

Santa Clarita Community College District  
**COLLEGE OF THE CANYONS**  
2018-2019



VALENCIA CAMPUS • CANYON COUNTRY CAMPUS • ONLINE CAMPUS

**2018-2019**  
**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  
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The California State Universities

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

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**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.

**Administrative Officers, The Board of Trustees ..... 3**

**Chancellor’s Message..... 4**

**Mission Statement, Vision Statement, Philosophy ..... 5**

**Academic Calendar ..... 6**

**History of the College ..... 7**

**College of the Canyons Foundation ..... 9**

**Admission to the College/ Getting Started ..... 11**

**Academic Information..... 19**

**Support Services and Programs..... 39**

**Instructional Programs ..... 53**

**Program and Course Descriptions – Credit..... 57**

**Continuing Education – Noncredit ..... 265**

**Faculty ..... 271**

**Regulations and Policies..... 285**

**Crime Statistics ..... 308**

**Index ..... 310**

**Office Directory – Canyon Country Campus ..... 314**

**Campus Map – Canyon Country Campus..... 315**

**Office Directory – Valencia Campus..... 316**

**Campus Map – Valencia Campus..... Inside Back Cover**

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*"Your education is a dress rehearsal for a life that is yours to lead."*

– Nora Ephron



**Dear Students,**

It is with great pleasure that I welcome you to College of the Canyons. We believe that ***if you can dream it, you can become it; and if you can imagine it, you can achieve it!*** Many students have walked through the doors of COC, and they have accomplished incredible things that once seemed impossible to achieve.

It is my hope that you will find the courage and drive to achieve your goals, be inspired by new ideas, make positive changes, discover your talents, and reach far beyond what you ever thought possible. This spirit directly reflects the college's can do attitude!

At College of the Canyons, we are innovative thinkers and doers. We strive to be the very best at what we do, because that is what you deserve. We are committed to removing barriers and making higher education both more affordable and accessible. As a student, you can attend classes at our Valencia or Canyon Country locations, or online. Whatever you decide, we are certain you will find the right fit for your schedule.

Our college offers you:

- **Seventy-eight** cutting-edge certification programs;
- An amazing selection of **93** associate degree programs designed to help you transfer to four-year universities, and
- **We rank second among all community colleges in California** for our completion rate by college-prepared students – and **among the best in Los Angeles County** – for our transfer rate.

College of the Canyons is an institute of higher learning that you can be proud to attend. From outstanding instruction to free computer labs and extensive support services; from civic engagement, to academic and athletic teams, the arts, music, dance, and theatre; from leadership opportunities, to workforce training for local businesses, and enabling career technical education opportunities -- the possibilities at COC are endless, and yours for the taking!

**A Cut Above**

College of the Canyons has proven to be a cut above the rest because we make college a reality for anyone who wants an education! Education is more important than ever. There will be 55 million job openings in the workforce through 2020. And, 65 percent of these jobs will require education and training beyond high school; 35 percent will require at least a bachelor's degree; and 30 percent will require some college or an associate degree. The best way to prepare for these changes is to pursue an education! And, though the cost of education is rising, in California's community college system, fees remain at \$46 per unit – the lowest in the country.

At COC we have pioneered ways to help our students succeed and make college more affordable:

- **Open Educational Resources (OER)** reduce textbook costs. Students access free, electronic materials in place of traditional textbooks. Last year, our students saved more than **\$4 million** on textbooks. This successful program will grow as the use of OER materials in classrooms increases.
- **"Accelerate Your Dreams to Reality"** offers accelerated Math and English courses that have helped save more than **600,000 hours** of remedial instruction and over **\$1.6 million** in tuition costs by helping students avoid remedial courses that are not counted toward earning associate degrees.

- The **First Year Promise Program** has allowed **262 full-time**, qualifying freshmen students to completely waive tuition and fees during their first year of study! To ensure this program continues, our Foundation launched a **First-Year Promise Fundraising Campaign** with a goal of **\$500,000!** Over 115 individuals and businesses in our valley have stepped up to support this initiative and, to date, we have raised over \$400,000 towards our goal!
- **Pathways** enables your success by clarifying paths to your end goals; helping you choose and enter a pathway; helping you stay on the path; and ensuring that you are learning along the way.
- **Concurrent Enrollment** allows high school students to take college courses while still in high school. Annually, we have about **1,200** concurrently enrolled students at COC. Additionally, Academy of the Canyons, a middle college high school located on our Valencia Campus, has a large wait list every year.
- We are **the first** in the California Community College system to offer a **University Center**, where students can earn bachelor's, master's, teaching credentials, and a doctorate degree, without ever leaving the Santa Clarita Valley!

***These are just a few examples of our tireless spirit demonstrated over a 49-year span.*** Our dedication to students focuses on growing the college's capacity to meet the ever-changing needs of the diverse constituency we serve. From traditional-age college students, to veterans, to re-entry students, to professionals who wish to sharpen their skills, to entrepreneurs and local business leaders, we serve students from all walks of life.

**Building for the Future**

As our enrollment continues to grow, our facilities also continue to expand. By 2026, our student population is estimated to reach 30,000 students. To accommodate this growth, local residents passed a \$230 million bond measure in 2016. It will enable us to construct at least four buildings at the Canyon Country Campus, as well as modernize older facilities, and build a parking structure, at the Valencia Campus.

**Possibilities, It Is All About the Students!**

Our campuses offer a wide variety of leadership and learning opportunities through clubs and campus activities. No matter which of the more than 103 campus clubs you join, you can grow your capabilities **beyond** traditional classroom learning.

At College of the Canyons, we provide a quality higher education; inspire students and employees alike; and foster innovation among all who visit our campuses. When faced with challenges and new projects, we believe the status quo is never good enough. So we do what we do best: ***We move forward. We innovate. We adapt. We think creatively. We look at all the possibilities. We create possibilities and opportunities for students to explore and succeed!***

I welcome you to College of the Canyons, where your educational dreams can become reality. During your time with us, you will discover new opportunities, create lasting memories, and develop the skills and desire to continuously improve and seek out greater possibilities. Believe in yourself. Imagine your potential. Dream, do, think and become!

Dr. Dianne G. Van Hook  
Chancellor

## MISSION STATEMENT

As an innovative institution of excellence, College of the Canyons offers an accessible, enriching education that provides students with essential academic skills and prepares students for transfer education, workforce-skills development, and the attainment of learning outcomes corresponding to their educational goals. To fulfill its mission, College of the Canyons embraces diversity, fosters technical competencies, supports the development of global responsibility, and engages students and the community in scholarly inquiry, creative partnerships, and the application of knowledge. Follow the link for more, including the college's vision, philosophy and strategic goals.

## VISION STATEMENT

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

## PHILOSOPHY

### *We believe in the following values:*

**Teaching and Learning:** We honor and reward high performance in teaching and learning.

**Respect for All People:** We foster a climate characterized by civility, collegiality and acceptance. We expect honesty, integrity, social responsibility and ethical behavior.

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

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

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

## *Strategic Goals*

**TEACHING AND LEARNING** – College of the Canyons will provide a positive environment and necessary resources to support excellent teaching, student learning, and the completion of students' goals including attaining degrees and certificates and transfer..

**STUDENT SUPPORT** – College of the Canyons will provide student support to facilitate equitable student success and maximize opportunity for all students.

**CULTURAL DIVERSITY** – College of the Canyons will promote, encourage, and celebrate the diversity of students and staff in our campus community.

**HUMAN RESOURCES** – College of the Canyons will select and develop high-quality staff.

**INSTITUTIONAL ADVANCEMENT** – College of the Canyons will generate support, resources, networks and information to enhance the college's success.

**INSTITUTIONAL EFFECTIVENESS** – College of the Canyons will use outcomes data on progress being made towards college goals – including student learning outcomes, administrative unit outcomes, and other accountability measures – on a regular basis to inform planning and decisions.

**FINANCIAL STABILITY** – College of the Canyons will provide support, direction and oversight for all district financial resources to ensure fiscal compliance, proper accounting and positive audits and develop financial resources to maintain and improve programs and services consistent with institutional commitments (mission, goals, and objectives) and in alignment with our enrollment management plans.

**TECHNOLOGICAL ADVANCEMENT** – College of the Canyons will utilize state-of-the-art technologies to enhance programs, services and operations.

**PHYSICAL RESOURCES** – College of the Canyons will provide facilities that are clean, efficient, safe, and aesthetically pleasing to support College programs and services.

**INNOVATION** – College of the Canyons will dare to dream and make it happen!

**CAMPUS CLIMATE** – College of the Canyons will enhance and support a sense of community and cooperation on campus.

**LEADERSHIP** – College of the Canyons will assert its leadership to increase educational, economic, and cultural opportunities for the community including businesses, industry, arts groups, and community-based organizations in the region.

## 2018-2019 Academic Calendar

### ☐ FALL 2018

<b>August</b>	Professional Development Week ..... August 10-16 (Friday – Thursday) <i>(FLEX, Employees Only)</i> Mandatory Opening Day (Employees Only) ..... August 17 (Friday) First Day of Fall 2018 ..... August 20 (Monday)
<b>September</b>	Labor Day Holiday ..... September 3 (Monday)
<b>November</b>	Veterans Day Holiday (Observed) ..... November 12 (Monday) Thanksgiving Day Holidays ..... November 22-November 25 (Thurs. – Sun.)
<b>December</b>	Last Day of Fall Semester ..... December 8 (Saturday) Campus Closed ..... December 22 (Saturday) - January 1, 2018 (Tuesday)

### ☐ WINTER INTERSESSION 2019

<b>January</b>	New Year's Holiday ..... January 1, 2019 (Tuesday) First Day of Winter Term ..... January 2, 2019 (Wednesday) Martin Luther King Holiday ..... January 21 (Monday)
<b>February</b>	Professional Development Week ..... January 28- February 1 (Monday to Friday) <i>(FLEX, Employees Only)</i> Last Day of Winter Term ..... February 2 (Saturday - 5 weeks )

### ☐ SPRING 2019

<b>February</b>	First Day of Spring Semester ..... February 4 (Monday) Lincoln/Washington Holidays ..... February 15-18 (Friday to Monday)
<b>March-April</b>	Spring Break ..... April 1-7 (Monday – Sunday)
<b>May</b>	Memorial Day ..... May 27 (Monday)
<b>June</b>	Last Day of Spring Semester ..... May 30 (Thursday) Graduation ..... May 31 (Friday)

### ☐ SUMMER 2019

<b>June</b>	Start of Summer Session ..... June 3 (Monday)
<b>July</b>	Independence Day ..... July 4 (Thursday)
<b>August</b>	Last day of Summer ..... August 17



## HISTORY OF COLLEGE OF THE CANYONS

College of the Canyons was conceived 51 years ago as an idea that resonated with the local populace – and forged by decree at the ballot box. While the Election Day ballot in 1967 made no mention of “College of the Canyons” – the moniker was, after all, a formality that could be crafted later – citizens were united around the notion that a public institution of higher learning was exactly what the burgeoning Santa Clarita Valley needed.

Taking the helm of California’s newest community college was Dr. Robert Rockwell, who previously served as president of Santa Barbara City College. It took about two years for Rockwell to build a team and create a college from the ground up. Together, they forged ambitious ideas into a workable plan for the future, hired the necessary faculty and staff, developed the curriculum, and prepared to open the college before it even had a campus to call its own.

### The College Debuts

But open it did – with a little help from Hart High School, which contributed a modest, nondescript bungalow at its Newhall campus for the first year. That’s where the college held its first classes – around 150 of them – for the 735 students who enrolled that inaugural year in 1969. The schedule was limited, hampered by the fact that classes couldn’t start until late afternoon, after high school students had left for the day. As that first academic year came to a close, the college held its first and only commencement ceremony at Hart High to honor its first graduates – all 16 of them.

Rockwell’s plan picked up speed in 1970 with the purchase of 153 acres of barren land along the east side of Interstate 5, south of Valencia Boulevard. Here, in the first summer of the new decade, architects envisioned the future and earthmovers began reshaping the terrain. Before the summer was over, an assortment of modular classrooms and offices was assembled to accommodate that fall’s first classes at the college’s new, permanent home.

### Fast-Forward to Today

Forty-nine years later, the contrast between then and now is striking. College of the Canyons now serves more than 20,000 students per year on two campuses – in Valencia and Canyon Country – and is among the fastest-growing community colleges in the nation. The

college provides cutting-edge educational and training programs, and its completion rates rank among the highest in California. While widely recognized as a model community college for enhancing student access, success and equity, it has also established a reputation for bolstering economic development and offering innovative career technical education programs.

College of the Canyons owes its success to an equally fast-growing, dynamic and historically supportive community, as well as the vision of college leadership to build the finest and most-innovative community college anywhere.

### Exceeding Demands

The back-to-back 2015 openings of Canyons Hall and the College of the Canyons Institute for Culinary Education marked a milestone for the Valencia campus. It signified completion of the goals set forth in the Valencia campus master plan. As the college embarks on its new master plan, much of the focus will turn to the Canyon Country campus, where a 55,000-square-foot Science Center is now under construction. To put the size of this building into perspective, its square footage eclipses the total available space at the campus today. The building is expected to open in spring 2020, with at least three more buildings to follow. They include the Business & Art Center, Technology & Health Center, and Student Center.

The passage of Measure E, a \$230 million bond measure approved by voters in 2016, will help the college meet future needs, as well as leverage state resources for construction projects at both campuses. Already under construction at the Valencia campus is a three-level parking structure at the corner of Valencia Boulevard and Rockwell Canyon Road. With spaces for more than 1,600 vehicles, the structure will help alleviate consistent parking shortages and congestion. It’s expected to be completed for the spring 2019 semester.

These new facilities will not only address the urgent needs of today, they signify a longstanding commitment by college leadership and the Board of Trustees to create the facilities necessary to provide relevant, cutting-edge educational and training programs well into the future.

### College Leadership

The vast majority of the college’s growth and development has occurred under the leadership of Chancellor Dr. Dianne G. Van Hook, who was hired to lead the college in 1988. She has transformed the Valencia campus – and created an entirely new one in Canyon Country – to not only meet the community’s demands, but to anticipate the educational and training programs that will emerge in the future.

She wasted no time upon arriving here 30 years ago. She embarked on a major update of the educational and facilities master plan, a “roadmap” that guided a seemingly non-stop series of construction projects that dramatically altered the college landscape – and accommodated soaring enrollment and an ever-increasing number of educational and training opportunities.



The college was composed of just eight buildings on a single campus when Dr. Van Hook took the helm. Today, that campus in Valencia has been radically reshaped with 15 additional or expanded facilities that encompass nearly 1 million square feet. And, of course, it was her vision that created an entirely new campus in Canyon Country to serve the needs of the eastern Santa Clarita Valley.

Her leadership and imagination are responsible for facilities such as the Santa Clarita Performing Arts Center, the Library and its subsequent expansion, Mentry Hall and its expansion, the Family Studies & Early Childhood Education Center, Pico Canyon Hall, Aliso Hall, Aliso Lab, Hasley Hall, the University Center, East Physical Education Building and adjacent tennis courts, the TLC (The Learning Center), Applied Technology Education Center, Canyons Hall, and the College of the Canyons Institute for Culinary Education. These state-of-the-art facilities have allowed the college to vastly expand the breadth and depth of its educational and training programs, as well as numerous services that augment and support them.

She was instrumental as well in creating the University Center, home to a collection of public and private universities that offer advanced degree programs at the Valencia campus – eliminating the need for residents to commute long distances to obtain bachelor and master’s degrees, specialized certificates, and credentials. This expansive facility also accommodates the William S. Hart Union High School District’s award-winning Academy of the Canyons, the Santa Clarita Valley Economic Development Corp., and the college’s Economic Development Division and its subsidiaries, among others.

Because of her vision, passion and resolve in bringing the center to fruition, the Board of Trustees deemed it appropriate to attach her name to the building, which is now known as the Dr. Dianne G. Van Hook University Center.

### **Educational Expansion**

The college’s academic and occupational offerings have grown significantly over the years. The college now offers 89 associate degree programs, up from 49 a decade ago. And, 80 programs lead to workforce training certificates, more than twice the number from 10 years ago. Academic programs are numerous and varied, ranging from animation to welding. Expanding students’ transfer options are 24 associate degree programs that provide guaranteed transfer to the California State University system. These transfer programs include administration of justice, communication studies, computer science, early childhood education, elementary teacher education, mathematics, and physics.

College of the Canyons also stands out as a leader in student achievement. The college is ranked No. 1 in Los Angeles County and No. 2 in California for its completion rate by college-prepared students. Nearly 80 percent of college-prepared students complete a degree or certificate, or are ready to transfer to four-year universities when their studies are completed. And, the percentage of students who transfer to four-year

universities is one of the highest of the 21 community colleges in L.A. County.

Increasing opportunities even further is First-Year Promise, which pays first-year college fees for approximately 300 new full-time students. The program, which launched in the fall of 2017, allows students to achieve their educational goals by paying their enrollment and student service fees, and providing free computer lab printing, textbooks and instructional supplies.

The college has also been a pioneer in the effort to adopt Open Educational Resources (OER), a term that refers to textbooks and other learning resources in the public domain. Students consistently point to the high cost of textbooks as a significant barrier to their educational goals. Most OER textbooks, on the other hand, are free. The number of courses using OER materials is growing, and students using them are currently saving an estimated \$3 million per year.

Regardless of their chosen major, College of the Canyons students consistently obtain the knowledge and skills they need to launch new, high-paying careers or graduate prepared to continue their studies at four-year universities.

### **Athletic Excellence**

With an institutional philosophy to educate both the mind and body, the college provides outstanding opportunities with 17 intercollegiate athletic programs that compete in the Western State Conference and Southern California Football Association. The newest athletic program, women’s tennis, launched in the spring of 2018.

Intercollegiate achievements include three consecutive Western State Conference Supremacy Awards, which recognized the collective performance of College of the Canyons athletic programs from 2013-14 to 2015-16. The most recent supremacy award encompassed six conference championships – for women’s volleyball, women’s soccer, women’s basketball, softball, men’s cross country and men’s golf, the latter of which also went on to win the California Community College Athletic Association’s Southern California regional title.

### **Innovative Partnerships**

The college has established numerous partnerships in both the public and private sectors that have redefined the traditional role of a community college.

Academy of the Canyons was established at the Valencia campus in partnership with the William S. Hart Union High School District in 2002. Based on a middle college high school model, it allows promising high school students to attend high school and college concurrently. Recognized as an Exemplary High Performing School, the academy received the National Blue Ribbon Award in 2015, placing it in the top 1 percent of high schools nationally.

Partnerships have helped private industry become more productive, efficient and competitive while helping fuel the local economy. The College of the Canyons Economic Development Division, which includes the Small Business Development Center, Center for Applied Competitive Technologies and Employee Training

Institute, to name just a few, has helped local businesses and their employees. The division has trained thousands of employees at hundreds of companies, contributed to numerous business startups, and helped create hundreds of local jobs.

The college maintains still more partnerships to ensure that vital services such as health care, law enforcement, fire protection and emergency medical response remain at the highest levels possible. Home to the Los Angeles County Sheriff's Department's north training academy, the college also helps train firefighters and emergency medical technicians.

A robust nursing program is augmented further by a unique partnership with Henry Mayo Newhall Memorial Hospital that provides real-world training for nursing students on the hospital's campus. The nursing program, as well as partnerships with the hospital and others throughout the region, have helped the college make significant progress in alleviating the statewide shortage of trained nurses.

And, the Performing Arts Center's K-12 Arts Education Outreach Program represents a key partnership with every K-12 school district in the Santa Clarita Valley. The program has served more than 75,000 local students by bringing them to the college campus to experience the performing arts or providing visiting artists at their schools.

Finally, one of the college's most important partnerships is the one with scholarship donors, whose generous support of the College of the Canyons Foundation Scholarship Program makes attending college a reality for so many students. The college and the foundation are committed to making college as affordable as possible to as many students as possible.

#### **Gateway to Opportunity**

College of the Canyons serves as a gateway to higher education, professional training and, by extension, opportunity. An estimated 300,000 people have attended the college since 1969. Many thousands have graduated, moved on to four-year universities and pursued successful careers. In a testament to students' experiences here, as well as the skills and knowledge gained, many have found their way back. Nearly half of the college's staff members were once students here.

College of the Canyons' commitment to excellence is a tradition instilled by its innovative, results-oriented leadership. As the next chapters of its history are written, the outstanding foundation that has been laid will support future progress and achievements – and the college will continue to uphold the ideals of educational excellence while contributing to a vibrant, thriving community for many generations to come.

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

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

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

Through annual giving, special events and programs, the foundation provides College of the Canyons with crucial private resources. The foundation needs more support. Individuals, businesses and organizations interested in contributing to the College of the Canyons Foundation are encouraged to contact:

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

## **COC FOUNDATION OFFERS ACTIVITIES TO THE COMMUNITY**

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

- Chancellor'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 Arts
- Library Associates: Individuals who are interested in supporting the COC Library
- Center for Early Childhood Education Circle of Friends
- Friends of the Fine Arts: Art lovers who support the activities of the COC Art Gallery
- Cougar Club: Through a variety of activities, this club supports the enhancement of COC athletic programs

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

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# Admission to the College / Getting Started



ADMISSIONS



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

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

#### Eligibility for Admission Definitions:

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

The College may restrict admission in some courses and programs. For instance, special admission students cannot enroll in Culinary Arts 226-Food and Wine and HLHSCI 151-Emergency Medical Technician I as both courses have an age restriction. In addition, special admission students must obtain departmental consent for all courses in welding and manufacturing. Additionally, specially admitted students are restricted from taking physical education courses (except AOC students and high school students registering for on or off season intercollegiate athletics courses).

Students participating in the Santa Clarita Valley Youth Orchestra program do not have a grade level restriction for taking music classes in this program. Students participating in Academy of the Canyons middle college programs follow the same assessment and orientation

process as other special admission students. However, Academy of the Canyons students will be enrolled in classes according to the agreement their institution has made with College of the Canyons.

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

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

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

Specially admitted students released from their high school to attend College of the Canyons full-time must pay the enrollment fee and all other appropriate fees as assessed.

#### Admission Procedure - Application

A formal application for admission must be filed with the Admissions and Records Office. This should be done as soon as the decision has been made by the individual to seek admission to the College. Students returning after missing one semester or more must submit a new application to reactivate their student history file.

International Students: International students are required to submit the International Student application to the International Services & Programs (ISP) office. Please contact ISP before beginning the application process to obtain guidance on proper completion of the application and submittal of supporting documents.

**International Services & Programs: +1 (661) 362-3580; isp@canyons.edu.**

#### Documents Required (Transcripts)

Applicants entering as first-time freshmen must arrange to have academic transcripts from their high school of graduation or school of last attendance sent to the Admissions and Records Office. Students should have transcripts sent from each college attended. All transcripts should arrive prior to the student's registration date to be used to meet course prerequisites and prevent an interruption to the automated registration process. All transcripts become the property of the College, and photocopies may not be released.

International Students: Demonstration of completion of secondary education may be required. Contact the International Services & Programs (ISP) office for detailed instructions concerning transcripts and other required documents.

All documents submitted to ISP become the property of the College. Once documents are submitted, copies are not provided. **International Services & Programs: +1 (661) 362-3580; isp@canyons.edu.**

### Student Correspondence

College of the Canyons is making every effort to communicate with students by sending correspondence through email. The College provides each student with a College of the Canyons email address. This email account is assigned once a student submits an application and (re) sets their "My Canyons" user name and Password. The email account is supported by Microsoft. We advise you to check your email often, as information we send will often be time sensitive and important to your college career.

### Credit Accepted

College of the Canyons accepts credit for courses completed at colleges and universities that have been accredited by one of the regional accrediting associations. Upon petition and after evaluation, credit may be accepted from schools and colleges having other types of accreditation. Students must have 12 units in residence before credit will be placed on the academic transcript. Some exceptions apply; for more information contact Admissions and Records.

**International Students:** International students are required to consult with the International Services & Programs office for guidance on credit accepted.

### Residency

New and returning students to College of the Canyons are classified for the purpose of determining California residency and/or non-resident status. The classifications are as follows: Unmarried minors (persons under 18 years of age), who are US Citizens or a status that allows residence, whose parents have resided in California for a period of one year immediately prior to the first day of instruction of the term the applicant expects to attend, may attend as residents.

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

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

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

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

**International Students:** International students are advised to contact the International Services & Programs office before proceeding with College residency or tuition waiver requests.

### 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.

College of the Canyons is authorized under federal law to enroll non-immigrant alien students. Non-immigrant aliens applying for admission must meet international student admission requirements. For information on these requirements, contact the International Services & Programs (ISP) office. **International Services & Programs: +1 (661) 362-3580; isp@canyons.edu.**

## STUDENT SUCCESS AND SUPPORT PROGRAM

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan (SEP). The College will establish an early alert program to monitor the student's progress through their educational pathway. The student will be advised when, in the judgement of district personnel, the student has wavered from their pathway. In such a case, the college will provide students with strategies or requirements to stay on their pathway. (For more information, see Regulations and Policies, Student Rights and Responsibilities, page 304).

### MANDATORY CORE SERVICES

Evidence-based practices and research demonstrate that students who participate in orientation, assessment, and advising create a strong academic foundation and are more likely to persist and flourish in college and to meet their education goals. All new students entering College of the Canyons are required to complete three core matriculation services: orientation, assessment, and the development of a first semester education plan through participation in new student advising.

### 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.

**International Students:** International students are required to submit the International Student application to the International Services & Programs (ISP) office. Please contact ISP before beginning the application process for guidance on proper completion of the application and submittal of supporting documents. **International Services & Programs: +1 (661) 362-3580; isp@canyons.edu.**

### ORIENTATION (MANDATORY)

Online orientation is required of all new and first-time to College of the Canyons students. It provides valuable information about the services, programs, and courses available at the College. Orientation helps new students navigate through the rich array of resources and services available at the College and teaches students how to use these resources to their fullest.

**ASSESSMENT (MANDATORY)**

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

**NEW STUDENT ADVISEMENT - (MANDATORY)**

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.

**International Students:** International students are required to consult with the International Services & Programs office for information concerning mandatory new student advisement. **International Services & Programs: +1 (661) 362-3580; [isp@canyons.edu](mailto:isp@canyons.edu).**

**COUNSELING**

All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals. However, first-time students must have attended a new student workshop and completed their first semester at College of the Canyons prior to making a counseling appointment. For a list of available workshops and to sign-up, first-time students should visit the Counseling department website at [www.canyons.edu/offices/Counseling](http://www.canyons.edu/offices/Counseling) or the **New Student Checklist website at [www.canyons.edu/offices/SSSP/NewStudentCheckList](http://www.canyons.edu/offices/SSSP/NewStudentCheckList)**

**International Students:** International students are required to consult with the International Services & Programs (ISP) office concerning educational and career planning before their first semester. In addition, the international student New Student Workshop is included in the biannual ISP orientation before the semester begins. For information specific to international students, contact the ISP office. **International Services & Programs: +1 (661) 362-3580; [isp@canyons.edu](mailto:isp@canyons.edu).**

**COUNSELING / PROGRAM ADVISEMENT**

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

Program advisors are available throughout open office hours at the drop-in desk in the Counseling office for quick consultations. Program advisors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact the Counseling office or the counseling webpage at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling) to schedule

private half-hour appointments with counselors. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

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

International Students: International student advisement is provided through the International Services & Programs (ISP) office. International students are advised to contact ISP to make arrangements for an advisement appointment. **International Services & Programs: +1 (661) 362-3580; [isp@canyons.edu](mailto:isp@canyons.edu).**

**REGISTRATION**

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing a seat in classes. College of the Canyons determines enrollment priority based on Title 5 section 58108. Priority will be determined by the following levels:

**Level 1:**

New fully matriculated and continuing or returning students in good standing who are part of one or more of the following student groups: Veterans, Foster Youth, EOPS, DSPS, CalWorks, or Homeless Youth.

**Level 2:**

New fully matriculated and continuing or returning students in good standing who are part of one or more of the following student groups: Athletics, ASG, and MESA. Students who petition to graduate, earn a certificate or are in their last semester prior to transfer. (This priority is given one time only to a student)  
Continuing and returning students in good standing from 99.9 units to 20 units

New fully matriculated students

Continuing and returning students in good standing from 19.9 units to 0 units.

**Level 3:**

Continuing students not in good standing

New non-matriculated students

Students with over 100 degree applicable units

High school students

Please visit our website on enrollment priorities for more information on these levels at

[www.canyons.edu/offices/admissions/](http://www.canyons.edu/offices/admissions/). Students are given a registration date and time and may register anytime on or after this date and time. For online registration visit: [www.canyons.edu](http://www.canyons.edu). Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those

vacancies that may exist in classes. Students registering during the late registration period must meet all criteria to be eligible to attend. See the current Student College Calendar for specific information.

**Clearance of Obligations (Holds)**

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

International Students: International students with outstanding obligations may be prevented from enrollment in a full course of study as required to maintain student visa status. Tuition and fees are due at the time of registration to prevent from being dropped from classes.

**Classification of Students**

- Full Time:** Enrolled in 12 units or more in a full-length semester
- 3/4 Time:** Enrolled in 9 to 11 units
- 1/2 Time:** Enrolled in 6 to 8 units
- 1/4 Time:** Enrolled in 3 to 5 units
- Freshman:** One who has completed 30 units or less
- Sophomore:** One who has completed 31 units or more

International Students: International students that have student visa sponsorship from College of the Canyons are required to be enrolled in a full course of study unless authorized by the International Services & Programs (ISP) office.

**Payment**

Payment for tuition and fees is due at the time of registration each semester or each time materials are acquired or services rendered. Failure to make your payment in full will result in being dropped from some or all of your classes. If the Student Business Office is closed, payment must be made online to prevent being dropped. Any payments made after deadlines listed on the Non-Payment Drop Schedule will not prevent you from being dropped. Please refer to the Student Business Office web site or My Canyons for the most current drop schedule.

**Financial Obligation**

By registering for class(es), students will incur a financial liability. College of the Canyons will make every effort to keep fees at a minimum, however, the State Enrollment Fee and other fees are subject to change during the academic year.

Students are responsible for adhering to college policies and deadline dates as outlined in the College Catalog and Schedule of Classes. All classes must be paid or have an established payment arrangement made by the established deadline date to avoid being dropped from some or all of enrolled classes.

If a student no longer plans on attending a class, including paid classes, unpaid classes and classes not attended, they are solely responsible for dropping said class. Students will be responsible for payment of fees for any class enrolled, dropped after the refund deadline date, or withdrawn.

Any financial aid awards, grants or loans, may be applied towards a balance due for the awarded semester. Financial aid in excess of a balance due at the time of disbursement will be refunded. Students will be responsible for paying any balance not covered through awarded financial aid, sponsorship or scholarship.

In order to be eligible for a refund, all classes must be dropped prior to the refund deadline date and the refund must be requested prior to the end of the semester. All unrequested refunds will not be transferred to a future semester and will be forfeited.

College of the Canyons will not email or mail a hard copy of invoices showing charges and payments. Invoices are available through “My Canyons”.

Checks not accepted by the bank will be assessed an additional processing fee and a financial hold until the account has been paid in full. If paying by credit card and a chargeback or return of funds is issued, the student may receive a financial hold, be referred to the dean’s office for review or to a third party collection agency.

The college will send communications via my.canyons.edu email and students are responsible for monitoring emails.

Failure to pay any balance due in full by the established deadline date may result in further collection activities including, but not limited to, registration holds; grade and transcript holds; phone calls, including automated calls; my.canyons emails; collection letters and referral to a third party collection agency.

**Schedule of Fees**

All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. Fees are subject to change. Consult the online Class Schedule or the Student Business Office for current fee schedules. The following fees are effective as of the fall semester 2018.

Fees are subject to change. Consult the online Class Schedule or the Student Business Office for the current fee schedule.

1098T Student Tax Documents are furnished by the end of January for the preceding tax year.

For additional information on this form and viewing your form electronically, please visit [www.canyons.edu/sbo](http://www.canyons.edu/sbo)

**Enrollment Fee**

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

**Additional Fees**

**Annual Student**

Center Fee <sup>1</sup> .....	\$1 per unit/\$10 maximum
Audit Fee (Paid in Community Education Office) .....	\$15/unit
Credit by Examination Fee <sup>2</sup> .....	\$55/unit
Health Fee (Semester) <sup>3</sup> .....	\$20.00
Health Fee (Summer/Winter) <sup>3</sup> .....	\$17.00



International Student Tuition.....	\$258 <i>plus</i>
\$46 Enrollment fee per unit <i>plus</i> \$11 Capital Outlay fee per unit	
Non-resident Student Tuition.....	\$258 <i>plus</i>
\$46 Enrollment fee per unit <i>plus</i> \$11 Capital Outlay fee per unit	
Official Transcript (first two free).....	\$5.00
Official Transcript (2 business days).....	\$10.00
Official Transcript (on demand) .....	\$15.00
Refund Processing Fee (once semester begins)	\$10.00
Parking Fee (Semester) <sup>4</sup> .....	\$50.00
Parking Fee (Winter/Summer).....	\$25.00
Parking Fee (Motorcycles).....	\$15.00
Student Representation Fee.....	\$1.00
Student Support Fee* <i>Optional</i>	
(Fall/Spring) .....	\$15.00
Student Support Fee* <i>Optional</i>	
(Winter/Summer) .....	\$10.00

<sup>1</sup> **Student Center Fee:** Students who qualify for the BOGW-A fee waiver are exempt from paying the Student Center Fee. Contact the Financial Aid office for further information.

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

<sup>3</sup> **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 who fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low-income students eligible for a Board of Governors Enrollment Fee Waiver. Method 'A' Exemption forms are submitted to the Student Business Office on the Valencia campus in Seco Hall or the Canyon Country campus in Building 1C.

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

**Capital Outlay Fee**

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

dent must show court documented evidence or USCIS documentation of persecution or discrimination.

**Instructional Materials Fee**

Some courses at College of the Canyons require an instructional materials fee. The fee is used to supply the student with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, sheet music, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. In most cases, these materials are being provided at or below cost to the college. See the individual department for a complete list of materials. Instructional material fees vary by course, and are listed in the course description of all classes charging this fee. Students may waive this fee prior to the refund deadline if they choose to provide the materials themselves. To waive these fees, please see the Student Business office on the Valencia campus in Seco Hall 101 or the Canyon Country campus in Building 1C.

**International Student/Non-Resident Tuition**

Students classified as non-residents by the residency determination date each semester or term, are subject to non-resident tuition. Students classified as International Students (have an F-1 or J-1 visa) are subject to International Student tuition. For the 2018-2019 academic year, tuition is set at \$258 per unit, plus a Capital Outlay Fee of \$11 per unit, plus an Enrollment Fee of \$46 per unit for a total of \$315/unit for non-resident and international students.

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

**Returned Check Policy**

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

**Refund Policy**

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

A student who misses the established deadline for a particular class may obtain a late refund if a petition to the Student Business office is approved. If the refund deadline is missed, the student must demonstrate extenuating circumstances and provide appropriate documentation as part of the petition process. The extenuating circum-

stances must have occurred prior to the refund deadline for the class and term in question in order for the student to be eligible for the refund. The Petition for Late Refund form and all supporting documentation for late refunds must be submitted no later than the end of the term in which the class in question is offered.

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

### Refund of Parking Permits

College of the Canyons does not issue refunds for parking permits for any reason. Students may not sell or transfer the permit to another person. The sale of parking permits are final.

### Refund of Student Support Fee

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

### STUDENT SPONSOR AGREEMENTS

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

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

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

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

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

### LIMITATION OF UNIT LOAD

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

### CHANGE OF STUDENT SCHEDULE

The Santa Clarita Community College District's Chief Student Services Officer or designee, in conjunction with the Director of Admissions and Records and the Academic Senate, will determine the last day to add classes. The specific date for each semester will be published in the Student College Calendar and made available in Admissions and Records. Exceptional cases will be considered by the Director of Admissions and Records after receipt of documented extenuating circumstances. Students must follow the established change of student schedule procedures.

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

Exceptions to this policy may be made for students who:

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

### WAITLISTS

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

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

Because this process is run daily, students are advised to check "My Canyons" daily to see if they have been moved into the class. Students may drop themselves from the waitlist or the class at any time prior to the start

of the class. It is important that the student check their College email account regularly and verify the College has an accurate phone number on file. Changes to your phone number may be made on the College website at [www.canyons.edu](http://www.canyons.edu) and click "My Canyons." Students are responsible for meeting all eligibility requirements to enroll in the class, such as clearing any holds, prerequisites, time conflicts, and unit maximums.

**ADD PROCEDURES**

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

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

**LATE ADD PROCEDURES**

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

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

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

Late Add Petitions will not be accepted after 50% of the class has passed in the semester/term for which the student wishes to add. Please see Board Policy 5903 for more information.

**DROP PROCEDURES AFFECTING A STUDENT'S TRANSCRIPT**

A student may drop from a course anytime during the first two weeks of a full-semester course, (or within the first 20% of instruction for a short-term course) without receiving any grades or notations on his or her transcript. A student may withdraw from a course after the second week and up until the end of the twelfth week of the full-semester course, (or 75% of instruction for a short-term course) and will receive a grade of W on his or her transcript. Drops and withdrawals may be processed online through "My Canyons" or by visiting the Admissions and Records office during business hours.





# Academic Information



ACADEMIC INFORMATION



**OPEN CLASSES**

It is the policy of this district, unless specifically exempted by statute, that every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5, section 51006 of the California Administrative Code.

**ABSENCE FROM CLASS**

Students are expected to attend class on a regular basis. Any student absent for any reason for more than 10% of the class meetings may be dropped by the instructor prior to 75% of the course. After 75% of the course, neither the instructor, nor the student, may withdraw from the course. The student must earn a grade in the course. For Distance Education courses, the instructor and student must have regular and substantive interaction. The student's absence from an online course shall be determined by the last day on which the student was academically engaged and participated in an academically related activity in the class.

Any student who receives Federal financial aid and completely withdraws or fails to complete any units during the payment period or period of enrollment, will be required to repay any unearned financial aid funds. For more information on absences from classes, please consult your instructor, syllabus and Board Policy 4233, Attendance."

**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 transferable to California State Universities; "UC" indicates that a course is transferable to the University of California.

**ACADEMIC RECOGNITION****Chancellor's Honors List**

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

**Academic Recognition at Graduation**

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

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

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

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

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

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

**COC Honors Program**

The COC Honors Program at College of the Canyons provides an enriched curriculum to students with a strong academic record to enhance their chances for successful transfer to competitive four-year institutions. The program provides opportunities for critical thinking, extensive writing, and in-depth learning in a wide variety of transferable general education courses. In addition, innovative and creative classroom activities are fostered, as well as extra curricular enrichment activities. The Honors Program provides an enriched learning environment for academically motivated students. Students are required to complete 15 units of honors coursework with a grade of a "B" or higher and earn a cumulative GPA of 3.5 to receive Honors Program recognition at graduation. To join COC Honors, students must maintain a 3.25 GPA of at least 12 units of UC/CSU credit courses to enroll in the program. In addition, students must remain enrolled in COC Honors for at least two semesters in order to receive graduation recognition, as well as to apply for UCLA TAP Certification. Honors courses are designated in the class schedule by the letter "H" and "Honors" found in the course number and title (e.g., SOCI 101H: Introduction to Sociology--Honors). Students who complete COC Honors receive special recognition at graduation, as well as receive diploma and transcript notation. The COC Honors student with the highest GPA will be recognized as a COC Honors Scholar. Additional benefits include an increased opportunity to work closely with honors faculty; apply for scholarship opportunities; gain "partner" benefits with several four year universities through membership in the Honors Transfer Council of California (HTCC); and, most importantly, to receive "priority admission consideration" to UCLA's College of Letters and Science through the Transfer Alliance Program (TAP) Agreement. Community service, scholarships, and enrichment activities are also available to students who join Phi Theta Kappa (an international Honor society). For more information about the Honors Program, please email Dr. Miriam S. Golbert, Chair and Professor, Biological Sciences Department at Miriam.Golbert@canyons.edu, or visit her in ALLB-211. Also, see the honors webpage at [www.canyons.edu/honors](http://www.canyons.edu/honors) for more information.

**Transfer Alliance Program (TAP) Agreements**

The Transfer Alliance Program (TAP) comprises partnerships with California community colleges that have honors programs. Qualifying students receive "priority

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

- 1) Priority admission consideration when being reviewed for one of UCLA’s College of Letters and Science majors. TAP students can list an alternate major (which must be listed on the UCLA application and the TAP Certification form) as long as it does list one of the most highly selective majors as listed in the UCLA Transfer Admissions Guide. NOTE: Students who apply to majors outside the College of Letters and Science may list an alternative major within the College of Letters and Science.
- 2) Eligibility to apply for scholarships reserved for the Transfer Alliance Program.
- 3) Limited privileges at UCLA’s main library. (For more information, see [www.ugeducation.ucla.edu/tap/](http://www.ugeducation.ucla.edu/tap/))

Membership in one or more of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more. For more information about the COC Honors Program or the Honor Societies, please visit the COC Honors homepage at [www.canyons.edu/honors](http://www.canyons.edu/honors) or contact program representatives at [honors@canyons.edu](mailto:honors@canyons.edu)

## HONOR SOCIETIES

### Alpha Delta Nu Nursing Honor Society

Alpha Delta Nu Nursing Honor Society at College of the Canyons promotes scholarship and academic excellence in the profession of nursing, recognizes the academic excellence of students in the study of associate degree nursing, and encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility.

