Professor**  
 MFA Art.....UC Irvine  
 BA Biology.....Loma Linda Univ.

## FACULTY

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### WALLACE, DEBRA (2005)

#### Nursing - Assistant Professor

MS Nursing .....UCLA  
BS Health Science .....CSU, Northridge  
AS Nursing .....College of the Canyons

### WALLACE, LISA (2000)

#### English - Assistant Professor

PhD English .....UC Irvine  
MA English .....UC Irvine  
BA English .....UC Irvine  
BA Spanish .....UC Irvine

### WATKINS, DIANA (1999)

#### Computer Networking – Associate Professor

EdD Computing & Info Tech .....Nova  
Southeastern Univ.  
MEd Adult Ed .....Univ. of Arkansas  
BA Anthropology .....UCLA

### WILDING, MICHAEL (1997)

#### Vice President, Student Affairs/Interim Assistant

#### Superintendent

EdD Education .....UCLA  
MA Recreation & Leisure Studies .....CSUN  
BA Anthropology .....CSUN

### WILLIAMS-PAEZ, PAMELA (2001)

#### Sociology - Assistant Professor

MA Sociology .....Univ. of Washington  
MA Theology .....Fuller Seminary, Pasadena  
BS Religious Studies.. .Multnomah College, OR  
AA Biblical Studies .....Multnomah College, OR

### WOLF, JAMES REAGON (2000)

#### Biology – Assistant Professor

MS Biology .....CSUN  
BA Biology-Environmental .....CSUN

### WRIGHT, STANLEY RAY (2000)

#### Cooperative Work Experience Director – Assistant Professor

MBA Management .....Golden Gate Univ  
BS Business Admin/Economics Univ. of LaVerne

### WUTKEE, WINSTON B. (1971)

#### Geography/Geology - Professor

MA History .....CSU LA  
BA Spanish .....UCLA

## PROFESSORS EMERITI

Alduino Adelini .....Counseling  
William Baker .....Theatre/Speech  
James Boykin\* .....Biological Sciences  
Carl Buckel.....Business/Cooperative  
Work Experience  
Richard Clemence .....Administration of Justice  
Ted Collier\* .....Political Science  
Lee Corbin\* .....Mathematics  
Susan Cornner .....English  
Doris Coy.....Economics  
P. Carter Doran\* .....Instruction  
Robert Downs\* .....Music  
John Drislane\* .....English  
Erik Eriksson.....Chemistry  
Robert Gilmore .....Counseling  
George Guernsey .....Mathematics  
Mildred Guernsey .....Mathematics  
Irene Gunshinan.....Child Development  
Donald Heidt.....English/German/Philosophy  
Mary Heidt .....Nursing Science  
Donald Hellrigel .....Foreign Languages  
Elfie Hummel .....Foreign Languages  
Jan Keller .....Learning Resources  
Walter Lebs\* .....Drafting  
Betty Lewis .....Nursing Science  
Betty Lid .....English  
Rebecca Lord\* .....English  
Helen Lusk\* .....Nursing Science  
Norman Mouck .....Mathematics  
Robert Seippel.....Electronics  
Lee Smelser .....Physical Education  
Dale Smith.....Sociology  
Mary Enos Smith .....Nursing  
Virginia Soriano .....Nursing  
Betty Spilker .....English  
Kenneth Stevens.....Computer Center  
Sylvia Sullivan .....CAD/ Drafting  
Gretchen Thomson .....History  
Marilyn Van Aken .....Student Health Center  
Fran Wakefield .....Counseling  
Joan Waller.....Child Development  
Kathleen Welch .....Nursing  
Stanley Weikert .....Accounting/Business

*\*Deceased*



**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, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status. Both the policy and procedure apply to students, employees and applicants.

The Santa Clarita Community College District 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) Building X-6; (661) 362-3424; TTY (661) 362-5426

**Non-discrimination Policy**

The Santa Clarita Community College District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status in any of its policies, procedures, or practices, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or

to request a copy of the procedures covering discrimination complaints may be directed to the Vice President of Human Resources, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661) 362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Coordinator, Building C-103, (661) 362-3341, to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

**Aviso de Ley de Anti-discriminación**

El Distrito Universitario de Santa Clarita no discrimina por motivo de raza, color, religión, nacionalidad, etnicidad, sexo, edad (mayor de 40 años), condición médica (cáncer), incapacidad mental o física (incluyendo VIH y SIDA), estado civil, u orientación sexual, así como por ser veterano de la época de la guerra de Vietnam en ninguna de sus políticas, procedimientos, o prácticas, de acuerdo con: los títulos 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 a la decana de servicios de personal, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the

## REGULATIONS AND POLICIES

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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: Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102

### SEXUAL HARASSMENT POLICY

#### I. POLICY STATEMENT

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in District programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the District's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The District will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

#### II. APPLICABILITY

This policy applies to all applicants for employment and admission to District programs, officers and employees of the District, students, and persons who serve the District as its agents and are under the control of the District. It applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary

actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Specific adherence to this policy shall also be made an express term of every contracted services agreement entered into by the District.