### Alpha Mu Gamma

Alpha Mu Gamma is the National Collegiate Foreign Language Honor Society. Its primary purpose is to honor students for outstanding achievement and excellence during their first years of foreign-language study in college. More than three hundred chapters have been granted to state and private universities. At College of the Canyons, our chapter is Kappa XI. Eligibility requirements include: Two final course grades of “A” in two college level courses (each at least 3 semester units) of the same foreign language or American sign language (ASL). A candidate who is a native of non-English speaking country, may offer two final course grades of “A” in college level English or ESL. A GPA of 3.0 or higher in college level work. Members receive national distinction and notation on school transcripts, an official certificate and a gold pin. Members are eligible to apply for scholarships for foreign language study.

### The COC Honors Club

The COC Honors Club works to promote the Honors Program through various activities involving community service, leadership, and academic scholarship. The club’s goal is to enrich the lives of members through professional

collegiality while paving the way for future college success. Membership requirements include maintaining a 3.25 GPA or higher while attending College of the Canyons. If a student is currently attending COC while still enrolled in high school or has recently graduated from high school, a GPA of 3.5 or above is required for membership.

### Gamma Beta Phi Honor Society

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

### Phi Theta Kappa

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

### Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. Psi Beta is committed to the development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service. Eligibility requirements include completion of at least one psychology class, have an overall 3.25 GPA, and have at least a B average in all psychology classes.

### Phi Rho Pi

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

### Sigma Chi Eta Honor Society

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

### Sigma Delta Mu

Sigma Delta Mu is the National Honor Society for Hispanic Studies. At College of the Canyons, our chapter is Iota Chapter of California. The society is committed to honoring those who seek and attain excellence in the study of the literature and culture of Spanish-speaking people, and to foster friendly relations and mutual respect between the nations of Hispanic speech and those of

English speech. Membership requirements include a 3.0 GPA or higher and a Spanish course with at least a B average.

### **Sigma Kappa Delta**

Sigma Kappa Delta's central purpose is to confer distinction upon outstanding students of the English language and literature in undergraduate studies. Sigma Kappa Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. To be eligible for membership, students must have completed a minimum of one college course (excluding developmental courses) in English language or literature, have no grade lower than a B in English, have a minimum grade point average of 3.0 (on a 4.0 scale) in general scholarship, and have completed at least one semester or two quarters of college course work for a cumulative total of twelve semester hours. Students are not required to be English majors. Students who are members gain the prestige of membership in a national honor society, can apply for scholarships and awards, may represent the local chapter at state, regional, and national conventions, and have the opportunity to associate with other Sigma Kappa Delta members on local levels and regional levels and with Sigma Kappa Delta and Sigma Tau Delta members on the national level who share their interest in literature, the English language, and fine arts.

### **Sigma Zeta**

Sigma Zeta National Science and Mathematics Honor Society is a national undergraduate honor society to encourage and foster scholarly activity and recognize academic scholarship in the natural and computer sciences and mathematics. Membership requirements include the completion of at least 25 semester hours, including 15 semester hours in natural sciences, computer science, or mathematics and attain at least a 3.0 grade point average in all subjects including science and mathematics.

### **ACADEMIC RENEWAL**

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

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

College of the Canyons acknowledges these difficulties and has adopted guidelines, Board Policy 4240, for petition of alleviation of previously substandard coursework.

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

These conditions are:

- A. The coursework to be disregarded is substandard. The semester/quarter grade point average of the courses to be disregarded is less than 2.0.
- B. A minimum of 24 semester units have been completed at College of the Canyons with a grade point average of at least 2.0, subsequent to the coursework to be disregarded.
- C. At least three calendar years have elapsed since the most recent coursework to be disregarded.

Courses with substandard grades will have the units and grade points earned during such a semester disregarded. If another accredited college has acted to remove previous coursework from consideration in computing the grade point average, such action shall be honored in terms of its policy.

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

If the student is otherwise eligible for graduation, academic renewal may not be used to raise the grade point average in order to qualify for graduation with honors. Academic renewal cannot be used to set aside a semester containing units or coursework which has been used to meet graduation requirements by a student who has previously graduated.

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

### **ADVANCED PLACEMENT**

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

### **Advanced Placement Credit**

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

### **International Baccalaureate**

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

## COLLEGE OF THE CANYONS ADVANCED PLACEMENT COURSE EQUIVALENCY LIST

California Community Colleges have adopted the CCC GE AP list as the standard for accepting AP courses. At College of the Canyons, we have also adopted the list below. We will be awarding credits based on the AP list on this page. Additional information regarding transferrable CSU and UC units can be found on the COC Counseling website at [www.canyons.edu/Offices/Counseling/Pages/AP-Exams.aspx](http://www.canyons.edu/Offices/Counseling/Pages/AP-Exams.aspx). Please see a COC Counselor for more support.

AP Examination	AP Score	COC Unit Credit	Prerequisite Met for COC Courses(s)	COC Associate Degree GE	CSU GE	IGETC
Art History	3,4,5	6	N/A	Humanities & Fine Arts	Area C1 or C2 (3 units)	Area 3A or 3B
Art-Studio Drawing	3,4,5	3	N/A	Humanities & Fine Arts	N/A	N/A
Art Studio 2-D	3,4,5	3	N/A	Humanities & Fine Arts	NA	N/A
Art Studio 3-D	3,4,5	3	N/A	Humanities & Fine Arts	N/A	N/A
Biology	3,4,5	6	NA	Natural Science	Area B2 & B3 (4 units)	Area 5B w/lab
Calculus AB***	3,4,5	5*	Math 212, Physics 110 and 220	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4 (3 units)	Area 2A (2.7 units)
Calculus BC***	3, 4, 5	10	Math 213, Physics 110 and 220	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4 (3 units)	Area 2A
Chemistry	3,4,5	6	Chemistry 201	Natural Science	Area B1 & B3 (4 units)	Area 5A w/lab
Chinese Language and Culture	3,4,5	6	N/A	Humanities & Fine Arts	Area C2 (3 units)	Area 3B
Computer Science A***	3,4,5	3-max. 3 units for A&B	N/A	Elective	N/A	N/A
Computer Science AB***	3,4,5	3-max. 3 units for A&B	N/A	Elective	N/A	N/A
Computer Science Principles***	3,4,5	6		Language & Rationality: Communication & Analytical Thinking; Mathematics Competency??	CSU-B4 (3 units)	***
English Language and Composition	3,4,5	6 *	English 102, 103, 105, 106, 107 108, 109, 111, Psychology 101H, Sociology 101H	Language & Rationality: English Composition & 3 units Elective	Area A2 (3 units)	Area 1A
English Literature and Composition	3,4,5	6 *	English 102, 103, 105, 106, 107 108, 109, 111, Psychology 101H, Sociology 101H	Language & Rationality: English Composition & Humanities & Fine Arts	Area A2 & C2 (6 units)	Area 1A or 3B
Environmental Science	3,4,5	4	N/A	Natural Science	Area B1 & B3 (4 units)	Area 5A w/lab (2.7 units)
European History	3,4,5	6	N/A	3 units Social Science & 3 units Humanities	Area D or C2 (3 units)	Area 3B or 4
French Language and Culture	3,4,5	6	French 202	3 units Humanities and 3 units Elective	Area C2 (3 units)	Area 3B and 6A
German Language and Culture	3,4,5	6	German 202	3 units Humanities and 3 units Elective	Area C2 (3 units)	Area 3B and 6A
Government and Politics: Comparative	3,4,5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Government and Political: United States	3,4,5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Human Geography	3,4,5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Italian Language and Culture	3,4,5	6	N/A	3 units Humanities and 3 units Elective	Area C2 (3 units)	Area 3B and 6A
Japanese Language and Culture	3,4,5	6	N/A	3 units Humanities and 3 units Elective	Area C2 (3 units)	3B and 6A
Latin	3,4,5	6	N/A	3 units Humanities	Area C2 (3 units)	Area 3B and 6A (2.7 units)
Macroeconomics	3,4,5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Microeconomics	3,4,5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Physics 1	3,4,5	4**	N/A	3 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab
Physics 2	3,4,5	4**	N/A	3 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab
Physics C: Mechanics	3,4,5	4**	N/A	3 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab (2.7 units)
Physics C: Electricity and Magnetism	3,4,5	4**	N/A	3 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab (2.7 units)
Psychology	3,4,5	3	Psychology 102, 230	3 units Social Science	Area D (3 units)	Area 4
Spanish Language and Culture	3,4,5	6	Spanish 202	3 units Humanities and 3 units Elective	Area C2 (3 units)	Area 3B and 6A
Spanish Literature and Culture	3,4,5	6	Spanish 202	3 units Humanities and 3 units Elective	Area D (3 units)	Area 3B and 6A
Statistics	3,4,5	4	N/A	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4 (3 units)	Area 2A (2.7 units)
United States History	3,4,5	6	N/A	3 units Social Science & 3 units U.S. History Title 5 requirement	Area (D or C2) and US-1 only (3 units)	Area 3B or 4
World History	3,4,5	6	N/A	3 units Social Science & 3 units Elective	Area D or C2 (3 units)	Area 3B or 4

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

\*\*If a Student passes more than one AP exam in Physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in GE Breadth.

\*\*\*If a Student passes more than one AP exam in Calculus or Computer Science, only one exam may be applied to the baccalaureate



**College of the Canyons –  
International Baccalaureate (IB) Credit Equivalency**

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

For additional information, see [www.ibo.org/diploma/assessment/subjectoutlines/](http://www.ibo.org/diploma/assessment/subjectoutlines/) and [www.ibo.org/diploma/recognition/guide/index.cfm](http://www.ibo.org/diploma/recognition/guide/index.cfm) and [en.wikibooks.org/wiki/International\\_Baccalaureate](http://en.wikibooks.org/wiki/International_Baccalaureate).

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

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

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

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

CLEP Examination	Min. CLEP Score	COC/CSU Unit Credit	COC Associate Degree GE	CSU GE	IGETC	CLEP Examination	Min. CLEP Score	COC/CSU Unit Credit	COC Associate Degree GE	CSU GE	IGETC
<b>American Government</b>	50	3	Social and Behavioral Sciences 3 units	Area D-8 3 units	None	<b>Human Growth and Development</b>	50	3	Social and Behavioral Science 3 units	Area E 3 units	None
<b>American Literature</b>	50	3	Humanities 3 units	Area C-2 3 units	None	<b>Humanities</b>	50	3	Humanities 3 units	Area C-2 3 units	None
<b>Analyzing and Interpreting Literature</b>	50	3	Humanities 3 units	Area C-2 3 units	None	<b>Information Systems and Computer Applications</b>	50	3	Elective	None	None
<b>Biology</b>	50	3	Natural Science 3 units	Area B-2 3 units	None	<b>Introduction to Educational Psychology</b>	50	3	Elective	None	None
<b>Calculus</b>	50	3	Language and Rationality; Communication & Analytical Thinking; Math Competency 3 units	Area B-4 3 units	None	<b>Introductory Business Law</b>	50	3	Elective	None	None
<b>Chemistry</b>	50	3	Natural Science 3 units	Area B-1 3 units	None	<b>Introductory Psychology</b>	50	3	Social and Behavioral Science 3 units	Area D-9 3 units	None
<b>College Algebra</b>	50	3	Language and Rationality; Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None	<b>Introductory Sociology</b>	50	3	Social and Behavioral Science 3 units	Area D-0 3 units	None
<b>College Algebra-Trigonometry</b>	50	3	Language and Rationality; Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None	<b>Natural Sciences</b>	50	3	Natural Science 3 units	Area B-1 or B-2 3 units	None
<b>English Literature</b>	50	3	Humanities 3 units	Until Fall 2011 Area C-2 3 units	None	<b>Pre-Calculus</b>	50	3	Language and Rationality; Communication & Analytical Thinking; Mathematics Competency 3 units	Area B-4 3 units	None
<b>Financial Accounting</b>	50	3	Elective	None	None	<b>Principles of Accounting</b>	50	3	Elective	None	None
<b>French Level I</b>	50	6 (Max credit: only 1 French exam)	Elective	None	None	<b>Principles of Micro-economics</b>	50	3	Social and Behavioral Science 3 units	Area D-2 3 units	None
<b>French Level II</b>	59	9 (Max credit: only 1 French exam)	Humanities 3 units	Area C-2 3 units	None	<b>Principles of Management</b>	50	3	Elective	None	None
<b>German Level I</b>	50	6 (Max credit: only 1 German exam)	Elective	None	None	<b>Principles of Marketing</b>	50	3	Elective	None	None
<b>German Level II</b>	60	9 (Max credit: only 1 German exam)	Humanities 3 units	Area C-2 3 units	None	<b>Principles of</b>	50	3	Social and Behavioral Science 3 units	Area D-2 3 units	None
<b>History, United Science States I</b>	50	3	Social and Behavioral OR US History Title 5 3 units	Area D-6 & US History-Title 5 (US-1 only) 3 units	None	<b>Macro-economics</b>			Science 3 units	3 units	
<b>History, United Science States II</b>	50	3	Social and Behavioral OR US History Title 5 3 units	Area D-6 & US History-Title 5 (US-1 only) 3 units	None	<b>Spanish Level I</b>	50	6 (Max credit: only 1 Spanish exam)	Elective	None	None
						<b>Spanish Level II</b>	63	9 (Max credit: only 1 Spanish exam)	Humanities 3 units	Area C-2 3 units	None
						<b>Trigonometry</b>	50	3	Language and Rationality; Communication & Analytical Thinking; Mathematics 2006 Competency 3 units	Area B-4 3 units Only until Fall	None
						<b>Western Civilization I</b>	50	3	Humanities OR Social and Behavioral Science 3 units	Area C-2 OR D-6 3 units	None
						<b>Western Civilization II</b>	50	3	Social and Behavioral Science 3 units	Area D-6 3 units	None

## ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

The Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges shall confer the degree of Associate in Arts or Associate in Science upon a student who has satisfactorily completed the degree requirements which include all of the following:

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

All updates to associate degree requirements after the printing of this catalog can be found on the Counseling Department website at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling). Please see Board Policy and Administrative Procedures 4100 for more information regarding the associate degree or certificates.

### Philosophy of General Education

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

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

## GENERAL EDUCATION REQUIREMENTS

Complete a minimum of 18 semester units of general education including at least one course in each of the following areas. A given course meets the requirements in only one area.

### A. Natural Sciences - *minimum 3 semester units required*

Anthropology 101, 100H 101L  
 Astronomy 100, 101, 101L, 102  
 Biological Science 100, 100H, 106, 106H, 107, 107H, 115, 116, 119, 130, 132, 140, 180, 201, 202, 204, 205, 221, 230, 240  
 Chemistry 090, 100, 151, 151H, 201, 201H, 202, 255, 256  
 Environment 103, 104  
 Geography 101, 101H, 101L, 103  
 Geology 101, 101L, 102, 105, 109, 109L  
 Oceanography 101  
 Physical Science 101  
 Physics 101, 110, 111, 220, 221, 222  
 Psychology 102

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

Anthropology 103, 103H, 210, 220  
 Business 103, 126  
 Communication Studies 120, 235, 246, 256, 260, 270  
 Early Childhood Education 101, 125  
 Environment 101  
 Economics 170, 170H, 201, 201H, 202, 202H  
 Geography 102, 104  
 History 101, 102, 111, 111H, 112, 112H, 115, 120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243  
 Media Entertainment Arts 100  
 Political Science 150, 150H, 200, 210, 230, 250, 270, 290  
 Psychology 100, 101, 101H, 105, 109, 126, 172, 172H, 180, 225, 230, 235, 240, 272  
 Sociology 101, 101H, 102, 103, 103H, 104, 105, 106, 107, 108, 110, 130, 200, 200H, 205, 207, 208, 210, 230, 233, 250

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

Anthropology 210, 220  
 Art 110, 111, 112, 115, 116, 124A, 124B, 140, 141, 205, 222  
 Business 160  
 Chinese 101, 102  
 Cinema 120, 121, 122, 123, 131  
 Communication Studies 100, 100H, 105, 105H, 150, 225, 246, 256, 260  
 Dance 100, 101, 111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 161, 170  
 English 105, 106, 108, 109, 110, 111, 112, 112H, 122, 135, 225, 250, 251, 260, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 280, 281  
 French 101, 102, 150, 201, 202  
 German 101, 102  
 History 101, 101H, 102, 161, 191, 192, 193, 240, 243  
 Humanities 100, 101, 115, 116, 150

Interior Design 114, 115  
 Italian 101, 102, 150  
 Media Entertainment Arts 102  
 Music 100, 105, 106, 107, 112, 120A, 125, 142, 175, 176  
 Philosophy 101, 101H, 102, 110, 111, 112, 120, 130, 220, 225, 240, 250  
 Photography 140, 150, 160  
 Sign Language 101, 102, 103, 104, 110  
 Sociology 200, 200H  
 Spanish 101, 101H, 150, 201, 202, 211, 212, 240  
 Theater 100, 110, 110H, 126, 140, 141, 144, 220, 221, 240

**D. Language and Rationality** - 6 semester units - minimum grade of "C" required (completion of both 1 and 2 are required)

1. **English Composition:**

Select one course from the following:

English 101, 101H, 103, 103H, 112, 112H, 204

2. **Communication and Analytical Thinking:**

Select one course from the following:

Communication Studies 105, 105H, 120, 225, 227; Computer Science 111, 132, 256; Economics 291; English 112, 112H, Math 070, 075, 083, 102, 103, 104, 111, 130, 140, 140H, 211, 212, 213, 214, 215, 240; Philosophy 106, 230; Psychology 103, 104; Sociology 102, 108 or 137

**AMERICAN INSTITUTIONS**

**6 semester units required:**

United States History – 3 units

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

1. Economics 170 or 170H; History 111, 111H, 112, 112H, 120, 120H, 130
2. Political Science 150 or 150H  
 Or complete both History 111 or 111H and 112 or 112H

**PHYSICAL EDUCATION AND WELLNESS**

Minimum two units or 2 courses:

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

**DIVERSITY REQUIREMENT**

Complete at least one course from the following:

Anthropology 103, 103H, 210; Business 126; Cinema 123; Communication Studies 235, 256, 260; Early Childhood Education 160, 165; Education 203; English 262, 270, 271, 273, 274, 280; Geography 102; Health Science 243, History 120, 120H, 130, 161, 191, 192, 193, 210, 243; Music 108; Philosophy 102, 220; Political Science 290; Psychology 230, 235, 240, 272; Sign Language 110; Sociology 101, 101H, 103, 103H, 104, 105, 106, 107, 110, 130, 200, 207, 208, 210, 230, 233. The course used to satisfy this area may also be used to satisfy another area of general education, if applicable.

**COMPETENCY REQUIREMENTS**

- **Reading Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of English: 101 or 101H
- **Written Expression Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of English: 101, 101H, 103, 103H, 112, 112H, and 204
- **Mathematics Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of Economics 291; Mathematics 070, 075, 083, 102, 103, 104, 111, 130, 140, 140 l, 211, 212, 213, 214, 215, 240; Psychology 104 or Sociology 137

**ASSOCIATE DEGREES WITH GENERAL EDUCATION EXCEPTIONS**

College of the Canyons offers transfer associate degrees with exceptions made to the general education requirements. The associate degrees listed below have exceptions made based on current law or requirements placed on the degree by external certifying boards.

- Requirements for AA-T and AS-T transfer majors prescribed by SB 1440 are exempt from all local general education requirements and may not be changed by local authorities.
- The Liberal Arts and Sciences majors (as well as the former Transfer Studies major) are exempt from the physical education and wellness requirement.
- The RN and LVN-to-RN majors are exempt from Physical Education and Wellness and the diversity requirement.
- The Paralegal Studies major must meet the American Bar Association criteria. Therefore a separate general education pattern is required for this major. Please see the Paralegal department course descriptions for more information.

**MAJOR REQUIREMENT**

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

**UNIT REQUIREMENT**

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

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

**GRADE POINT REQUIREMENT**

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

**RESIDENCE REQUIREMENT**

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



**PETITION FOR GRADUATION**

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

**ACADEMIC RECOGNITION AT GRADUATION**  
**Graduation with Honors**

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

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

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

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

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

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

**SECOND ASSOCIATE DEGREE**

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

1. A minimum of 18 semester units are completed in the new major.
2. A student cannot earn more than one Liberal Arts and Sciences degree.
3. A minimum of 12 semester units are completed in residence within the Santa Clarita Community College District after the awarding of the first degree. Students are exempt if they completed the first associate degree in the Santa Clarita Community College District.
4. All current Santa Clarita Community College District general education requirements listed above will have been met with the awarding of the first degree. If not, these additional general education courses will also be required.

**MULTIPLE MAJORS**

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. Completion of the major field of study does not change if a student has declared multiple majors. An Associate in Science or Associate in Arts degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in the college catalog under Associate Degree Programs. The student must petition to graduate with each major. The student will be awarded one diploma for each major completed.

**EXTERNAL ACCREDITING AGENCIES**

In addition to the current ACCJC college-wide accreditation, certain programs at College of the Canyons are also accredited by the following external accrediting agencies:

**Automotive Technology** - accredited by NATEF (National Automotive Technicians Education Foundation)

**Center for Early Childhood Education** - accredited by NAEYC (National Association for the Education of Young Children)

**Medical Laboratory Technician** - accredited by NAACLS (National Accrediting Agency for Clinical Laboratory Science)

**Nursing** - Accredited by NLN-CNEA (National League for Nursing - Commission for Nursing Education Accreditation)

**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:

KPEI- 153, 245A, 245B, 250A, 250B, 255A, 255B, 260A, 260B, 265, 270A, 270B, 275A, 275B, 280A, 280B, 285A, 285B, 290A, 290B, 295A, 295B

Music- 153, 165, 173, 174, 175, 176, 177, 185, 186

Photography- 090L, 091L

Theatre- 120, 161, 180A, 184A, 186A, 190

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

**Regulations**

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 11-12. Those students in grades K-10 are not eligible to audit classes. The exception to this regulation, are the music classes eligible for audit listed in the college catalog.
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 Education office.

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

### **BASIC SKILLS LIMITATION (College Success Skills)**

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

#### **Basic Skills Course Limitation**

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

#### **Exemptions from Basic Skills Course Limitation**

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

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

#### **Waiver of Basic Skills Course Limitation**

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

### **CATALOG RIGHTS FOR CONTINUING STUDENT STATUS**

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

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

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

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

### **CERTIFICATES**

Certificate programs are designed for students who are looking for programs of instruction, some of which are short-term, with a high degree of specialization. These

programs typically are designed to prepare students for employment, job enhancement and/or job advancement. Certificate programs vary in length and generally require less than two years of full-time study.

#### **Certificate of Achievement**

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

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

#### **Certificate of Specialization**

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

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

#### **Non-Credit Certificate Requirements**

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

- Students must complete required courses in an approved program of study as specified in the Continuing Education section of the course catalog.
- The Certificate of Competency within the noncredit ESL program requires the student to meet the criteria for the certificate based on the combination of placement and successful course completion with a grade of "P".
- The Certificate of Completion requires the student to complete all required courses in the approved program of study as listed in the college catalog.

#### **COURSE PREREQUISITES**

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

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

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

Units may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for prerequisites once the more advanced course has been completed.

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

#### Challenge Process

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

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

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

The procedure for prerequisite challenge petitions is as follows:

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

#### COURSE REPETITION

Per Title 5 of the California Code of Regulations, Section 55040-55046, the Santa Clarita Community College District has adopted the following policy with regard to the repetition of courses for which a student has received a substandard grade. Nothing in this policy should be taken as an exception to Section 55040-55041 of Title 5, of the California Code of Regulations.

#### Definitions:

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

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

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

1. Students may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
2. If a student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
3. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
4. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.
5. A student who enrolls in a course three times and earns a Withdraw grade of (W) on each attempt is allowed one additional attempt at the course. On the fourth attempt, a student must drop the course prior to the drop deadline or earn a grade in the course. The student cannot earn a fourth withdraw from the same course on the fourth attempt.

**Exceptions:**

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

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

**Transcript Notation:**

When courses are repeated for which a substandard grade was received, all coursework shall remain on the student's permanent record. The course will be annotated such that the grade point calculation occurs for the most recent grade. No more than two substandard grades will be removed from the grade point average.

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

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

Per Section 55041 of Title 5, California Code of Regulations, the Santa Clarita Community College District has adopted Board Policy 4225, with regard to repeating courses for which the student has earned a non-substandard grade:

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

Course repetition shall be permitted in cases where such repetition is necessary for a student to meet a legally-mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit, any number of times, regardless of whether or not substandard work was previously recorded, and the grade and units received each time shall be included for purposes of calculating the student's GPA. The Santa Clarita Community College District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

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

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

- ii. there is an established recency requirement as established by a transfer institution; or,

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

**PASS/NO PASS**

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

Students electing to be evaluated on a P/NP basis will receive credit upon satisfactory completion (grade of "C" or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of no pass (NP).

**Regulations**

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

**CREDIT BY EXAMINATION**

Credit by examination may be granted for proficiency previously accomplished in other than an accredited institution; for study; travel; or other experiences in College of the Canyons approved courses. Credit attempted by this method shall be so marked on the



student's permanent record on an A - F grading system. Units and grade points earned shall be counted toward the associate degree. Units earned by credit by examination are not considered as units completed in residence and will not be used for reports to insurance companies or other similar agencies.

Students must obtain permission from the dean of the school or department chair from which the course is offered and obtain approval from a counselor. The dean (or division chair) 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 or have no academic standing at College of the Canyons and be currently enrolled in a minimum of one course.
- B. Petitions for credit by examination in approved courses must be submitted before fifty percent of the term. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of the semester or term.
- C. Courses taken through credit by examination are subject to A - F grading, unless the course is only offered Pass/No Pass option. Incompletes, withdrawals, or no-pass grades are not allowed.
- D. A second examination may not be attempted for the same course. However, a student may enroll in the course in a subsequent term for credit if the credit by exam produced a substandard grade.
- E. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
- F. A maximum of 18 units may be awarded through credit by examination.
- G. Resident, non-resident, and international students will be charged the current enrollment fee at the time of exam plus an additional \$9.00 per unit processing fee. Students will be charged these fees prior to the time the examination is attempted.
- H. Credit by exam fees must be paid prior to taking the exam. Fees are non-refundable.
- I. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

#### Credit for Public Safety Academy Training

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

- Unit credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission or training verified by other public safety agencies.
- A single block of unit credit will be given and identified as academy credit.
- One unit of credit may be granted for each 50 hours, not to exceed 18 semester units or their equivalent.
- 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 FOR MILITARY SERVICE

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

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

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

#### DIRECTORY INFORMATION

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

If a student desires to withhold directory information, he or she must file a written request with the Admissions and Records Office.

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

#### FAMILIES OF COURSES

New regulations governing the repetition of credit courses in the California Community College system effective Fall 2013 have eliminated repeatability in the Art, Dance, Graphic & Multimedia Design, Kinesiology (activity courses), Media Entertainment Arts, Music, Photography, and Theatre departments. While students will not, in most cases, be allowed to repeat active participatory courses in these departments, students will still be allowed to enroll in a series of active participatory courses that are related in content (commonly referred to as a family of courses) a maximum of four times.

A family of courses may include more than four courses, but students are limited to a maximum of four courses in any family. Further, all grades, including “W”s, will count toward the four course enrollment limitation and for computing the grade point average (GPA). Students can repeat Art, Dance, Drama, Music, and PE courses that are included in Families of Courses in which a “NP”, “D”, “F” grade was earned or “W” was assigned; however, all enrollments count toward the 4 enrollment maximum for each family of courses.

College of the Canyons has developed 49 families of courses which can be accessed at [www.canyons.edu/offices/curriculum](http://www.canyons.edu/offices/curriculum). For further information regarding enrollment into a family of courses, visit the link above or contact the Admissions and Records office.

## 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 272.) The grading system and grading point equivalent follow:

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

The I, W, NC, CR, NP, P and IP are not used in computing grade point averages; however, I, W, NP, and NC are used in the calculation of progress probation/dismissal. MW grades are given to students called up to active duty in the military. Upon presentation of orders, an MW grade is awarded for each class for which the student was enrolled, regardless of when the student stopped attending. MW grades are non-evaluative and do not count in computing the grade point average, nor are they used in calculating progress probation/dismissal. Upon returning from active duty, the student is considered a continuing student with no break in attendance. They retain original catalog rights and resume the same level of priority registration. The Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s). The EW shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. The SP indicates satisfactory progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol).

EW	Excused Withdrawal
SP	Satisfactory Progress
W	Withdrawal
MW	Military Withdrawal
CR	Credit
NC	No Credit
P	Pass

NP	No Pass
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.

## 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

- The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 508.
- 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.
  - Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based upon extenuating circumstances as defined in the Education Code.
- Grades may only be reviewed within the following context:
  - 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.
  - Bad Faith** – defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.

3. **Fraud** – for the purpose of this policy, may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
  4. **Incompetency** – defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.
- d. Students possess evidence that the final grade was determined based upon one of the criteria in 533.2.C above.

### 533.3 Review Procedure

#### 533.3.A Step I

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

#### 533.3.B Step II Hearing

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

1. During this meeting the student must produce a preponderance of evidence that the final grade was determined based upon one of the criteria in 533.2 above.
2. Students may be accompanied by representation at the student's expense.
3. The schools 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 School dean,
  - c. Review coursework and other relevant materials, and
  - d. Conduct its own review.
3. The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.

4. The decision of the GRC to not change the grade will be final.
5. In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for review and disposition.

### PROBATION/DISMISSAL

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

#### Academic Standards Definitions:

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

#### Standards for Probation

1. **Academic Probation:** A student shall be placed on academic probation if the student has completed at least 12 units at College of the Canyons and the overall grade point average has fallen below a 2.0 after one semester.
2. **Progress Probation:** A student shall be placed on progress probation if the student has enrolled in a total of at least 12 units and the percentage of all enrolled units in which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds 50%.

#### Standards for Subject-to-Dismissal

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

#### Standards for Dismissal

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

#### Restoration of Good Standing

1. **Academic:** A student who has a grade-point deficiency for one, two, or three semesters shall

be restored to good standing when the student's cumulative COC grade-point average is 2.0 or higher.

- Progress:** A student who has accumulated more than 50% of total COC units noted W (Withdrawal), I (Incomplete), and NP (No Pass) for one, two, or three semesters shall be restored to good standing when the percentage of those notations drops below 50%.

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

### Exceptions to Dismissal

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

- Academic:** When, at the end of the most recent full semester, the student enrolled in a credit course bearing at least one graded unit and earned a semester grade-point average of 2.25 or higher.
- Progress:** When, in the most recent full semester, the student completed more than 75% of the units in which the student enrolled.

### Re-admission after Dismissal

A student who is dismissed must stay out one semester or file a successful appeal.

- Staying out one semester:** reinstatement may be requested after one semester has elapsed (excluding summer sessions and intersessions). The student must consult with a counselor, prior to the start of the semester, to formulate a corrective educational plan and to obtain approval to enroll.
- Dismissal appeal:** dismissal may be postponed and the student continued for one semester if the student presents evidence of extenuating circumstances and their appeal is approved. The written appeal should be submitted to the Counseling Department. Appeals should be based on the following:
  - Evidence, based on the academic record, that dismissal status does not reflect the student's usual level of performance.
  - Circumstances beyond the control of the student, for example, accident or illness.

Continuation in all cases may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students are continued in subject-to-dismissal status in accordance with policy 4250.

## TRANSCRIPTS

### Transcript Evaluation

Students who submit transcripts from other colleges and universities must request them to be evaluated by submitting a Transcript Evaluation Request form to the Admissions and Records Office. In most cases, units accepted from other institutions will not be posted on College of the Canyons academic transcripts until students have completed 12 units in residence. The most notable exceptions are for students requesting financial aid, military benefits, and completion of at least one unit for IGETC certification on the students' final transcripts. For further information, contact the Admissions and Records Office.

### Transcript Requests

**Unofficial Transcripts:** Students have access to unofficial transcripts through their My Canyons account. Please visit our website at [www.canyons.edu](http://www.canyons.edu) and click on "My Canyons." You will need a user name and password to us this option. If you do not have a user name and password, you can create one under "My Canyons Profile." If you decide to come on campus to request an unofficial transcript, a picture ID will be required.

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

College of the Canyons provides three processing times for an official transcript. The regular transcript is processed within 7-10 business days. The rush transcript is processed within 2 business days. The on demand transcript is produced at the time of request.

Two regular transcripts are made available for free. The request for your free transcripts must be made in person or by mail. The cost of a regular transcript is \$5, a rush transcript is \$10, and an on-demand transcript is \$15. College of the Canyons transmits and receives electronic transcripts via the eTranscriptCA network. Students may request their transcripts be sent electronically following the same official transcript request process as above.

### Degree and Enrollment Verifications

College of the Canyons has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse can be contacted at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or [www.degreeverify.org](http://www.degreeverify.org). The fax number is (703) 742-4239 and the mailing address is National Student Clearinghouse, 13454 Sunrise Valley Drive, Suite 300, Herndon, VA, 20171. Enrollment verifications for students are free through this service. Employers and entities acting on behalf of the student are required to pay a nominal fee. Continuing Education (noncredit) enrollment verifications must be requested at the Continuing Education office on the Valencia campus, room CHCS-167.

### TRANSFER REQUIREMENTS

Transfer curricula information has been compiled to help the many College of the Canyons students who intend to transfer to another college or university. Each institution of higher learning has its own requirements for admission and for junior standing.

To prepare for continued education, a student must decide to which college/university the student will transfer and learn the transfer admission and major preparation transfer requirements of that particular college. These requirements can be found in the catalog of that institution.



Students should also consult the California articulation database ASSIST ([www.assist.org](http://www.assist.org)) for articulation agreements between California Community Colleges and the California State University (CSU) and the University of California (UC) systems. A university may be made up of a number of colleges. The college in which one will do work depends upon the field of study or major. This means that in any institution of higher learning it will be necessary for a student to fulfill three types of requirements:

First, the general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which a student majors.

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

The student is advised to seek counseling assistance as early as possible in planning transfer to a four-year institution. The student should take care in observing the application deadlines that are published by the various institutions. For help on which courses meet transfer requirements for specific majors at various four-year colleges and universities, please see a College of the Canyons counselor.

### **2018-2019 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR TRANSFER TO CSU AND UC**

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

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

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better ("C" minus grades are not allowed). Certification of IGETC is not automatic; certification must be requested from Admissions and Records at the time when the final COC transcript is sent to the transfer college/university.

A course may be listed in more than one area, but shall not be certified in more than one area.

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

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

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

#### **Group A:**

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

#### **Group B:**

**Critical Thinking** - English Composition (one course, three semester units) Communication Studies 227, English 103, 103H, 112, 112H

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

#### **Group C:**

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

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

(One course, three semester units minimum)

\*Economics 291\*; Mathematics 103, 104, 111, 140, 140H, 211, 212, 213, 214, 215, 240; Psychology \*104; Sociology \*137

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

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

#### **Arts Courses:**

Art 110, 111, 112, 115, 116, 205; Cinema 120, 121, 122, 123, 131; Dance 100; Graphic and Multimedia Design 120; Media Entertainment Arts 102; Music 100, 105, 106, 107, 108, 112; Photography 140, 150; Theater 110, 110H, 220, 221

#### **Humanities Courses:**

Anthropology 210; Economics 170, 170H; English 110, 111, 112, 112H, 135, 225, 250, 251, 260, 261, 262, 263, 264, 265, 270, 271, 272, 273, 274, 275, 280, 281, 285; French 201, 202; History 101, 101H, 102, \*111, 111H \*112, \*112H, 115, 120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243; Humanities 100, 101, 115, 116, 150; Philosophy 101, 101H, 102, 110, 111, 112, 120, 130, 220, 225, 240, 250; Sign Language 110; Sociology 200, 200H; Spanish 201, 202, 240

### **AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES**

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

Anthropology 103, 103H, 105, \*210, 220; Communication Studies 100, 100H, 256; Early Childhood Education 101, 125; Economics 170, 170H, 201, 201H, 202, 202H; Environmental Sciences 101; Geography 102, 104; History 101, 101H, 102, \*111, 111H \*112, \*112H, 115, \*120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243; MEA 100; Philosophy 130; Political Science 150, 150H, 200, 230, 250, 270, 290; Psychology 101, 101H, 105, 109, 126, 172, 172H, 225, 230, 235, 240, 272; Sociology 101, 101H, 102, 103, 103H, 104, 105, 106, 107, 108, 110, 130, 200, 200H, 205, 207, 208, 210, 230, 233, 250

## AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

### 5A-Physical Sciences:

Astronomy \*100, \*101, \*102; Chemistry \*151, 151H, \*201, \*201H, 202, 255, 256; Environmental Sciences 103, 104; Geography 101, 101H, 103; Geology 100, 101, 102, 104, 105, \*109, Oceanography 101; Physical Science 101; Physics \*101, \*110, \*111, \*220, \*221, \*222

### 5B-Biological Sciences:

Anthropology 101, 101H; Biological Sciences \*100, 100H, \*106, \*107, 107H, \*115, \*116, 119, 130, 132, 140, \*201, \*202, \*204, \*205, 221, 230, 240; Geology 103; Psychology 102

### 5C-Laboratory Science :

Anthropology 101L; Astronomy 101L; Biological Sciences \*100, 100H, \*106, \*107, 107H, \*115, \*116, \*119, \*201, \*202, \*204, \*205, 221, 230, 240; Chemistry \*151, 151H, \*201, \*201H, 202, 255, 256; Environmental Sciences 103; Geography 101L ; Geology 101L, 102, 109L; Oceanography 101; Physical Science 101; Physics \*101, \*110, \*111, \*220, \*221, \*222

## LANGUAGE OTHER THAN ENGLISH

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

Chinese 101, 102; French 101; German 101; Italian 101, 102; Sign Language 101; Spanish 101, 101H, 211

## AMERICAN INSTITUTIONS

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

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

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

Or complete History 111 or 111H, 112 and 112H combined.

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

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

## 2018-2019 GENERAL EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM

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

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

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

### NOTICE:

1. Students must have a minimum of 60 transferable semester units with a "C" average (2.0 GPA) to be considered an upper division transfer. Of the 60 units needed, at least 30 semester units must be from the GE courses listed below. Students may earn up to (9) units of coursework with the grade of D.
2. Students must complete all of Area A (Communication in the English Language and Critical Thinking) and Area B-4 (Mathematics/ Quantitative Reasoning) with "C" grade or better. Please be aware that some campuses may not let a student complete Area A and B-4 during the last term prior to transfer to CSU -- please see a counselor for specifics.
3. With the exception of the science lab requirement (B-3), a single course may not meet more than one general education requirement.
4. For clarification of transfer eligibility, please contact a COC counselor or program advisor.

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

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

### A-1: Oral Communication:

Communication Studies 105, 105H, 120

### A-2: Written Communication:

English 101, 101H

### A-3: Critical Thinking:

Communication Studies 225, 227; English 103, 103H; 112, 112H; First Year Experience 100; Philosophy 106, 230; Sociology 108

## AREA B: PHYSICAL UNIVERSE AND ITS LIFE FORMS

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

### B-1: Physical Science:

Astronomy 100, 101, 102; Biological Science 218; Chemistry 100, 151, 151H, 201, 201H, 202, 221, 255, 256; Environmental Sciences 103, 104; Geography 101, 101H, 103; Geology 101, 102, 104, 105, 109; Oceanography 101; Physical Science 101; Physics 101, 110, 111, 220, 221, 222

### B-2: Life Science:

Anthropology 101, 101H; Biological Science 100, 100H, 106, 107, 107H, 115, 116, 119, 130, 132, 140, 201, 202, 204, 205, 221, 230, 240; Geology 103; 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; Astronomy 101L; Biological Science 100, 106, 107, 107 H, 115, 116, 119, 201, 202, 204, 205, 221, 230, 231, 240; Chemistry 151, 151H, 201, 201H, 202, 221, 255, 256; Environmental Sciences 103; Geography 101L; Geology 101L, 102, 109L; Oceanography 101; Physical Science 101; Physics 110, 111, 220, 221, 222

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

Economics 291; Mathematics 102, 103, 104, 111, 130, 140, 140H, 211, 212, 213, 214, 215, 240; Psychology 104; Sociology 137

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

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

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

Art 110, 111, 112, 115, 116, 124A, 124B, 140, 141, 205; Cinema 120, 121, 122, 123, 131; Communication Studies 150; Dance 100; English 105; Graphic and Multimedia Design 120; Interior Design 114, 115; MEA 102; Music 100, 105, 106, 107, 108, 112, 120A, 120B, 125, 126; Photography 140, 150, 160, 285; Theater 110, 110H, 140, 141, 220

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

Anthropology 210; Business 160; Chinese 101, 102; Economics 170, 170H; English 102, 102H, 108, 109, 110, 111, 112, 112H, 135, 225, 250, 251, 260, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 280, 281; French 101, 102, 201, 202; German 101, 102; History 101, 101H, 102, 111, 111H, 112, 112H, 115, 120, 120H, 130, 161, 191, 192, 193, 212, 240, 243; Humanities 100, 101, 115, 116, 150; Italian 101, 102, 150; KPET 209; Philosophy 101, 101H, 102, 110, 111, 112, 120, 130, 215, 220, 225, 240, 250; Sign Language 101, 102, 103, 104, 110; Sociology 200, 200H; Spanish 101, 101H, 102, 150, 160, 201, 202, 211, 212, 240; Theater 240

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

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

**Sociology and Criminology:**

Sociology 101, 101H, 102, 103, 103H, 104, 106, 107, 108, 130, 110, 200, 200H, 205, 207, 208, 210, 230, 233, 250

**Anthropology and Archaeology:**

Anthropology 103, 103H, 105, 220

**Economics:**

Economics 201, 201H, 202, 202H

**Ethnic Studies:**

Anthropology 210; Business 126; History 101, 101H, 102, 240; Political Science 290; Sociology 105, 106, 107, Spanish 240

**Gender Studies:**

Communication Studies 260; Health Science 243; History 120, 120H; Political Science 290; Psychology 235; Sociology 130, 200, 200H

**Geography:**

Geography 102, 104

**History:**

Economics 170, 170H; History 101, 101H, 102, 111, 111H, 112, 112H, 115, 120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243

**Interdisciplinary Social or Behavioral Science:**

Communication Studies 246, 256; Early Childhood Education 101, 125; Environmental Sciences 101; Health Science 243; Philosophy 130; Sociology 105

**Political Science, Government and Legal Institutions:**

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

**Psychology:**

Early Childhood Education 101; Psychology 101, 101H, 105, 109, 126, 172, 172H, 180, 225, 230, 235, 240, 272

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

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

(a) Economics 170, 170H; History 111, 111H, 112, 112H, 120, 120

(b) Political Science 150, 150H

OR Complete History 111 or 111H and 112 or 112H

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

Three Units

Communication Studies 100, 100H, 235; Counseling 100, 110, 111, 142, 150; Dance 101, 107, 108, 130, 133, 134, 135, 136, 137, 180, (all dance courses limited to two units); Health Science 100, 149, 150, 243; Kinesiology/PE Activity (KPEA) 100A, 100B, 101A, 101B, 102, 103, 105, 107 (F07), 125, 145A, 145B, 150A, 150B, 165A, 165B, 165C, 170A, 170B, 175A, 175B, 180A, 180B, 180C, 185A, 185B, 185C, 195A, 195B, 195C; Kinesiology/PE Intercollegiate (KPEI) 153, 245A, 245B, 250A, 250B, 255A, 260A, 260B, 265, 270A, 270B, 275A, 275B, 280A, 280B, 285A, 285B, 290A, 290B, 295A, 295B (All preceding PE courses are limited to two units toward this requirement); Kinesiology/PE Theory (KPET) 150, 200, 204; MEA 100; Psychology 105, 150, 172, 172H, 230; Recreation 100, 101, 103; Sociology 103, 103H, 110, 208, 230, 233

# Support Services and Programs

SUPPORT SERVICES AND PROGRAMS





**ACADEMY OF THE CANYONS**

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

Academy of the Canyons (AOC) began as a middle college high school in which 11th and 12th grade students could take required high school classes and college classes at the same time.

AOC is now a 4-year high school blending both the middle college and early college initiatives. This program is designed for students who are mature and ready for a college campus experience. Applications are made through the high school district. For information regarding AOC, contact the principal at (661) 362-3056 or visit [www.academyofthecanyons.com](http://www.academyofthecanyons.com).

**BOOKSTORE**

The College of the Canyons Bookstore, located in Room STCN-134A of the Student Center Building on the Valencia Campus, serves the general needs of the student body. The College of the Canyons Bookstore is your source for rental, digital, used and new books.

The store stocks current semester textbooks, reference materials, paperbacks, clothing, gifts, school supplies and snacks for sale to students, faculty and campus visitors.

**Hours**

Please visit the College of the Canyons bookstore website at [coc.bncollege.com](http://coc.bncollege.com) or call the Bookstore at (661) 362-3255 for current store hours.

**Buyback**

The best time for students to sell back their books and potentially receive up to 50% of the retail price back is during finals week in June and December.

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

**Website**

Textbooks, COC clothing and gifts and school supplies may be purchased 24 hours a day at the Bookstore website at [www.coc.bncollege.com](http://www.coc.bncollege.com). Customers can request that orders be picked up at the Valencia Campus Bookstore location or shipped for their convenience. Please visit the website for additional information and updates including current store hours.

The Bookstore app can also be downloaded to your Android and Apple phone to keep you current on the status of your online orders and store promotions. Click on the App Store and search for My College Bookstore.

**Refund Policy**

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

- With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first 30 days of classes.
- No refunds or exchanges given on textbooks without a receipt.
- No

refunds given on custom course materials, outlines or study guides.

- Textbooks must be in original condition with no opened shrink-wrap for full refund.

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

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

**CALWORKS PROGRAM**

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

- Work-Study opportunities that ensure all earnings are 100 percent exempt from cash aid.
- Personal and academic counseling in a supportive and informative environment that encourages student success.
- Vocational and career counseling.
- Confidential liaison between program participant, the College, the Department of Public Social Services (DPSS), GAIN and other agencies.
- Referral to other departments at the college and to other agencies when required.

**CalWORKs Eligibility Criteria**

1. The student must be a legal resident of the State of California.
2. The student must be on cash aid (i.e. TANF).
3. The student must be in compliance with DPSS and GAIN program requirements.
4. A CalWORKs contract must be signed and followed by the student.
5. The student must be in compliance with the College CalWORKs program requirements.
6. The student must maintain normal progress (as defined by college policies) toward a certificate or degree leading to employment while maintaining a satisfactory grade point average of 2.0 or higher.

CalWORKs is available in the Student Support Center or call (661) 362-3271 on the Valencia Campus. Information is available at [www.canyons.edu/offices/calworks](http://www.canyons.edu/offices/calworks).

**CAMPUS ACTIVITIES AND STUDENT DEVELOPMENT**

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

Information about all of the following programs and services can be obtained by visiting the Office of Student Development located in room STCN-102 in the Student Center on the Valencia Campus.

### **Associated Student Government (ASG)**

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

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

The activity program supported by the ASG is a college-wide enterprise. Its operation is a direct benefit to each student. Cooperative financial support enables students to pay their own way for value received and at the same time makes a better and more extensive program possible.

### **ASG Benefits/Student Support Fee**

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

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

- FREE 25 Score Card (10-50% discount to 650+ merchants; learn more at [www.25score.com](http://www.25score.com))
- Discount movie tickets priced from \$7.00 to \$9.00 each for Regal, AMC, Cinemark and Pacific Theatres. To purchase, go to STCN-102, Valencia Campus or room 204, Canyon Country Campus.
- Discount tickets and coupons to Southern California theme parks and attractions.
- ASG Computer Lab (STCN-124) and CCC ASG Computer Lounge (room 204) privileges including the use of PC's, iMAC's, free color and black and white printers (limited use), copier, fax, scanner, and other general office supplies (need Student Support Fee sticker to use).
- FREE entry to all COC home athletic events (need Student Support Fee sticker for admittance).
- FREE or reduced prices to all ASG campus events.
- Over \$27,000 in ASG scholarship opportunities (apply during the first six weeks of the spring semester through the Financial Aid Department).

**Note:** Benefits subject to change without notice.

To receive a refund of the optional student support fee, a student must opt out by the refund deadline date on the student's individual class printout. Opting out of the fee and all of its associated benefits must be done in person during the registration period for the semester or term in question at any of the following locations: the Office of Student Development, Student Center, room 102 or the Student Business Office, Seco Hall, room 101 on the Valencia Campus or building 1C at the Canyon Country Campus during posted business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Student Development webpages on the college's website at [www.canyons.edu](http://www.canyons.edu) or email 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 six dozen charters are on file for a variety of clubs and organizations. Please check with the Office of Student Development for currently active clubs and organizations.

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

### **Student Resource Center**

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

#### Student Involvement Campaign

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

### **Student Development Transcript Program**

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

The Student Development Transcript Program is offered through the Office of Student Development (STCN-102). In order to receive a Student Development Transcript, each student must first register to be enrolled in the program. Students are encouraged to register for the program as soon as possible to ensure a complete transcript by the time they are ready to apply to transfer to a university or apply for a professional job or scholarships. The Student Development Transcript

Program is not retroactive and only activities that have been verified for the current semester can be documented.

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

### Photo Identification Card

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

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

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

### CAMPUS SAFETY DEPARTMENT

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

#### Valencia Campus:

Campus Safety Office X-8  
661-362-3229 and 661-362-3239  
On Duty cell: 510-3881

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

#### Canyon Country Campus:

Campus Safety Office: Room 700A and Room 511  
17252 Sierra Hwy  
On Duty cell: 661-666-8738

#### Communication Center: Dial 3801

#### Emergency: Dial 77

661-362-3977 office phone with voice mail

### CAREER CENTER

The Career Center offers services for major exploration, career counseling, job development, and assisting with internship placement. New in fall 2018, the Cooperative Work Experience Education (internships) program merged services with the Career Center.

Students are provided tools and preparation needed to explore career opportunities and majors that lead to a path associated with a desired career. Through career

assessments, and one-on-one counseling or advisement, students may develop a plan to achieve their academic and career goals. A Job Developer can help students with full and part-time employment, and internship exploration. Job and internship search assistance includes resume and cover letter development and critique, interview prep, and new job and internship opportunities posted daily in the MyJobs portal. The Center utilizes LinkedIn as a key tool for job search and allowing students manage their professional and alumni profile after college. A variety of workshops and orientations are provided throughout the year as well as a variety of focused job fairs for COC students. The Center continues to offer the annual fall job fair open to students and the community.

Appointments are available to meet with a Career Counselor, Advisor or Job Developer by calling (661) 362-3286, or stop by Canyons Hall, room 102 (Valencia Campus), or Room 202A at the Canyon Country Campus.

### CHILD CARE ON CAMPUS

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

In addition to subsidized childcare, there is placement available to students, staff/faculty and the community for a monthly tuition.

For information on morning, afternoon or all-day sessions and/or to see if you qualify, please call (661) 362-3501 or (661) 362-3531.

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

### CIVIC CENTER

The Civic Center Office is responsible for processing facility requests for use of the college facilities. Facility requests are available online at [canyons.edu/offices/CivicCenter](http://canyons.edu/offices/CivicCenter). Please submit a request at least two weeks prior to the event/needs. Facility use questions can be answered by calling (661) 362-3240.

### COMMUNITY-BASED LEARNING

Community-Based Learning (CBL) opportunities exist through various courses on campus and encourages reflective thinking of social issues as students connect classroom to community. The Community-Based Learning Office provides three models of experiential learning and assists students with placement, guidance, and support.

For more information, visit [COC-CBL@canyons.edu](mailto:COC-CBL@canyons.edu) or call 661.362.3231.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program dedicated to assisting single parents who receive cash aid. Since 1998 CARE has been a joint effort between the California Employment Development Department, Department of Public Social Services, California Community College Chancellor's Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent. CARE emphasizes services to ensure student success and is sensitive to the student's needs. Qualified students may receive, but are not limited to:

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

*To be eligible for CARE, a student must:*

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

## COUNSELING & PROGRAM ADVISEMENT

The mission of the Counseling Department is to provide educational, career, and personal counseling and program advisement. Our purpose is to empower students by providing program information and by counseling students to establish goals, evaluate options, develop an educational plan, and learn to study effectively so they may reach their educational and career goals. Counseling faculty are trained to meet with students individually in private counseling appointments for educational counseling, career counseling, and personal counseling; they help students develop educational plans, they facilitate group counseling workshops, and they teach counseling courses. Counseling involves teaching students self-awareness, establishing goals, exploring alternative plans of action

and possible consequences, considering possible challenges and how to overcome them, establishing a support network, and evaluating actions.

**Program Advisors** are available throughout open office hours at the drop-in desk in the Counseling office for quick consultations. Program advisors provide information about certificate, degree, and transfer requirements, and college policies and procedures.

**Academic Advisors** are available to meet with new college students with less than 12 units to create a one semester plan in a workshop or an advisement appointment. New students may attend a New Student Advisement workshop after completing the online orientation. By the end of the workshop, students will have developed a one semester plan of classes to take their first semester at COC.

**Counselors** are available for private 30 minute counseling appointments. All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals. Students should contact the Counseling Office or the Counseling webpage at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling) to schedule appointments with counselors. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

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

## PROGRAMAS Y SERVICIOS PARA ESTUDIANTES INCAPACITADOS (DSP&S)

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

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

Para más información, comuníquese con el vice-rector de servicios para estudiantes, al (661) 362-3292.



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

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

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

Support services and accommodations include, but are not limited to, priority registration, scheduling assistance, academic and vocational counseling, tutorial lab, interpreters, test-taking accommodations, assistive technology and recorded text. Students with verified disabilities who require alternate formats of college publications and resources should check with DSP&S. Materials available include, but are not limited to, Braille, large print, books on tape and electronic text. These formats help accommodate students' specific needs and are created in the timeliest manner possible.

For students who are enrolled in college classes, and meet the appropriate criteria, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria.

DSP&S serves as a liaison with the campus and community agencies on behalf of students with disabilities. Students may contact DSP&S in Seco Hall room 103 or by calling (661) 362-3341 at the Valencia campus. Students with verifiable disabilities who do not wish to avail themselves of the services of the DSP&S Department may still be eligible for reasonable accommodations and services. Contact the Dean of Students (661) 362-3261; or [www.canyons.edu/dsps](http://www.canyons.edu/dsps) for more information.

## ECONOMIC DEVELOPMENT DIVISION Services for the Community:

### Information Communications Technologies (ICT)

Information Communications Technologies and Digital Media (ICT-DM) works with educators on behalf of businesses, shaping and aligning college curriculum to reflect emerging IT demands in the workplace. ICT-DM partners with the college's Employee Training Institute to deliver intense immersion and fast-paced technical training programs. ICT-DM advocates and encourages adaptations of industry recognized IT and Digital Media certifications as part of our educational offerings.

Services at a Glance

- IT Project Management
- Programming/Web Development
- Big Data/Analytics
- Networking
- IT Security

Call (661) 362-5108 or visit [www.canyons.econdev.org](http://www.canyons.econdev.org)

### Small Business Development Center (SBDC)

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

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

### Employee Training Institute (ETI)

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

ETI fees are competitively priced, and ETI also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows companies to stretch their precious training dollars farther. Call 661-362-3245 for more information, or come by our office in the University Center, room 279.

### Center for Applied Competitive Technologies (CACT)

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

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

### Center for International Trade Development (CITD)

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

For more information call the Small Business Development Center at 661-362-5900.

### Fast Track Institute

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

a few months to complete, and result in participants completing a complement of skill competencies they can share with potential employers.

For more information visit [www.canyonsecondev.org](http://www.canyonsecondev.org)

### Healthcare Workforce Initiative (HWI)

The Health Sector works with specific workforce services that are coordinated by the Deputy Sector Navigator Health who align community college and other workforce development resources with the needs of health sector that result in highly specialized industry training, technical consulting and business development. Healthcare businesses can access the Health Workforce Initiative (HWI) that is dedicated to serving California's healthcare companies with innovative solutions that are unique and customized to your business. We identify the workforce needs of California's health care delivery systems and develop solutions through a comprehensive problem-solving process that includes assessment and analysis, planning and development, and implementation and evaluation. We provide education and training programs to meet emerging demands for California's health care industry workers; to determine needs, facilitate development of innovative solutions and to locate resources to implement planned responses; to evaluate and initialize health-related educational programs.

- **Expands** – California's Vital Health Care Workforce
- **Trains** – Health Care Job Analysis and Curriculum Development
- **Partners** – Solving Challenges in Health Care

### Doing What MATTERS for Jobs and the Economy, California Community Colleges

**CCC Website:** <http://doingwhatmatters.cccco.edu/>

### Health Workforce Initiative

**Website:** <http://ca-hwi.org/>

### Canyons Apprenticeship Program (CAP):

Through a partnership with AMS Fulfillment Corporation, College of the Canyons offers an apprenticeship program in warehousing and shipping. The program is available to students of the college and incumbent workers at AMS Fulfillment.

College of the Canyons also provides apprenticeships in 16 occupations in Advanced Manufacturing, ranging from entry level CNC Machining to Mechatronics. In a partnership with Goodwill Southern California, the college has agreements with nearly a dozen manufacturing companies to provide Related Supplemental Instruction.

For more information call, 661-362-3144.

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state-funded retention program that recruits, and transitions to work or to university, those students who are eligible. The program's goal is to serve and encourage students from various backgrounds

to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that are over and above traditional college programs. Qualified students may receive, but are not limited to:

- Academic counseling
- Personal counseling
- Vocational/Career counseling
- Peer advising
- Priority registration
- Meal cards
- Financial aid referrals
- Transfer assistance
- College survival workshops
- Special tutoring
- First-day book services
- School supplies
- Computer usage
- Study skills workshops
- Cultural awareness activities
- Study Center
- 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 California Promise Grant
4. An EOPS contract must be signed and followed
5. Maintain normal progress (as defined by College policies) toward a goal, certificate, or degree while maintaining a satisfactory grade point average (2.0 or higher)

EOPS applications and information are available in the Student Success Center on the Valencia Campus, and Building 1B (by appointment) on the Canyon Country Campus or by calling (661) 362-3279 or [www.canyons.edu/offices/eops](http://www.canyons.edu/offices/eops).

### PROGRAMA Y SERVICIO DE OPORTUNIDAD EXTENDIDA (EOPS)

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

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

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

**Ayuda económica**

Cualquier estudiante puede solicitar ayuda económica (becas, préstamos y/o trabajo). Para ello, debe llenar la solicitud de Ayuda Federal para Estudiantes (FAFSA). Puede obtenerse en persona en la oficina de Ayuda Económica para estudiantes (CHCS-123) o por el Internet en [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Para más información, favor de comunicarse al (661) 362-3215.

**FINANCIAL AID AND SCHOLARSHIP PROGRAMS**

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

COC participates in these financial aid programs:

- California College Promise Grant
- Cal Grant B & C
- Federal Pell Grant
- Full Time Student Success Grant
- Community College Completion Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy
- Federal Direct Loans
  - Subsidized
  - Unsubsidized
  - PLUS (Parent Loan for Undergraduate Students)

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

Additional information and criteria for each of the grant, loan and work study programs can be obtained on the College of the Canyons Financial Aid at webpage [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Additional information regarding financial aid services is available in the Financial Aid office located in CHCS-142, or by calling (661) 362-3215, or email at [finaid@canyons.edu](mailto:finaid@canyons.edu). On the Canyon Country Campus go to Building 1A or call (661) 362-3215.

**California College Promise Grant (CCPG)**

The California College Promise Grant (CCPG) program waives enrollment fees for eligible students for the academic year. A student may receive a waiver for any number of units, with no minimum. The CCPG waives ENROLLMENT FEES only. Students are responsible to pay any fees not covered by the CCPG at the time of registration to avoid being dropped for non-payment.

Students must meet academic and progress standards at College of the Canyons in order to remain eligible

for the fee waiver. Students can apply for the CCPG by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). For more information on the CCPG program, visit the Financial Aid Office website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

**Grants**

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

**Loans**

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

**SCHOLARSHIP PROGRAMS**

College of the Canyons offers two types of scholarship programs:

**College of the Canyons Scholarship Awards**

Students applying for the annual College of the Canyons scholarship awards program must submit an online scholarship application. Applications are available annually in February at [www.canyons.edu/scholarships](http://www.canyons.edu/scholarships). Student notification is in May for awards which will be disbursed in the following academic year.

**Outside Scholarships**

In addition to the annual program for students, many community groups and organizations also sponsor student scholarships as a means of expressing confidence in College of the Canyons students. Scholarships usually range in amounts from \$200 to \$2500 and are made available intermittently throughout the year. Student eligibility varies according to each individual scholarship; therefore, scholarship applications must be filed for each individual scholarship for which the student wishes to be considered. Scholarship deadlines vary. Scholarships have pre-established criteria which may include any or all of the following: academic merit, specific educational major, financial need, college/ community involvement, and/or transfer to 4-year college/ university. Scholarship applications may also require letters of recommendation.

An up-to-date listing of available scholarships is available on the Financial Aid webpage at [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Further information is available from the Financial Aid office which is located in CHCS-142, (661) 362-3215. Information is also available at the Canyon Country Campus, call (661) 362-3215 or go to building 1A.

**Student Employment - Work-Study**

The Federal Workstudy Program (FWS) allows students to earn money for their educationally-related expenses through a variety of on-campus work-study positions. These positions are usually tied to community service or to the student's educational major. Federal Work-study is awarded through the FAFSA application and funding is limited. While participating in the Federal Work-study program, a student must be enrolled at least half-time (six or more units) and maintain a minimum 2.0 GPA.

**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.

**INTERNATIONAL SERVICES & PROGRAMS (ISP)**

ISP assists non-U.S. students attending the college. Located in Student Support Center 123, the ISP team supports prospective and current students in meeting academic objectives and transferring to bachelor degree programs around the country. Programs include student support in class selection, cultural acclimation, personal counseling, and career consulting. In addition, ISP runs short-term programs of 1 month or less on English language proficiency and local cultural experience. ISP is the main check-in and monitoring point for students to learn about the services available on and off campus. ISP can be reached at [ISP@canyons.edu](mailto:ISP@canyons.edu) or by phone at 661-362-3580.

**LEARNING RESOURCES**

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

**Distance Learning**

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

**Online Classes**

Online classes require no on-campus meetings. Note: Some classes may require proctored testing that can be arranged through the college's TLC on the Valencia campus. To access the class, regular access to a computer with Internet access is required. Communication occurs with instructor(s) and other online students using communication tools within an online classroom.

**Hybrid Online-based Classes**

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

**Educational Travel Program**

College of the Canyons' Educational Travel Program provides individuals an opportunity to broaden their knowledge and perspective, as well as to enhance their ability to effectively apply what they have learned in a classroom setting to an international environment. Courses are delivered in a combination of online, on-campus and/or on-site lectures and/or field work.

For more information about educational travel opportunities visit [www.canyons.edu/travel](http://www.canyons.edu/travel).

**Library**

The college library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, course reserves, and interlibrary loans. Printing from many computer stations is possible with the purchase of a print card in the library or TLC Lab. Materials include books, magazines, and newspapers; audiovisual media such as DVDs and CDs are also available. A number of online databases are accessible to students, faculty, and staff on campus and at home; these include Academic Search Premier, JSTOR, LexisNexis Academic, ProQuest, and the EBSCOhost eBook Collection.

The library on the Canyon Country Campus is located in Room 307.

The library website, with links to online databases, the online catalog and many special resources, can be accessed at [www.canyons.edu/offices/library](http://www.canyons.edu/offices/library).

**Tutoring - The Learning Center (TLC)**

The Learning Center (TLC) provides free tutoring and academic support for College of the Canyons coursework in mathematics, writing in any discipline, computers and many other fields for students registered at College of the Canyons. Drop-in tutoring takes place both in-person and online. TLC offers supplemental learning in the form of group workshops, Guided Learning Activities (GLAs), and math test review jams. TLC's writing center offers specialized services for international students and students for whom English is not their primary language.

Students can use TLC computers equipped with Multimedia (MACs and PCs), Computer Science, Web Development, Microsoft Office, and other software required for a variety of coursework. Other services for students include Canvas support and test proctoring for COC and outside university classes.

The Valencia Campus TLC is located adjacent to the Library in LTLC-126. The Canyon Country Campus TLC is located in room 306. Student ID card is required. For further information please visit The Learning Center's webpage at [www.canyons.edu/Offices/TLC](http://www.canyons.edu/Offices/TLC) or call (661) 362-3351.



## MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

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

## PARKING AND TRAFFIC REGULATIONS

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

### Display of Permit

On both campuses, permits must be displayed clearly from the rear view mirror when parking. Failure to display a valid permit may result in a parking citation for the amount of \$35.

### Refund of Parking Fees

See Refund Policy on page 16.

### Citations

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

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

1. Any vehicle parked in a regular stall shall have displayed a valid Student Parking Permit which must be displayed clearly from the rear view mirror when parking in college parking lots. Students with vehicles without permits may purchase a temporary parking permit from the permit vending machines, located in lots #6, 7, 8, 13, 14 and 15 on the Valencia campus and in lots #2 and 3 on the Canyon Country Campus, which requires \$3.00 in dollar bills or credit/debit cards for an all-day parking permit good in any student lot, on both campuses.
2. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code.
3. Parking is not allowed in any area that does not have a clearly marked stall.
4. Vehicles parked within a stall shall not overlap the lines that designate that stall.

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

### Special Parking Areas

**VISITORS** - Thirty-minute time areas are designed with green curbs on the Valencia Campus and Canyon Country Campus. If any visitor is going to be in a space for longer than the designated time limit, he/she should purchase a temporary parking permit from the permit vending machines. Located in lots 6, 7, 8, 13, 14 and 15 on the Valencia campus and lots 1, 2 and 3 on the Canyon Country campus.

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

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

**MOTORCYCLES** - Motorcycles may park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia Campus and in the end caps of each row in lots 1, 2 and 3 on the Canyon Country Campus. They shall have a student motorcycle permit. A staff permit is required on all motorcycles parking in staff lots.

For additional parking information visit our website at [www.canyons.edu/offices/campussafety](http://www.canyons.edu/offices/campussafety).

### Parking Lot Security

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

**PERFORMING ARTS CENTER**

The Santa Clarita Performing Arts Center at College of the Canyons is the cultural center for the Santa Clarita Valley. It opened in 2004 and provides performance space for college instructional productions, professional and community entertainment and informational programs. Developed in partnership with the City of Santa Clarita, the PAC boasts a spectacular proscenium theater seating 886 and a state-of-the-art sound system, as well as an experimental “black box” theater. Information may be found at [www.canyonspac.com](http://www.canyonspac.com).

**PHYSICAL EDUCATION/ATHLETICS (KPEI)**

The college has 17 intercollegiate Cougar athletic teams that compete in the Western State Conference. Cougar men’s teams compete in baseball, basketball, soccer, cross country, football, golf, swimming, and track and field. Cougar women’s teams compete in basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. Intercollegiate athletic competition is governed by the California Community College Commission on Athletic Association. Information may be found at [cocathletics.com](http://cocathletics.com)

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (nine of these units must be degree applicable). Between seasons of sport, student athletes are required to complete 24 units, 18 of which must be degree applicable, with a 2.0 grade point average. Consult the athletic director or athletic counselor (in WPEK-107) to determine athletic eligibility and to complete a student educational plan.

**STUDENT HEALTH & WELLNESS CENTER**

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

**Eligibility**

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

**Cost**

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

**Personnel**

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

**Services include:**

- Treatment of acute illness
- Personal counseling with a Mental Health Specialist
- Blood pressure checks

- Free health literature for personal use
- Family planning: information, pap tests, birth control, pregnancy tests
- Screening and treatment for sexually transmitted infections
- Nutritional counseling
- Help with applying for Medi-Cal, Family PACT or group student health insurance
- Vaccinations
- Referrals to physicians and other health agencies
- First aid
- T.B. skin test
- Laboratory testing

**Treatment of a Minor**

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

**Accident Insurance**

Accident insurance is included in the student health fee and provides on-campus accident coverage while attending college or college-sponsored activities. It is recommended that each student carry voluntary insurance coverage for off-campus emergencies and illnesses.

Information on various health insurance carriers may be obtained in the Student Health & Wellness Center, Student Center, room STCN-122 on the Valencia Campus and in Building 1B on the Canyon Country Campus or call (661) 362-3259 for further information.

**Health Recommendation**

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

**VALENCIA CAMPUS**

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

**CANYON COUNTRY CAMPUS**

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

**TRANSFER CENTER**

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

In the Transfer Center students will receive assistance in reaching their transfer goals. In addition, the center

offers workshops to assist transfer-ready students in completing admission's applications, the writing of personal statements and the overall knowledge of the transfer process.

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

Students may obtain additional information by visiting the Transfer Center, Canyons Hall, room 214, on the Valencia Campus and Building 1C on the Canyon Country Campus or by calling (661) 362-3455. Please go to the website at [www.canyons.edu/offices/transfercenter](http://www.canyons.edu/offices/transfercenter) to get information on activities and events.

### UNIVERSITY CENTER

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

The University Center is home to numerous colleges and universities committed to making degree programs readily available to residents and employers of the Santa Clarita Valley. For more information regarding any of the universities and upcoming programs, please call (661) 362-5150 or visit the website at [www.cocuniversitycenter.com](http://www.cocuniversitycenter.com).

### VETERANS RESOURCE CENTER

#### Building X-9, (661) 362-3469

The Veterans Resource Center (VRC) at College of the Canyons provides a comprehensive program of services for our student veterans.

The center provides the essential components in academic support services for student veterans and staff to compliment classroom learning and college success.

There are VA Education Benefits Advisors, a computer lab, conference table, study desk, hospitality table, information boards, new student veteran initial advisements and orientations, veteran mentors and relevant support programs.

The VRC provides a relaxing place for student veterans to meet, do homework, get help with their classes, find a mentor, receive the latest veteran benefits information, request Veteran Education Benefits, coordinate with a veteran's network, attend workshops, and meet with veterans' service providers.

The VRC is a centralized resource hub, easily accessible and widely available to all student veterans and veteran dependents. The center's primary goal is to assist veterans for a successful transition to academic life.

### Veteran Education and Vocational Programs

College of the Canyons provides assistance to veterans for the following benefit programs:

- **Chapter 30** - Active Duty Educational Assistance Program, Montgomery GI Bill
- **Chapter 31** - Vocational Rehabilitation
- **Chapter 33** - Post-9/11 GI Bill
- **Chapter 35** - Survivors and Dependents Educational Assistance Program
- **Chapter 1606** - Selected Reserve Educational Assistance Program
- **Chapter 1607** - Reserve Educational Assistance Program (REAP)

### Veteran Registration

Veterans may be eligible for priority registration for 15 years following their discharge from active duty. In order to be eligible, veterans must take a copy of their DD214 discharge papers to the Veteran Resource Center. Active duty military need to show proof of their military ID and orders. Once a level 1 registration date has been assigned you can view it through your My Canyons student account.

Veterans seeking to use VA Educational Benefits apply online at [www.gibill.va.gov](http://www.gibill.va.gov) for their Certificate of Eligibility. One copy must be given to the Veteran Resource Center. For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1. While waiting for the Certificate of Eligibility, students are advised to complete the College of the Canyons enrollment process, such as completing the online admission application and, if required, proceed with completing the placement test and online orientation.

Veterans that wish to receive Veterans Education Benefits should only register for classes required to complete their VA approved program on or after their assigned registration date/time. Check with the Veteran Resource Center for a list of VA approved programs.

### Veteran Financial Aid

Other financial aid may be available by completing a FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov). For additional information:

- Contact the Veteran Resource Center at (661) 362-3469 or email [veterans@canyons.edu](mailto:veterans@canyons.edu). Additional Information is available at <http://www.canyons.edu/offices/va/Pages/default.aspx>.

### Veteran Residency

College of the Canyons adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act).

College of the Canyons exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces who is classified as a California resident is also exempt from non-resident tuition.

A qualified veteran and/or dependent who reside in California and are attending a California school within 3 years of discharge will receive Resident Tuition Rate.

### Schedule of Fees For Veterans

Fees are due at the time of registration each semester or each time materials are acquired or services rendered, unless you are eligible for the Post 9/11 GI Bill (Chapter 33) or VA Vocational Rehabilitation (Chapter 31) and establish a sponsor account. Fees must be paid at the time of registration. Any fees that are not covered by the Department of Veteran Affairs are the student's responsibility. If all fees are not paid at the time of registration, the student will be removed from all courses.

Veteran Benefits Initial Advisement and Orientation must be completed in the Veteran Resource Center in order to begin the process of certification for VA Education or Vocational Benefits. Certification may take 2-3 weeks during peak times for processing. A request for VA payment must be submitted to the College of the Canyons Veteran Resource Center every term via a VP-20 form in order to initiate the process for benefits and if you are eligible for Chapter 31 or 33, this will help to avoid being dropped from courses for non-payment.

### Prior Credit, CFR 521.4253 (d) (3)

All prior credit must be reviewed and credit granted as appropriate to an approved program that has been selected by the veteran student. Whenever a student initially enrolls or changes programs a Veteran Student Education Plan (VA SEP) must be completed before a request for VA Education Benefits can be processed.

### Repeating Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that course may be repeated and certified to VA again.

**Example 1**, if a nursing program requires a "B" or better in biology, then that class may be repeated if a "B" or better was not earned. That requirement must be in the school catalog.

**Example 2**. If a course is required for graduation, a student may repeat the course and be certified for it until it is successfully completed. No further information needs to be provided to VA regarding those courses.

**Example 3**. If a student chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to VA.

### Academic Counseling for Veteran Students

Veteran students using benefits must complete the matriculation process as required of all students. The new student advisement is especially important for veterans because the veteran is required to select an approved program and can only receive benefits for taking courses that are required to complete the approved program. The first-semester education plan is helpful in selecting classes for the first term and can be used for VA Education Benefits.

Veterans using benefits may schedule counseling appointments with a Veterans Academic Counselor or with general counseling. Veteran students should be reminded that all transcripts must be submitted and all prior credit must be evaluated. The counselor will create a SEP which is written to the VA standards and used in the certification process.

### Veterans Attendance Standards

Veterans are expected to adhere to all school attendance policies. In addition to the schools policy the 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.

The last date of attendance /effective date for each course is reported to the VA, when a student officially withdraws, is administratively withdrawn or stops attending without officially withdrawing. For VA Education Benefits a W grade is considered punitive and the last date of attendance must be reported to the VA.

All changes in credit must be reported to the Veteran Resource Center using Form VP-30 Veterans Notice of Change in Schedule. If changes are not reported in a timely manner it can cause an overpayment of VA Educational Benefits.

Veteran students that withdraw from classes as a result of a conflict with military duty may request MW (military withdrawal) grade in the Veteran Resource Center. When submitting a request for Military Withdrawal you must submit a copy of military orders that demonstrate a conflict with completing registered courses.

### Probation and Disqualification of Veterans Benefits

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. In other cases, benefits cannot be resumed unless VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities.

The VA is notified of unsatisfactory progress and academic progress. It is important to note poor academic standing may impact your education or vocational benefits.

- Academic probation means that your cumulative GPA at COC is below a 2.0.
- Progress probation means that more than half of the total number of classes you have attempted have ended up with Incompletes, Withdrawals, or No Pass notations.

For more information on academic standing please see the Academic Counselor.



## INTERNSHIPS AND WORK EXPERIENCE

The Internships Department offers students an opportunity to receive college credit through Cooperative Work Experience Education (CWE) courses. CWE-188 courses have been integrated into programs throughout the College. Internships allow students to apply knowledge gained in courses to an actual work setting. In addition to college credit, students are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting. Students may also earn college credit for their current job by enrolling in CWE-189 General Work Experience. Information regarding student eligibility requirements is available from the Internship Office by calling 661-362-3309. To search for an Internship and find out more about how to obtain an internship, visit [www.canyons.edu/interns](http://www.canyons.edu/interns) or stop by the office located in Student Center, room 123 on the Valencia Campus.



# Instructional Programs



INSTRUCTIONAL PROGRAMS

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

### General Education

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

### Transfer Education

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

### Career Education

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

### College Success Skills

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

## SPECIAL COURSES

### Special Topics

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

### Experimental Courses listed as 199 or 099

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

## COURSE DESCRIPTIONS

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

The credit value of each course is indicated in semester units. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or activity classes.

### Repeatability

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

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

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

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

### Course Identification Numbering System (C-ID)

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

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

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

**CLASSES THAT DO NOT PROVIDE CREDIT****Continuing Education (Noncredit Courses)**


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

**Community Education**

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





 Program	Associate Degree Transfer	Associate Degree	Certificate Achievement	Certificate Specialization	Program	Associate Degree Transfer	Associate Degree	Certificate Achievement	Certificate Specialization				
	<b>Administration of Justice</b> <b>American Sign Language Interpreter</b> Deaf-Blind Support Service Provider <b>Architectural Drafting</b> Architectural Computer Aided Drafting Sustainable Design and Development <b>Art</b> Studio Arts <b>Automotive Technology</b> <b>Biological Sciences</b> <b>Business</b> Accounting Technician Accounting (transfer) Business Administration E-Commerce/Business Entrepreneurship & Small Business Mgmt. Finance Human Resources Management International Trade-Finance International Trade-Marketing Marketing Restaurant Entrepreneur Retail Management <b>Communication Studies</b> <b>Computer Applications &amp; Web Technologies</b> Administrative Assistant Computer Applications E-Commerce/Technology Medical Office Administrative Assistant Web Development Web Publishing and Design Web-Site Development <b>Computer Networking</b> Network Associate Network Engineer System Administrator <b>Computer Science</b> <b>Construction Management</b> Building Inspection <b>Culinary Arts</b> Baking and Pastry <b>Early Childhood Education</b> Infant/Toddler Preschool School Age Special Education Supervision/Admin. of Childrens Programs <b>Emergency Medical Technician I</b> <b>Engineering</b> Mechanical Drafting <b>English</b> <b>Fire Technology</b> Management In-Service Pre-Service <b>Geography</b> <b>Geology</b> <b>Graphic &amp; Multimedia Design</b> Graphic Design Multimedia <b>History</b> <b>Hotel/Restaurant Management</b> Hotel Management Restaurant Management <b>Interior Design</b> Home Staging Interior Decorating and Merchandising Set Decorator	X	X	X		<b>Kinesiology</b> Personal Trainer Sports Medicine <b>Land Surveying</b> <b>Liberal Arts and Sciences (Transfer)</b> Humanities Emphasis Mathematics & Science Emphasis Social & Behavioral Sciences Emphasis <b>Liberal Studies</b> Elementary Teaching Education <b>Manufacturing Technology</b> Automated Machining CAD/CAM CATIA Machining/CNC Manufacturing Fundamentals <b>Mathematics</b> <b>Media Entertainment Arts</b> Animation Production Computer Animation Filmmaking Journalism New Media Journalism News Reporting and Anchoring Sound Arts Video Game Animation <b>Medical Laboratory Technician</b> <b>Modern Languages</b> French Spanish <b>Music</b> Composition Concert Performance Guitar Performance Jazz Performance Voice Performance <b>Nursing</b> Certified Nursing Assistant LVN to RN Career Ladder Registered Nurse (RN) <b>Paralegal</b> <b>Philosophy</b> <b>Photography</b> Commercial Photography Fine Art Photography <b>Physics</b> <b>Political Science</b> <b>Psychology</b> <b>Real Estate</b> <b>Recreation Management</b> <b>Social Science</b> <b>Sociology</b> Social Justice Studies <b>Solar Energy Technician</b> <b>Theater</b> Theater Arts Theater Performance <b>Water Systems Technology</b> <b>Welding Technology</b> Gas Tungsten Arc Welding Pipe Fabrication/Welding Robotic Welding Automation Shielded Metal Arc Welding (SMAW) <b>Wine Studies</b> Hospitality Wine Services	X	X			X	X	

Required sequences and frequency of course offerings as well as length of time required to obtain a degree or certificate can be found on the college website at [www.canyons.edu/Offices/AcademicAffairs/Programs](http://www.canyons.edu/Offices/AcademicAffairs/Programs).

# Program/Course Description



PROGRAM/COURSE DESCRIPTION

# ADMINISTRATION OF JUSTICE

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

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

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

**NOTE:**

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

**Associate in Science Degree:  
Administration of Justice for Transfer**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Administration of Justice. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

**Degree and Certificate Student Learning Outcome:**

Students will be able to analyze, interpret, and evaluate concepts related to the administration of justice.

**Program Requirements:**

Units required: 18

	Units
ADMJUS-101 Introduction to Administration of Justice System .....	3.0
ADMJUS-125 Criminal Law .....	3.0
<i>Plus six units from the following:</i>	
ADMJUS-110 Principles and Procedures of the Justice System .....	3.0
ADMJUS-135 Criminal Evidence.....	3.0
ADMJUS-155 Criminal Investigation .....	3.0
<i>Plus six units from the following:</i>	
PSYCH-101 Introduction to Psychology .....	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology - Honors .....	3.0
<i>AND</i>	
SOCI-101 Introduction to Sociology .....	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology – Honors.....	3.0

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

**Degree and Certificate Student Learning Outcome:**  
Students will be able to demonstrate proficiency in the core skills and knowledge for academic training in a police academy.

Program Requirements:

Units required: 24

	Units
ADMJUS-101 Introduction to Administration of Justice .....	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 Criminal Evidence.....	3.0
<i>Plus six units from the following:</i>	
ADMJUS-150 Police Field Operations .....	3.0
ADMJUS-155 Criminal Investigation .....	3.0
ADMJUS-160 Traffic: Enforcement and Investigation .....	3.0
ADMJUS-175 Organized Crime and Vice .....	3.0
ADMJUS-180 Dangerous Drugs and Narcotics .....	3.0
ADMJUS-185 Police-Community Relations .....	3.0

**ADMJUS 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE**

Units: 3.00  
UC:CSU 54.00 hours lecture  
C-ID AJ 110

*Recommended Preparation: ENGL-101 or ENGL-101H*

Examines due process in criminal proceedings from pre-arrest through trial and the appeal process using statutory law and state and federal constitutional law precedents. Includes an in-depth study of each primary segment of the administration of justice system. UC credit limitation: ADMJUS-101 and 110 combined, maximum credit one course.