#### III. LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 (as amended by the 1991 Amendments to the Civil Rights Act), by Title IX of the Education Amendments of 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;

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- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;
- whistling or yelling obscenities at people walking by, or loudly discussing their sexual attributes and rating them;
- threatening rape;
- mooning, whereby individuals expose their buttocks aggressively;
- exposing one's genitals;
- "streaking" - running naked in front of others;
- "sharking" - biting breasts, buttocks, or other private body parts; · shouting obscenities;

The aforementioned lists of behaviors should be used to assist in identifying offensive behaviors but in no way should be construed as exhaustive lists of unacceptable acts. In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the records of the incident or incidents as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

This definition recognizes two categories of sexual harassment:

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority (supervisor and subordinate or teacher and student) makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. (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 per-

ceive 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.
3. No person shall destroy evidence relevant to an investigation of sexual discrimination.

### **Prohibited Behavior**

1. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall create a hostile or offensive work environment for any other person by engaging in any sexual harassment or by tolerating it on the part of any employee or student.
2. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall assist any individual in doing any act which constitutes sexual discrimination against any employee or student of the District.

## **VII. RESPONSIBILITIES**

### **A. 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 s/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first report that harassment to their supervisor (or instructor).

- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the District's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

### **B. Administrators, Managers and Supervisors**

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not there has been a written or formal complaint. Administrators, managers and supervisors must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the District's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

### **C. Faculty**

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus

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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 Superintendent-President, the Chairperson(s) of the Academic Senate and the President of the Associated Students shall form a hearing committee within five (5) school days as follows:
  - a. Two faculty members and two alternates, three students and three alternates, one administrator and one alternate.
  - b. Six students and three alternates or the existing Student Judiciary, in cases where only students are involved, if the parties so desire.
  - c. Committee members shall select one of their members as chairperson. The chair person shall have the privilege of voting on all issues.
2. The President of the Associated Students shall notify each party of the membership of the committee within five (5) school days. Each party shall be allowed one peremptory challenge and two challenges for cause. Challenges will be communicated to the President of the Associated Students. Released members will be replaced by alternates.
  - a. Legitimacy of challenges for cause against faculty members shall be decided by the Chairperson(s) of the Academic Senate.
  - b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
  - c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.
3. The hearing committee shall conduct its proceedings according to academic due process standards.

4. Hearings shall be closed and confidential unless it is the request of all parties that a hearing be open to the public.
5. The hearing committee shall submit its findings of fact and recommendations to both parties and the Student Judiciary (when only students are involved) for Associated Students' constitutional review.
6. The findings of fact and recommendations, along with any judicial review, will be sent to the Superintendent-President no later than twenty (20) school days from the formation of the formal hearing committee.

### Final Action

1. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation within five (5) school days.
2. If the Superintendent-President rejects the committee recommendation, the Superintendent-President shall submit the decision with stated reasons to the hearing committee within five (5) school days.
3. The Superintendent-President shall transmit the decision to both parties, the Chairperson(s) of the Academic Senate and the President of the Associated Students. The Superintendent-President shall submit a report on the matter with the decision to the Board of Trustees.

### Appeal

Either party may appeal within five (5) days the Superintendent-President's decision, either in writing or by appearance to the Board of Trustees. Within fifteen (15) days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter.

### DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

#### Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with appli-

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cable penalties for violation of such rules. Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

### Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related. This list is not intended to be exhaustive, but are examples of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.
- E. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.
- F. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.
- G. Disorderly, lewd, indecent, obscene or offensive conduct on College-owned or controlled property or at College-sponsored or supervised function.
- H. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- I. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8.
- J. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- K. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, or by posting on an official bulletin board designated for this purpose.
- L. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- M. Abusive behavior directed toward, or hazing of, a member of the College community.
- N. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- O. Attempting to do any of the causes for disciplinary action identified above.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.

### STUDENT CONDUCT-DISCIPLINARY ACTION

The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

#### Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.