**ADMJUS 110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM**

Units: 3.00  
UC:CSU 54.00 hours lecture  
C-ID AJ 122

Examines due process in criminal proceedings from pre-arrest through trial and the appeal process using statutory law and state and federal constitutional law precedents. Includes an in-depth study of each primary segment of the administration of justice system. UC credit limitation: ADMJUS-101 and 110 combined, maximum credit one course.

**ADMJUS 125 CRIMINAL LAW**

Units: 3.00  
UC:CSU 54.00 hours lecture  
C-ID AJ 120

*Recommended Preparation: ENGL-101 or ENGL-101H*

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

**ADMJUS 126 SUBSTANTIVE CRIMINAL LAW**

Units: 3.00  
CSU 54.00 hours lecture

Presents the substantive laws most often encountered by municipal, county, or state police officers; emphasizing in depth examination of the most common misdemeanor and felony violations of the California law.

**ADMJUS 130 REPORT WRITING FOR LAW ENFORCEMENT**

Units: 3.00  
CSU 54.00 hours lecture

Prepares students to complete police reports consistent with their departments policies, incorporating proper grammar, sentence and paragraph construction, and necessary elements of the incident(s) reported therein.

**ADMJUS 135 CRIMINAL EVIDENCE**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID AJ 124

Introduces the fundamentals of evidence in a law enforcement context including relevant constitutional issues, Supreme Court decisions, and the California and Federal Rules of Evidence.

**ADMJUS 150 POLICE FIELD OPERATIONS**

Units: 3.00  
CSU 54.00 hours lecture

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

**ADMJUS 155 CRIMINAL INVESTIGATION**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID AJ 140

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



**ADMJUS 160 TRAFFIC: ENFORCEMENT AND INVESTIGATION**

Units: 3.00

CSU 54.00 hours lecture

Examines traffic collision investigation, including basic reporting requirements, classification and determination of the cause of collisions, and traffic control and enforcement.

**ADMJUS 175 ORGANIZED CRIME, GANGS, AND VICE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the history of gangs and organized criminal enterprises including the social, political and legal influences of organized crime and its impact on crime in the United States.

**ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS**

Units: 3.00

CSU 54.00 hours lecture

Presents law enforcement's role in the prevention of narcotics and dangerous 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**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents a study of the roles of the law enforcement agencies and their interaction with the community. Emphasizes professionalism and the development of positive relationships between law enforcement and the public.

**ANIMATION**

*(See Media Entertainment Arts)*

**ANTHROPOLOGY**

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

**ANTHRO 101 PHYSICAL ANTHROPOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

Focuses on the evolution of the human species and non-human primates primarily from the biological perspective. Topics include human heredity and population genetics, primate behavior and conservation, the human fossil record, and modern human variation.

**ANTHRO 101H PHYSICAL ANTHROPOLOGY-HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

Focuses on the evolution of the human species and non-human primates primarily from the biological perspective. Topics include human heredity and population genetics, primate behavior and conservation, the human fossil record, and modern human variation. Additional reading, writing, and research techniques are required.

### **ANTHRO 101L PHYSICAL ANTHROPOLOGY LABORATORY**

Units: 1.00

UC:CSU 54.00 hours lab

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

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

### **ANTHRO 103 CULTURAL ANTHROPOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 120

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

### **ANTHRO 103H CULTURAL ANTHROPOLOGY - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 120

*Recommended Preparation: ENGL-101 or ENGL-101H*

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

### **ANTHRO 105 INTRODUCTION TO ARCHEOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 150

Examines archaeology and human prehistory from an interdisciplinary perspective, including methods for excavation, dating, interpretation, and conservation of items of material culture. Topics include past social systems, the process of cultural change throughout human history, and the relevance of archaeological studies to contemporary social issues. Archaeological ethics regarding human remains, looting, preservation, cultural resource management and the role of indigenous peoples are examined. Field trips may be required.

### **ANTHRO 210 INDIANS OF CALIFORNIA**

Units: 3.00

UC:CSU 54.00 hours lecture

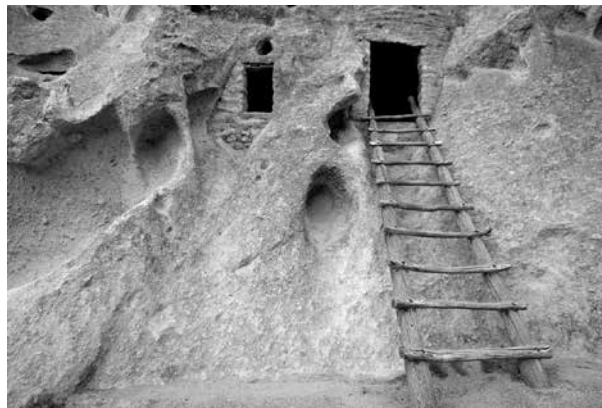
Examines Native American cultures of California from prehistoric times to the present, including geographic origins, settlement areas, technology, subsistence patterns, social organization, religion, folklore, material culture and current social issues.

### **ANTHRO 220 MAGIC, WITCHCRAFT AND RELIGION**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the cross-cultural phenomena of religion, witchcraft and magical behavior from an anthropological perspective and how it can affect social controls, cultural change, and healing practices. Topics include mythology, rituals, altered states of consciousness, the soul, religious specialists and modern religious movements.



# ARCHITECTURAL DRAFTING

## Associate in Science Degree: Architectural Drafting and Technology

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

### Degree Student Learning Outcome:

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

### Program Requirements:

Units Required: 38

		Units
ARCHT-100	Careers in Architecture, Interior Design and Related Fields .....	1.0
ARCHT-110	Architectural Drafting .....	3.0
ARCHT-120	Design I - Elements of Architectural Design .....	3.0
ARCHT-140	Materials and Methods of Construction .....	3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-180	Codes and Zoning Regulations .....	3.0
ARCHT-190	Design II - Space Planning .....	3.0
ARCHT-240	Architectural Design Portfolio .....	3.0
ARCHT-200A	Sustainable Development and Environmental Design .....	3.0
ARCHT-200B	Design III - Environmental Design Lab .....	1.0
ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-270	Advanced 3-D CAD and Building Information Modeling (BIM) .....	3.0
<i>OR</i>		
ARCHT-280	Design IV - Advanced Design .....	3.0
ID-103	Perspective and Interior Illustration .....	3.0

*OR*

ID-104	Rapid Visualization and Illustration .....	3.0
ID-114	Architecture and Interiors History Antiquity - Classical Revival .....	3.0

*OR*

ID-115	Architecture and Interiors History: Classical Revival - Post Modern .....	3.0
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*Recommended electives:*

ANTHRO-103	Cultural Anthropology .....	3.0
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*OR*

ANTHRO-103H	Cultural Anthropology - Honors ...	3.0
ART-124A	Drawing I .....	3.0
GMD-047	Introduction to Photoshop .....	1.0
ID-102	Applied Color for Designers .....	3.0
ID-207	Residential Design .....	3.0

## Certificate of Achievement: Architectural Drafting

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

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

### Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 31

		Units
ARCHT-100	Careers in Architecture, Interior Design and Related Fields .....	1.0
ARCHT-110	Architectural Drafting .....	3.0
ARCHT-140	Materials and Methods of Construction .....	3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-180	Codes and Zoning Regulations .....	3.0
ARCHT-190	Design II - Space Planning .....	3.0

ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design ..... 3.0
ARCHT-240	Architectural Design Portfolio ..... 3.0
ARCHT-260	3-D CAD for Modeling/Animation .... 3.0
ARCHT-270	Advanced 3-D CAD and Building Information Modeling (BIM) ..... 3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival ..... 3.0
	<i>OR</i>
ID-115	Architecture and Interiors History: Classical Revival - Post Modern ..... 3.0

**Certificate of Achievement: Sustainable Design and Development**

Sustainably designed (Green) buildings continue to be the fastest growing sector of the construction industry in the United States. This growth can be attributed, in part, to third-party voluntary certification systems such as LEED (Leadership in Energy and Environmental Design), which have gained tremendous momentum over the past decade. Similarly, the California Green Building Code (CALGreen), first adopted statewide in 2009, now mandates that a significant portion of commercial and residential construction in California be designed and constructed to meet a new range of sustainable and energy saving measures. In addition, post occupancy energy consumption mandated reviews are now required. Updated versions of the CALGreen code will be adopted by the state on a three year cycle (<http://www.bsc.ca.gov/Home/CALGreen.aspx>).

The design and construction of Green Buildings address the following environmental issues:

- Climate change
- Resource depletion
- Water consumption
- Degradation of ecosystems/habitat
- Indoor environmental quality
- Occupant comfort and productivity

As a result of the rapidly growing market for green building sector certifications and code compliance documentation, educational resources must adapt to meet the needs of the marketplace and to keep pace with these new sustainable technologies and advancements.

This certificate provides training related to both CalGreen and LEED Certification, thus preparing students to sit for the LEED Green Associate Examination (LEED GA)

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the knowledge and skills required to work in the green building industry.

**Program Requirements:**

Units Required: 18.5

	Units
ARCHT-085	Introduction to the LEED Rating System ..... 0.5
ARCHT-086	Project Site Factors ..... 0.5
ARCHT-087	Sustainable Materials and Indoor Environmental Quality ..... 0.5
ARCHT-088	Innovation in Design and Regional Priorities ..... 0.5
ARCHT-089	Green Building Economics ..... 0.5
ARCHT-090	LEED Online Documentation and Processing ..... 0.5
ARCHT-091	Green Building Control Systems and Resource Efficiency ..... 1.0
ARCHT-095	LEED Green Associate (GA) Test Preparation ..... 0.5
ARCHT-200A	Sustainable Development and Environmental Design ..... 3.0
	<i>Plus a minimum of eleven units from the following courses:</i>
ARCHT-110	Architectural Drafting ..... 3.0
ARCHT-140	Materials and Methods of Construction ..... 3.0
ARCHT-180	Codes and Zoning Regulations ..... 3.0
ARCHT-200B	Design III - Environmental Design Lab ..... 1.0
CONST-102	Construction Management Principles ..... 3.0
CONST-103	Blue Print Reading for Construction ..... 3.0
CONST-105	Construction Estimating Principles ..... 3.0
CWE-188	Cooperative Work Experience Education ..... 1.0 - 2.0
ENGL-094	Introduction to Technical Reading and Writing ..... 3.0
ENVRMT-104	Energy Resource Conservation ..... 3.0
ID-110	Architectural Drafting ..... 3.0
ID-111	Kitchen and Bath Design ..... 3.0
ID-113	Interior Design Materials and Specifications ..... 3.0
SPAN-150	Beginning Conversational Spanish ..... 3.0
WATER-020	Introduction to Water Systems Technology ..... 3.0
WATER-032	Water Supply ..... 3.0
WATER-035	Water Quality ..... 3.0



**Certificate of Specialization: Architectural Computer Aided Drafting**

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

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 15

	Units
ARCHT-110 Architectural Drafting .....	3.0
ARCHT-160 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-220 Advanced 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-260 3-D CAD for Modeling/Animation ....	3.0
ARCHT-270 Advanced 3-D CAD and Building Information Modeling (BIM) .....	3.0

**Certificate of Specialization: Sustainable Design and Development**

Provides the green collar workforce with a practical training approach to sit for the LEED GA Accreditation exam. Courses consist of focused study in each LEED category. The certificate is most applicable to architectural practices, interior design, construction technology, building management, construction management, building inspection, landscape architecture and planning, as well as related fields with an economic life-cycle approach to the built environment.

**Certificate Student Learning Outcome:**

Students will be able to possess technical knowledge of green building design and construction in order to meet the requirements for accreditation testing.

**Program Requirements:**

Units Required: 4.5

	Units
ARCHT-085 Introduction to the LEED Rating System .....	0.5
ARCHT-086 Project Site Factors .....	0.5
ARCHT-087 Sustainable Materials and Indoor Environmental Quality .....	0.5
ARCHT-088 Innovation in Design and Regional Priorities .....	0.5
ARCHT-089 Green Building Economics .....	0.5
ARCHT-090 LEED Online Documentation and Processing.....	0.5
ARCHT-091 Green Building Control Systems and Resource Efficiency.....	1.0
ARCHT-095 LEED Green Associate (GA) Test Preparation .....	0.5

**ARCHT 084 DIGITAL ILLUSTRATION FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Introduces graphic illustration software for architecture and interior design presentations. Same as ID-084.

**ARCHT 085 INTRODUCTION TO THE LEED RATING SYSTEM**

Units: 0.50

9.00 hours lecture

Introduces the LEED Rating System point structure, overview of the various LEED credits and an introduction to the LEED online application process. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 086 PROJECT SITE FACTORS**

Units: 0.50

9.00 hours lecture

Defines and explores factors involved in sustainable site development, including Brownfield redevelopment and best practices for stormwater, landscape and transportation design. Field trip to a Brownfield site is required. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 087 SUSTAINABLE MATERIALS AND INDOOR ENVIRONMENTAL QUALITY**

Units: 0.50

9.00 hours lecture

Provides an overview of sustainable building material selection for exterior and interior applications pursuing LEED certification credits. Indoor environmental health considerations such as indoor air quality, ventilation, interior lighting and acoustical quality will also be introduced. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 088 INNOVATION IN DESIGN AND REGIONAL PRIORITIES**

Units: 0.50

9.00 hours lecture

Introduces innovative sustainable building design strategies, emphasizing emerging trends that address pressing regional environmental issues. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 089 GREEN BUILDING ECONOMICS**

Units: 0.50

9.00 hours lecture

Provides strategies on the application of economic principles to assess and balance the competing environmental and resource demands involved in the construction of the built environment. Factors analyzed will include the waste assimilation capacity of the environment, resource decision making based on market economy, building efficiency and lifecycle cost analysis. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 090 LEED ONLINE DOCUMENTATION AND PROCESSING**

Units: 0.50

9.00 hours lecture

Introduces students to LEED Online, the internet based interface for submitting credit compliance information to the Green Building Certification Institute for a project's prospective LEED certification. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 091 GREEN BUILDING CONTROL SYSTEMS AND RESOURCE EFFICIENCY**

Units: 1.00

18.00 hours lecture

Presents the efficient use and conservation of energy resources for environmental control systems in green buildings, including heating, cooling, ventilation and lighting. Topics include the use of automated solar control, cross and stack ventilation, daylighting methods and an introduction to mechanical systems for interior environment control in green buildings. Emphasis on sustainable building technology use in the design of environmental control systems. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 095 LEED GREEN ASSOCIATE TEST PREPARATION**

Units: 0.50

9.00 hours lecture

Prepares students for the LEED Green Associate (GA) exam through a structured program that includes introduction to studying methodologies, test taking strategies and in-class practice testing. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 096L ARCHITECTURAL DRAFTING CAD LAB**

Units: 1.00

54.00 hours lab

A lab for the currently-enrolled student who wishes to increase skills through the use of the CAD lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the architecture program. Units do not apply to the associate degree.

**ARCHT 100 CAREERS IN ARCHITECTURE, INTERIOR DESIGN AND RELATED FIELDS**

Units: 1.00

CSU 18.00 hours lecture

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

**ARCHT 110 ARCHITECTURAL DRAFTING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

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

**ARCHT 120 DESIGN I - ELEMENTS OF ARCHITECTURAL DESIGN**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces fundamentals of the 2D and 3D design process including the design and representation of architectural form, space and organization.

**ARCHT 140 MATERIALS AND METHODS OF CONSTRUCTION**

Units: 3.00

CSU 54.00 hours lecture

Introduces principles, materials, methods, and processes of traditional and sustainable construction. Combines both theory and practical application. Field trips are required.

**ARCHT 160 2-D CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-110 or ID-110*

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

**ARCHT 180 CODES AND ZONING REGULATIONS**

Units: 3.00

CSU 54.00 hours lecture

Provides an in-depth review of California building codes, ADA or California Title 24 (Disabled Access Regulations based on the Americans with Disability Act), as related to commercial, residential and institutional projects. Students will apply building and zoning codes for the design and drafting in architecture and interior design.

**ARCHT 190 DESIGN II – SPACE PLANNING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

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

Interpret required sheets, content, and order for a small set of working drawings for a single story wood frame residence. Same as ID-190.

**ARCHT 200A SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL DESIGN**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces sustainable development and environmental design concepts related to culture, economics, politics, climate, energy systems, architecture and city planning. Field trip may be required.

**ARCHT 200B DESIGN III - ENVIRONMENTAL DESIGN LAB**

Units: 1.00

CSU 54.00 hours lab

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

A laboratory course focusing on environmental design principles, including climate, energy use, comfort, and materials for envelope load dominated buildings. Field trip may be required.

**ARCHT 220 ADVANCED 2-D CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-160*

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

**ARCHT 240 ARCHITECTURAL DESIGN PORTFOLIO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ARCHT-084*

Presents the process of preparing for employment in the architecture industry, including a portfolio of appropriate selection of work, concept improvement and methods of presentation.

**ARCHT 260 3-D CAD FOR MODELING/ ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-084 or ARCHT-160*

Presents advanced computer-aided drafting (CAD) features to create 3-dimensional conceptual drawings.

**ARCHT 270 ADVANCED 3-D CAD AND BUILDING INFORMATION MODELING (BIM)**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-160**Recommend Preparation: ARCHT-084 or ID-084*

Presents intermediate to advanced architectural CAD in 3-D illustration, rendering and animation. Virtual “walk-through” and “fly-through” of interior/exterior 3-D models with photo-realistic materials and lighting will be produced. Field trips may be required.

**ARCHT 280 DESIGN IV - ADVANCED DESIGN**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-190, ARCHT-200A, ARCHT-200B**Recommended Preparation: ARCHT-084, ARCHT-260, ARCHT-270, ID-115*

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

# ART

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

## Associate in Arts Degree: Studio Arts for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Studio Arts. Additional majors are being developed. Please see a counselor for more information.

### Degree Student Learning Outcome:

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

### Program Requirements:

Units Required: 24

	Units
ART-111 Art History: Renaissance to Modern .....	3.0
ART-124A Drawing I .....	3.0
ART-140 Beginning Design: Two-Dimensional Media .....	3.0
ART-141 Beginning Design: Three-Dimensional Media .....	3.0

*Plus three units from the following:*

ART-110 Art History: Ancient to Medieval.....	3.0
ART-112 Art of Africa, Oceania, and the Indigenous Americas .....	3.0
ART-115 Art History: U.S and European Modernism .....	3.0
ART-116 Asian Art History .....	3.0

*Plus one course from any of three of the following areas for a maximum of nine units:*

### Drawing:

ART-124B Drawing II .....	3.0
ART-224A Drawing III – Life Drawing .....	3.0

### Illustration:

ART-222 Illustration I .....	3.0
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### Painting:

ART-227 Painting I .....	3.0
ART-228 Painting II .....	3.0

### Printmaking:

ART-237 Fundamentals of Printmaking .....	3.0
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### Sculpture:

ART-235 Sculpture .....	3.0
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**Associate in Arts Degree: Art**

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 24

Choose six units from the following: Units

- ART-110 Art History: Ancient to Medieval.....3.0
- ART-111 Art History: Renaissance to  
Modern .....3.0
- ART-115 Art History: U.S and European  
Modernism.....3.0
- ART-116 Asian Art History .....3.0

*Plus twelve units from the following:*

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

*Plus six units from the following:*

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

*Recommended electives:*

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

**ART 110 ART HISTORY: ANCIENT TO MEDIEVAL**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 110

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

**ART 111 ART HISTORY: RENAISSANCE TO MODERN**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 120

Analyzes major works of art, emphasizing leading creative movements of the Western World from the Italian Renaissance through the contemporary period. Field trip may be required.

**ART 112 ART OF AFRICA, OCEANIA, AND THE INDIGENOUS AMERICAS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-101 or ENGL-101H*

Survey of the visual art and culture within select regions of Africa, Oceania, and the Americas. Field trip may be required.

**ART 115 ART HISTORY: U.S. AND EUROPEAN MODERNISM**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the history of architecture, sculpture and painting from the mid-nineteenth century to the present time in Western Europe and North America, emphasizing art of the twentieth century. Museum field trips may be required.

**ART 116 ASIAN ART HISTORY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 130

*Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys art and architecture from India, Southeast Asia, China, Korea, and Japan from prehistory to modern times. Field trip may be required. Formerly ART-130.

**ART 124A DRAWING I**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 110

The beginning course in drawing experiences emphasizing basic drawing techniques in a variety of media and compositional and design fundamentals.

**ART 124B DRAWING II**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 200

*Recommended Preparation: ART-124A*

Continues the study of drawing focusing on skeletal and muscular structure from a live model, and emphasizing the development of drawing skills to suggest proportion, form, and gesture.

**ART 140 BEGINNING DESIGN: TWO-DIMENSIONAL MEDIA**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 100

Introduces the study of the elements and principles of 2-D design with special emphasis on structure, color, and composition; materials may include pencil, gouache, and ink.

**ART 141 BEGINNING DESIGN:  
THREE-DIMENSIONAL MEDIA**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 101

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

**ART 205 LANDMARKS OF ART AND  
VISUAL CULTURE**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**ART 220 WATERCOLOR PAINTING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

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

**ART 222 ILLUSTRATION I**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-124A or ART-140*

Introduces materials and techniques used by commercial illustrators. Projects emphasize concept development, style, imagery, and illustrative communication for use in and in combination with advertising, editorial print media, and various publications. Projects are designed to meet professional standards. Field trips may be required.

**ART 224A DRAWING III - LIFE DRAWING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Recommended Preparation: ART-124A*

Presents advanced drawing techniques studying skeletal and muscular structure from the live model, emphasizing the development of drawing skills to suggest proportion, form and gesture.

**ART 227 PAINTING I**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 210

*Prerequisite: ART-124A or ART-140*

Introduces beginning painting techniques, pictorial design, and composition. Includes exploration of various media such as oil and acrylic. Field trip may be required.

**ART 228 PAINTING II**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-227 or presentation of portfolio*

Presents advanced painting techniques including pictorial design, creative interpretation and the use of various media. Field trips may be required.

**ART 235 SCULPTURE I**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-141*

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

**ART 236 SCULPTURE II**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-235*

Second of a two course sequence in sculpture continuing the student's knowledge of contemporary techniques and materials. Additive, subtractive, manipulation and substitution techniques are further explored.

**ART 237 FUNDAMENTALS OF  
PRINTMAKING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Recommended Preparation: ART-124A*

Introduces materials and techniques of monotype, etching, silk screen and relief print including wood and linoleum.

**ART 238 PRINTMAKING - INTAGLIO**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-237*

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

**ART 295 PROFESSIONAL SKILLS FOR  
ARTISTS**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

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

# ASTRONOMY

Astronomy is the study of the principles and development of the solar system and the galaxies. Astronomy classes include general survey introductory courses for physical science majors or students looking for interesting alternatives to fulfill general education requirements. The following is a sample of career options available for astronomy majors, of which most require a baccalaureate degree, and some require a graduate degree: teacher, astrophysicist and astronomer. An associate degree is not available in astronomy.

## ASTRON 100 SURVEY OF GENERAL ASTRONOMY

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the principal concepts of astronomy including motion, light, telescopes, our solar system, extra-solar planets and the evolution of stars, galaxies and cosmology. UC credit limitation: No credit for ASTRON-100 if taken after 101 or 102.

## ASTRON 101 STARS AND GALAXIES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys stellar and galactic astronomy including the properties of atoms, light, stars, galaxies, and the formation and evolution of the universe. UC credit limitation: No credit for ASTRON-100 if taken after 101 or 102.

## ASTRON 101L OBSERVATIONAL ASTRONOMY

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the techniques of observational astronomy. Utilizes star charts, telescopes, and digital cameras to observe and map objects in the sky. Includes an analysis of the properties of light and atoms.

## ASTRON 102 OUR SOLAR SYSTEM AND OTHER PLANETARY SYSTEMS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the dynamics of our solar system and other planetary systems including Kepler's Laws, motion, planets and their satellites, dwarf planets, comets, meteors and extra-solar planet systems. UC credit limitation: No credit for ASTRON-100 if taken after 101 or 102.

# AUTOMOTIVE TECHNOLOGY

## Associate in Science Degree and Certificate of Achievement: Automotive Technology

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

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 27

	Units
AUTO-101	Automotive Engine Fundamentals.....4.0
AUTO-102	Engine Performance I.....4.0
AUTO-103	Automotive Electrical Systems .....5.0
AUTO-109	Automotive Brake Systems .....4.0
<i>Plus nine units from the following:</i>	
AUTO-094	Automotive Heating and Air .....3.0 Conditioning.....3.0
AUTO-104	Steering, Suspension and Alignment.....3.0
AUTO-105	Automatic Transmissions.....5.0
AUTO-106	Manual Transmissions, Transaxles and Drivetrains .....5.0
AUTO-110	Diesel Engines.....3.0
AUTO-111	Diesel Fuel Systems.....3.0

Plus nine units from the following:

CWE-188AUTO Cooperative Work Experience .....  
Education..... 1.0

### **AUTO 090 AUTOMOTIVE MAINTENANCE AND OPERATION**

Units: 3.00

36.00 hours lecture, 54.00 hours lab

Introduces an overview of automotive maintenance and repair concepts for the student with little or no background in the automotive field. Topics include: basic theory of operation, basic maintenance, lubrication, cooling system, fuel, lighting, brakes, tires and the ignition system.

### **AUTO 094 AUTOMOTIVE HEATING AND AIR CONDITIONING**

Units: 3.00

27.00 hours lecture, 81.00 hours lab

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

### **AUTO 101 AUTOMOTIVE ENGINE FUNDAMENTALS**

Units: 4.00

CSU 54.00 hours lecture, 67.50 hours lab

Introduces theory and practice in automotive engine repair, including operating principles and descriptions of all components in an engine.

### **AUTO 102 ENGINE PERFORMANCE I**

Units: 4.00

CSU 45.00 hours lecture, 81.00 hours lab

*Prerequisite: AUTO-101*

Introduces the design and operation of domestic and import ignition, fuel and emission control systems.

### **AUTO 103 AUTOMOTIVE ELECTRICAL SYSTEMS**

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

*Recommended preparation: AUTO-101*

Presents the theory and practical application of basic electricity and automotive electrical systems such as battery, starting, charging, computer systems and electronic ignition. Laboratory work includes diagnosis and repair of starters, alternators and other components of the automotive electrical system.

### **AUTO 104 STEERING, SUSPENSION AND ALIGNMENT**

Units: 3.00

CSU 36.00 hours lecture, 72.00 hours lab

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

### **AUTO 105 AUTOMATIC TRANSMISSIONS**

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

*Recommended Preparation: AUTO-101*

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

### **AUTO 106 MANUAL TRANSMISSIONS, TRANSAXLES AND DRIVETRAINS**

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

*Recommended Preparation: AUTO-101*

Presents the principles, theory, operation, and diagnosis of problems and service procedures of clutches, manual transmissions, drive-lines, transfer cases, and transaxle assemblies, including non-slip differentials.

### **AUTO 109 AUTOMOTIVE BRAKE SYSTEMS**

Units: 4.00

CSU 45.00 hours lecture, 81.00 hours lab

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

### **AUTO 110 DIESEL ENGINES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces students to the field of diesel-powered engines and equipment maintenance and service. Students learn about the common types of diesel powered engines and equipment, shop safety, hydraulic fittings, technician tool requirements, service shop organization and procedures.

### **AUTO 111 DIESEL FUEL SYSTEMS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces students to the two and four stroke diesel fuel systems. Students learn about the common types of diesel fuel delivery systems, engine brakes, shop safety, hydraulic fittings, fuel safety, technician tool requirements, service shop organization and procedures.



# BIOLOGICAL SCIENCES

## Associate in Science for Transfer Degree: Biology

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) for STEM or the California State University General Education – Breadth for STEM Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Biology. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

It is highly recommended that counselors at community colleges discuss other possible courses that are part of major preparation at a target CSU campus and encourage students to take some of these additional courses prior to transfer.

## Degree Student Learning Outcome:

Students will be able to Interpret, analyze, and evaluate biological knowledge using the scientific method.

## Program Requirements:

Units Required: 32

	Units
BIOSCI-106 Organismal & Environmental Biology.....	4.0
<i>OR</i>	
BIOSCI-106H Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107 Molecular and Cellular Biology.....	4.0
<i>OR</i>	
BIOSCI-107H Molecular and Cellular Biology Honors.....	4.0
CHEM-201 General Chemistry I.....	6.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	6.0
CHEM-202 General Chemistry II.....	5.0
MATH-211 Calculus I.....	5.0
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
PHYSIC-221 Physics for Scientists and Engineers: Electricity and Magnetism.....	4.0
<i>Recommended electives:</i>	
PHYSIC-222 Physics for Scientists and Engineers: Wave Motion, Heat, Optics and Modern Physics.....	4.0

## Associate in Science Degree: Biological Sciences

Biological Sciences covers all aspects of the scientific study of life and emphasizes both the unity and diversity of living things. The structure, function and behavior of organisms are studied at the molecular, cellular, organismal and environmental levels. The biology program serves three areas: 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.

## Degree Student Learning Outcome:

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

**Program Requirements:**

Units Required: 32

	Units
<i>Eight units from the following:</i>	
BIOSCI-106 Organismal & Environmental Biology.....	4.0
<i>OR</i>	
BIOSCI-106H Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107 Molecular and Cellular Biology.....	4.0
<i>OR</i>	
BIOSCI-107H Molecular and Cellular Biology Honors.....	4.0
<i>Eight units from the following:</i>	
BIOSCI-115 General Zoology.....	4.0
BIOSCI-116 General Botany.....	4.0
BIOSCI-201 Introduction to Human Anatomy.....	4.0
BIOSCI-202 Introduction to Human Physiology.....	4.0
BIOSCI-204 Human Anatomy and Physiology I.....	4.0
BIOSCI-205 Human Anatomy and Physiology II.....	4.0
BIOSCI-221 Introduction to Microbiology.....	5.0
BIOSCI-240 Molecular Genetics.....	4.0
<i>Sixteen units from the following:</i>	
CHEM-201 General Chemistry I.....	6.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	6.0
CHEM-202 General Chemistry II.....	5.0
CHEM-255 Organic Chemistry I.....	5.0
CHEM-256 Organic Chemistry II.....	5.0
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
PHYSIC-110 General Physics I.....	4.0
PHYSIC-111 General Physics II.....	4.0
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
PHYSIC-221 Physics for Scientists and Engineers: Electricity and Magnetism.....	4.0
<i>Recommended electives:</i>	
BIOSCI-130 Environmental Biology.....	3.0
BIOSCI-132 Concepts in Evolution.....	3.0
BIOSCI-140 Principles of Human Genetics.....	3.0
BIOSCI-180 Biology of Cancer.....	3.0

**BIOSCI 100 GENERAL BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MATH-060*

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

**BIOSCI 100H GENERAL BIOLOGY – HONORS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MATH-060, ENGL-101 or ENGL-101H*

Explores the nature of science, including cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI 100H from BIOSCI 100. UC credit limitations: No credit for BIOSCI-100H if taken after BIOSCI-106, 107, 107H 201, 202, 204, 205, 215, 216, or 221.

**BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 140

*Prerequisite: MATH-070*

Surveys the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles including population biology and ecology, basic genetics, animal behavior, evolution, classification, structure, function and adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments. This course is intended for Biological Sciences majors. Field trips may be required.

**BIOSCI 106H ORGANISMAL & ENVIRONMENTAL BIOLOGY - HONORS**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 140

*Prerequisite: MATH-070*

Surveys the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles including population biology and ecology, basic genetics, animal behavior, evolution, classification, structure, function and adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments. This course is intended for Biological Sciences majors. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI-106H from BIOSCI-106. Field trips may be required.

**BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 190

*Prerequisite: CHEM-201 or CHEM-201H and MATH-070*

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

**BIOSCI 107H MOLECULAR AND CELLULAR BIOLOGY HONORS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 190

*Prerequisite: CHEM-201 or CHEM-201H and MATH-070**Recommended Preparation: ENGL-101 or ENGL-101H*

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

**BIOSCI 115 GENERAL ZOOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-070*

Recommended Preparation: BIOSCI-107 or BIOSCI-107H

Surveys the animal kingdom with an emphasis on applying evolutionary and ecological principles to integrate mechanisms at the cellular, organismal and population levels. Field trips may be required.

**BIOSCI 116 GENERAL BOTANY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

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

Surveys the plant kingdom with an emphasis on the biology, ecology, evolution and the economic impact of plant communities. Field trips may be required and may be outside the assigned class times.

**BIOSCI 119 MARINE BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Examines the description, distribution and natural history of marine organisms. Field trips may be required and may extend outside the assigned class times.

**BIOSCI 130 ENVIRONMENTAL BIOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**BIOSCI 132 CONCEPTS IN EVOLUTION**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**BIOSCI 140 PRINCIPLES OF HUMAN GENETICS**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**BIOSCI 180 BIOLOGY OF CANCER**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 110B

*Prerequisite: BIOSCI-100 or BIOSCI-100H**Recommended Preparation: Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-140).*

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

**BIOSCI 202 INTRODUCTION TO HUMAN PHYSIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab  
C-ID BIOL 120B*Prerequisite: BIOSCI-100 or BIOSCI-100H**Recommended Preparation: Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-140).*

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

**BIOSCI 204 HUMAN ANATOMY AND PHYSIOLOGY I**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: BIOSCI-100 or BIOSCI-100H**Recommended Preparation: Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-140).*

Present the structure and function of the human body including the integumentary, skeletal, muscular and the nervous systems. UC credit limitations: BIOSCI-201, 202 and 204, 205 combined; maximum credit 8 units.

**BIOSCI 205 HUMAN ANATOMY AND PHYSIOLOGY II**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab  
C-ID BIOL 115S*Prerequisite: BIOSCI-204*

Continues the study of the structure and function of the human body including the endocrine, sensory, circulatory, immune, respiratory, digestive, urinary, and male and female reproductive systems. UC credit limitations: BIOSCI-201, 202 and 204, 205 combined; maximum credit 8 units.

**BIOSCI 208 HUMAN PROSECTON**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: BIOSCI-201 or BIOSCI-204 and 205*

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

**BIOSCI 221 INTRODUCTION TO MICROBIOLOGY**

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

*Prerequisite: BIOSCI-100 or BIOSCI-100H**Recommended Preparation: Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-140).*

Introduces the biology of microorganisms bacteria, viruses, protozoa, parasitic worms, algae, fungi, their significance and their role in human affairs.

**BIOSCI 240 MOLECULAR GENETICS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: BIOSCI-107 or BIOSCI-107H*

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





# BUSINESS

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

## Associate in Science for Transfer Degree: Business Administration

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus, university or college that is not part of the CSU system.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Business Administration. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

### Degree Student Learning Outcome:

Students will be able to analyze financial, economic, legal and management issues related to a business entity as required for upper division work in their business-related major.

### Program Requirements:

Units required: 28-30

	Units
BUS-100 Introduction to Business .....	3.0
BUS-201 Principles of Accounting I .....	5.0
BUS-202 Principles of Accounting II .....	5.0
BUS-211 Business Law .....	3.0
ECON-201 Macroeconomics .....	3.0
<i>OR</i>	
ECON-201H Macroeconomics - Honors.....	3.0
ECON-202 Microeconomics.....	3.0
<i>OR</i>	
ECON-202H Microeconomics Honors.....	3.0
<i>Plus one course for a minimum of three units from the following:</i>	
ECON-291 Statistical Methods in Business and Economics.....	3.0
MATH-140 Introductory Statistics .....	4.0
MATH-140H Introductory Statistics - Honors .....	4.0
MATH-240 Math Analysis-Business/Social Science.....	5.0
<i>Plus one of the following two courses for 3 units:</i>	
CAWT-101 Introduction to Computers .....	3.0
CAWT-140 Survey of Microsoft Office Programs.....	3.0

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

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 22-23

	Units
BUS-201 Principles of Accounting I .....	5.0
BUS-202 Principles of Accounting II .....	5.0
BUS-211 Business Law .....	3.0

*OR*

BUS-211H	Business Law – Honors.....	3.0
ECON-201	Macroeconomics .....	3.0

*OR*

ECON-201H	Macroeconomics - Honors.....	3.0
ECON-202	Microeconomics.....	3.0

*OR*

ECON-202H	Microeconomics Honors .....	3.0
ECON-291	Statistical Methods in Business and Economics .....	3.0

*OR*

MATH-140	Introductory Statistics .....	4.0
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*OR*

MATH-140H	Introductory Statistics - Honors .....	4.0
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*Recommended electives:*

CAWT-145	Quickbooks Pro .....	3.0
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**Associate in Science Degree and Certificate of Achievement: Accounting Technician**

**Degree and Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 20

		Units
BUS-100	Introduction to Business .....	3.0
BUS-101	Bookkeeping and Accounting .....	5.0
BUS-157	Entrepreneurial Finance .....	3.0
BUS-211	Business Law .....	3.0
CAWT-115	Business English .....	3.0
CAWT-145	Quickbooks Pro .....	3.0

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

**Degree and Certificate Student Learning Outcome:**

Students will be able to:

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

**Program Requirements:**

Units Required: 27

		Units
BUS-100	Introduction to Business .....	3.0
BUS-110	Principles of Management.....	3.0
BUS-111	Human Relations in the Workplace.....	3.0
BUS-112	Human Resources Management.....	3.0
BUS-126	Managing Diversity in the Workplace.....	3.0
BUS-132	Negotiation and Conflict Resolution.....	3.0
BUS-160	Business Ethics .....	3.0
BUS-211	Business Law .....	3.0
CAWT-116	Business Communications .....	3.0

**Associate in Science Degree and Certificate of Achievement: Marketing**

**Degree and Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 21

		Units
BUS-100	Introduction to Business .....	3.0
BUS-110	Principles of Management.....	3.0
BUS-140	Principles of Marketing .....	3.0
BUS-141	Principles of Advertising .....	3.0
BUS-142	Principles of Selling .....	3.0
BUS-190	Principles of Electronic Commerce..	3.0

*OR*

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

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

**Degree and Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 23

		Units
BUS-100	Introduction to Business .....	3.0

*OR*

BUS-110	Principles of Management.....	3.0
BUS-101	Bookkeeping and Accounting .....	5.0

BUS-117	Business Entrepreneurship .....	3.0
BUS-140	Principles of Marketing .....	3.0
	<i>OR</i>	
BUS-132	Negotiation and Conflict Resolution	3.0
BUS-126	Managing Diversity in the Workplace.....	3.0
BUS-160	Business Ethics .....	3.0
	<i>Recommended elective:</i>	
CAWT-145	Quickbooks Pro .....	3.0

**Certificate of Specialization: Finance**

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 12

		Units
BUS-100	Introduction to Business .....	3.0
BUS-154	Personal Finance.....	3.0
BUS-156	Introduction to Investments .....	3.0
BUS-157	Entrepreneurial Finance .....	3.0

**Certificate of Specialization: E-Commerce – Business**

In recent years, various changes in the business environment have occurred, including the emergence of new information technologies. Consequently, many businesses need to realign with the new Internet economy in order to compete effectively in our changing world. In addition, there are opportunities for e-business start-ups with sound business foundations and competitive strategies. This certificate of completion in E-Commerce Business attempts to provide students with the skill-building techniques and knowledge that will empower them to achieve career goals in the current e-business environment.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 15

		Units
BUS-190	Principles of Electronic Commerce.....	3.0
BUS-192	E-Business Strategy .....	3.0
CAWT-170	Website Development I .....	3.0
BUS-100	Introduction to Business .....	3.0
	<i>OR</i>	

BUS-110	Principles of Management.....	3.0
	<i>OR</i>	
BUS-211	Business Law .....	3.0
BUS-140	Principles of Marketing .....	3.0
	<i>OR</i>	
BUS-141	Principles of Advertising .....	3.0

**Certificate of Specialization: International Trade – Finance**

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

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 12

		Units
BUS-103	Introduction to International Business.....	3.0
BUS-157	Entrepreneurial Finance .....	3.0
BUS-214	International Business Law.....	3.0
	<i>Plus three units from the following:</i>	
BUS-185	Principles of Importing and Exporting .....	3.0
BUS-190	Principles of Electronic Commerce.....	3.0
POLISC-270	International Relations.....	3.0

**Certificate of Specialization: International Trade – Marketing**

The continuing trend toward globalization requires that students in business have a fundamental grasp of the social and economic factors leading to commercial internationalization and the management practices required to operate successfully in an international environment. This certificate of specialization provides students with a solid foundation in the concepts of trade and commerce with an emphasis on the marketing

aspects of globalization. It is ideal for those currently working in an international business environment and wish to increase their fundamental knowledge regarding concepts and practices in addition to those who desire a solid introduction to international business. Students should also consider the International Trade – Finance certificate of completion in addition to this certificate for an even more comprehensive course of study.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 12

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

*Plus three units from the following:*

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

**Certificate of Specialization: Restaurant Entrepreneur**

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

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 15

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

**Certificate of Achievement: Retail Management**

Retail Management is an expanding career path supported by many industry sectors. Strong retail managers are essential to business success in electronics, clothing, food, entertainment, home furnishings, children’s supplies, publishing, cosmetics,

educational materials, gift, athletic equipment, pet supplies, and just about every other imaginable consumer product and service. The retail industry is at the heart of many local economies. Effective management is the key to long-term economic security throughout the state. This program, designed in collaboration with industry leaders, is intended to provide the student with many of the competencies required for success at the management level within the vast retail industry. This program encompasses the business essentials such as accounting and marketing, and also emphasizes management and communication skills required for career success.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 24

	Units
BUS-110 Principles of Management.....	3.0
BUS-111 Human Relations in the Workplace .	3.0
BUS-112 Human Resource Management.....	3.0
BUS-113 Retail Management .....	3.0
BUS-140 Principles of Marketing .....	3.0
BUS-157 Entrepreneurial Finance .....	3.0
CAWT-116 Business Communications .....	3.0
CAWT-140 Survey of Microsoft Office Programs .....	3.0

**BUS 100 INTRODUCTION TO BUSINESS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID BUS 110

Introduces the field of business administration, examining how U.S. and global business policies and practices are affected by the interaction of economic systems, culture, legal, political, and financial institutions, including economic systems, leadership, entrepreneurship, strategic management, organizational structure and communication, marketing, accounting, finance, stock market, operations, information technology, human resources, organized labor, ethics, social responsibility, sustainability and globalization.

**BUS 101 BOOKKEEPING AND ACCOUNTING**

Units: 5.00

CSU 90.00 hours lecture

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



**BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS**

Units: 3.00

CSU 54.00 hours lecture

A combination of global business theory as affected by cultural, political, legal, and international economic factors with instruction on government regulation, foreign market analysis, exporting, and importing. Internet applications are utilized to familiarize the student with available international business and government resources. Case studies are emphasized to demonstrate the practical applications of course subject matter.

**BUS 110 PRINCIPLES OF MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 111 HUMAN RELATIONS IN THE WORKPLACE**

Units: 3.00

CSU 54.00 hours lecture

Introduces basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace, including strategies and techniques that influence interpersonal, administrative and organizational communications and interactions among people.

**BUS 112 HUMAN RESOURCE MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 113 RETAIL MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 117 BUSINESS ENTREPRENEURSHIP**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 126 MANAGING DIVERSITY IN THE WORKPLACE**

Units: 3.00

CSU 54.00 hours lecture

Examines the effects of increasing diversity in the workplace, including the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments.

**BUS 132 NEGOTIATION AND CONFLICT RESOLUTION**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 140 PRINCIPLES OF MARKETING**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 141 PRINCIPLES OF ADVERTISING**

Units: 3.00

CSU 54.00 hours lecture

Focuses on fundamental concepts of modern advertising in the current business environment while using specialized techniques to create and promote an advertising campaign. Topics include the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electronic advertising, media selection, ethics, creative advertising message design and integrated marketing. Emphasizes planning an advertising campaign and communicating ideas using advertising techniques.

**BUS 142 PRINCIPLES OF SELLING**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 154 PERSONAL FINANCE**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 156 INTRODUCTION TO INVESTMENTS**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 157 ENTREPRENEURIAL FINANCE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the fundamentals of finance that apply to current or prospective entrepreneurs, including time value of money, cost of capital, working capital management, risk and return, financial performance and the interpretation of financial statements.

**BUS 160 BUSINESS ETHICS**

Units: 3.00

CSU 54.00 hours lecture

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

**BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING**

Units: 3.00

CSU 54.00 hours lecture

Introduces the basic aspects of importing and exporting, including terms and techniques essential to operating an import/export business.

**BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the theoretical and practical issues related to conducting business via the internet. Topics include: evolving e-business models, web-based technologies, value chains, electronic marketing, payment systems, security, ethics, legal, international, and cross-cultural issues. Familiarity with navigating the internet is assumed.

**BUS 192 E-BUSINESS STRATEGY**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the fundamental concepts of strategic planning for conducting business via the Internet. Substantive areas include: case analysis of business issues and strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Familiarity with the Internet is assumed.

**BUS 201 PRINCIPLES OF ACCOUNTING I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID ACCT 110

*Recommended Preparation: Eligibility for College Composition (ENGL-101/101H) and Elementary Algebra (MATH-060).*

Presents the study of accounting as an information system, examining why it is important and how it is used by managers, investors, creditors, and others to make decisions. Covers the fundamental principles, theory and applications to record business transactions through the accounting cycle, including the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. Designed for transfer majors in business disciplines.

**BUS 202 PRINCIPLES OF ACCOUNTING II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID ACCT 120

*Prerequisite: BUS-201.*

Presents the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, cost-volume-profit analysis and budget analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. Designed for transfer majors in business disciplines.

**BUS 211 BUSINESS LAW**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID BUS 125

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

**BUS 214 INTERNATIONAL BUSINESS LAW**

Units: 3.00

CSU 54.00 hours lecture

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

**CHEMISTRY**

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

**CHEM 100 CHEMISTRY AND SOCIETY**

Units: 3.00

CSU 54.00 hours lecture

C-ID CHEM 100

*Prerequisite: MATH-060 or MATH-075*

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

**CHEM 151 PREPARATORY GENERAL CHEMISTRY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-060*

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

**CHEM 151H PREPARATORY GENERAL CHEMISTRY - HONORS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID CHEM 101

*Prerequisite: MATH-060*

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

**CHEM 201 GENERAL CHEMISTRY I**

Units: 6.00

UC:CSU 90.00 hours lecture, 54.00 hours lab

C-ID CHEM 110

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

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

**CHEM 201H GENERAL CHEMISTRY I – HONORS**

Units: 6.00

UC:CSU 90.00 hours lecture, 54.00 hours lab

C-ID CHEM 110

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

Provides a foundation in the basic principles of the molecular nature of matter and its change, including reaction chemistry, atomic and bonding theories of matter, the properties of matter (solids, liquids, gases, solutions) and their relationship to energy. Introduces gravimetric, volumetric, and spectroscopic analysis techniques in the laboratory portion. Required of all majors in chemistry and most other fields of science or technology. Honors work challenges students to be more analytical and creative through expanded assignments such as critical analyses of primary scientific literature, and enrichment opportunities which differentiate this course from CHEM-201. UC credit limitation: maximum credit, 5 units.

**CHEM 202 GENERAL CHEMISTRY II**

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

C-ID CHEM 120S

*Prerequisite: CHEM-201 or CHEM-201H*

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

**CHEM 255 ORGANIC CHEMISTRY I**

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

*Prerequisite: CHEM-202*

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

**CHEM 256 ORGANIC CHEMISTRY II**

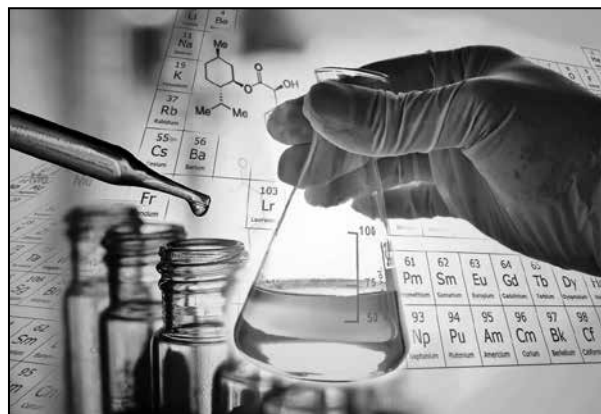
Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

C-ID CHEM 160S

*Prerequisite: CHEM-255*

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

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



## CINEMA

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

### CINEMA 120 FILM AESTHETICS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the motion picture both as a medium of mass communication and as a developing art form. Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact.

### CINEMA 121 HISTORY OF AMERICAN CINEMA

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys American motion picture masterpieces, including the ideas and values of films as reflected and emphasized through artistic techniques.

### CINEMA 122 HISTORY OF CINEMA

Units: 3.00

UC:CSU 54.00 hours lecture

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

### CINEMA 123 AMERICAN CINEMA: CROSSING CULTURES

Units: 3.00

UC:CSU 54.00 hours lecture

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

### CINEMA 131 HISTORY OF INTERNATIONAL CINEMA

Units: 3.00

UC:CSU 54.00 hours lecture

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

## COMMUNICATION STUDIES

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

### Associate in Arts Degree: Communication Studies for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis as determined by the community college district.
- 2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Communication Studies. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu/Counseling](http://www.canyons.edu/Counseling) for more information.

**Degree Student Learning Outcome:**

Students will be able to:

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

**Program Requirements:**

Units Required: 18-19

	Units
COMS-105 Fundamentals of Public Speaking.....	3.0
<i>OR</i>	
COMS-105H Fundamentals of Public Speaking - Honors.....	3.0
<i>Plus six units from the following:</i>	
COMS-120 Small Group Communication.....	3.0
COMS-225 Strategies of Argumentation .....	3.0
COMS-246 Interpersonal Communication.....	3.0
<i>Plus six to seven units from the following:</i>	
COMS-100 Process of Communication.....	3.0
<i>OR</i>	
COMS-100H Process of Communication - Honors.....	3.0
COMS-150 Oral Interpretation.....	3.0
COMS-190 Forensics .....	2.0 - 4.0
COMS-256 Intercultural Communication.....	3.0
MEA-100 Mass Media Communications .....	3.0
<i>Plus three units from the following:</i>	
COMS-227 Introduction to Rhetorical Criticism.....	3.0
COMS-235 Intergenerational Communication....	3.0
COMS-260 Communication and Gender.....	3.0
COMS-270 Communication and Leadership.....	3.0

ANTHRO-103 Cultural Anthropology .....	3.0
ANTHRO-103H Cultural Anthropology – Honors.....	3.0
PSYCH-101 Introduction to Psychology .....	3.0
PSYCH-101H Introduction to Psychology – Honors.....	3.0
SOCI-101 Introduction to Sociology .....	3.0
SOCI-101H Introduction to Sociology – Honors.....	3.0

**Associate in Arts Degree: Communication Studies**

**Degree Student Learning Outcome:**

Students will be able to:

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

**Program Requirements:**

Units Required: 20 – 22

	Units
COMS-105 Fundamentals of Public Speaking....	3.0
<i>OR</i>	
COMS-105H Fundamentals of Public Speaking - Honors.....	3.0
<i>OR</i>	
COMS-120 Small Group Communication.....	3.0
<i>Plus three units from the following:</i>	
COMS-100 Process of Communication.....	3.0
<i>OR</i>	
COMS-100H Process of Communication - Honors.....	3.0
<i>Plus two to four units from the following:</i>	
COMS-150 Oral Interpretation.....	3.0
<i>OR</i>	
COMS-190 Forensics .....	2.0 - 4.0
<i>Plus three units from the following:</i>	
COMS-225 Strategies of Argumentation .....	3.0
<i>OR</i>	
COMS-227 Introduction to Rhetorical Criticism..	3.0
<i>Plus nine units from the following:</i>	
COMS-235 Intergenerational Communication....	3.0
COMS-246 Interpersonal Communication.....	3.0
COMS-256 Intercultural Communication.....	3.0
COMS-260 Communication and Gender.....	3.0
COMS-270 Communication and Leadership.....	3.0

**COMS 100 PROCESS OF COMMUNICATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 180

Surveys the discipline of communication studies, emphasizing a theoretical understanding of human communication. Explores the history, assumptions, principles, specializations, and processes of human communication as an academic field. Formerly COMS-250.

**COMS 100H PROCESS OF COMMUNICATION – HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 180

Surveys the discipline of communication studies, emphasizing a theoretical understanding of human communication. Explores the history, assumptions, principles, specializations, and processes of human communication as an academic field. Additional reading, writing, critical thinking, and research techniques are required in the honors section. Formerly COMS-250H.

**COMS 105 FUNDAMENTALS OF PUBLIC SPEAKING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 110

Examines the principles and practices of public speaking, communication theory, and techniques for public speaking. Includes speech organization, development, research, audience analysis, reasoning, and presentation skills for the development of informative and persuasive speeches.

**COMS 105H FUNDAMENTALS OF PUBLIC SPEAKING - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 110

Examines the principles and practices of public speaking, communication theory, and techniques for public speaking. Includes speech organization, development, research, audience analysis, reasoning and presentation skills for the development of informative and persuasive speeches. Speech analysis and rhetorical criticism skills will differentiate COMS-105H from COMS-105.

**COMS 120 SMALL GROUP COMMUNICATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 140

Applies principles of communication in a variety of group contexts. Examines the theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership. Formerly COMS-223.

**COMS 150 ORAL INTERPRETATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 170

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

**COMS 190 FORENSICS**

Units: 2.00-4.00

CSU 18.00 hours lecture, 54.00-162.00 hours lab

C-ID COMM 160B

*May be taken four times for credit*

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

**COMS 225 STRATEGIES OF ARGUMENTATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 120

Introduces the strategies used for rhetorical argument, including finding issues, using evidence and detailing fallacies in rhetorical communications.

**COMS 227 INTRODUCTION TO RHETORICAL CRITICISM**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces critical methodologies of rhetoric and principles of rhetorical theory as a means to analyze and evaluate public discourse, including critical reasoning, advocacy, analysis, writing, and discussion.

**COMS 235 INTERGENERATIONAL COMMUNICATION**

Units: 3.00

CSU 54.00 hours lecture

Analyzes intergenerational interaction and communication patterns throughout the lifespan, including the examination of theories, attitudes, stereotypes, myths and cultural differences.

**COMS 246 INTERPERSONAL COMMUNICATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 130

Examines theories and topics within interpersonal communication, such as verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure within different dyadic communication contexts.

**COMS 256 INTERCULTURAL COMMUNICATION**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID COMM 150  
 Examines intercultural communication, including cultural patterns, verbal and nonverbal communication codes and their practical application in today's diverse society.

**COMS 260 COMMUNICATION AND GENDER**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 Examines the communication styles of males and females in a variety of settings and suggests ways to develop communication competence in gendered societies, including the areas of family, friendship, courtship and marriage, education, media, and business.

**COMS 270 COMMUNICATION AND LEADERSHIP**

Units: 3.00  
 CSU 54.00 hours lecture  
 Introduces students to the fundamental elements of communication in relation to leadership theories, ethics, styles, and perspectives, including the development of a personal philosophy of leadership that includes an understanding of self, others and community. Prepares students for leadership roles in college and community settings.



**COMPUTER APPLICATIONS AND WEB TECHNOLOGIES**

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

The CIT Computer Applications Degree is designed to provide a solid foundation in the latest, highly marketable business software used in industry today. This program provides the training and exposure that is essential to prospective computer users and office workers at all levels. The sequence of courses included in this program maps to the Microsoft Certified Applications Specialist (MCAS) exam, which provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. At the conclusion of their studies, students will be prepared for entry-level positions such as administrative assistant, computer applications specialist, word processing specialist, database specialist, spreadsheet analyst, bookkeeping assistant and web content provider. Students who complete this program will be eligible to sit for the MCAS examination.

**Degree and Certificate Student Learning Outcome:**  
 Students will be able to demonstrate proficiency in the core skills and knowledge required to use popular office applications to develop professional documents for organizations and businesses.

**Program Requirements:**

Units Required: 33

	Units
CAWT-036 Microsoft Outlook - Brief .....	1.5
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-105 Microsoft Windows .....	3.0
CAWT-140 Survey of Microsoft Office Programs .....	3.0
CAWT-150 Microsoft Word I .....	3.0
CAWT-151 Microsoft Word II .....	3.0
CAWT-155 Microsoft Excel I .....	3.0
CAWT-156 Microsoft Excel II .....	3.0
CAWT-160 Microsoft Access I.....	3.0
CAWT-165 Microsoft PowerPoint.....	3.0

*Plus six units from the following:*



CAWT-082	Adobe Acrobat - Brief .....	1.5
CAWT-145	Quickbooks Pro .....	3.0
CAWT-161	Microsoft Access II.....	3.0
CAWT-166	Desktop Publishing.....	3.0
CAWT-173	Web Development: Dreamweaver .....	3.0

**Associate in Science Degree and Certificate of Achievement: Administrative Assistant**

The CIT Administrative Assistant Degree and certificate is designed to provide a solid foundation in the area of office systems, procedures and communications required for the modern office environment.

At the conclusion of their studies, students will be prepared for entry-level positions in a number of areas that relate to office procedures and protocol including business communications, and document formatting and processing. Also built into the program are options to pursue areas related to medical office procedures, bookkeeping, and database management.

Additionally, the CIT curriculum is tailored to meet the needs of businesses and organizations that are constantly responding to new trends and changes in technology.

**Degree and Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an administrative assistant.

**Program Requirements:**

Units Required: 33

	Units	
CAWT-036	Microsoft Outlook - Brief .....	1.5
CAWT-082	Adobe Acrobat - Brief .....	1.5
CAWT-101	Introduction to Computers .....	3.0
CAWT-110	Keyboarding and Document Processing.....	3.0
CAWT-115	Business English .....	3.0
CAWT-116	Business Communications .....	3.0
CAWT-120	Administrative Office Procedures ....	3.0
CAWT-140	Survey of Microsoft Office Programs.....	3.0
CAWT-150	Microsoft Word I .....	3.0
CAWT-155	Microsoft Excel I .....	3.0

*Plus six units from the following:*

CAWT-035	The Internet - Brief.....	1.5
CAWT-074	Introduction to Photoshop - Brief.....	1.5
CAWT-105	Microsoft Windows .....	3.0
CAWT-145	Quickbooks Pro .....	3.0
CAWT-151	Microsoft Word II .....	3.0
CAWT-156	Microsoft Excel II .....	3.0
CAWT-160	Microsoft Access I.....	3.0
CAWT-166	Desktop Publishing.....	3.0

**Associate in Science Degree: Web Development**

The goal of the A.S. degree in Web Development is to provide students with the broad educational background required to transfer to a four-year school in a related discipline and the opportunity to acquire training necessary to meet the demand for skilled personnel to develop and maintain websites for private corporations, non-profit or government organizations, and individuals. The need for individuals who possess web development skills has grown exponentially in recent years due to convergence of technology on the Internet and the prominent role web sites play in the daily activities of businesses and other organizations.

The web curriculum is a vocational program that reflects the multi-faceted nature of the competencies required to become a professional web developer. The program is, therefore, interdisciplinary and draws from courses offered in both the Computer Applications and Web Technologies (CAWT) and Computer Science Departments. Cooperative Work Experience Education is also an essential component included in the sequence of required classes.

The curriculum is designed to provide students with a strong and balanced foundation in aspects of both front- and back-end web development. Students will develop proficiency with markup languages, cascading style sheets, web authoring software, database connectivity, image and search engine optimization, client- and server-side programming, e-commerce considerations, and the entire web life-cycle development process.

**Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core knowledge and skills needed to develop and implement dynamic, interactive websites.

**Program Requirements:**

Units Required: 35

	Units	
CAWT-074	Introduction to Photoshop - Brief.....	1.5
CAWT-076	Introduction to WordPress .....	1.5
CAWT-160	Microsoft Access I.....	3.0
CAWT-170	Website Development I .....	3.0
CAWT-171	Website Development II .....	3.0
CAWT-173	Web Development: Dreamweaver....	3.0
CAWT-174	Web Prototyping and Images .....	3.0
CMPSCI-190	Web Programing: Javascript .....	3.0
CMPSCI-192	PHP Programing.....	3.0
CWE-188OCC	Cooperative Work Experience Education .....	1.0

*Plus 10 units from the following:*

CAWT-082	Adobe Acrobat - Brief .....	1.5
CAWT-115	Business English .....	3.0
CAWT-116	Business Communications .....	3.0
CAWT-161	Microsoft Access II .....	3.0
CMPNET-154	CCNA R&S: Introduction to Networks .....	3.5

CMPSCI-111	Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L	Introduction to Algorithms and Programming Lab .....	1.0
CMPSCI-235	C++ Programming .....	3.0
CMPSCI-236	C++ Object Oriented Programming .....	3.0
GMD-101	Introduction to Visual Communication .....	3.0
GMD-144	Graphic Design I .....	3.0
GMD-145	Type and Typography .....	3.0
GMD-177	Web Page Design I .....	3.0
GMD-277	Web Page Design II .....	3.0
BUS-190	Principles of Electronic Commerce .....	3.0
BUS-192	E-Business Strategy .....	3.0

**Certificate of Achievement: Web Development**

The Certificate of Achievement in Web Development is a vocational program that reflects the multi-faceted nature of the competencies required to develop and maintain websites. The program is, therefore, interdisciplinary and draws from courses offered in both the Computer Applications and Web Technologies (CAWT) and Computer Science Departments. The multi-disciplinary approach will prepare students for entry-level positions as web developers and for career-change or promotion opportunities. Cooperative Work Experience Education is also an essential component included in the sequence of required classes.

The curriculum is designed to provide students with a strong and balanced foundation in aspects of both front-end and back-end web development. Students will develop proficiency with markup languages, cascading style sheets, web authoring software, database connectivity, image and search engine optimization, client- and server-side programming, e-commerce considerations and the entire web life-cycle development process.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core knowledge and skills needed to develop and implement dynamic, interactive websites.

**Program Requirements:**

Units Required: 25

		Units
CAWT-074	Introduction to Photoshop - Brief .....	1.5
CAWT-076	Introduction to WordPress .....	1.5
CAWT-160	Microsoft Access I.....	3.0
CAWT-170	Website Development I .....	3.0
CAWT-171	Website Development II .....	3.0
CAWT-173	Web Development: Dreamweaver...3.0	
CAWT-174	Web Prototyping and Images .....	3.0
CMPSCI-190	Web Programing: Javascript .....	3.0
CMPSCI-192	PHP Programing.....	3.0
CWE-188OCC	Cooperative Work Experience Education .....	1.0

**Associate in Science Degree: Web Publishing and Design**

The Web Publishing and Design degree program is designed to provide students with a strong foundation in front-end web development, web content management, design and publishing. Front-end developers are not involved with programming or scripting competencies but are responsible for the design, look and feel, as well as usability and accessibility of websites. Students will develop proficiency with markup languages, cascading style sheets, web multimedia, content optimization, typography, graphic design, wireframing, prototype design and the entire web development life-cycle process.

The Web Publishing and Design curriculum is a vocational program that reflects the multi-faceted nature of the competencies required to design, develop, and maintain web content. The proposed program is, therefore, interdisciplinary and draws from subjects taught in both CAWT and Graphics and Multimedia Design. In addition to preparing students for entry-level positions or promotion opportunities in the field of web publishing and design, the program provides a foundation for further studies in media studies, web authoring, graphic design and related areas, including web development, web application development and advertising.

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 36.5

		Units
CAWT-074	Introduction to Photoshop - Brief .....	1.5
CAWT-076	Introduction to WordPress .....	1.5
CAWT-082	Adobe Acrobat.....	1.5
CAWT-170	Website Development I .....	3.0
CAWT-171	Website Development II .....	3.0
CAWT-173	Web Development: Dreamweaver...3.0	
CAWT-174	Web Prototyping and Images .....	3.0
GMD-144	Graphic Design I.....	3.0
GMD-145	Type and Typography .....	3.0
GMD-177	Web page Design I.....	3.0
CWE-188OCC	Cooperative Work Experience Education .....	1.0

*Plus 10 units from the following:*

CAWT-115	Business English .....	3.0
CAWT-116	Business Communications .....	3.0
CAWT-160	Microsoft Access I.....	3.0
CAWT-161	Microsoft Access II.....	3.0
CMPNET-154	CCNA R&S: Introduction To Networks .....	3.5
CMPSCI-111	Introduction to Algorithms and Programming/Java .....	3.0

CMPSCI-111L	Introduction to Algorithms and Programming Lab.....	3.0
CMPSCI-132	Introduction to Programming.....	3.0
CMPSCI-190	Web Programming: JavaScript.....	3.0
CMPSCI-192	PHP Programming.....	3.0
CMPSCI-235	'C' Programming.....	3.0
CMPSCI-236	C++ Object Oriented Programming.....	3.0
GMD-101	Introduction to Visual Communication.....	3.0
GMD-277	Web Page Design II.....	3.0
MEA-109	Story Development and Storyboarding.....	3.0
MEA-110	Writing for Journalism and New Media.....	3.0
BUS-190	Principles of Electronic Commerce.....	3.0
BUS-192	E-Business Strategy.....	3.0

**Certificate Achievement: Web Publishing and Design**

The Certificate of Achievement in Web Publishing and Design is intended to provide students with a strong foundation in front-end web development, web content management, design, and publishing. Front-end developers are generally not involved with programming or scripting competencies, but are responsible for the design, look and feel, as well as usability and accessibility of websites. Students will develop proficiency with markup languages, cascading style sheets, web multimedia, content optimization, typography, graphic design, wireframing, prototype design, and the entire web development life-cycle process.

The Web Publishing and Design curriculum is a vocational program that reflects the multi-faceted nature of the competencies required to design, develop, and maintain Web content. The proposed program is, therefore, interdisciplinary and draws from subjects taught in both CAWT and Graphics and Multimedia Design. In addition to preparing students for entry-level positions or career advancement opportunities in the field of web publishing and design, the program provides a foundation for further studies in media studies, web authoring, graphic design and related areas, including web development, web application development and advertising.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 26.5

		Units
CAWT-074	Introduction to Photoshop - Brief.....	1.5
CAWT-076	Introduction to WordPress.....	1.5
CAWT-082	Adobe Acrobat.....	1.5
CAWT-170	Website Development I.....	3.0

CAWT-171	Website Development II.....	3.0
CAWT-173	Web Development: Dreamweaver.....	3.0
CAWT-174	Web Prototyping and Images.....	3.0
GMD-144	Graphic Design I.....	3.0
GMD-145	Type and Typography.....	3.0
GMD-177	Web page Design I.....	3.0
CWE-188OCC	Cooperative Work Experience Education.....	1.0

**Certificate of Specialization: Medical Office Administrative Assistant**

The Medical Office Administrative Assistant Certificate program provides students with the fundamental skills to work in entry-level office administrative positions for health-care facilities, doctors' offices and hospitals. This program involves an experiential learning approach to expose students to concepts, skills, and practical application of computer software programs used in the health-care industry in the areas of front office reception, basic medical coding and billing, and transcription of dictated correspondence.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core knowledge and skills needed for employment as a medical office administrative assistant.

**Program Requirements:**

Units Required: 17

		Units
CAWT-116	Business Communications.....	3.0
CAWT-130	Medical Office Procedures.....	3.0
CAWT-131	Medical Transcription.....	2.0
CAWT-132	Medical Office Finances.....	3.0
CAWT-140	Survey of Microsoft Office Programs.....	3.0
HLHSCI-249	Medical Terminology.....	3.0

**Certificate of Specialization: E-Commerce - Technology**

The certificate of specialization in E-Commerce-Technology program provides students with an overview of the fundamental issues and skills involved in developing an online implementation of a business enterprise. The certificate should also appeal to those interested in general website development due to the business nature of many sites that pervade the web. The program's "hands-on" approach assures prospective employers that students who complete the sequence will have obtained practical experience employing web technologies as business solutions. Courses are appropriate for those who seek entry-level positions in the field and for managers or entrepreneurs who desire a better understanding of the technologies employed in developing commercial websites.

**Certificate Student Learning Outcome:**

Students will be able to evaluate web technologies for potential business solutions and apply e-commerce principles to design an e-business Website.

**Program Requirements:**

Units Required: 15

	Units
BUS-190 Principles of Electronic Commerce .....	3.0
BUS-192 E-Business Strategy .....	3.0
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver...3.0	

**Certificate of Specialization: Website Development**

The certificate in website development affords students the opportunity to acquire basic skills related to the design, planning and realization of functional websites. Many employers require their content developers to be proficient in markup languages, style sheets, generation of animated pages, and the latest authoring tools – the primary skills targeted by this certificate. This program is designed for those interested in all aspects of front-end website development and especially those who are considering future study, career moves and promotional opportunities related to this growing and continuously evolving area.

**Certificate Student Learning Outcome:**

Students will be able to plan and create a functional website.

**Program Requirements:**

Units Required: 15

	Units
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver...3.0	
CAWT-174 Web Prototyping and Images .....	3.0

**CAWT 010 EXPLORING COMPUTERS - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Provides a brief overview of the use of computers, hardware, software, and application of the Internet in modern society.

**CAWT 011 MICROSOFT WINDOWS - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Provides a hands-on overview of Microsoft Windows fundamentals, including the basics of using a mouse, icons, Windows Explorer, file management, Windows accessories and Control Panel. .

**CAWT 035 THE INTERNET - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Explores the architecture and historical development of the Internet, including browsers, e-mail, online communications, netiquette, and online resources, including search engines, web applications, blogs, chat rooms, and RSS feeds. Familiarity with a PC and Microsoft Windows is assumed.

**CAWT 036 MICROSOFT OUTLOOK - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

*Recommended Preparation: CAWT-035 & CAWT-105*

Introduces Microsoft Outlook, including the use of e-mail, scheduling, calendar planning, contact list management and notes features.

**CAWT 074 INTRODUCTION TO PHOTOSHOP**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces basic digital image editing using Photoshop, including layers, selections, masks, image retouching, paint tools, text and special effects, with application to commercial or personal projects. Familiarity with a PC and the Windows operating system is assumed.

**CAWT 076 INTRODUCTION TO WORDPRESS**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces the creation and management of WordPress web sites and blogs using themes, widgets, dynamic content, search engine optimization, and WordPress web analytics. Proficiency with Microsoft Windows, file management, and an Internet browser is assumed.

**CAWT 082 ADOBE ACROBAT - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces Adobe Acrobat to create, modify, and authenticate universal Portable Document Format (PDF) documents for cross-platform distribution, including PDF conversion, multimedia content, interactive elements, electronic forms, security features, document review cycle. Familiarity with a PC and Microsoft Windows is assumed.

**CAWT 101 INTRODUCTION TO COMPUTERS**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 120, C-ID BUS 140

Introduces computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks,



telecommunications, operating systems and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and e-mail applications.

### **CAWT 105 MICROSOFT WINDOWS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents in-depth study of the Windows graphical user interface, including file management, windows manipulation, desktop customization, multitasking, data search, use of Windows accessories, Object Linking and Embedding (OLE), and troubleshooting. .

### **CAWT 110 KEYBOARDING AND DOCUMENT PROCESSING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Develops a mastery of the computer keyboard by touch and proficiency in producing business letters, reports, tables, memos and other documents using Microsoft Word.

### **CAWT 115 BUSINESS ENGLISH**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces business language skills as they relate to written and oral communication in the contemporary business environment. Covers sentence structure, parts of speech, paragraph writing, and lays the foundation for clear and correct business writing.

### **CAWT 116 BUSINESS COMMUNICATIONS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents concepts and techniques for developing written and oral communications skills adapted to various business situations, including the organization of information to support conclusions, using appropriate formats and business writing styles while applying conventions of standard English. Familiarity with computer keyboarding and the Windows operating system is assumed.

### **CAWT 120 ADMINISTRATIVE OFFICE PROCEDURES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the technological and procedural tasks typically encountered by the administrative assistant in the business environment.

### **CAWT 130 MEDICAL OFFICE PROCEDURES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces administrative medical office procedures, including medical ethics, legal responsibilities and

appropriate communications skills. Medical office software for completing such tasks as patient registration, records, appointment scheduling, and billing and collection is also examined. Formerly CIT-130.

### **CAWT 131 MEDICAL TRANSCRIPTION**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Presents entry-level skills in medical transcription using computer applications, medical dictation and transcription software, incorporating business English, medical knowledge, proofreading, and editing skills. Familiarity with medical terminology and keyboarding skills are assumed.

### **CAWT 132 MEDICAL OFFICE FINANCES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID IT IS 120

Examines the various financial methods used in medical offices and hospitals for a variety of duties using the latest medical management software program to perform such tasks as posting patient account entries, printing daily reports, managing office files, and billing routines such as insurance payments and adjustments, hospital coding and billing, report generation, and inpatient and outpatient coding and billing.

### **CAWT 140 SURVEY OF MICROSOFT OFFICE PROGRAMS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces Microsoft Office and its organizational settings, including word processing, spreadsheet analysis, database management, and presentation software.

### **CAWT 145 QUICKBOOKS PRO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the basics of QuickBooks Pro, designed to assist in the operation of a small business as well as a merchandise business. Familiarity with the Windows operating system is assumed.

### **CAWT 150 MICROSOFT WORD I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the latest version of Microsoft Word, including creating, editing, formatting, saving, retrieving, and printing a variety of business documents. Prepares the student to take the Microsoft Office Specialist (MOS) certification core exam in Word.

**CAWT 151 MICROSOFT WORD II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CAWT-150*

Provides a continuation of CAWT-150, presenting a comprehensive overview of advanced features of Microsoft Word including merging documents, sorting and selecting data using Access database, formatting macros, styles, working with shared documents, creating specialized tables and indexes, and using XML data in different applications. Prepares students for the Microsoft Office User Specialist (MOS) certification expert exam in Word.

**CAWT 155 MICROSOFT EXCEL I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the latest version of Microsoft Excel, including formulas and functions as related to charting, formatting worksheets, creating absolute cell references, working with large worksheets, conducting what-if analysis, and using Excel to create static and dynamic Web pages. Prepares students for the Microsoft Office Specialist (MOS) certification core exam.

**CAWT 156 MICROSOFT EXCEL II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CAWT-155*

Provides a continuation of CAWT-155, presenting a comprehensive overview of advanced features of Microsoft Excel, including templates, SmartArt images, Pivot table reports, Pivot chart reports, formula auditing, data validation, and the use of Macros and Visual Basic for applications. Prepares students to take the MOS exam in Excel.

**CAWT 160 MICROSOFT ACCESS I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the latest version of Microsoft Access, including creating, querying, and maintaining relational databases. Skills are developed from basic functions through intermediate features such as designing and building databases; creating tables, reports and forms with wizards; maintaining and updating databases; developing data access pages and combo boxes; and using OLE fields, hyperlinks, and subforms. Prepares the student to take the Microsoft Office Specialist (MOS) certification core exam in Access.

**CAWT 161 MICROSOFT ACCESS II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CAWT-160*

Provides a continuation of CAWT-160, presenting advanced features of Microsoft Access including creating, querying, and maintaining a database; creating reports, forms, and combo boxes; formulating cross tab queries, mailing labels, and mail merge reports; defining relationships, integrating Excel worksheet data into an Access database; using OLE fields, creating an application system using the Switchboard Manager; customizing forms using VBA, working with PivotTable and PivotChart objects, administering a database; establishing customized menu bars; publishing to the Internet using Data Access pages, using XML to share data and using data from the Internet and other sources. Prepares students for the MCAS Exam.

**CAWT 165 MICROSOFT POWERPOINT**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides an in-depth study of presentation fundamentals using Microsoft PowerPoint software to create slide presentations incorporating templates, images, screen transitions, sound and animation. Examines how to create dynamic slides and develop slide shows based on business topics. Designed as preparation for the Microsoft Office Specialist (MOS) certification Core and Expert exams in PowerPoint.

**CAWT 166 DESKTOP PUBLISHING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces desktop publishing using Adobe InDesign to create graphically-rich layouts, brochures, posters, fliers and newsletters. Familiarity with Windows, file management and a PC is assumed.

**CAWT 170 WEBSITE DEVELOPMENT I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the creation of web sites and remote web site administration using HTML, CSS, and FTP. Also includes related topics such as information architecture, Internet infrastructure, Security, and Accessibility. Proficiency with Windows, the Internet, a browser and a PC is assumed.

**CAWT 171 WEBSITE DEVELOPMENT II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Continues studies began in Website Development I using HTML coding and CSS positioning, including implementation of audio, video, Java applets, and introductory JavaScript. Concepts related to large-scale development, site promotion, and e-commerce may also be covered. Proficiency with HTML, CSS, the Internet, a browser and Windows is assumed.

**CAWT 173 WEB DEVELOPMENT: DREAMWEAVER**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces Adobe Dreamweaver to develop and publish websites, emphasizing a critical-thinking approach and accepted standards of web page design. Proficiency with Windows, OS, PC, the Internet, and basic HTML and CSS is assumed.

**CAWT 174 WEB PROTOTYPING AND IMAGES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: CAWT-074, CAWT-105, CAWT-170*

Provides hands-on training and application of theoretical concepts related to creating imagery for web delivery with digital imaging software such as Adobe Photoshop. Topics include graphic formats, image optimization, image slicing, resolution, wireframing, GIF animation and Web site prototyping with graphical mockups.



# COMPUTER NETWORKING

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

The Computer Networking Program will prepare students for an entry-level position in an IT related industry with emphasis in either systems administration or network administration. The associate degree has two options: CCNA Network Administrator or MCSA Systems Administrator. It is designed for transfer to four-year colleges or universities. The program also offers the following Certificate of Specializations: Network Associate and Systems Associate. Classes are designed for first-time college students, reentry students, and current industry employees requiring skill enhancement or upgrade training. Emphasis is placed on hands-on labs and case studies designed to apply principles and develop troubleshooting skills. Students can prepare for industry certifications from industries and organizations such as BICSI, Cisco, CompTIA, or Microsoft.

**Degree and Certificate Student Learning Outcome:**

Students will be able to design, implement, troubleshoot and maintain networking systems.

**Program Requirements:**

Units Required: 30

	Units
CMPNET-131 Network Cabling Infrastructure .....	4.0
CMPNET-132 A+ Computer Repair .....	4.0
CMPNET-133 Data Center .....	4.0
Plus four units from the following:	
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab .....	1.0
ESYST-101 Basic Electronics .....	4.0
<i>Plus fourteen units from the following:</i>	
CMPNET-151 CCNA Prep 1 .....	7.0
<i>OR</i>	
CMPNET-154 CCNA R&S: Introduction to Networks.....	3.5
<i>AND</i>	
CMPNET-155 CCNA R&S: Routing and Switching Essentials 3.5	
CMPNET-152 CCNA Prep 2 .....	7.0

	<i>OR</i>	
CMPNET-156	CCNA R&S: Scaling Networks.....	3.5
	<i>AND</i>	
CMPNET-157	CCNA R&S: Connecting Networks.....	3.5
CMPNET-166	MCSA Prep 1.....	7.0
CMPNET-167	MCSA Prep 2.....	7.0
	<i>Recommended electives:</i>	
CMPSCI-122	Computer Architecture and Assembly Language.....	3.0
CMPSCI-182	Data Structure & Program Design.....	3.0
CWE-188CPNT	Cooperative Work Experience Education.....	1.0 - 4.0
MATH-140	Introductory Statistics.....	4.0
	<i>OR</i>	
MATH-140H	Introductory Statistics - Honors.....	4.0

**Certificate of Specialization: Network Associate**

Design configuration and maintenance of LANs. Develop practical experience in cabling, routing, IP addressing, Cisco supported network technologies, network troubleshooting skills, WAN technologies, VLANs, OSPF, and EIGRP.

**Certificate Student Learning Outcome:**  
Students will be able to design, implement, maintain, and troubleshoot Cisco network infrastructure devices.

**Program Requirements:**

Units Required: 14

		Units
CMPNET-151	CCNA Prep 1.....	7.0
	<i>OR</i>	
CMPNET-154	CCNA R&S: Introduction to Networks.....	3.5
	<i>AND</i>	
CMPNET-155	CCNA R&S: Routing and Switching Essentials.....	3.5
CMPNET-152	CCNA Prep 2.....	7.0
	<i>OR</i>	
CMPNET-156	CCNA R&S: Scaling Networks.....	3.5
	<i>AND</i>	
CMPNET-157	CCNA R&S: Connecting Networks.....	3.5

**Certificate of Specialization: Network Engineer**

Design, configuration, and maintenance of LANs and WANs. Develop advanced experience in, routing, IP addressing, Cisco supported network technologies, network troubleshooting skills, WAN technologies, VLANs, OSPF, EIGRP, VoIP, WLANs and security.

**Certificate Student Learning Outcome:**

Students will be able to design, implement, maintain, and troubleshoot advanced Cisco network infrastructure devices.

**Program Requirements:**

Units Required: 17.5

		Units
CMPNET-251	CCNP: ROUTE.....	3.5
CMPNET-253	CCNP: SWITCH & TSHOOT.....	3.5
CMPNET-261	CCNA: VOICE.....	3.5
CMPNET-271	CCNA: SECURITY.....	3.5
CMPNET-281	CCNA: Wireless.....	3.5

**Certificate of Specialization: System Administrator**

Design configuration and maintenance of LANs. Develop practical experience in Microsoft supported network technologies, network troubleshooting skills, Windows client OS, Windows server OS, Active Directory.

**Certificate Student Learning Outcome:**

Students will be able to design, implement, maintain, and troubleshoot Microsoft network devices.

**Program Requirements:**

Units Required: : 14

		Units
CMPNET-166	MCSA Prep 1.....	7.0
	<i>OR</i>	
CMPNET-176	MCSA: Client OS.....	3.5
	<i>AND</i>	
CMPNET-177	MCSA Prep 2.....	3.5
CMPNET-167	MCSA Prep 2.....	7.0
	<i>OR</i>	
CMPNET-178	MCSA: Administering Windows Server.....	3.5
	<i>AND</i>	
CMPNET-179	MCSA: Configuring Advanced Windows Server Services.....	3.5



**CMPNET 131 NETWORK CABLING INFRASTRUCTURE**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Introduces cabling requirements and standards used in modern telecommunications infrastructures, including content related to the BICSI Level 1 Installer Exam.

**CMPNET 132 A+ COMPUTER REPAIR**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Provides instruction in computer repair and upgrade including content related to the Computing Technology Industry Association (CompTIA) A+ certification.