- (1) **Warning:** Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.
  - (2) **Restitution:** The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.
  - (3) **Official Reprimand:** A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed two years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.
  - (4) **Disciplinary Probation:** Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be no less than one college month nor longer than a college year. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.
  - (5) **Removal by Instructor:** An instructor may remove a student from his/her class when the student has interfered with the instructional process. The duration will be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.
  - (6) **Disciplinary Suspension:** Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic and extracurricular purposes. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation."
  - (7) **Expulsion:** Expulsion consists of the permanent and unconditional removal of the student from the College. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the Superintendent-President (Education Code 76030).
  - (8) **Interim Suspension:** Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.
- Interim Suspension shall be:**
- (a) Imposed by the Superintendent-President of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
  - (b) Limited to only that period of time necessary to assure that the purposes of interim suspension are accomplished.
  - (c) For not more than a maximum of ten (10) College days. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.
- The hearing will be held on the following issues:
- (a) the reliability of the information concerning the student's conduct,

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- (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

### Student Rights - Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus. The following procedures outlined in sections 531.2 through 531.5 represent the steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### Definition of Terms

Student: The term "student" means an individual who:

1. is enrolled in or registered with an academic program of the College;
2. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

Notice: Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student's permanent address of record, shall constitute notice.

Days: For purposes of this Policy, the term "days" means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

### Due Process

#### A. Referral of Cases:

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct.

Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The President may grant exceptions.

#### B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction and Student Services. The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;

- (a) Campus Restraining Order (CRO): In cases in which the Dean has a reason-

able suspicion to believe that an alleged violation of Policy 529.2(D) and/or 529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. a copy of the student conduct procedures; and
3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

### C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for a hearing.

### D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;

2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;
3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, at the student's request; and
6. counsel the student regarding the campus discipline process as appropriate.
7. Students may be accompanied by any person(s) of their choice at the initial hearing.

### E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

#### 1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may

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appeal this decision, within ten working days, to the Vice President of Instruction and Student Services.

### 2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- (a) Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- (b) Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- (c) Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- (d) Retention of the case file and the Informal Agreement of Resolution in the Dean of Students' Office for one year from the date appearing on the Agreement. During that year, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.

### 3. Formal Disciplinary Action:

- (a) If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not

appropriate, and that there is sufficient evidence such that a Student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.

- (b) If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

### F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The President, below. The President's decision is final.

### The Student Conduct Committee

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.

- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.
- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.
- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
  - 1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as a witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
  - 2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.
- H. Responsibility for Presentation of Cases:
  - 1. At the hearing, the accused student must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
  - 2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
  - 3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the President, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

J. Reports to the President:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the President of:

1. the Committee's specific finding of fact;
2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation. The President may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.

K. A copy of all reports required to be submitted to the President by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.

L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the President any written argument supporting the student's position.

M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

### The President

A. Decision by the President:

The final decision regarding the case shall be made by the President except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

B. Bases for Decision:

The President shall base his or her decision upon:

1. the reports submitted by the Student Conduct Committee;
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

C. Sanctions:

The President may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in an decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, President, or President's designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanction(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively. Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be a public record of the District.

**E. Discussion With Student:**

If the President deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

**F. Decision by the President:**

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the President's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor; and
3. the Dean of Student Services.

The President may also notify other parties of his or her decision. The President may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

**MATRICULATION - STUDENT RIGHTS AND RESPONSIBILITIES**

Matriculation is a process that enhances access to the California Community Colleges and promotes and sustains 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 con-

cerning 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.

## REGULATIONS AND POLICIES

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- 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 only taking courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students only taking courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in orientation.

### ASSESSMENT

Assessment is the process that 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 only taking courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students only taking courses to upgrade occupational skills or as continuing education for employment.
- D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
- E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

### COUNSELING

Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives, and designing a plan to meet those objectives.

Counseling/Advisement shall be available to all students including those students entering the College for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below.

#### Exemptions from Counseling/ Advisement

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.



The College will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

### **CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS (Family Educational Rights and Privacy Act)**

College of the Canyons maintains student records in a manner to ensure the privacy of all such records and shall not, except as otherwise authorized, permit any access to or release of information therein. Any currently enrolled or former student has the right to inspect and review his or her student records upon request and within five days of the request.

By law the College cannot release information about students without the student's written permission, regardless of the student's age.

All student records at College of the Canyons are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The College establishes and maintains such information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and establishes and maintains such information required by law.