**CMPNET 133 DATA CENTER**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

Examines data center design and implementation with a focus on environmentally friendly "green" technologies.

**CMPNET 151 CCNA PREP 1**

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

The first of two classes are in designing, configuring, and maintaining LANs including cabling, routing, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCNA and CompTIA Network+ certification exams and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-151, 154, 155; maximum credit 7 units.

**CMPNET 152 CCNA PREP 2**

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

*Prerequisite: CMPNET-151 or CMPNET-155 or Cisco CCENT Certification*

The second of two classes extend knowledge and experience in designing, configuring and maintaining LANs and WANs, including WAN technologies PPP and Frame Relay and LAN technologies VLANs, VTP, and STP. This course aligns with the Cisco CCNA and CompTIA Network+ certification exams and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-152, 156, 157; maximum credit 7 units.

**CMPNET 154 CCNA R&S: INTRODUCTION TO NETWORKS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

The first of four classes in designing, configuring, and maintaining LANs, include cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCENT and CompTIA Network+ certification exams and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-151, 154, 155; maximum credit 7 units.

**CMPNET 155 CCNA R&S: ROUTING AND SWITCHING ESSENTIALS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-154*

The second of four classes in designing, configuring, and maintaining LANs, include cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCENT and CompTIA Network+ certification exams and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-151, 154, 155; maximum credit 7 units.

**CMPNET 156 CCNA R&S: SCALING NETWORKS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-151 or CMPNET-155 or Cisco CCENT Certification*

The third of four classes in designing, configuring, and maintaining LANs, include cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCNA and CompTIA Network+ certification exams and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-152, 156, 157; maximum credit 7 units.

**CMPNET 157 CCNA R&S: CONNECTING NETWORKS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-156*

The fourth of four classes in designing, configuring, and maintaining LANs, include cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCNA and CompTIA Network+ certification exams and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-152, 156, 157; maximum credit 7 units.

**CMPNET 166 MCSA PREP 1**

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

First of two courses covering Microsoft MCSA certification. This course aligns with the tests Windows client OS and Installing and Configuring Windows Server OS and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-166, 176, 177; maximum credit 7 units.

**CMPNET 167 MCSA PREP 2**

Units: 7.00

CSU 108.00 hours lecture, 54.00 hours lab

*Prerequisite: CMPNET-166 or CMPNET-177*

Second of two courses covering Microsoft MCSA certification. This course aligns with the tests Administering Windows Server OS and Configuring Advanced Windows Server OS Services and helps the student with their preparation for those certification exams. Credit limitation: CMPNET-167, 178, 179; maximum credit 7 units.

**CMPNET 171 SECURITY+ CERTIFICATION**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-133*

Explores basic concepts in network security including security baselines, securing the network infrastructure, web security, cryptography, operational security, security policies, and introduces computer forensics. This course aligns with the CompTIA Security+ certification exam and helps the student with their preparation for that certification exam.

**CMPNET 176 MCSA: CLIENT OS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

First of four courses covering Microsoft MCSA certification. This course aligns with the test Windows client OS and helps the student with their preparation for that certification exam. Credit limitation: CMPNET-166, 176, 177; maximum credit 7 units.

**CMPNET 177 MCSA: SERVER OS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-176*

Second of four courses covering Microsoft MCSA certification. This course aligns with the test Windows server OS and helps the student with their preparation for that certification exam. Credit limitation: CMPNET-166, 176, 177; maximum credit 7 units.

**CMPNET 178 MCSA: ADMINISTERING WINDOWS SERVER**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-166 or CMPNET-177 or Microsoft Server OS Certification*

Third of four courses covering Microsoft MCSA certification. This course aligns with the test Administering Windows Server OS and helps the student with their preparation for that certification exam. Credit limitation: CMPNET-167, 178, 179; maximum credit 7 units.

**CMPNET 179 MCSA: CONFIGURING ADVANCED WINDOWS SERVER SERVICES**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-178*

Fourth of four courses covering Microsoft MCSA certification. This course aligns with the test Configuring Advanced Windows Server Services and helps the student with their preparation for that certification exam. Credit limitation: CMPNET-167, 178, 179; maximum credit 7 units.

**CMPNET 191 LINUX/UNIX 1: PREPARATION FOR LPIC-1**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

Provides the foundation for the development of Linux/UNIX administration skills. Prepares the student for the LPIC-1 certification.

**CMPNET 251 CCNP: ROUTE**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-152 or possession of a valid Cisco CCNA certificate*

Covers Cisco CCNP topics offered through the College of the Canyons Cisco Academy, including advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, IPv6, and configuration of advanced networks.

**CMPNET 253 CCNP: SWITCH & TSHOOT**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-152 or possession of a valid Cisco CCNA certificate*

Covers Cisco CCNP topics offered through the College of the Canyons Cisco Academy, including VLANs, STP, inter-VLAN routing, high availability and redundancy, switch security, and advanced services.

**CMPNET 261 CCNA: VOICE**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-152*

Introduces Voice over IP (VoIP) and covers IP PBX, IP telephony, handset, call control, and voicemail. Prepares the student for the CCNA Voice certification exam.

**CMPNET 271 CCNA: SECURITY**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-152*

Introduces WAN Network Security focusing on installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Prepares the student for the CCNA Security certification exam.

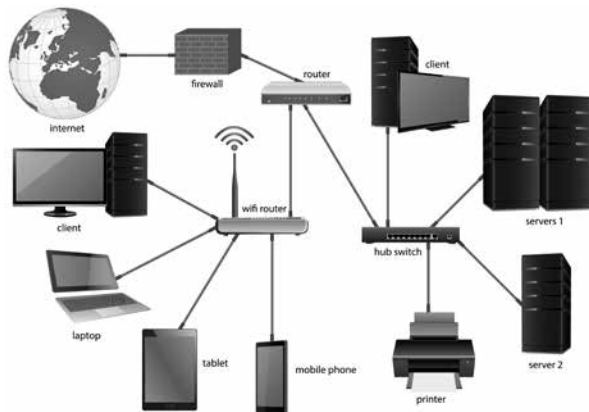
**CMPNET 281 CCNA: WIRELESS**

Units: 3.50

CSU 54.00 hours lecture, 27.00 hours lab

*Prerequisite: CMPNET-152 or CMPNET-157 or Cisco CCNA Certification*

Introduces Wireless LANs focusing on design, planning, implementation, operation, and troubleshooting. This course aligns with the Cisco CCNA Wireless certification exam and helps the student with their preparation for that certification exam.



# COMPUTER SCIENCE

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

## Associate in Science Degree: Computer Science for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degree traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when

planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Computer Science. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to evaluate and analyze fundamental software solutions and their applications.

**Program Requirements:**

Units Required: 30

	Units
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-122 Computer Architecture and Assembly Language .....	3.0
CMPSCI-182 Data Structures and Program Design .....	3.0
CMPSCI-256 Discrete Structures .....	3.0
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
PHYSIC-221 Physics for Scientists and Engineers: Electricity & Magnetism .....	4.0

**Associate in Science Degree: Computer Science**

**Degree Student Learning Outcome:**

Students will be able to identify, evaluate, analyze, and present fundamental software solutions and their applications.

**Program Requirements:**

Units Required: 36

	Units
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab .....	1.0
CMPSCI-122 Computer Architecture and Assembly Language .....	3.0
CMPSCI-182 Data Structures and Program Design .....	3.0
CMPSCI-182L Data Structures and Program Design Lab .....	1.0
CMPSCI-235 'C' Programming .....	3.0
CMPSCI-282 Advanced Data Structures.....	3.0

*Plus six units from the following:*

CMPSCI-132 Introduction to Programming .....	3.0
CMPSCI-190 Web Programming: JavaScript.....	3.0
CMPSCI-192 PHP Programming.....	3.0
CMPSCI-222 Computer Organization .....	3.0

CMPSCI-236 C++ Object Oriented Programming .....	3.0
PHILOS-230 Symbolic Logic .....	3.0

*Plus 13 units from the following (for transfer students)*

MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
MATH-214 Linear Algebra .....	3.0

OR

*Plus 13 units from the following (for Non-Transfer students)*

MATH-211 Calculus I .....	5.0
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AND

Eight additional units from the above CMPSCI courses that have not already been taken

**CMPSCI 111 INTRODUCTION TO**

**ALGORITHMS AND PROGRAMMING/JAVA**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 122

*Co-Requisite: CMPSCI-111L*

Introduces computer programming using Java, including algorithms, data and control structures, problem solving, structured and object oriented programming.

**CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB**

Units: 1.00

UC:CSU 54.00 hours lab

*Co-Requisite: CMPSCI-111*

Required java programming laboratory to support CMPSCI 111.

**CMPSCI 122 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 142

Introduces computer architecture, assembly/machine language programming, system software and computer applications.

**CMPSCI 132 INTRODUCTION TO PROGRAMMING**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduction to programming using Visual Basic. Designed for students with little or no experience in computer programming. Includes hands-on programming projects, as well as the history of computer science and theories of software development.



**CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 132

*Prerequisite: CMPSCI-111 Co-requisite: CMPSCI-182L*

Presents object-oriented view of data structures: stacks, queues, trees, lists, hash tables and analysis of performance of algorithms for data structures. This course is a second semester (intermediate) Java programming language course.

**CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB**

Units: 1.00

UC:CSU 54.00 hours lab

*Co-requisite: CMPSCI-182*

Implementation and programming of object-oriented data structures using the Java programming language.

**CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT**

Units: 3.00

CSU 54.00 hours lecture

Introduces Javascripting for web designers, including creating animated web pages, client-side forms validation, AJAX, processing forms data, and generating dynamically updated web pages. Experience creating web pages with HTML is strongly suggested prior to taking this course.

**CMPSCI 192 PHP PROGRAMMING**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: Student must be familiar with HTML and creating web pages.*

Introduces programming and PHP language. Covers PHP language elements including object oriented programming (OOP). In-depth coverage of CGI programming and processing FORM elements from a web page. Additional topics include XML manipulation, data base interfaces and programming e-commerce web pages.

**CMPSCI 222 COMPUTER ORGANIZATION**

Units: 3.00

CSU 54.00 hours lecture

Introduces advanced computer architecture.

**CMPSCI 235 C PROGRAMMING**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces C Programming including data types, operators and expressions, control flow logic, program structure, arrays functions and file I/O.

**CMPSCI 236 C++ OBJECT ORIENTED PROGRAMMING**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: CMPSCI-235*

Introduces Object Oriented Programming (OOP) using the language C++. Topics covered will be C++ classes/objects, input/output streams, overloading, inheritance, templates and exception handling.

**CMPSCI 256 DISCRETE STRUCTURES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 152

*Prerequisite: CMPSCI-111*

Introduces discrete structures used in Computer Science emphasizing their applications. Topics include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs and trees and discrete probability.

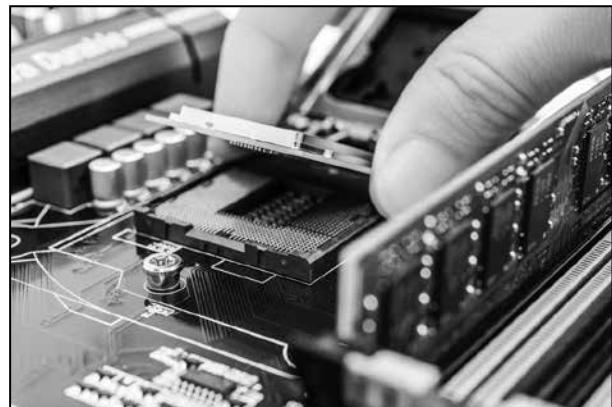
**CMPSCI 282 ADVANCED DATA STRUCTURES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: CMPSCI-111*

Explores the foundations of database design with in-depth coverage of data structures using the Java programming language including effective storage of data in disk-based files.



# CONSTRUCTION MANAGEMENT TECHNOLOGY

## Associate in Science and Certificate of Achievement: Construction Management Technology

The Construction Management Technology program is designed to prepare students with the foundation needed to meet the current technological requirements of the construction workplace. The program has two tracks: one for those interested in transferring to a four-year college or university to major in Construction Engineering Technology or Construction Management; the other option is for those students already employed in the construction industry or who plan to enter the industry after completion of a certificate or associate degree. The certificate and associate degree curriculum provides students with the industry identified skill competencies for entry into the field.

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 33

	Units
CONST-101 Introduction to Construction and Construction Engineering .....	2.0
CONST-102 Construction Management Principles .....	3.0
CONST-103 Blueprint Reading for Construction .....	3.0
CONST-104 The Construction Process - Planning and Scheduling .....	3.0
CONST-105 Construction Estimating Principles .....	3.0
CONST-106 Survey of Construction Contracts and Laws .....	3.0
CONST-108 Introduction to Construction Inspection and Codes .....	2.0
SURV-101 Introduction to Land Surveying .....	4.0
<i>Plus ten units from the following: (A minimum of one unit must be completed in CWE-188CNST).</i>	
ARCHT-110 Architectural Drafting I .....	3.0
ARCHT-140 Materials and Methods of Construction .....	3.0

BUS-101 Bookkeeping and Accounting .....	5.0
CWE-188CNST Cooperative Work Experience Education .....	1.0 - 4.0
MFGT-090 Measurements and Computations .....	3.0

### Certificate of Achievement: Building Inspection

The Building Inspection option is designed to prepare students to meet entry-level requirements for employment in the building inspection profession. The coursework prepares students to take code certification exams typically required for employment. Inspectors are employed by government agencies, private companies, contractors and lending institutions. Inspectors observe, evaluate, judge and enforce laws and regulations pertaining to building construction. The inspector is required to have a broad base of knowledge in all components of construction including plan reading, specification interpretation and legal requirements.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to interpret California construction codes and apply them to building and construction applications.

### Program Requirements:

Units Required: 18

	Units
CONST-103 Blueprint Reading for Construction .....	3.0
CONST-108 Introduction to Construction Inspection and Codes .....	2.0
CONST-109 California Building Code .....	3.0
CONST-120 California Mechanical Code .....	3.0
CONST-122 Plumbing Systems and the Plumbing Code .....	3.0
CONST-124 California Electrical Code .....	3.0

*A minimum of one unit from the following:*

CWE-188CNST Cooperative Work Experience Education .....	1.0 - 4.0
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### CONST 010 PLUMBING TECHNOLOGY I

Units: 2.00

18.00 hours lecture, 54 hours lab

Introduces the fundamentals of plumbing technology. Topics includes industry standard safe practices, hand tool operation, applied math, print reading, water supply systems, hydraulics, plumbing code, pipe fit up, and pipe joining.

**CONST 012 PLUMBING TECHNOLOGY II**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-010*

Continues the study of plumbing including the application of plumbing technology fundamentals to the design and installation of a residential plumbing system. Topics includes pipe fitting, fixture, water heater, and valve installation.

**CONST 020 ELECTRICAL TECHNOLOGY I**

Units: 2.00

18.00 hours lecture, 54 hours lab

Introduces the fundamentals of electrical technology. Includes industry standard safe practices, electric circuit theory, electrician tools, wiring systems, conductors, boxes, fittings, and covers.

**CONST 022 ELECTRICAL TECHNOLOGY II**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-020*

Continues the study of electricity including the applications of electrical technology fundamentals to the design and construction of residential electrical systems. Topics includes device wiring, overcurrent protection, grounding, service entrances, prints, specification, branch circuits, and appliance wiring.

**CONST 030 CARPENTRY TECHNOLOGY I**

Units: 2.00

18.00 hours lecture, 54 hours lab

Introduces the fundamentals utilized in the construction of a residential wood framed structure. Topics includes industry standard safe practices, hand tool operation, print reading, site preparation, foundations, and rough framing.

**CONST 032 CARPENTRY TECHNOLOGY II**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-030*

Continues the study of carpentry including closing in and finishing methods utilized in the construction of a residential wood framed structure. Topics includes roofing, plastering, insulation, drywall, painting, and finish carpentry.

**CONST 101 INTRODUCTION TO CONSTRUCTION AND CONSTRUCTION ENGINEERING**

Units: 2.00

CSU 36.00 hours lecture

Introduces the construction industry, the building design process, the construction project process and the roles and responsibilities of: clients, architects, engineers, contractors, project managers, technicians, sub-contractors, suppliers, regulatory agencies, bankers, lawyers and the public. Includes an overview of careers in construction.

**CONST 102 CONSTRUCTION MANAGEMENT PRINCIPLES**

Units: 3.00

CSU 54.00 hours lecture

Introduces construction management principles, practices and methods used to produce a quality construction project. Topics include roles and responsibilities, delivery methods, human relations, project monitoring and control, contract documents, management styles, safety, general project administration and computer aided construction management.

**CONST 103 BLUEPRINT READING FOR CONSTRUCTION**

Units: 3.00

CSU 54.00 hours lecture

Presents reading, interpreting, analyzing and visualizing construction drawings and specifications prepared by architects and engineers, emphasizing reading and extracting information from detailed drawings for both residential and commercial construction.

**CONST 104 THE CONSTRUCTION PROCESS - PLANNING AND SCHEDULING**

Units: 3.00

CSU 54.00 hours lecture

Introduces the fundamental concepts used in planning, scheduling and controlling construction projects including software applications. Introduces diagrams, precedence networks, resources, time assignment and computations, the Critical Path Method (CPM), monitoring and updating.

**CONST 105 CONSTRUCTION ESTIMATING PRINCIPLES**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: CONST-103*

Introduces methods and practices related to construction estimating including quantities and costs of materials, labor and management as well as miscellaneous items related to construction costs. Course requires print reading knowledge and introduces basic scheduling concepts in relation to estimating. May include computer program applications.

**CONST 106 SURVEY OF CONSTRUCTION CONTRACTS AND LAWS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the basics of construction contracts including typical contract terms and conditions and formation, administration and interpretation of contracts. Introduces laws and regulations applying to construction including license laws for contractors and design professionals, mechanics liens, stop notices, labor regulations, safety and CalOSHA, SWPPP and environmental issues.

### **CONST 108 INTRODUCTION TO CONSTRUCTION INSPECTION AND CODES**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: ARCHT-140 or CONST-103*

Introduces the function, responsibilities, authority and technical requirements of quality assurance of construction projects using California's building codes as a basis.

### **CONST 109 CALIFORNIA BUILDING CODE**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: CONST-108*

Focuses on California building codes requirements for residential and non-residential construction as they pertain to the building inspection process.

### **CONST 120 CALIFORNIA MECHANICAL CODE**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: CONST-108*

Introduces the Uniform Mechanical Code as it applies to construction and maintenance of buildings regulated by this code.

### **CONST 122 PLUMBING SYSTEMS AND THE PLUMBING CODE**

Units: 3.00

CSU 54.00 hours lecture

Introduces plumbing systems used in buildings and other construction projects including systems for water, waste, storm water, fuel gas, medical gas and vacuum, sewage disposal, water reuse and reclaimed water. Surveys the Plumbing Code requirements for each of these systems.

### **CONST 124 CALIFORNIA ELECTRICAL CODE**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: CONST-108*

Introduces the National Electrical Code including provisions of the code, interpretation of construction documents, construction procedures and inspection procedures.

## **COOPERATIVE WORK EXPERIENCE**

The Cooperative Work Experience Education (CWEE) Program has been integrated into academic departments throughout the College. This program allows students to apply knowledge gained in college courses to an actual work setting. In addition, interns who qualify for these courses are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting.

### **CWE 188 COOPERATIVE WORK EXPERIENCE EDUCATION**

Units: 1.00-4.00

CSU 60.00 - 300.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained from college courses in a supervised work setting. Credit may be accrued at the rate of 1-4 units per semester for a total of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit registered.

### **CWE 189GNRL COOPERATIVE WORK EXPERIENCE EDUCATION GENERAL**

Units: 1.00 – 3.00

CSU 60.00 – 225.00 hours lab

Develops desirable work habits, attitudes and career awareness. The work experience need not be related to students' educational goals. Students must be employed to register in this course. This work experience course of supervised employment is designed to assist students to become productive employees and provide students with career awareness for jobs. Credit may be accrued at the rate of 1 to 3 units per semester for a maximum of 3 units. Students must work 75 hours per unit registered.



# COUNSELING

## COUNS 010 CAREER EXPLORATION

Units: 1.00

18.00 hours lecture

Provides students with career exploration techniques. Emphasis is placed on selecting a career based on self-examination of interests, values, abilities and personality through assessment inventories, skill exercises and career research.

## COUNS 070 DISTANCE LEARNING AND STRATEGIES FOR SUCCESS

Units: 1.00

18.00 hours lecture

Introduces the practical strategies and skills necessary to succeed in distance education. Students will learn how to anticipate, avoid and/or solve typical problems encountered in the distance learning environments. Familiarity with the Windows operating systems is necessary. Offered pass/no-pass only.

## COUNS 100 SUCCESS STRATEGIES FOR THE REENTRY ADULT

Units: 3.00

CSU 54.00 hours lecture

Introduces adult reentry students to the educational, psychological, intellectual, social and health-related factors that impact lifelong learning, well-being and success. Topics include motivation, self-discovery and self-efficacy, critical and creative thinking, effective study strategies, learning styles, health & wellness issues and lifestyle choices, effective written and oral communication, cross-cultural communication, time and stress management strategies, career exploration and educational and life planning.

## COUNS 110 CAREER/LIFE PLANNING

Units: 3.00

CSU 54.00 hours lecture

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Students also examine the decision-making process, self-management, life roles and goal-setting. Includes a review of labor market trends, career research, interviewing skills, resume and cover letter writing and job search strategies.

## COUNS 111 INTRODUCTION TO COLLEGE AND STRATEGIES FOR SUCCESS

Units: 1.00

CSU 18.00 hours lecture

Provides students with the skills necessary to increase success in college. Topics include: college culture, goal setting, time management, study strategies, college services/resources and educational planning.

## COUNS 120 UNIVERSITY TRANSFER PLANNING

Units: 1.00

CSU 18.00 hours lecture

Provides students with information and resources to facilitate a smooth transfer to four-year colleges and universities. Topics include UC/CSU applications, major and general education requirements, financial aid/scholarships, personalized student education plans and analysis of factors involved in the selection of transfer schools.

## COUNS 142 LEARNING TO LEARN

Units: 3.00

CSU 54.00 hours lecture

Focuses on brain-based learning strategies that develop self-regulatory learning: discovering self-motivation, gaining self-awareness, developing emotional intelligence, employing interdependence, accepting personal responsibility, applying active listening, reading and note-taking, monitoring performance, and developing a growth mindset that believes in self. Students will combine theory and practice to become successful learners and college students.

## COUNS 150 STUDENT SUCCESS

Units: 3.00

UC:CSU 54.00 hours lecture

Designed to integrate personal growth, critical thinking, creative thinking, problem solving and academic success. The course introduces the student to the benefits of higher education, educational planning, goal setting and career choices. The student is guided through the process of self-discovery which emphasizes the importance of self-awareness, self-responsibility and self-empowerment.



# CULINARY ARTS

## Associate in Arts Degree and Certificate of Achievement: Culinary Arts

The Culinary Arts program is designed to prepare students for careers in the culinary field. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. The program will focus on cooking skills development, problem solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations.

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 33.5 - 35

	Units
CULARTS-050 Knife Skills .....	2.0
CULARTS-055 Culinary Safety and Sanitation .....	1.0
CULARTS-121 Culinary Fundamentals I.....	3.0
CULARTS-123 Culinary Fundamentals II.....	3.0
CULARTS-125 Principles of Garde Manger I.....	3.0
CULARTS-127 Principles of Baking I.....	3.0
CULARTS-132 Culinary Fundamentals III.....	3.0
CULARTS-134 ICUE Café Production I .....	4.0
CULARTS-135 Catering .....	3.0
CULARTS-136 ICUE Front of House Service .....	3.0
CULARTS-150 Food Service Costs and Controls .....	2.0

*Plus one course from the following:*

CULARTS-128 Principles of Baking II .....	3.0
CULARTS-133 International Cuisine.....	2.5
CULARTS-138 ICUE Café Production II .....	4.0

*Plus a minimum of one unit from the following:*

CWE-188CULARTS Cooperative Work	
Experience Education.....	1.0

## Certificate of Specialization: Baking and Pastry

The Culinary Arts Baking and Pastry Certificate of Specialization is designed for those interested in professional baking. It includes comprehensive study with an emphasis on application of fundamental baking techniques and ingredients. Program completers are

prepared for entry level employment as bread bakers, pastry cooks, cake decorators or confectioners.

### Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 14

	Units
CULARTS-127 Principles of Baking I.....	3.0
CULARTS-128 Principles of Baking II.....	3.0
CULARTS-129 Cake Decorating Essentials .....	3.0
CULARTS-130 Pastry Art.....	2.0
CULARTS-131 Chocolates.....	2.0

*Plus a minimum of one unit from the following:*

CWE-188CULARTS Cooperative Work	
Experience Education.....	1.0

## CULARTS 050 KNIFE SKILLS

Units: 2.00

18.00 hours lecture, 54.00 hours lab

*Co-requisite: CULARTS-055*

Introduces basic knife skills, including theory and proper technique, emphasizing correct sanitation practices and good motor skills.

## CULARTS 055 CULINARY SAFETY AND SANITATION

Units: 1.00

18.00 hours lecture

Introduces principles of food safety and sanitation in a food service operation. Topics include sanitation regulations, personal hygiene, contamination sources, microorganisms, proper food handling techniques and storage, comprehensive cleaning and sanitizing and workplace safety concepts.

## CULARTS 121 CULINARY FUNDAMENTALS I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Co-Requisite: CULARTS-050 and CULARTS-055*

*Recommended Preparation: CULARTS-120*

Introduces classical cooking and current theories to provide students with the basics of food chemistry and cooking techniques as well as equipment, ingredients and basic professional cooking techniques.

**CULARTS 123 CULINARY FUNDAMENTALS II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-050, CULARTS-055 and CULARTS-121*

Continues development of skills learned in CULARTS-121. Introduces intermediate level culinary techniques and modern cooking styles, emphasizing beef, poultry, fish and shellfish, pork and game cooking techniques. Plate presentation theory and practice explored.

**CULARTS 125 PRINCIPLES OF GARDE MANGER I**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-050, CULARTS-055 and CULARTS-121*

Introduces theory and practical skills needed to produce quality salads, sandwiches, appetizers and cold sauces for a restaurant pantry station. Also includes identification and production of cheese and fruit displays.

**CULARTS 127 PRINCIPLES OF BAKING I**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Co-requisite: CULARTS-055*

Introduces the principles of baking, including the basic characteristics and function of the major ingredients and the importance of accurately measuring weight.

**CULARTS 128 PRINCIPLES OF BAKING II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-127*

Introduces the preparation of refined pastries and desserts as well as the theory and practical skills required to produce quality pastries for the hotel/restaurant/catering industries.

**CULARTS 129 CAKE DECORATING ESSENTIALS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites: CULARTS-055 and CULARTS-127*

Presents a variety of preparation techniques that emphasize the fundamentals of the American and European styles of cake decoration. Commercial culinary practices that will be included are: equipment, procedures of cake production, coloring techniques, design transfer, cake construction, borders and icings.

**CULARTS 130 PASTRY ART**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-128**Co-requisite: CULARTS-129*

Introduces culinary techniques to prepare industry standard individual plated desserts and their components. Includes working with pulled sugar, garnishing preparation and preparation of frozen desserts.

**CULARTS 131 CHOCOLATES**

Units: 2.00

CSU 9.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-128*

Introduces fundamental techniques in chocolate production, including candies, confections and desserts.

**CULARTS 132 CULINARY FUNDAMENTALS III**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-123*

Presents advanced theory in culinary techniques and modern cooking styles, including breakfast and brunch cookery, vegetarian dishes and menu design.

**CULARTS 133 INTERNATIONAL CUISINE**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-123*

Introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish; promotes an appreciation of international foods and culture.

**CULARTS 134 ICUE CAFE PRODUCTION I**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: CULARTS-123*

Provides fundamentals of commercial food preparation and restaurant operations. Students rotate through stations of a student run café for lunch, developing food preparation skills and hands-on experience.

**CULARTS 135 CATERING**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-121*

Presents practical training for chefs in all aspects of catering including food service, staff and management.

**CULARTS 136 ICUE FRONT OF HOUSE SERVICE**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-121*

Presents practical training for chefs in all aspects of service for the front of the house.

**CULARTS 138 ICUE CAFE PRODUCTION II**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: CULARTS-132*

Provides fundamentals of commercial food preparation and restaurant operations. Students rotate through stations of a student-run cafe, developing food preparation skills and hands on experience.

**CULARTS 150 FOOD SERVICE COSTS AND CONTROLS**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: CULARTS-121*

Prepares the student to determine food, beverage, and labor costs and apply appropriate cost controls.

**DANCE**

The Dance program introduces students to a variety of dance techniques, theories and styles, both contemporary and classic. There are numerous opportunities for students of all skill levels and interests to develop talent in performance and choreography by participating in informal concerts or enrolling in the COC Dance Company. Many dance courses meet general education requirements in the arts, humanities and/or physical education categories. An Associate Degree is not available in dance.

**DANCE 100 DANCE APPRECIATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the influences that have historically and culturally shaped dance throughout the world. Non-performance course. Does not satisfy the Physical Education activity requirement for the Associate Degree.

**DANCE 101 INTRODUCTION TO WORLD DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces world dance, focusing on selected dances of world cultures including Asia, Latin America, Australia, New Zealand, Europe and Africa.

**DANCE 107 DANCE CONDITIONING**

Units: 1.00

UC:CSU 54.00 hours lab

Focuses on dance conditioning, including practice of dance exercises for muscle development, conditioning, strength and flexibility.

**DANCE 108 PILATES**

Units: 1.00

54.00 hours lab

Introduces the study and practice of Pilates, a conditioning program based on the teachings of Joseph H. Pilates. Emphasizes activities designed to reduce muscular imbalances and assist in the development and improvement of body alignment through strength, relaxation and flexibility techniques.

**DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT**

Units: 1.00

UC:CSU 54.00 hours lab

Provides movement experiences focusing upon basic ballet, modern, jazz and selected cultural dance styles. Emphasizes recognition of skills and dance vocabulary as they relate to contemporary and traditional dance styles.



**DANCE 121 BEGINNING MODERN DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces 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 INTERMEDIATE MODERN DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: DANCE-121*

Continues the study of modern dance technique with expanded movement experience. Explores rhythmic structure and patterns, expanded choreographic experiences and a more refined use of music in modern dance composition.

**DANCE 130 HIP-HOP DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of hip-hop dancing, pop and lock, funk, krumping, free-styling, break dancing and other dances classified as hip-hop style of dance.

**DANCE 131 BEGINNING JAZZ DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces beginning movement skills in jazz dance technique, emphasizing an understanding and appreciation of jazz as an artistic dance form. Emphasizes alignment of the body, strength, flexibility, simple locomotor patterns and stylistic movements.

**DANCE 132 INTERMEDIATE JAZZ DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: DANCE-131*

Develops jazz dance technique at the intermediate level. Emphasizes style and refinement of technical ability. Stresses more complex patterns and combinations to promote fluency in the dance form.

**DANCE 133 INTRODUCTION TO AFRICAN DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces dances from West Africa focusing on the dances performed in Senegal, Gambia and Guinea.

**DANCE 134 BALLROOM AND SOCIAL DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces students to beginning ballroom techniques including salsa, swing, waltz, foxtrot, tango, cha-cha and other selected dances. Dances may vary by semester.

**DANCE 135 BEGINNING TAP DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces basic and elementary tap techniques, as well as various routines and rhythmic structures.

**DANCE 136 INTERMEDIATE TAP**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces intermediate-level tap skills, syncopated rhythmic combinations and evaluation techniques for the sound and rhythmic accuracy of the taps.

**DANCE 137 FLAMENCO AND SPANISH DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces students to the fundamental steps, movements, rhythms and music of flamenco and Spanish dance.

**DANCE 141 BEGINNING BALLET**

Units: 1.00

UC:CSU 54.00 hours lab

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 in all five positions.

**DANCE 142 INTERMEDIATE BALLET**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: DANCE-141*

Develops ballet technique and expanded movement experience at an intermediate level. Exploration of rhythmic structure and patterns, choreographic experiences, and more refined technical level of ballet positioning and movements.

**DANCE 159 COMMERCIAL DANCE**

Units: 2.00

CSU 108.00 hours lab

Introduces movement techniques for the dance concert and dance industry including movement for videos, industrial shows and other commercial applications.

**DANCE 161 COC DANCE COMPANY PRODUCTION**

Units: 3.00

UC:CSU 18.00 hours lecture, 108.00 hours lab

*Prerequisite: DANCE-111 and Successful Audition.*

Offers students an opportunity to participate in a concert dance production in a capacity to be determined by the abilities of the individual and the demands of the choreography.

**DANCE 170 BEGINNING CHOREOGRAPHY**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: DANCE-111*

Introduces theory and dance techniques of basic dance composition enhanced through the analyses of choreographic exercises in space, time, shape and dynamics. Students apply and perform choreographic concepts in informal and formal settings. Requires attendance at live dance concert.

**DANCE 180 INTRODUCTION TO YOGA**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces yoga techniques designed to improve both fitness and health through mind and body integration.



# DRAFTING

**Certificate of Specialization: Mechanical Drafting**

The Drafting program is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. The techniques of drafting are used in many types of industries such as automotive, electronics, building construction, aeronautical/aerospace, machine design, advertising, illustrating and engineering. The program provides students with entry-level skills and knowledge in the fields of computer mechanical drafting. Competencies include knowledge of orthographic projection and isometric sketching, AutoCAD generated drawings, current practices in construction technology, 2D and 3D drawings and drafting techniques such as clarity, line weight expression and accuracy to name a few.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for a drafting position in the civil, electrical, electronic or mechanical engineering fields.

**Program Requirements:**

Units Required: 9

	Units
ENGR-110	Introduction to AutoCAD ..... 3.0
ENGR-114	Solids Modeling for Mechanical Drafting ..... 3.0
<i>Plus three units from the following:</i>	
MFGT-121	CNC 1: Operation and Manual Programming ..... 3.0
MFGT-131	CAD/CAM I ..... 3.0

DRAFTING

# EARLY CHILDHOOD EDUCATION

The Early Childhood Education (ECE) degree and certificate programs give students the opportunity to prepare for careers in the field of early childhood education and/or transfer to a four-year university. Education and training prepares students for entry into a variety of careers in the field. The field of early childhood education needs trained, creative educators to provide high quality services to children and families in a variety of settings.

## Associate in Science Degree: Early Childhood Education for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Early Childhood Education. Additional majors are being developed. Please see a

counselor or visit [www.canyons.edu/Counseling](http://www.canyons.edu/Counseling) for more information.

### Degree Student Learning Outcome:

Students will be able to:

- Demonstrate knowledge of a variety of types of programs for young children, the history of early care and education in the United States, the ethical standards, NAEYC professional preparation standards, and the California Early Childhood Educator Competencies which support professionalism in the field of early childhood education.
- Design and implement environments and curriculum which support positive development and learning through play for all children including the cycle of observation, assessment and planning.
- Articulate an understanding of typical and atypical development of young children from birth - 8 including health, safety, and nutritional aspects of development.
- Develop strategies that promote partnerships and equity between programs, teachers, diverse families and their communities.

### Program Requirements:

Units Required: 24

	Units
ECE-100	Principles and Practices of Early Childhood Education ..... 3.0
ECE-101	Child Growth and Development..... 3.0
ECE-102	Child, Family, and Community..... 3.0
ECE-103	Observation and Assessment..... 3.0
ECE-104	Introduction to Curriculum for Early Childhood Education ..... 3.0
ECE-105	Health, Safety, Nutrition in Early Childhood Education ..... 3.0
ECE-106	The Role of Equity and Diversity in Early Childhood Education ..... 3.0
ECE-200	Practicum – Field Experience..... 3.0

## Certificate of Achievement: Early Childhood Education - Infant/Toddler

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an Infant/Toddler teacher in a Title 22 licensed center in the field of Early Childhood.

### Program Requirements:

Units Required: 24

	Units
ECE-100	Principles and Practices of Early Childhood Education ..... 3.0
ECE-101	Child Growth and Development..... 3.0
ECE-102	Child, Family, and Community..... 3.0
ECE-103	Observation and Assessment..... 3.0
ECE-104	Introduction to Curriculum for Early Childhood Education ..... 3.0
ECE-105	Health, Safety, Nutrition in Early Childhood Education ..... 3.0

ECE-130	Infant/Toddler Development Curriculum .....	3.0
ECE-200	Practicum – Field Experience.....	3.0

**Certificate of Achievement: Early Childhood Education – Preschool**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an Early Childhood Master Teacher in a Title 5 program.

**Program Requirements:**

Units Required: 24

	Units
ECE-100	Principles and Practices of Early Childhood Education ..... 3.0
ECE-101	Child Growth and Development..... 3.0
ECE-102	Child, Family, and Community..... 3.0
ECE-103	Observation and Assessment..... 3.0
ECE-104	Introduction to Curriculum for Early Childhood Education ..... 3.0
ECE-105	Health, Safety, Nutrition in Early Childhood Education ..... 3.0
ECE-106	The Role of Equity and Diversity in Early Childhood Education ..... 3.0
ECE-200	Practicum – Field Experience..... 3.0

**Certificate of Achievement: Early Childhood Education - School-Age**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a school-age teacher in a Title 22 licensed center in the field of Early Childhood.

**Program Requirements:**

Units Required: 27

	Units
ECE-100	Principles and Practices of Early Childhood Education ..... 3.0
ECE-101	Child Growth and Development..... 3.0
ECE-102	Child, Family, and Community..... 3.0
ECE-103	Observation and Assessment..... 3.0
ECE-104	Introduction to Curriculum for Early Childhood Education ..... 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-105	Health, Safety, Nutrition in Early Childhood Education ..... 3.0
ECE-200	Practicum – Field Experience..... 3.0

**Certificate of Achievement: Early Childhood Education - Special Education**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a Special Education teacher in a Title 22 licensed center in the field of Early Childhood

**Program Requirements:**

Units Required: 32

	Units
ECE-100	Principles and Practices of Early Childhood Education ..... 3.0
ECE-101	Child Growth and Development..... 3.0
ECE-102	Child, Family, and Community..... 3.0
ECE-104	Introduction to Curriculum for Early Childhood Education ..... 3.0
ECE-105	Health, Safety, Nutrition in Early Childhood Education ..... 3.0
ECE-106	The Role of Equity and Diversity in Early Childhood Education ..... 3.0
ECE-130	Infant/Toddler Development 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 Children with Special Needs..... 3.0

**Certificate of Achievement: Early Childhood Education - Supervision and Administration of Children’s Programs**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a Supervisor/Administrator in a Title 22 licensed center in the field of Early Childhood.

**Program Requirements:**

Units Required: 30

	Units
ECE-100	Principles and Practices of Early Childhood Education ..... 3.0
ECE-101	Child Growth and Development..... 3.0
ECE-102	Child, Family, and Community..... 3.0
ECE-103	Observation and Assessment..... 3.0
ECE-104	Introduction to Curriculum for Early Childhood Education ..... 3.0
ECE-105	Health, Safety, Nutrition in Early Childhood Education ..... 3.0



ECE-200	Practicum – Field Experience.....	3.0
ECE-201	Supervision and Administration of ..... Children’s Programs.....	3.0
ECE-202	Advanced Supervision and ..... Administration of Children’s Programs.....	3.0
ECE-220	Adult Supervision and the Mentor ..... Process in Early Care and Education.....	3.0

### **ECE 100 PRINCIPLES AND PRACTICES OF EARLY CHILDHOOD EDUCATION**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID ECE 120

*Recommended Preparation: ENGL-091*

Examines underlying principles of quality practices utilized in early childhood programs emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies to support physical, cognitive and social/emotional development for all children. This course includes a review of the evolution of the field and introduces the profession of early childhood education. Requires a minimum of 10 hours in a pre-approved early childhood setting and a current TB test, TDAP & MMR vaccine. Formerly ECE-121.

### **ECE 101 CHILD GROWTH AND DEVELOPMENT**

Units: 3.00  
UC:CSU 54.00 hours lecture  
C-ID CDEV 100

*Recommended Preparation: ENGL-091*

Examines the major physical, psycho-social, and cognitive/language developmental milestones of children, both typical and atypical from conception through adolescence. Emphasizes interactions between maturational processes and environmental factors while studying developmental theory and investigative research methodologies. Field observation required.

### **ECE 102 CHILD, FAMILY, AND COMMUNITY**

Units: 3.00  
UC:CSU 54.00 hours lecture  
C-ID CDEV 110

*Recommended Preparation: ENGL-091*

Examines the developing child in a societal context focusing on the interrelationship of family, school, and community and emphasizing historical and sociocultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Formerly ECE-125

### **ECE 103 OBSERVATION AND ASSESSMENT**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID ECE 200

*Prerequisite: ECE-100*

Focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning. Explores recording strategies, rating systems, portfolios, and multiple assessment tools. Requires 10 hours of observation in a child care setting. Formerly ECE -129.

### **ECE 104 INTRODUCTION TO CURRICULUM FOR EARLY CHILDHOOD EDUCATION**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID ECE 130

*Prerequisite: ECE-100*

Presents an overview of the knowledge and skills needed to provide developmentally appropriate curriculum in early childhood education programs. Examines the teacher’s role in supporting development and learning, including the essential role of play. Includes environment, routine, interpersonal tone and activity planning, implementation and reflective evaluation. Requires 5 hours of additional coursework outside of the classroom. Formerly ECE-123.

### **ECE 105 HEALTH, SAFETY, NUTRITION IN EARLY CHILDHOOD EDUCATION**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID ECE 220

Introduces the regulations, policies, and procedures for early childhood curriculum related to child health, safety, and nutrition. Explores the importance of collaboration with families and health professionals to ensure physical health, mental health and safety for all children, families, and professionals. Formerly ECE-127.

### **ECE 106 THE ROLE OF EQUITY AND DIVERSITY IN EARLY CHILDHOOD EDUCATION**

Units: 3.00  
CSU 54.00 hours lecture  
C-ID ECE 230

Explores the impact of personal experiences and social identity on teaching effectiveness and objectivity when working with young children and families. Formerly ECE-165.

**ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM**

Units: 3.00

CSU 54.00 hours lecture

Surveys infant/toddler development and its implications for group child care settings, including principles of infant/toddler philosophy and care giving.

**ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM**

Units: 3.00

CSU 54.00 hours lecture

Examines the need and design of school age child care programs, emphasizing developmental stages of the child ages 5-13, curriculum development, the relationship of the family and the special needs of the school age child.

**ECE 140 RECREATIONAL LEADERSHIP IN SCHOOL AGE CHILD CARE**

Units: 3.00

CSU 54.00 hours lecture

Presents different leadership techniques as they apply to various recreational activities for school age children, emphasizing behavioral management skills and recreational activities for large groups of children.

**ECE 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Provides the basic skills, methods and theory in music and motor activities relating to the young child, including developing a portfolio of materials, lesson plans and classroom demonstrations.

**ECE 151 ART AND CREATIVITY FOR YOUNG CHILDREN**

Units: 2.00

CSU 36.00 hours lecture

Explores art and creativity in young children, including a selection of developmentally appropriate media, motivational techniques and classroom arrangements. A creative art curriculum resource file will be developed.

**ECE 155 SCIENCE AND MATH FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Introduces an experimental and discovery approach to learning in the areas of science and math for early childhood professionals. Students plan and implement developmentally appropriate math and science experiences for young children and apply theoretical concepts in a variety of ways.

**ECE 156 LITERATURE AND LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Emphasizes a basic understanding of how children learn language and literacy skills, including developing techniques to promote and establish a language and literature program in the preschool setting through the use of flannel board activities, stories, puppets, drama, finger plays and circle activities.

**ECE 160 UNDERSTANDING AND EDUCATION OF CHILDREN WITH SPECIAL NEEDS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the field of special education, emphasizing the developmental theories as they apply to the understanding and education of children with special needs through age eight. Overview of special needs categories as defined by IDEA, inclusion, and preparation of Individual Education Program (IEP) and Individualized Family Service Plan (IFSP).

**ECE 200 PRACTICUM – FIELD EXPERIENCE**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab  
C-ID ECE 210*Prerequisite: ECE-100, 101, 102, 103, 104, 105*

Provides guided supervision and application for early childhood education. Focuses on connecting theory to practice and enhancing professional behaviors. Students additionally plan and implement child-centered, play-oriented approaches to teaching, learning, and assessment. Requires 6 hours per week in a pre-approved early childhood program and 1.5 hour per week in lecture. Requires current TB test, Tdap, MMR and influenza vaccine. Mandatory orientation meeting prior to start of semester. Formerly ECE-131.

**ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ECE-100 and ECE-101 and ECE-104*

Principles and practices of supervision and administration of children's programs, including Title 22 and Title 5 requirements regarding organizational structure, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents. Also reviews social and public policy, as well as professional groups influencing child development today.

## ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ECE-201*

Provides opportunities for administrators of children's programs to learn techniques in hiring and training staff. Covers philosophies of management and staff relations, including team building and human resource development. Course meets one of the requirements of the Child Development Permits for Site Supervisor or Program Director as needed for Title V programs.

## ECE 220 ADULT SUPERVISION AND THE MENTOR PROCESS IN EARLY CHILDHOOD EDUCATION

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ECE-200*

*Recommended Preparation: ENGL-101 or ENGL-101H*

Presents methods and principles of supervising student teachers, volunteers, staff and other adults in early care and education settings. Emphasizes the roles and development of early childhood professionals as mentors and leaders.



# ECONOMICS

Economics study attempts to clarify how the use of natural, technical and financial resources affect the lives of human beings. Economic concerns can range from how individuals and businesses make decisions, to the roles of government and the Federal Reserve, to the complex world of international trade. Economic theories are examined and applied to the modern economic world. Topics of specialization include macroeconomics and microeconomics, how businesses make decisions, business statistics, using numbers for analysis, U.S. economic history, the economic development of the U.S. economic history, the economic development of the U.S. consumer economics, how consumers make economic choices and comparative economic systems, and the comparison of capitalism and socialism as it is applied in different countries. An associate degree is not available in economics.

## ECON 170 ECONOMIC HISTORY OF THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Meets Title V American Institutions U.S. History requirement for the associate degree.

## ECON 170H ECONOMIC HISTORY OF THE UNITED STATES - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Additional reading, writing, critical thinking and research techniques required. Meets Title V American Institutions U.S. History requirement for the associate degree.

**ECON 201 MACROECONOMICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 202

*Prerequisite: MATH-060*

Examines the basic concepts of economics, emphasizing macro-analysis including the nature of the American economy, national income analysis, money and banking, fiscal and monetary policies.

**ECON 201H MACROECONOMICS - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 202

*Prerequisite: MATH-060*

Examines the basic concepts of economics, emphasizing macro-analysis including the nature of the American economy, national income analysis, money and banking, and fiscal and monetary policies. Additional reading, writing and research techniques are required.

**ECON 202 MICROECONOMICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 201

*Prerequisite: ECON-201 or ECON-201H*

Examines how individuals, firms and industries perform in our economy, including supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

**ECON 202H MICROECONOMICS-HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 201

*Prerequisite: ECON-201 or ECON-201H*

Examines how individuals, firms, and industries perform in our economy, including supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits. Additional reading, writing and research required.

**ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: MATH-070*

Examines descriptive statistics, elements of probability distributions, sampling, estimation and confidence intervals, tests of hypothesis, linear regression and correlation, including applications to problems in business and economics. Writing and the use of spreadsheet software are required. UC credit limitation: ECON-291, MATH-140, MATH-140H, PSYCH-104, and SOCI-137 combined; maximum credit, one course.

**EDUCATION****EDUC 203 INTRODUCTION TO TEACHING IN A DIVERSE SOCIETY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID EDUC 200

Introduces students to concepts and issues related to teaching diverse learners in contemporary public schools. Topics include teaching as a profession and a career, contemporary educational issues, common core state standards, and requirements for earning a teaching credential. This course requires a minimum of 45 hours of structured field work in a Transitional Kindergarten – 12th grade public school classroom that represents California's diverse student population and includes cooperation with at least one credentialed classroom teacher. CSU credit limitation; consult a counselor. TB test and Livescan may be required.





# ELECTRONIC SYSTEMS TECHNOLOGY

The Electronic Systems Technology program trains students for careers in the electrical service industries including data network services, telecommunication services, audio/video service and home security systems.

## ESYST 101 BASIC ELECTRONICS

Units: 4.00  
 CSU 54.00 hours lecture, 54.00 hours lab  
 Introduces basic electronics and electronic systems technology.

## ESYST 111 ELECTROMECHANICAL SYSTEMS

Units: 4.00  
 CSU 54.00 hours lecture, 54.00 hours lab  
*Co-requisite: ESYST-101*  
 Presents the theory and application of mechanical devices and their control circuits, including component recognition, electrical schematic diagrams, hydraulics, pneumatics, AC and DC motors, stepping motors, mechanical drive systems and servomechanisms.

## ESYST 112 INDUSTRIAL ROBOTICS

Units: 4.00  
 CSU 54.00 hours lecture, 54.00 hours lab  
*Co-requisite: ESYST-101*  
 Presents industrial robotics, including designing, building, operating and programming.

## ESYST 113 INDUSTRIAL CONTROLLERS

Units: 4.00  
 CSU 54.00 hours lecture, 54.00 hours lab  
*Co-requisite: ESYST-101*  
 Presents basic control systems for process machines and driven equipment used in industry, including programmable controllers, basic electrical circuits, input devices, output devices, control diagrams and specific programmable controller applications.

# ENGINEERING

## Associate in Science Degree: Engineering

The Engineering program provides curriculum concerned with the fundamentals of mechanics, electrical theory, and materials that can be applied to all disciplines within engineering. The degree concentrates on helping students develop critical thinking skills, a creative imagination and excellent communication skills to effectively function in the professional environment. Most careers in engineering require a baccalaureate or graduate degree. Career options include: mechanical engineer, civil engineer, computer engineer, aerospace engineer, biomedical engineer, automotive engineer and manufacturing engineer.

### Degree Student Learning Outcome:

Students will be able to interpret, analyze, and evaluate engineering concepts.

### Program Requirements:

Units Required: 48

	Units
ENGR-151	Materials of Engineering.....3.0
ENGR-152	Statics.....3.0
ENGR-260	Electrical Circuits I.....3.0
ENGR-260L	Electrical Circuits I Laboratory ..... 1.0
CHEM-201	General Chemistry I.....6.0
	<i>OR</i>
CHEM-201H	General Chemistry I – Honors.....6.0
MATH-211	Calculus I.....5.0
MATH-212	Calculus II.....5.0
MATH-213	Calculus III.....5.0
MATH-215	Differential Equations .....3.0
PHYSIC-220	Physics for Scientists and Engineers: . Mechanics of Solids and Fluids.....4.0
PHYSIC-221	Physics for Scientists and Engineers: . Electricity and Magnetism.....4.0
	<i>Plus a minimum of three units from the following:</i>
ENGR-101	Introduction to Engineering.....2.0
ENGR-110	Introduction to Engineering Graphics .. with AutoCAD .....3.0
ENGR-114	Solids Modeling for Mechanical ..... Drafting .....3.0
ENGR-151L	Materials of Engineering Lab.....1.0
ENGR-230	Dynamics.....3.0
ENGR-240	Strength of Materials .....3.0
MATH-214	Linear Algebra .....3.0
PHYSIC-222	Physics for Scientists and Engineers: . Wave Motion, Heat, Optics and Modern Physics.....4.0
SURV-101	Introduction to Land Surveying.....4.0

Plus a minimum of three units from the following:

ENGR-220	Programming and Problem-Solving in MATLAB.....	3.0
CMPSCI-111	Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L	Introduction to Algorithms and Programming Lab.....	1.0
CMPSCI-235	'C' Programming.....	3.0

### ENGR 096 DISCOVER ENGINEERING

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Explores the various engineering disciplines by examining engineering problems and their solutions. Includes essential techniques for success in subsequent engineering courses and orientation to relevant computer based technologies.

### ENGR 101 INTRODUCTION TO ENGINEERING

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-102*

Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession.

### ENGR 110 INTRODUCTION TO ENGINEERING GRAPHICS WITH AUTOCAD

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-102*

Covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2D and 3D CAD skills. The use of CAD software is an integral part of the course.

### ENGR 114 SOLIDS MODELING FOR MECHANICAL DRAFTING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the computer aided aspects of mechanical design and development utilizing the solids modeling program Solidworks. Emphasizes surface modeling and "top-down" design as related to mechanical objects and their assembly.

### ENGR 151 MATERIALS OF ENGINEERING

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: PHYSIC-220 and CHEM-201 or 201H.*

Presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Includes the properties of materials as related to atomic and crystal structure.

### ENGR 151L MATERIALS OF ENGINEERING LAB

Units: 1.00

UC:CSU 54.00 hours lab

*Prerequisite: PHYSIC-220 and CHEM-201 or 201H.*

This course is the experimental exploration of the connections between the structure of materials and materials properties. Laboratories provide opportunities to directly observe the structures and behaviors discussed in ENGR 151. Students will operate testing equipment to analyze experimental data and to prepare reports. Presents crystalline structures, mechanical properties of metals, the electrical properties of semiconducting materials, and polymers in a laboratory setting. Investigates experiments involving cold-working, heat treatment, material hardness, ductile-to-brittle fracture behavior, fatigue, equilibrium phase diagrams, steel microstructure, corrosion, and process methods.

### ENGR 152 STATICS

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: MATH-212 and PHYSIC-220*

Applies the principles of mechanics to rigid bodies in two and three-dimensional equilibrium. Focuses on 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 220 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB

Units: 3.00

CSU 36.00 hours lecture, 54 hours lab

*Prerequisite: MATH-211*

Utilization of the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. Introduction of the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures

**ENGR 230 DYNAMICS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ENGR-152*

Fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion; mechanical vibrations. (Formerly ENGR-155)

**ENGR 240 STRENGTH OF MATERIALS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGR-152*

Presents stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams as well as pressure loading of thin-walled pressure vessels. In addition, the course also covers stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, buckling of columns, and statically indeterminate systems. Formerly ENGR-161.

**ENGR 260 ELECTRICAL CIRCUITS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: PHYSIC-221**Co-requisite: MATH-215*

Introduces analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. ENGR-260 & ENGR-260L formerly ENGR-153.

**ENGR 260L ELECTRICAL CIRCUITS LABORATORY**

Units: 1.00

CSU 54.00 hours lab

*Co-requisite: ENGR-260*

Introduces the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Elementary circuit design. Practical considerations such as component value tolerance and non-ideal aspects of laboratory instruments. Construction and measurement of basic operational amplifier circuits. ENGR-260 & ENGR-260L formerly ENGR-153.

# ENGLISH

The study of English prepares students for careers in any field for which close reading, critical thinking, and thoughtful, accurate written and verbal expression are necessary.

The English Department offers several areas of instruction:

- College skills courses, which integrate reading and writing instruction to prepare students for success in transfer-level composition courses
- Transfer-level composition courses, which fulfill the language and rationality general education requirement and reading and writing competency requirements for graduation, as well as CSUGE and IGETC transfer requirements
- Literature courses, which fulfill humanities general education and transfer requirements and provide cultural enrichment as well as experience with close reading and analysis
- Creative writing courses, which fulfill humanities general education and transfer requirements and provide instruction in multiple genres as well as literary magazine production
- Technical writing courses, which prepare students for writing in the workplace
- A linguistics course, which analyzes systems of grammar, the social and historical contexts of language, language learning, and language change

**Associate in Arts Degree: English for Transfer**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in English. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to:

- Appraise the contributions and relevance of literature.
- Apply multiple perspectives and critical thinking methods to analyze and interpret literature.

**Program Requirements:**

Units Required: 18-19

Units

Select one of the following two options below for four to six units:

**OPTION 1:**

ENGL-103	Critical Reading, Writing, and Thinking .....	3.0
	<i>OR</i>	
ENGL-103H	Critical Reading, Writing, and Thinking – Honors .....	3.0
ENGL-110	Composition and Literature .....	3.0

**OPTION 2:**

ENGL-112	Intermediate Composition, Literature, and Critical Thinking .....	4.0
	<i>OR</i>	
ENGL-112H	Intermediate Composition, Literature, and Critical Thinking - Honors .....	4.0

Plus six units from the following:

ENGL-250	British Literature I .....	3.0
ENGL-251	British Literature II .....	3.0
ENGL-260	American Literature I .....	3.0
ENGL-261	American Literature II .....	3.0
ENGL-273	World Literature I .....	3.0
ENGL-274	World Literature II .....	3.0

If Option 1 is selected above, plus three units from the following that have not already been selected from the courses listed above:

If Option 2 is selected above, plus six units from the following that have not already been selected from the courses listed above:

	Units	
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-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-273	World Literature I .....	3.0
ENGL-274	World Literature II .....	3.0

Plus three units from the following that have not already been selected from the courses listed above:

ENGL-105	Introduction to Creative Writing .....	3.0
ENGL-106	Creative Writing - Nonfiction .....	3.0
ENGL-108	Creative Writing - Poetry .....	3.0
ENGL-109	Creative Writing - Short Stories .....	3.0
ENGL-122	Literary Magazine Production .....	3.0
ENGL-135	Literature and Film .....	3.0
ENGL-225	Children's Literature .....	3.0
ENGL-250	British Literature I .....	3.0
ENGL-251	British Literature II .....	3.0
ENGL-260	American Literature I .....	3.0
ENGL-261	American Literature II .....	3.0
ENGL-262	American Multicultural Literature .....	3.0
ENGL-263	Introduction to Poetry .....	3.0
ENGL-264	Study of Fiction .....	3.0
ENGL-270	Introduction to African-American Literature .....	3.0
ENGL-271	Mythology .....	3.0
ENGL-272	The Bible As Literature .....	3.0
ENGL-273	World Literature I .....	3.0
ENGL-274	World Literature II .....	3.0
ENGL-275	Shakespeare .....	3.0
ENGL-280	Women Writers .....	3.0
ENGL-281	Introduction to Science Fiction and Fantasy .....	3.0
HUMAN-101	Forms and Ideas in Humanities .....	3.0

**Associate in Arts Degree: English**

The English associate degree provides students with a wide variety of intellectual skills while introducing them to a major source of cultural enrichment. The major includes both creative writing and literature courses. The creative writing courses provide instruction in multiple genres. The literature courses offer a broad range of types and periods of literature.



**Degree Student Learning Outcome:**

Students will be able to:

- Appraise the contributions and relevance of literature.
- Apply multiple perspectives and critical thinking methods to analyze and interpret literature.

**Program Requirements:**

Units Required: 19

	Units
ENGL-112 Intermediate Composition, Literature and Critical Thinking .....	4.0
<i>OR</i>	
ENGL-112H Intermediate Composition, Literature and Critical Thinking - Honors .....	4.0
<i>Plus three units from the following:</i>	
ENGL-250 British Literature I .....	3.0
ENGL-251 British Literature II .....	3.0
<i>Plus three units from the following:</i>	
ENGL-260 American Literature I .....	3.0
ENGL-261 American Literature II .....	3.0
<i>Plus nine units from the following:</i>	
ENGL-105 Introduction to Creative Writing .....	3.0
ENGL-106 Creative Writing - Nonfiction .....	3.0
ENGL-108 Creative Writing - Poetry .....	3.0
ENGL-109 Creative Writing - Short Stories .....	3.0
ENGL-122 Literary Magazine Production .....	3.0
ENGL-135 Literature and Film .....	3.0
ENGL-225 Children's Literature .....	3.0
ENGL-250 British Literature I .....	3.0
ENGL-251 British Literature II .....	3.0
ENGL-260 American Literature I .....	3.0
ENGL-261 American Literature II .....	3.0
ENGL-262 American Multicultural Literature .....	3.0
ENGL-263 Introduction to Poetry .....	3.0
ENGL-264 Study of Fiction .....	3.0
ENGL-270 Introduction to African-American Literature .....	3.0
ENGL-271 Mythology .....	3.0
ENGL-272 The Bible As Literature .....	3.0
ENGL-273 World Literature I .....	3.0
ENGL-274 World Literature II .....	3.0
ENGL-275 Shakespeare .....	3.0
ENGL-280 Women Writers .....	3.0
ENGL-281 Introduction to Science Fiction and Fantasy .....	3.0

**ENGL 089 ESSENTIAL READING AND WRITING SKILLS**

Units: 3.00

54.00 hours lecture

Provides an introduction to essential college skills, including source-based composition, critical reading of fiction and non-fiction, and success strategies. Units do not apply to the associate degree.

**ENGL 091 INTRODUCTION TO COLLEGE READING AND WRITING**

Units: 3.00

54.00 hours lecture

*Prerequisite: ENGL-089 or placement as determined by the COC English assessment process.*

Prepares students to write well-organized, unified and coherent essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after ENGL-094 or ENGL-096. Units do not apply to the associate degree.

**ENGL 094 INTRODUCTION TO TECHNICAL READING AND WRITING**

Units: 3.00

54.00 hours lecture

*Prerequisite: ENGL-089 or placement as determined by the COC English assessment process.*

Prepares students to write well-organized and unified business communications, including the rhetorical principles and compositional practices necessary to write effective business letters, memos, resumes, instructions, proposals, and reports. No credit if taken after ENGL-091. Units do not apply to the associate degree.

**ENGL 096 ACCELERATED PREPARATION FOR COLLEGE READING AND WRITING**

Units: 4.00

72.00 hours lecture

*Prerequisite: Placement as determined by the COC English assessment process.*

Provides an accelerated approach to prepare students for transfer-level English composition by focusing on writing strategies for well-organized, unified, and coherent college essays and critical reading skills for interpreting college-level reading material. Units do not apply to the associate degree.

**ENGL 101 ENGLISH COMPOSITION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 100

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.*

Builds critical reading and expository writing skills through the analysis and evaluation of college-level, non-fiction readings and the composition of well-organized, full-length essays containing properly documented evidence.

**ENGL 101H HONORS ENGLISH COMPOSITION**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID ENGL 100

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.*

Builds critical reading and expository writing skills through the analysis and evaluation of college-level, non-fiction and fiction readings and the composition of well-organized, full-length essays containing properly documented evidence. The honors component requires expanded and more complex reading and writing assignments.

**ENGL 103 CRITICAL READING, WRITING AND THINKING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 105

*Prerequisite: ENGL-101 or ENGL-101H*

Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative writing, and logical reasoning.

**ENGL 103H CRITICAL READING, WRITING AND THINKING – HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 105

*Prerequisite: ENGL-101 or ENGL-101H*

Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative writing, and logical reasoning. Honors work challenges students to be more analytical and creative through expanded assignments such as more in-depth engagement with, and application of, techniques of persuasion and argumentation.

**ENGL 104 TECHNICAL READING AND WRITING**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.*

Builds critical and expository writing skills through the analysis and evaluation of real world texts and the composition of analytical writing required in the student's field of study. This course is designed primarily for students in Career Technical Education fields of study.

**ENGL 105 INTRODUCTION TO CREATIVE WRITING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 200

*Prerequisite: ENGL-101 or ENGL-101H*

Focuses on writing and analysis of poetry, short stories, and plays. Students learn to develop ideas with an awareness of stylistic and formal elements.

**ENGL 106 CREATIVE WRITING - NONFICTION**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Presents nonfiction prose, emphasizing description and narration through the composition of memoirs and personal essays. Writing practice underscores the writer's development of personal style in accordance with the standards of various creative nonfiction approaches.

**ENGL 108 CREATIVE WRITING - POETRY**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Presents elements of poetry and advanced practice in the writing of poems, emphasizing the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings.

**ENGL 109 CREATIVE WRITING - SHORT STORIES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Presents the elements of short fiction and advanced practice in writing short stories, emphasizing the writer's awareness of his or her own style and the manipulation of formal and stylistic elements.

**ENGL 110 COMPOSITION AND LITERATURE**

UC:CSU 54.00 hours lecture

C-ID ENGL 120

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

**ENGL 111 INTRODUCTION TO LINGUISTICS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces the theory and methods of linguistics, with an emphasis on the structure, function, and history of language. Includes a study of language acquisition, language change, and the sociology and psychology of language.

**ENGL 112 INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID ENGL 110

*Prerequisite: ENGL-101 or ENGL-101H*

Builds on the critical thinking, reading, and writing practices begun in English 101, offering instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature.

**ENGL 112H INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING - HONORS**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID ENGL 110

*Prerequisite: ENGL-101 or ENGL-101H*

Builds on the critical thinking, reading, and writing practices begun in English 101, offering instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature. Honors work challenges students to be more analytical and creative through expanded assignments, such as more in depth engagement with and application of literary theory.

**ENGL 122 LITERARY MAGAZINE PRODUCTION**

Units: 3.00

CSU 54.00 hours lecture

Introduces literary magazine production, culminating in the publication of a creative arts magazine. Includes reading, evaluating, and editing literary manuscripts and artistic submissions for publication in a variety of formats.

**ENGL 135 LITERATURE AND FILM**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-091*

Explores the complex interplay between literature and film by studying the conventions and characteristics, terms and concepts, and critical theories in both fields.

**ENGL 204 TECHNICAL REPORT WRITING**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Focuses on the writing of reports and accompanying documents required in professional or vocational environments, including proposals, summaries, memoranda and research skills.

**ENGL 225 CHILDREN'S LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 180

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.**Recommended Preparation: ENGL-101 or ENGL-101H*

Introduces literature written for children, with emphasis on analysis and evaluation, including cultural, psychological, and literary contexts.

**ENGL 250 BRITISH LITERATURE I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 160

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the literature written in the British Isles up to the last quarter of the 18th century.

**ENGL 251 BRITISH LITERATURE II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 165

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys British literature from the late eighteenth century to contemporary British and post-colonial texts.

**ENGL 260 AMERICAN LITERATURE I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 130

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Surveys the major movements and genres of American literature from its beginnings through the Civil War.

**ENGL 261 AMERICAN LITERATURE II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 135

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Surveys a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present.

**ENGL 262 AMERICAN MULTICULTURAL LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Surveys various genres of multicultural literature of the United States, addressing issues of voice, agency, and the construction of American identity across racial, ethnic, regional, and gender boundaries in the cultural context of a diverse country.

**ENGL 263 INTRODUCTION TO POETRY**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines major poetic forms and literary elements in selected English poems representing a diversity of voices. Emphasizes close, analytical reading of imagery, symbol, figurative language, rhythm, and sound to discover theme, tone and significance.

**ENGL 264 STUDY OF FICTION**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Presents selected prose fiction from various writers in Western Civilization. Emphasizes short fiction of the 19th and 20th centuries plus one novel. Through close reading and discussion, students will learn to analyze and interpret prose narratives.

**ENGL 270 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Surveys African American literature from the 1700s to the present, including poetry, fiction, autobiography, essays, drama, and oral literature.

**ENGL 271 MYTHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents a multicultural look at basic themes and archetypes in mythology, including creation, the female and male divine, heroic quest, the trickster and sacred places.

**ENGL 272 THE BIBLE AS LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Introduces the literary qualities of selected books of the Hebrew and Christian Bibles and their later appropriation by the Anglo-American literary canon.

**ENGL 273 WORLD LITERATURE I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 140

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Presents selected prose fiction from various writers in Western Civilization. Emphasizes short fiction of the 19th and 20th centuries plus one novel. Through close reading and discussion, students will learn to analyze and interpret prose narratives.

**ENGL 274 WORLD LITERATURE II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 145

*Prerequisite:* ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.

*Recommended Preparation:* ENGL-101 or ENGL-101H

Surveys world literature in translation from the Renaissance to modern times, including European, Japanese, Russian, Chinese, Middle Eastern, African, and Latin American literature.



**ENGL 275 SHAKESPEARE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-091, ENGL-094, ENGL-096, ESL-100 or placement as determined by the COC English assessment process.*

*Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the principles of Shakespearean poetry and drama. Detailed reading of selected poems, comedies, tragedies, and histories.

**ENGL 280 WOMEN WRITERS**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys literature written by women from diverse cultural backgrounds throughout various literary periods focusing on relevant, on-going gender issues.

**ENGL 281 INTRODUCTION TO SCIENCE FICTION AND FANTASY**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces science fiction and fantasy as literature; emphasizes the conventions, history, traditions of the genre, and the use of mythology. Provides a context for the political, philosophical, and social commentary in works studied.



# ENGLISH AS SECOND LANGUAGE

The ESL program offers beginning, intermediate, and advanced level courses providing essential language skills aimed at preparing non-native speakers of English for college-level work. An associate degree is not available in English As A Second Language.

**ESL 060 COLLEGE READING, WRITING AND GRAMMAR LEVEL I**

Units: 3.00

54.00 hours lecture

Develops 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.

**ESL 061 COLLEGE LISTENING AND SPEAKING I**

Units: 3.00

54.00 hours lecture

Provides practice in speaking in informal college situations. Focuses on listening, speaking, and pronunciation through extensive practice in common college situations. Units do not apply to the associate degree.

**ESL 070 COLLEGE READING, WRITING AND GRAMMAR LEVEL II**

Units: 3.00

54.00 hours lecture

*Prerequisite: ESL-060 or COC Credit or Noncredit placement test*

Continued development of reading, writing, and grammar skills necessary for college-level work. Units do not apply to the associate degree.

**ESL 071 COLLEGE LISTENING AND SPEAKING II**

Units: 3.00

54.00 hours lecture

Provides extensive practice in oral communication in both formal and informal college situations. Develops listening strategies. Units do not apply to the associate degree.

**ESL 080 COLLEGE WRITING AND GRAMMAR LEVEL III**

Units: 3.00

54.00 hours lecture

*Prerequisite: ESL-070 or appropriate placement as determined by the COC placement process.*

Focuses on writing researched non-personal paragraphs and short essays using more advanced grammatical structures. Units do not apply to the associate degree.

**ESL 081 COLLEGE LISTENING & SPEAKING III**

Units: 3.00

54.00 hours lecture

Provides intensive practice in academic listening, note-taking, and speaking skills. Focuses on fluency. Units do not apply to the associate degree.

**ESL 083 COLLEGE READING, VOCABULARY AND DISCUSSION III**

Units: 3.00

54.00 hours lecture

*Prerequisite: ESL-070 or appropriate placement by the COC ESL placement process.*

Develops reading, vocabulary skills, and discussion techniques through analysis of fiction and non-fiction materials.

**ESL 091 ACCENT REDUCTION**

Units: 4.00

72.00 hours lecture

Focuses on accent reduction for non-native speakers of English. Course covers discrete sounds and phonemes, as well as stress and intonation, aural discrimination, and sound patterns reproduction. Offered pass/no-pass only. Units do not apply to the associate degree.

**ESL 100 COLLEGE READING AND WRITING IV**

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite: ESL-080 and 083 or appropriate placement as determined by the COC ESL placement process.*

Designed to prepare non-native speakers for transfer-level English composition courses, including complex sentence patterns and multi-paragraph essays.

# ENVIRONMENTAL SCIENCES

The Environmental Sciences focus on understanding the relationships between nature and humanity.

The courses offered provide the necessary background knowledge and training for students to successfully transfer into prominent four-year colleges and universities in the fields of Environmental Studies and Sciences. Environmental scientists are needed to develop sustainable solutions to global problems currently facing our society.

An associate degree is not currently available in Environmental Sciences.

**ENVRMT 101 INTRODUCTION TO ENVIRONMENTAL STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the use of the Earth's natural resources by human civilizations; the roles that economics, ethics, law, history, politics, culture and gender inequity have played in resource use and distribution in environmental studies. Field trips may be required.

**ENVRMT 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Provides students with an understanding of the natural processes operating in the world. Explores environmental processes associated with society and emphasizes the scientific method, elements of statistics and sampling, and the completion of research-based experimental studies along with required field trips.

**ENVRMT 104 ENERGY RESOURCE CONSERVATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces a quantitative survey of current energy resources, alternate methods of energy generation, and various energy conservation methods, including practical applications relevant to today's economy and technology while stressing physics of energy and environmental utilization relevant to energy use. Field trips may be required.

# FIRE TECHNOLOGY

## Associate in Science Degree: Fire Service Management In-Service

This degree is for the fire service professional who wishes to advance to the rank of Company Officer. Upon completing the degree program, fire service professionals will further their knowledge in the following areas: Human Resource Management, General Administrative Functions, Fire Inspections and Investigation, All-Risk Command Operations, Wildland Incident Operations, Instructional Methodology, Safety and Survival, as well as Tactics and Strategy.

### Degree Student Learning Outcome:

Students will be able to implement an action plan for a posed emergency incident to mitigate the situation.

### Program Requirements:

Units Required: 20

	Units
FIRETC-106 Principles of Fire and Emergency Service Administration.....	3.0
FIRETC-109 Principles of Fire and Emergency Services & Survival.....	3.0
FIRETC-125 Firefighting Tactics and Strategy .....	3.0
FIRETC-210A Company Officer 2A: Human Resource Management for Company Officers.....	2.0
FIRETC-210B Company Officer 2B: General Administrative Functions for Company Officers.....	1.0
FIRETC-210C Company Officer 2C: Fire Inspections and Investigation for Company Officers.....	2.0
FIRETC-210D Company Officer 2D: All-Risk Command Operations for Company Officers.....	2.0
FIRETC-210E Company Officer 2E: Wildland Incident Operations for Company Officers.....	2.0
FIRETC-211A Instructor I: Instructional Methodology .....	2.0

## Associate in Science Degree: Fire Technology - Pre-Service

The Fire Technology - Pre-Service degree/certificate program prepares students for careers in the fire service, either public or private. After completion of the program, students will have a basic understanding in fire protection, prevention and behavior, fire company organization and procedures, fire hydraulics, wildland

fire behavior and fire investigation among other areas. HLHSCI 151 (EMT) may be waived if the student has successfully completed EMT training; however, two additional elective courses must be taken in lieu of HLHSCI 151.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of fire organization, fire prevention, fire equipment and systems, building construction for fire protection, fire behavior and combustion and emergency medical technician.

### Program Requirements:

Units Required: 32

	Units
FIRETC-101 Principles of Emergency Services...	3.0
FIRETC-102 Fire Prevention .....	3.0
FIRETC-103 Fire Protection Systems .....	3.0
FIRETC-104 Building Construction for Fire Protection .....	3.0
FIRETC-105 Fire Behavior and Combustion .....	3.0
FIRETC-109 Principles of Fire and Emergency Services & Survival.....	3.0
HLHSCI-151 Emergency Medical Technician I .....	8.0

*Plus six units from the following:*

FIRETC-106 Principles of Fire and Emergency Service Administration .....	3.0
FIRETC-107 Fire Apparatus and Equipment .....	3.0
FIRETC-108 Fire Protection Hydraulics and Water Supply .....	3.0
FIRETC-110 Wildland Fire Behavior .....	3.0
FIRETC-120 Hazardous Materials.....	3.0
FIRETC-123 Fire Investigation .....	3.0
FIRETC-125 Firefighting Tactics and Strategy .....	3.0

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

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of fire organization, fire prevention, fire equipment and systems, building construction for fire protection, fire behavior and combustion and emergency medical technician.

### Program Requirements:

Units Required: 26

	Units
FIRETC-101 Principles of Emergency Services...	3.0
FIRETC-102 Fire Prevention .....	3.0
FIRETC-103 Fire Protection Systems .....	3.0
FIRETC-104 Building Construction for Fire Protection .....	3.0
FIRETC-105 Fire Behavior and Combustion .....	3.0
FIRETC-109 Principles of Fire and Emergency Services & Survival.....	3.0
HLHSCI-151 Emergency Medical Technician I .....	8.0

*Recommended electives:*

FIRETC-106 Principles of Fire and Emergency Service Administration .....	3.0
FIRETC-107 Fire Apparatus and Equipment .....	3.0

FIRETC-108	Fire Protection Hydraulics and Water Supply .....	3.0
FIRETC-110	Wildland Fire Behavior .....	3.0
FIRETC-123	Fire Investigation .....	3.0
FIRETC-125	Firefighting Tactics and Strategy .....	3.0

### **FIRETC 101 PRINCIPLES OF EMERGENCY SERVICES**

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics and life safety initiatives.

### **FIRETC 102 FIRE PREVENTION**

Units: 3.00

CSU 54.00 hours lecture

Provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

### **FIRETC 103 FIRE PROTECTION SYSTEMS**

Units: 3.00

CSU 54.00 hours lecture

Provides information relating to the features of design and operation of fire alarm systems, water-based suppression systems special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

### **FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Units: 3.00

CSU 54.00 hours lecture

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

### **FIRETC 105 FIRE BEHAVIOR AND COMBUSTION**

Units: 3.00

CSU 54.00 hours lecture

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

### **FIRETC 106 PRINCIPLES OF FIRE AND EMERGENCY SERVICE ADMINISTRATION**

Units: 3.00

CSU 54.00 hours lecture

Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

### **FIRETC 107 FIRE APPARATUS AND EQUIPMENT**

Units: 3.00

CSU 54.00 hours lecture

Presents fire apparatus design, including mobile and fixed apparatus, a review of construction specifications and performance capabilities, and the effective deployment, utilization and performance of equipment under emergency conditions.

### **FIRETC 108 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY**

Units: 3.00

CSU 54.00 hours lecture

Presents the theory and principles of using water in fire protection, including the hydraulic principles used to solve water supply problems.

### **FIRETC 109 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL**

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 150X

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout emergency services.

### **FIRETC 110 WILDLAND FIRE BEHAVIOR**

Units: 3.00

CSU 54.00 hours lecture

Covers topics related to wildland fire behavior such as weather, fuel and topographic factors. Field trips may be required.

### **FIRETC 120 HAZARDOUS MATERIALS**

Units: 3.00

CSU 54.00 hours lecture

Examines basic fire chemistry and problems of flammability as encountered by emergency services personnel including fuels, flammable solids, combustible metals, plastics and oxidizers. Examines basic hazardous material response elements in regards to EMS personnel and their role as first responders.



**FIRETC 123 FIRE INVESTIGATION**

Units: 3.00

CSU 54.00 hours lecture

Provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

**FIRETC 125 FIREFIGHTING TACTICS AND STRATEGY**

Units: 3.00

CSU 54.00 hours lecture

Presents the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Field trips may be required.

**FIRETC 210A COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRETC 210B COMPANY OFFICER 2B: GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS**

Units: 1.00

CSU 20.00 hours lecture

Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRETC 210C COMPANY OFFICER 2C: FIRE INSPECTIONS AND INVESTIGATION FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRETC 210D COMPANY OFFICER 2D: ALL-RISK COMMAND OPERATIONS FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting incident size-up, developing and implementing an initial plan of action involving a single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and develop and conduct a post-incident analysis. This course is designed for Firefighters who have met the educational requirements for Fire Fighter I, and completed the ICS-200.B: Incident Command System for Single Resources and Initial Action Incident and Hazardous Material Incident Commander courses (as offered by the California Specialized Training Institute).

**FIRETC 210E COMPANY OFFICER 2E: WILDLAND INCIDENT OPERATIONS FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

*Prerequisite: FIRETC-210D*

Provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II, and completed the S-290 Intermediate Fire Behavior course (classroom delivery).

**FIRETC 211A INSTRUCTOR I: INSTRUCTIONAL METHODOLOGY**

Units: 2.00

CSU 40.00 hours lecture

Provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

# FIRST YEAR EXPERIENCE

## FYE 100 FIRST YEAR SEMINAR

Units: 3.00

CSU 54.00 hours lecture

Provides students who are participating in the First Year Experience (FYE) program a seminar-style course that will introduce them to the pursuit of intellectual inquiry in college and life via critical thinking. Students who are eligible for this course have applied and been accepted to the FYE Program.



## FRENCH

*(See Modern Languages)*

# GEOGRAPHY

Geography is the broad spatial science that studies the location, distribution, and interaction among all physical and cultural features of earth. These studies include physical processes that create and modify landforms, affect daily weather and long-term climates, and influence the setting for all biologic phenomena such as plants, animals and humans. These studies also include the distribution and interaction of cultural phenomena such as population, language, religion, economics, politics, diseases, agriculture, migration, resources, urban patterns, ethnic studies, and the many short-term and long-term effects of humans on the environment. The geography program also includes the study and use of graphs, maps, geospatial digital data retrieval and cartographic technology.

Through lecture, lab, and field study, the geography program provides insight, perspective, and application required to assist citizens in making well-informed decisions involving the inter-relationships between the natural physical environment and the systems and networks of human societies.

### Associate in Arts Degree: Geography for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Geography. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to locate and analyze the distribution of physical and cultural features in the world, relate them to modifying processes, and assess variables that influence resulting spatial patterns.

**Program Requirements:**

Units Required: 18

	Units
GEOG-101 Physical Geography .....	3.0
OR	
GEOG-101H Physical Geography - Honors.....	3.0
GEOG-102 Human Geography .....	3.0
Plus six units from the following:	
GEOG-101L Physical Geography Lab .....	1.0
GEOG-103 Weather and Climate .....	3.0
GEOG-104 World Regional Geography .....	3.0
GIS-101 Introduction to Geographic Information Systems.....	3.0
<i>Plus six units from the following:</i>	
ANTHRO-103 Cultural Anthropology .....	3.0
OR	
ANTHRO-103H Cultural Anthropology – Honors.....	3.0
GEOL-101 Physical Geology.....	3.0

**GEOG 101 PHYSICAL GEOGRAPHY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOG 110

Analyzes the elements and interconnections among earth’s physical features of lithosphere, atmosphere, hydrosphere, biosphere, annual seasons and its humans. Examines geospatial concepts including location, distance, time zones, and cartography. Field trips may be required.

**GEOG 101H PHYSICAL GEOGRAPHY - HONORS**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOG 110

*Recommended Preparation: ENGL-101 or ENGL-101H*

Analyzes the elements and interconnections among earth’s physical features of lithosphere, atmosphere, hydrosphere, biosphere, annual seasons, and its humans. Examines geospatial concepts including location, distance, time zones, and cartography. Field trips may be required. Honors work challenges students to be more analytical and creative through expanded assignments that include additional critical thinking, research and presentation techniques.

**GEOG 101L PHYSICAL GEOGRAPHY LAB**

Units: 1.00  
 UC:CSU 54.00 hours lab  
 C-ID GEOG 111

*Co-requisite: GEOG-101 or GEOG-101H*

Focuses on observation, interpretation, and application of data of earth’s environment, utilizing the tools and techniques of physical geographers. Field trip may be required.