A student may request access to those campus records which personally identify the student. The student may challenge the accuracy of the record or the appropriateness of its retention in College records.

Student consent is needed for the release of records, covered by the Act and College policy, to outside parties except for those persons or agencies entitled to access under the provisions of law, e.g., College officials, federal and state educational and auditing officers, and requests in connection with the application for or receipt of financial aid and then only on the basis of educational interest.

The College regards certain "student directory information" as public information which may be released for any student currently attending the College. "Student directory information" is limited to one or more of the following items: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of

athletic teams, the most recent previous public or private school attended by the student. The College, at its discretion, may limit or deny the release of "student directory information" to public or private persons or organizations based on the best interests of the students.

A student may request in writing to the Admissions and Records Office that "student directory information" applying to that student not be released. This request must be submitted at least 10 working days following that student's initial registration or the individual's registration for any term.

The College makes a reasonable charge for furnishing copies of any student record except that normal College procedures will apply to requesting transcripts.

Copies of the full text of College of the Canyons' policy on student rights and privileges under the Family Educational Rights and Privacy Act of 1974, are on file and available to all students in the Instructional Resource Center. Particular questions with respect to a student's prerogatives under this policy should be directed to the Office of the Dean, Student Services.

### **SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES (Board Policy #726)**

In the interest of promoting health and well-being of District students, staff, and visitors and maintaining the safety of District facilities, it shall be the policy of the District to prohibit smoking/tobacco usage in and on campus facilities.

#### **Procedures for Implementing Board Policy #726**

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the District, in accordance with State law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal District users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, Cougar Stadium (except in a designated area), and in all College vehicles.

## REGULATIONS AND POLICIES

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- B. Smoking shall be allowed only in the specific areas described as follows:
1. The outside area west of the Student Center Building;
  2. The Honor Grove semi-circular seatwell;
  3. The southeast exterior corner of the Administration Building's emergency exit walkway;
  4. The seatwell area along the walkway from the Honor Grove to the Physical Education Building just east of the right field baseball field fence;
  5. All parking lots EXCEPT the parking area directly adjacent to the south side of the Laboratory Building L. In that area, smoking is permitted in the parking area midway between the Laboratory and Vocational Technology Buildings;
  6. A designated area near the Cougar Stadium; and
  7. Other areas as designated by the Superintendent-President. These allowable areas will be clearly designated as a "Smoking Area" and appropriate weather protection will be provided at locations 1 and 3, above.
- C. All other tobacco usage in and on District facilities is expressly prohibited.
- D. Violators shall be subject to appropriate disciplinary action.
- E. Questions regarding this policy shall be directed to the President-Superintendent or his/her designee. Any review and decision by the President-Superintendent or his/her designee shall be deemed to be final.

### SUBSTANCE ABUSE PREVENTION INFORMATION

As students and employees you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

### HEALTH RISKS

The following are commonly abused drugs and their associated health risks:

#### 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, 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

- \* Increased appetite
- \* Loss of motivation and purpose
- \* Heavy psychological dependence
- \* Loss of sex drive and reduced fertility
- \* May cause heart and lung damage

#### Cocaine

- \* Excitability and restlessness
- \* False feeling of self-confidence
- \* Painful nose bleeds and nasal erosion
- \* Quick addiction
- \* Depression
- \* Easy overdose leading to heart failure
- \* Crack babies
- \* Behavior leading to exposure to the AIDS virus

#### Stimulants

- \* Loss of appetite
- \* Insomnia
- \* High distractibility
- \* Anxiety and severe depression
- \* Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, deliriant, hallucinogens and tobacco have significant health risks.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

**APPLICABLE LEGAL SANCTIONS**

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code. Legal sanctions may be taken against you if you are:

- \* Driving under the influence of any drug
- \* In 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 superintendent/ president of the College.

**College of the Canyons Resources**

Student Health Center .....(661) 362-3259  
Counseling Center .....(661) 362-3287

**Off-Campus Resources**

**National Council on Alcoholism and Drug Dependence of Santa Clarita**

24416 Walnut Street Newhall, CA 91321  
(661) 254-0700

**National Alcohol Hotline**

800-ALCOHOL

**Cocaine Anonymous (CA)**

800-COCAINE or (661) 254-0700 or (818) 988-3001

**Narcotics Anonymous (NA)**

(818) 997-3822

**Alcoholics Anonymous (AA)**

(661) 254-0700 or (818) 988-3001

**National Clearinghouse for Alcohol and Drug Information**

(800) 729-6686

Personal health insurance policies may have their own treatment or referral services.

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## Santa Clarita Community College District

### LOS ANGELES COUNTY

#### Crime Statistics Report

Report of offenses committed from 2000-2004.

<u>Offense</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<b>I. THE OCCURRENCE ON CAMPUS OF THE FOLLOWING CRIMINAL OFFENSES:</b>					
a) Murder	0	0	0	0	0
b) Forcible & nonforcible sexual assault	0	0	0	0	2
c) Robbery	0	2	0	0	1
d) Aggravated assault	0	0	5	7	3
e) Burglary	16	8	19	15	2
f) Motor vehicle theft	0	0	1	1	1
<b>II. The number of arrests for the following crimes occurring on campus:</b>					
a) Liquor Law Violations	0	0	0	0	0
b) Drug Abuse Violations	0	0	0	0	1
c) Weapons Possessions	0	0	0	1	0



<b>Academy of the Canyons</b> V-121 362-3056	<b>Employee Training Institute (ETI)</b> X-8 362-3245 By Appointment	<b>Public Information</b> A-118 362-3414/3415/3494/3684 pio@canyons.edu
<b>ACCESS Center</b> Canyon Country 362-5800	<b>Extended Opportunities Programs &amp; Services/ Cooperative Agencies Resources for Education (EOPS/CARE )</b> X-9 362-3270, 3279	<b>Security</b> X-10 362-3229
<b>Admissions &amp; Records</b> A-101 362-3280	<b>Financial Aid, Scholarship</b> C-110 362-3242/3409 FAX (661) 259-2617 finaid@mail.coc.cc.ca.us	<b>Sports Information</b> A-118 362-3432
<b>Audio Visual/Tutorial Lab</b> see Open Media Lab	<b>Foundation</b> X-6 362-3434	<b>Student Business Office</b> A-101 362-3634
<b>Bookstore</b> S-134 362-3255	<b>High Intensity Transfer &amp; Enrichment (HITE)</b> C-103 362-3333 hchis008@huey.csun.edu	<b>Student Development</b> S-102 362-3261
<b>Cafeteria</b> S-126 362- 3268	<b>Human Resources</b> X-6 362-3427	<b>Student Health &amp; Wellness Center</b> S-122 362-3259
<b>CalWORKs</b> I-24 362- 3015	<b>International Students</b> C-101 362-3580/3581	<b>Superintendent-President</b> A-114 362-3400
<b>Canyon Call</b> M-120 362- 3265 canyoncall@mail.coc.cc.ca.us	<b>Instruction Office</b> A-112 362-3411/3412	<b>Switchboard</b> A-111 362-7800* 0
<b>Career Services &amp; Job Placement</b> C-103 362-3286	<b>Library</b> R-203 362-3361 bretall_l@mail.coc.cc.ca.us	<b>Traffic School</b> TY102 362-3456
<b>Center for Early Childhood Ed</b> FS&ECE Bldg 362-3501	<b>Math, Engineering and Science Achievement (MESA)</b> X-2 362- 3448	<b>Transcripts</b> A-101 362-3283
<b>Community Extension</b> TY102 362-3304	<b>New Horizons</b> I-23 362- 3393	<b>Transfer Center</b> C-103 362-3455
<b>Cooperative Work Experience (CWEE)</b> TY105 362-3681/3309 cwee@mail.coc.cc.ca.us	<b>Nursing Office</b> I-315 362-3357	<b>Tutoring, Learning, Computing Lab (TLC)</b> I-209 362-3344
<b>Counseling &amp; Program Advisement</b> A-101 362-3287 Counseling Appts. 362-3287 Walk-in Counseling 362-3287 Orientation & Placement Test Info 362- 3457	<b>Open Media Lab</b> Library second floor 362-3334	<b>University Center (Interim)</b> Y-112 362-5474
<b>Disabled Students Programs &amp; Services (DSP&amp;S)</b> C-103 362-3341	<b>Outreach</b> S-108 362-3678	<b>Veterans</b> A-101 362-3469
<b>Disabled Students Programs &amp; Services (DSP&amp;S) High Tech Center</b> 362-3341 <b>TDD (661) 255-7967</b>	<b>Progressive Adult College Education (PACE)</b> C-207 362-3632/3525	<b>Volunteer &amp; Service Learning Center</b> S-123 362-3248/3983 Evenings by appointment
<b>Distance Education</b> I-115 362-3600		<b>Weekend College Info. 362-7054</b> <b>Switchboard (661) 259-7800-7054</b> <b>TDD (661) 255-7967</b>