**GEOG 102 HUMAN GEOGRAPHY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOG 120

Analyzes the spatial distribution and interaction of human patterns such as population, language, religion, economics, migration, ethnicity, urban and political systems, agriculture, development, and human-environment interactions.

**GEOG 103 WEATHER AND CLIMATE**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOG 130

Introduces the mechanics and processes of the atmosphere, including general and severe weather, weather forecasting, climates, and the complex natural and human influences on global climate change. May include field work and field trips.

**GEOG 104 WORLD REGIONAL GEOGRAPHY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOG-125

Examines the interdependency, connectivity, and diversity of the world’s regions, both in natural environments and cultural societies. It also explores sensitive equity and ethnic issues facing society. Field trips may be required.

# GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information System (GIS) is a computer-based geospatial management system that allows the user to visualize, question, analyze, interpret, and understand complex data in order to reveal relationships, patterns, and trends. The study of GIS leads to increased efficiency, improved communication, and all-around better decision making in an almost endless variety of fields and disciplines.

## GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID GEOG 155

Introduces the fundamental concepts, methods, and applications of Geographic Information Systems (GIS) science and its role in spatial analysis, decision making, and data management.



# GEOLOGY

Geology is the science that studies the earth. These studies includes earth's formation and composition, the processes that create resources such as fuels, minerals, and construction materials, the energy systems that modify landforms on the crust, the historical evolution of life and global climates, and the continuing interaction between humans and the natural environment.

Through lecture, lab and field study, the geology program provides insight, perspective, and application required to assist citizens in making well-informed decisions concerning earth-related issues such as water resources, building and engineering, natural disasters, agriculture and ocean resources, and the long-term effects on our planet from an increasing population.

## Associate in Science Degree: Geology for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Geology. Additional majors are being developed. Please



see a counselor or visit <http://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to synthesize information from a variety of sources and disciplines in order to solve geologic problems.

**Program Requirements:**

Units Required: 29

	Units
GEOL-101 Physical Geology .....	3.0
GEOL-101L Physical Geology Lab.....	1.0
GEOL-102 Historical Geology .....	4.0
CHEM-201 General Chemistry I.....	6.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors .....	6.0
CHEM-202 General Chemistry II.....	5.0
MATH-211 Calculus I.....	5.0
MATH-211 Calculus II.....	5.0

**GEOL 101 PHYSICAL GEOLOGY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOL 100

Explores the basic features of the exterior and interior of the earth's crust, the materials of which those features are composed, and the geologic processes which produced them. Field trips may be required.

**GEOL 101L PHYSICAL GEOLOGY LAB**

Units: 1.00  
 UC:CSU 54.00 hours lab  
 C-ID GEOL 100L

*Co-requisite: GEOL-101*

Provides the principles and tools of direct and remote observation of Earth's crustal evolution and surface processes through analysis of minerals, rocks, fossils, topographic and geologic maps, cross sections and other geologic tools. Field work may be required.

**GEOL 102 HISTORICAL GEOLOGY**

Units: 4.00  
 UC:CSU 54.00 hours lecture, 54.00 hours lab  
 C-ID GEOL 111

Studies the evolution of the earth's crust and the earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American continent, its landforms, contiguous oceans, animals and plants, including some study of the principles of paleontology. Field trips may be required.

**GEOL 103 DINOSAURS**

Units: 3.00  
 UC:CSU 54.00 hours lecture

Presents the origins, evolution, diversity, anatomy, physiology, ecology, habitat, behaviors, extinction, and paleontology of the dinosaurs in the Mesozoic Era.

**GEOL 104 NATURAL DISASTERS**

Units: 3.00  
 UC:CSU 54.00 hours lecture

Examines the earth processes, forces and systems that cause natural disasters, including volcanic eruptions, earthquakes, hurricanes, tsunamis, tornadoes, floods, climate change, landslides, mass extinction, and extraterrestrial impacts. Field trips may be required.

**GEOL 105 GEOLOGY OF CALIFORNIA**

Units: 3.00  
 UC:CSU 54.00 hours lecture

Surveys the major geomorphic provinces of California, including their geologic history, topography, geologic structures, rock units, natural resources, and possible environmental risks. Field trips may be required.

**GEOL 109 EARTH SCIENCE**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID GEOL 120

Surveys the terminology and basic concepts of the fields of earth science, including astronomy, geology, meteorology, and oceanography. Examines earth's changing geological systems and the importance of earth science phenomenon to daily life. UC credit limitation: no credit if taken after a college-level course in Astronomy, Geology, Meteorology or Oceanography. Field trip may be required.

**GEOL 109L EARTH SCIENCE LABORATORY**

Units: 1.00  
 UC:CSU 54.00 hours lab  
 C-ID GEOL 120L

*Co-requisite: GEOL-109*

Presents laboratory experiences focusing on earth science materials and systems in the lithosphere, hydrosphere, atmosphere, and solar system.

**GERMAN**

*(See Modern Languages)*

# GRAPHIC AND MULTIMEDIA DESIGN

## Associate in Arts Degree: Graphic & Multimedia Design – Graphic Design

This program offers an associate degree in Graphic and Multimedia Design with an emphasis in graphic design. The primary goal of this degree is to provide students with a foundation of knowledge and technical abilities required of a graphic design position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in graphic design will also provide students with basic skills and competencies.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a graphic design position.

### Program Requirements:

Units Required: 33

	Units
ART-110 Art History: Ancient to Medieval.....	3.0
ART-111 Art History: Renaissance to Modern .....	3.0
ART-124A Drawing I .....	3.0
ART-140 Beginning Design: Two-Dimensional Media .....	3.0
GMD-101 Introduction to Visual Communication.....	3.0
GMD-120 History of Graphic Design.....	3.0
GMD-142 Digital Illustration .....	3.0
GMD-144 Graphic Design I.....	3.0
GMD-145 Type and Typography .....	3.0
GMD-173 Motion Design.....	3.0
GMD-242 Graphic Design II.....	3.0

## Certificate of Achievement: Graphic & Multimedia Design – Graphic Design

The Graphic Design certificate develops students' creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in graphic design,

graphic arts, computer illustration, digital photography and art direction.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a graphic design position.

### Program Requirements:

Units Required: 28

	Units
GMD-101 Introduction to Visual Communication.....	3.0
GMD-104 Graphic Design for Web and Social Media.....	3.0
GMD-107 Multimedia for Web and Social Media .....	3.0
GMD-120 History of Graphic Design.....	3.0
GMD-142 Digital Illustration .....	3.0
GMD-144 Graphic Design I.....	3.0
GMD-145 Type and Typography .....	3.0
GMD-173 Motion Design.....	3.0
GMD-242 Graphic Design II.....	3.0

*Plus a minimum of one unit from the following:*

CWE-188 GMD Cooperative Work Experience Education.....	1.0 - 4.0
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## Associate in Arts Degree: Graphic & Multimedia Design – Multimedia

The primary goal of the Graphic and Multimedia Design degree with emphasis in multimedia is to provide students with a foundation of knowledge and technical abilities required of a multimedia position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in multimedia will also provide students with a set of basic skills and competencies.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a multimedia position.

### Program Requirements:

Units Required: 33

	Units
ART-110 Art History: Ancient to Medieval.....	3.0
ART-111 Art History: Renaissance to Modern .....	3.0
ART-124A Drawing I .....	3.0
ART-140 Beginning Design: Two-Dimensional Media .....	3.0

GMD-101	Introduction to Visual Communication.....	3.0
GMD-120	History of Graphic Design.....	3.0
GMD-144	Graphic Design I.....	3.0
GMD-145	Type and Typography .....	3.0
GMD-173	Motion Design.....	3.0
GMD-177	Web Page Design I.....	3.0
GMD-277	Web Page Design II.....	3.0

**Certificate of Achievement: Graphic & Multimedia Design – Multimedia**

Multimedia is a rapidly growing industry combining video, sound, animation and graphics with digital technology into an interactive environment. The multimedia certificate develops students’ creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in web design, interface design, motion graphics, digital photography, graphic arts, digital video production and game design.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a multimedia position.

**Program Requirements:**

Units Required: 28

	Units	
GMD-101	Introduction to Visual Communication.....	3.0
GMD-104	Graphic Design for Web and Social Media.....	3.0
GMD-107	Multimedia for Web and Social Media .....	3.0
GMD-120	History of Graphic Design.....	3.0
GMD-144	Graphic Design I.....	3.0
GMD-145	Type and Typography .....	3.0
GMD-173	Motion Design.....	3.0
GMD-177	Web Page Design I.....	3.0
GMD-277	Web Page Design II.....	3.0

*Plus a minimum of one unit from the following:*

CWE-188GMD	Cooperative Work Experience Education.....	1.0 - 4.0
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**GMD 041 INTRODUCTION TO INDESIGN**

Units: 1.00

13.50 hours lecture, 13.50 hours lab

Introduces page layout for print media using Adobe InDesign. Students learn how to utilize layout features for both text and images. Basic computer knowledge is assumed. Offered pass/no-pass only.

**GMD 097L MULTIMEDIA LAB**

Units: 1.00

54.00 hours lab

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

**GMD 101 INTRODUCTION TO VISUAL COMMUNICATION**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces the concepts and practices applicable to visual communication, including the elements and principles of composition, divergent thinking, and the creative process. Includes instruction in several software applications.

**GMD 104 GRAPHIC DESIGN FOR WEB AND SOCIAL MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology and techniques to design and manage brand identity for web and social media with applications such as Twitter, Facebook, Instagram, YouTube, Tumblr, and emerging social media platforms.

**GMD 107 MULTIMEDIA FOR WEB AND SOCIAL MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology and techniques to produce and manage multimedia assets including images, graphics, video, animation and sound for web and social media using applications such as Illustrator and Photoshop.

**GMD 120 HISTORY OF GRAPHIC DESIGN**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the origin and evolution of graphic design, including the development of typography, advertising, poster design, illustration, corporate identities and trademarks.

**GMD 142 DIGITAL ILLUSTRATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces digital illustration for graphic design using Adobe Illustrator and Adobe Photoshop. Topics include: book, editorial and package design.

**GMD 144 GRAPHIC DESIGN I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: GMD-101*

Introduces the design of print graphics, covering various page layout formats and the fundamentals of typographic design. Includes instruction in several software applications.

**GMD 145 TYPE AND TYPOGRAPHY**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces type and typography for visual communication. Traditional and contemporary techniques are combined to explore the art of letterforms.

**GMD 173 MOTION DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, and techniques of motion design using industry standard software such as Adobe AfterEffects.

**GMD 177 WEB PAGE DESIGN I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended preparation: GMD-101 and GMD-145*

Introduces the fundamental concepts, terminology and techniques of web and interactive design using industry standard software.

**GMD 242 GRAPHIC DESIGN II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces advanced visual communication skills in print graphics, using graphic software applications to explore logo, advertising and publication design.

**GMD 277 WEB PAGE DESIGN II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended preparation: GMD-177*

Introduces advanced concepts, terminology and techniques of web and interactive design using industry standard software such as Adobe Photoshop and Adobe Dreamweaver.

# HEALTH SCIENCE

**Certificate of Specialization: Emergency Medical Technician I**

Prepares students for certification and employment as an Emergency Medical Technician (also known as EMT-Basic). Includes emergency department and ambulance clinical observations. Health clearance and background check required prior to start of clinical rotations. Upon successful completion, students are eligible to take the National Registry EMT-B examination. This course meets DOT objectives. May be repeated if used for legally mandated training.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in EMT skills and knowledge as required by state and local regulations.

**Program Requirements:**

Units Required: 8.5

Units

HLHSCI-151      Emergency Medical Technician I ..... 8.5

**HLHSCI 046 EMERGENCY MEDICAL RESPONDER**

Units: 3.00

49.50 hours lecture, 13.50 hours lab

Prepare students to become Emergency Medical Responders (EMR) who manage medical and/or trauma emergencies during the first few minutes prior to advanced care arriving on scene.

**HLHSCI 100 HEALTH EDUCATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the psychological, physical, social, intellectual, environmental, and spiritual dimensions of health. UC credit limitation: HLHSCI-100, and HLHSCI-243 combined, maximum credit one course.

**HLHSCI 101 INTRODUCTION TO THE HEALTH PROFESSIONS**

Units: 3.00

CSU 54.00 hours lecture

Introduces a variety of health occupations, including roles and responsibilities, educational preparation requirements, health care, career planning, and an overview of the US health system.



**HLHSCI 140 INTRODUCTION TO PUBLIC HEALTH**

Units: 3.00  
 CSU 54.00 hours lecture  
 C-ID PHS 101

Introduces the discipline of public health including terminology, the role of public health agencies in society, public health professions, epidemiology, healthcare policy and management.

**HLHSCI 149 NUTRITION FOR FITNESS AND BALANCED LIVING**

Units: 2.00  
 UC:CSU 36.00 hours lecture

Examines the psycho-biological, cultural, social, cognitive, and environmental factors that influence a person's eating, physical activity behaviors, and body image. Provides practical strategies to promote healthy attitudes and behaviors. UC credit limitation: HLHSCI-149 and HLHSCI-150 combined, maximum credit one course.

**HLHSCI 150 NUTRITION**

Units: 3.00  
 UC:CSU 54.00 hours lecture

Introduces the study of food and nutrients throughout the lifespan and their impact on quality of life and disease prevention. UC credit limitation: HLHSCI-149 and HLHSCI-150 combined, maximum credit one course.

**HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN**

Units: 8.50  
 CSU 156.00 hours lecture, 24.00 hours lab

*Prerequisite: Must be 18 years or older the first day of class and have completed an American Heart Association "BLS for the Healthcare Provider" course and present AHA BLS Healthcare Provider card to instructor the first day of class. Recommended Preparation: HLHSCI-046*

Prepares students for certification and employment as an Emergency Medical Technician, including emergency department clinical experience and ambulance ride-along. Health clearance and background check required prior to start of clinical rotations. Upon successful completion students are eligible to take the National Registry EMT examination. The course meets the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009). May be repeated if used for legally mandated training.

**HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER**

Units: 1.50  
 CSU 24.00 hours lecture, 8.00 hours lab

*Recommended Preparation: HLHSCI-151 or current/lapsed EMT Certification*

Designed to provide the knowledge required for L.A. County/State of California EMT recertification, including L.A. County scope of practice, NREMT transition materials and skills testing.

**HLHSCI 243 WOMEN AND HEALTH**

Units: 3.00  
 UC:CSU 54.00 hours lecture

Surveys past and current issues surrounding women's health, including anatomy, sexuality, reproductive health, sexually transmitted diseases, disorders common to women, mental health, domestic violence, menopause and women in the health profession. UC credit limitation: HLHSCI-100 and HLHSCI-243 combined, maximum credit one course.

**HLHSCI 249 MEDICAL TERMINOLOGY**

Units: 3.00  
 CSU 54.00 hours lecture

Presents a comprehensive study of medical terminology, emphasizing determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.



# HISTORY

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 for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T

in History. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

### Degree Student Learning Outcome:

Students will be able to analyze and interpret the significance of specific historical events and time periods.

### Program Requirements:

Units Required: 18

	Units
HIST-111 United States History I.....	3.0
<i>OR</i>	
HIST-111H United States History I - Honors.....	3.0
AND	
HIST-112 United States History II.....	3.0
<i>OR</i>	
HIST-112H United States History II - Honors.....	3.0
<i>Plus six units from the following:</i>	
HIST-101 History of Western Civilization: The Pre-Industrial West.....	3.0
<i>OR</i>	
HIST-101H History of Western Civilization: The Pre-Industrial West - Honors.....	3.0
<i>OR</i>	
HIST-161 World History I.....	3.0
<i>AND</i>	
HIST-102 History of Western Civilization: the Modern Era.....	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-120H The Role of Women in the History of the United States - Honors.....	3.0
HIST-191 History of Eastern Civilization I.....	3.0
HIST-192 History of Eastern Civilization II.....	3.0
HIST-193 History of India.....	3.0
HIST-212 History of the Middle East.....	3.0
HIST-240 Latin American Civilization.....	3.0
HIST-243 History of Mexico and the Mexican and Chicano Peoples.....	3.0
<i>Plus three units from the following:</i>	
HIST-130 Social and Cultural History of the United States.....	3.0
HIST-210 History of California.....	3.0
ANTHRO-103 Cultural Anthropology.....	3.0

ANTHRO-103H	Cultural Anthropology – Honors .....	3.0
ECON-170	Economic History of the United States .....	3.0
ECON-170H	Economic History of the United States - Honors .....	3.0
POLISC-150	Introduction to American Government and Politics .....	3.0
POLISC-150H	Introduction to American Government and Politics – Honors .....	3.0

**Associate in Arts Degree: History**

**Degree Student Learning Outcome:**

Students will be able to analyze and interpret the significance of specific historical events and time periods.

**Program Requirements:**

Units Required: 18

		Units
HIST-101	History of Western Civilization: The Pre-Industrial West .....	3.0
	<i>OR</i>	
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors .....	3.0
HIST-102	History of Western Civilization: The Modern Era .....	3.0
HIST-111	United States History I .....	3.0
	<i>OR</i>	
HIST-111H	United States History I - Honors .....	3.0
HIST-112	United States History II .....	3.0
	<i>OR</i>	
HIST-112H	United States History II - Honors .....	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>	
ECON-170	Economic History of the United States .....	3.0
ECON-170H	Economic History of the United States - Honors .....	3.0
HIST-115	United States History Since 1945 .....	3.0
HIST-120	The Role of Women in the History of the United States .....	3.0
	<i>OR</i>	
HIST-120H	The Role of Women in the History of the United States - Honors .....	3.0
HIST-161	World History I .....	3.0

*OR*

HIST-193	History of India .....	3.0
HIST-210	History of California .....	3.0
HIST-212	History of the Middle East .....	3.0
HIST-243	History of Mexico and the Mexican and Chicano Peoples .....	3.0

**HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 170

Surveys the history of Western Civilization from earliest times to the 16th century, including the development of economic, socio-political, and cultural institutions from pre-history to Riverine cultures of the Near East, Greco-Roman world and medieval and early modern Europe.

**HIST 101H HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 170

*Recommended Preparation: ENGL-101 or ENGL-101H*  
 Surveys the history of Western Civilization from earliest times to the 16th century, including the development of economic, socio-political, and cultural institutions from pre-history to Riverine cultures of the Near East, Greco-Roman world and medieval and early modern Europe. Additional reading, writing, critical thinking, and research techniques are required.

**HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 180

Surveys the history of Western Civilization from the 16th century to the present period, including the economic, socio-political, and cultural developments in Europe, the Americas, and the emergent nations of the modern era.

**HIST 111 UNITED STATES HISTORY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 130

Surveys American civilization, from the Pre-Columbian era through Reconstruction, emphasizing the political, cultural, economic, and social history of the United States. Meets Title 5 American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 111H UNITED STATES HISTORY I - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 130

*Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys American civilization, from the Pre-Columbian era through Reconstruction, including the political, cultural, economic, and social history of the United States. Additional reading, writing, and research techniques required. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 112 UNITED STATES HISTORY II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 140

Surveys the political, economic, and social history of the United States from Reconstruction to the present. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 112H UNITED STATES HISTORY II - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 140

*Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the political, economic, and social history of the United States from Reconstruction to the present. Additional reading, writing, and research techniques required. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 115 UNITED STATES HISTORY SINCE 1945**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the political, social, and cultural events occurring in the United States since 1945, exploring the connections with racial unrest, foreign and military policy, civil liberties, and governmental responsibility. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the political, economic, and intellectual history of women in the development of the United States from the early Colonial era to the present day, including their challenges and contributions. Meets Title 5 American Institutions US History requirement for the associate degree.

**HIST 120H THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-101 or ENGL-101H*

Explores the political, economic, and intellectual history of women in the development of the United States from the early Colonial era to the present day, including their challenges and contributions. Additional reading, writing, and research techniques required. Meets Title 5 American Institutions US History requirement for the associate degree.

**HIST 130 SOCIAL AND CULTURAL HISTORY OF THE UNITED STATES**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the social, political, and cultural history of the United States, from the 15th century to the present, including changes in society, immigration, and culture, and issues of gender, ethnicity, and race. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 161 WORLD HISTORY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 150

Examines world civilization from prehistory through the 1500s, including Greek and Roman philosophies, Confucianism, Hinduism, Buddhism, Christianity, Islam, political institutions, social practices, literature, women's status, and cross-cultural influences.

**HIST 191 HISTORY OF EASTERN CIVILIZATION I**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys Asian civilizations from antiquity to the 19th century, including philosophical and social environments and cultural and political trends. Specifically examines China and Japan, as well as neighboring areas like Korea, India, and Southeast Asia.



**HIST 192 HISTORY OF EASTERN**

CIVILIZATION II

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys Asian civilizations from the 19th century to the present, emphasizing the regions of China, Japan, Korea, India, and Southeast Asia. Topics include Western imperialism, nationalist movements, Asian affairs during World War II, communist regimes, economic modernization, and cultural trends.

**HIST 193 HISTORY OF INDIA**

Units: 3.00

UC:CSU 54.00 hours lecture

History of India's diverse populations, social practices, religions, government institutions, nationalist movements, art, and literature from antiquity to the present, including the Indus Civilization, Mughal Empire, tenets and socio-political implications of Hinduism, Buddhism, Islam, British colonialism, communal strife, and modern India.

**HIST 210 HISTORY OF CALIFORNIA**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys California from its pre-Columbian past to the present. Emphasizes the economic, political, social, and natural history utilizing a cross-cultural emphasis.

**HIST 212 HISTORY OF THE MIDDLE EAST**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the Middle East, ancient civilizations in the Fertile Crescent leading up to the rise of Islam, including economic, political, ethnic, religious, and national differences.

**HIST 240 LATIN AMERICAN CIVILIZATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the geography, history, culture, economic, and political development of Latin America from the late pre-Columbian era to the present.

**HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO PEOPLES**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history of Mexico and the Mexican/ Chicano people from the late Pre-Cortesian era to the present, including Aztec and Maya societies, Mexican Independence Movement, Mexican Revolution, and the North American Free Trade Agreement.

**HOTEL AND RESTAURANT MANAGEMENT**

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

The Associate of Science degree program in Hotel and Restaurant Management provides a broad-based fundamental approach to the managerial functions in both the hotel and restaurant industry. The combined designation adds accounting requirements to either the restaurant or the hotel management program offerings.

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 18

	Units
HRMGT-101	Introduction to the Hospitality Industry.....3.0
HRMGT-210	Hotel and Restaurant Law.....3.0
HRMGT-225	Food Service Sanitation and Safety 3.0
HRMGT-245	Hotel and Restaurant Supervision and Guest Relations.....3.0
HRMGT-275	Hospitality Industry Accounting.....3.0
Plus three units from the following:	
HRMGT-220	Restaurant Operations .....3.0
HRMGT-235	Hotel and Restaurant Sales and Marketing.....3.0

**Associate in Science Degree: Hotel Management**

The associate of science degree in Hotel Management focuses on developing the tools necessary to create a career in the hotel industry.

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 18

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

HRMGT-210	Hotel and Restaurant Law .....	3.0
HRMGT-225	Food Service Sanitation and Safety .....	3.0
HRMGT-245	Hotel and Restaurant Supervision and Guest Relations .....	3.0
<i>Plus three units from the following:</i>		
HRMGT-102	Introduction to the Tourism Industry	3.0
HRMGT-235	Hotel and Restaurant Sales and Marketing .....	3.0

**Associate in Science Degree: Restaurant Management**

The Associate in Science Degree with a designation prepares students for a career in the restaurant management industry.

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 18

	Units	
HRMGT-101	Introduction to the Hospitality Industry .....	3.0
HRMGT-210	Hotel and Restaurant Law .....	3.0
HRMGT-220	Restaurant Operations .....	3.0
HRMGT-225	Food Service Sanitation and Safety .....	3.0
HRMGT-235	Hotel and Restaurant Sales and Marketing .....	3.0
HRMGT-245	Hotel and Restaurant Supervision and Guest Relations .....	3.0

**HRMGT 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

Units: 3.00

CSU 54.00 hours lecture

Introduces students to careers and trends in the hotel, restaurant, and tourism industries, including social and economic forces that influence various industry components.

**HRMGT 102 INTRODUCTION TO THE TOURISM INDUSTRY**

Units: 3.00

CSU 54.00 hours lecture

Examines operations, principles and trends in the emerging tourism industry, emphasizing the marketing and the competitive service strategies of major tourist attractions.

**HRMGT 126 DINING ROOM SERVICE**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: HRMGT-225*

Designing quality food and beverage operations service systems. Evaluates and matches guest service needs to efficient and courteous food presentation techniques. A wide variety of table appointments and settings are evaluated in conjunction with presentation and design principles.

**HRMGT 150 INTRODUCTION TO HOTEL/ RESORT OPERATIONS**

Units: 3.00

CSU 54.00 hours lecture

C-ID HOSP 140

Introduces students to lodging operations with an emphasis on the accounting, management and performance standards of a lodging enterprise.

**HRMGT 210 HOTEL AND RESTAURANT LAW**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: HRMGT-101*

Provides fundamental legal principles and concepts requiring appropriate response and action by hospitality personnel, including proactive actions and programs to limit legal exposure.

**HRMGT 220 RESTAURANT OPERATIONS**

Units: 3.00

CSU 54.00 hours lecture

C-ID HOSP 130

Examines operations, management, policy, development and related aspects of a retail restaurant establishment.

**HRMGT 225 FOOD SERVICE SANITATION AND SAFETY**

Units: 3.00

CSU 54.00 hours lecture

Presents the concepts and related practices that assure a safe and sanitary food service facility, emphasizing the application of the HACCP (Hazard Analysis of Critical Control Point) system of prevention. Areas covered include the following: food handling and processing, foodborne illness and prevention, and accident and fire prevention.

**HRMGT 235 HOTEL AND RESTAURANT SALES AND MARKETING**

Units: 3.00

CSU 54.00 hours lecture

Examines the fundamentals of marketing plans used by hotels and restaurants, emphasizing advertising, promotions, merchandising and sales.

**HRMGT 245 HOTEL AND RESTAURANT SUPERVISION AND GUEST RELATIONS**

Units: 3.00

CSU 54.00 hours lecture

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

**HRMGT 275 HOSPITALITY INDUSTRY ACCOUNTING**

Units: 3.00

CSU 54.00 hours lecture

Presents accounting for hotel and restaurant operations emphasizing revenue and expenses, payroll, inventory, food and beverage, and the tools necessary to create the financial reports to evaluate operations of hotels and restaurants.

**HUMANITIES**

Humanities studies the history and development of human thought and culture. By focusing on literature, history, philosophy, art and film, humanities courses seek a broad and interconnected understanding of the human experience.

**HUMAN 100 INTRODUCTION TO STUDIES IN THE HUMANITIES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-091*

Introduces themes and methods of inquiry of the Humanities. Compares and contrasts ideas and cultural expressions of Western and Non-Western Civilizations, focusing on a selected theme chosen each term.

**HUMAN 101 FORMS AND IDEAS IN HUMANITIES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-091*

Introduces the interdisciplinary analysis and interpretation of art, literature, and philosophical ideas. Examines the relationship between forms, ideas, and world civilizations.

**HUMAN 115 CULTURAL ERAS IN HUMANITIES I: ANTIQUITY TO THE LATE 15TH CENTURY**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-091*

Presents an interdisciplinary, multi-cultural study of major eras of humanistic development from the ancient world to the late fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. No credit for HUMAN-115 if taken after HUMAN-101, 105, or 106.

**HUMAN 116 CULTURAL ERAS IN HUMANITIES II: LATE 15TH CENTURY TO THE PRESENT**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-091*

Presents an interdisciplinary, multi-cultural study of eras of humanistic development from the late 15th century to the present through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. No credit for HUMAN-116 if taken after HUMAN-101, 105, or 106.

**HUMAN 150 GREAT BOOKS, GREAT IDEAS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: ENGL-091*

Traces an idea in the humanities from antiquity and its influence on contemporary values and ideas through the reading of great works.



**INTERIOR DESIGN**

The Interior Design program’s goals are to prepare graduates for employment in the current job market and/or for transfer to a four-year institution. An important objective of the program is to consistently offer professional level curriculum that provides graduates with the ability to perform successfully in a variety of occupations as industry demands change and economic conditions fluctuate. Additionally, the comprehensive curriculum for this degree follows CIDA (Council for Interior Design Accreditation) standards to meet the functional and aesthetic needs required by clients for interior environments. Students who complete this A.S. Degree will be eligible to sit for the CID examination upon graduation, an important step towards becoming a Certified Interior Designer.

**Associate in Science Degree: Interior Design**

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 48

	Units
ID-084 Digital Illustration for Architecture and Interior Design .....	2.0
<i>OR</i>	
ARCHT-084 Digital Illustration for Architecture and Interior Design .....	2.0
ID-101A Introduction to Interior Design .....	3.0
ID-101B Introduction to Interior Design Lab ..	1.0
ID-102 Applied Color for Designers.....	3.0
ID-103 Perspective and Interior Illustration .....	3.0
ID-104 Rapid Visualization and Illustration..	3.0
ID-110 Architectural Drafting .....	3.0
<i>OR</i>	
ARCHT-110 Architectural Drafting .....	3.0
ID-113 Interior Design Materials and Specifications .....	3.0
ID-114 Architecture and Interiors History: Antiquity - Classical Revival .....	3.0
ID-115 Architecture and Interiors History:Classical Revival - Post Modern .....	3.0
ID-117 Lighting Design.....	3.0
ID-190 Design II - Space Planning.....	3.0

**INTERIOR DESIGN**



*OR*

ID-207	Residential Design.....	3.0
ID-211	Advanced Kitchen and Bath Design .....	3.0

*OR*

ID-217	Advanced Residential Interior Design Studio .....	3.0
ID-295	Professional Practices for Interior Design .....	3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....	3.0

*Plus six units from the following that have not already been taken above:*

ID-091	Art and Accessories in Interior Design .....	1.0
ID-092	Merchandising for Interior Design....	1.0
ID-100	Careers in Architecture, Interior Design and Related Fields .....	1.0

*OR*

ARCHT-100	Careers in Architecture, Interior Design and Related Fields .....	1.0
ID-105	Introduction to Production Design .....	3.0
ID-106	Trade Resources for TV, Film, and Theatre .....	2.0
ID-111	Kitchen and Bath Design .....	3.0
ID-190	Design II - Space Planning.....	3.0

*OR*

ARCHT-190	Design II – Space Planning .....	3.0
ID-207	Residential Design.....	3.0
ID-211	Advanced Kitchen and Bath Design .....	3.0
ID-217	Advanced Residential Interior Design Studio .....	3.0
ID-219	Interior Design Portfolio .....	3.0
ARCHT-180	Codes and Zoning Regulations .....	3.0
ARCHT-220	Advanced 2-D CAD for Architecture .... and Interior Design .....	3.0
ARCHT-240	Architectural Design Portfolio .....	3.0
ARCHT-260	3-D CAD for Modeling/Animation ....	3.0
CWE-188	Cooperative Work Experience Education.....	1.0

**Certificate of Achievement: Interior Design**

The Interior Design program's goals are to prepare graduates for employment in the current job market. An important objective of the program is to consistently offer professional level curriculum that provides graduates with the ability to perform successfully in a variety of occupations as industry demands change and economic conditions fluctuate. Additionally, the comprehensive

curriculum for this certificate follows CIDA (Council for Interior Design Accreditation) standards to meet the functional and aesthetic needs required by clients for interior environments.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 40

	Units	
ID-084	Digital Illustration for Architecture and Interior Design .....	2.0

*OR*

ARCHT-084	Digital Illustration for Architecture and Interior Design .....	2.0
ID-101A	Introduction to Interior Design .....	3.0
ID-101B	Introduction to Interior Design Lab ..	1.0
ID-102	Applied Color for Designers.....	3.0
ID-103	Perspective and Interior Illustration .	3.0

*OR*

ID-104	Rapid Visualization and Illustration..	3.0
ID-110	Architectural Drafting .....	3.0
ID-113	Interior Design Materials and Specifications .....	3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival .....	3.0

*OR*

ID-115	Architecture and Interiors History: Classical Revival - Post Modern.....	3.0
ID-117	Lighting Design.....	3.0
ID-207	Residential Design.....	3.0
ID-211	Advanced Kitchen and Bath Design .....	3.0

*OR*

ID-217	Advanced Residential Interior Design Studio .....	3.0
ID-295	Professional Practices for Interior Design .....	3.0

*Plus seven units from the following:*

ID-091	Art and Accessories in Interior Design .....	1.0
ID-100	Careers in Architecture, Interior Design and Related Fields .....	1.0

*OR*

ARCHT-100	Careers in Architecture, Interior Design and Related Fields .....	1.0
ID-103	Perspective and Interior Illustration .	3.0
ID-104	Rapid Visualization and Illustration..	3.0

ID-105	Introduction to Production Design .....3.0
ID-106	Trade Resources for TV, Film, and Theatre .....2.0
ID-111	Kitchen and Bath Design .....3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival .....3.0
ID-115	Architecture and Interiors History:Classical Revival - Post Modern .....3.0
ID-211	Advanced Kitchen and Bath Design 3.0
ID-217	Advanced Residential Interior Design Studio .....3.0
ID-219	Interior Design Portfolio .....3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....3.0
CWE-188	Cooperative Work Experience Education..... 1.0

**Certificate of Achievement: Interior Decorating - Merchandising**

This certificate prepares students to become interior decorators whose primary industry employment will be in retail furniture sales and retail display design.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an assistant to an interior designer or decorator, or a salesperson within the residential home furnishing industry.

**Program Requirements:**

Units Required: 23

	Units
ID-091	Art and Accessories in Interior Design ..... 1.0
ID-092	Merchandising for Interior Design ..... 1.0
ID-101A	Introduction to Interior Design .....3.0
ID-102	Applied Color for Designers.....3.0
ID-113	Interior Design Materials and Specifications .....3.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival .....3.0
ID-115	Architecture and Interiors History: Classical Revival - Post Modern.....3.0
<i>Plus six units from the following:</i>	
ID-084	Digital Illustration for Architecture and Interior Design .....2.0
<i>OR</i>	
ARCHT-084	Digital Illustration for Architecture and Interior Design .....2.0

ID-100	Careers in Architecture, Interior Design and Related Fields ..... 1.0
<i>OR</i>	
ARCHT-100	Careers in Architecture, Interior Design and Related Fields ..... 1.0
ID-101B	Introduction to Interior Design Lab..... 1.0
ID-103	Perspective and Interior Illustration .3.0
ID-104	Rapid Visualization and Illustration .....3.0

**Certificate of Specialization: Interior Design - Set Decorator for TV and Film**

This certificate is designed to prepare students for internships and employment opportunities as production assistants in TV and film. Upon completion of the certificate program, students will be able to pursue the following positions: 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 productions. Students will obtain the following skills and knowledge: color application, identification of period history, the application of principles and elements of design, and the ability to obtain trade resources.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a set decorator for TV, film or theatre.

**Program Requirements:**

Units Required: 17

	Units
ID-101A	Introduction to Interior Design .....3.0
ID-102	Applied Color for Designers.....3.0
ID-105	Introduction to Production Design ...3.0
ID-106	Trade Resources for TV, Film, and Theatre .....2.0
<i>Plus six units from the following:</i>	
ID-084	Digital Illustration for Architecture and Interior Design .....2.0
<i>OR</i>	
ARCHT-084	Digital Illustration for Architecture and Interior Design .....2.0
ID-091	Art and Accessories in Interior Design ..... 1.0
ID-101B	Introduction to Interior Design Lab..... 1.0
ID-114	Architecture and Interiors History: Antiquity - Classical Revival .....3.0
ID-115	Architecture and Interiors History: Classical Revival - Post Modern.....3.0

**Certificate of Specialization: Interior Design - Home Staging**

The Certificate of Specialization in Home Staging provides students with knowledge on how to professionally prepare a home for sale. Home staging requires attention to detail in preparing a sellers home to give it the appearance of a “model home.”

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a residential home stager.

**Program Requirements:**

Units Required: 14.5

	Units
ID-084            Digital Illustration for Architecture and Interior Design .....	2.0
<i>OR</i>	
ARCHT-084      Digital Illustration for Architecture and Interior Design .....	2.0
ID-091            Art and Accessories in Interior Design .....	1.0
ID-093            Home Staging and Applications.....	1.5
ID-101A          Introduction to Interior Design .....	3.0
ID-102            Applied Color for Designers.....	3.0
<i>Plus four units from the following:</i>	
ID-101B          Introduction to Interior Design Lab.....	1.0
ID-114            Architecture and Interiors History: Antiquity - Classical Revival .....	3.0
ID-115            Architecture and Interiors History: Classical Revival - Post Modern.....	3.0

**ID 084 DIGITAL ILLUSTRATION FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 2.00  
 18.00 hours, lecture, 54.00 hours lab  
 Introduces graphic illustration software for architecture and interior design presentations. Same as ARCHT-084.

**ID 091 ART AND ACCESSORIES IN INTERIOR DESIGN**

Units: 1.00  
 18.00 hours lecture  
 Covers the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods, portable light fixtures, linens and tableware in interior design. Field trips may be required.

**ID 092 MERCHANDISING FOR INTERIOR DESIGN**

Units: 1.00  
 18.00 hours lecture  
 Surveys retail store operations, store policies, customer service, sales techniques, and strategies used by visual merchandisers to attract customers. Field trips may be included.

**ID 093 HOME STAGING AND APPLICATIONS**

Units: 1.50  
 18.00 hours lecture, 27.00 hours lab  
 Introduces home staging for marketability, including home staging applications. Field trips may be required. Students who have earned credit for ID 094 & 095 cannot receive credit for this course. Offered pass/no-pass only.

**ID 096L INTERIOR DESIGN LAB**

Units: 1.00  
 54.00 hours lab  
 A lab for the currently-enrolled student who wishes to increase skills through the use of the CAD lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the interior design program. Offered pass/no-pass only. Units do not apply to the associate degree.

**ID 100 CAREERS IN ARCHITECTURE, INTERIOR DESIGN AND RELATED FIELDS**

Units: 1.00  
 CSU 18.00 hours lecture  
 Surveys careers in architecture, interior design and related fields, including degree requirements, transfer institutions, income, and employment opportunities. Field trips may be required. (Same as ARCHT-100).

**ID 101A INTRODUCTION TO INTERIOR DESIGN**

Units: 3.00  
 CSU 54.00 hours lecture  
 Introduces the principles and elements of interior design based on function and aesthetics. Field trips may be required.

**ID 101B INTRODUCTION TO INTERIOR DESIGN LAB**

Units: 1.00  
 CSU 54.00 hours lab  
*Co-requisite: ID-101A*  
 Lab component applying content from ID-101A.

**ID 102 APPLIED COLOR FOR DESIGNERS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on color concepts through two- and three-dimensional design problems, theory and application of color in design and/or digital illustration. Concentrates on color systems and psychology, and appropriate color choices for various projects. Field trips may be required.

**ID 103 PERSPECTIVE AND INTERIOR ILLUSTRATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces basic black and white interior graphic communication techniques focusing on one and two-point perspective sketch techniques, graphic charts, material representation, plan and elevation graphics; emphasis on composition, shade, shadow, lighting, and texture.

**ID 104 RAPID VISUALIZATION AND ILLUSTRATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ID-103*

Introduces techniques for freehand drawing and illustration necessary for visual communication and presentation, including rapid sketching, and projects in pencil, pen, shading, marker and/or water color.

**ID 105 INTRODUCTION TO PRODUCTION DESIGN**

Units: 3.00

CSU 54.00 hours lecture

Examines the process of production design in TV, film, and theatre, including the design process of various production team members. Educational and professional qualifications for entry into the industry are reviewed. Field trips may be required.

**ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Explores trade resources for set decorators working in TV, film and theatre.

**ID 110 ARCHITECTURAL DRAFTING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

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

**ID 111 KITCHEN AND BATH DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Prerequisite: ARCHT-110 or ID-110

Presents the analysis and application of the design process to space planning, materials and finish choices, codes application, and selection of specialized equipment unique to the planning of kitchens and baths. Field trips may be required.

**ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ID-101A & ID-101B*

Introduces the selection, specifications, and computations for interior design materials, products and textiles for residential and commercial design. Field trips may be required.

**ID 114 ARCHITECTURE AND INTERIORS HISTORY: ANTIQUITY - CLASSICAL REVIVAL**

Units: 3.00

CSU 54.00 hours lecture

Explores the history of building styles in architecture, and the decorative arts in interior design from Antiquity to Classical Revival. Emphasis is placed on style development as it relates to social, economic, and political influences. Field trips may be required.

**ID 115 ARCHITECTURE AND INTERIORS HISTORY: CLASSICAL REVIVAL - POST MODERN**

Units: 3.00

CSU 54.00 hours lecture

Traces the development of styles in the decorative arts, architecture, and interior furnishings in the period from Classical Revival to Post Modern. Emphasizes style development as it relates to social, economic and political influences. Field trips may be required.

**ID 117 LIGHTING DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-110 or ID-110*

Presents lighting design principles, applications, visual perception, properties of light color, luminaires types, and calculations. Includes energy efficient lighting practices and applicable codes and regulations, as well as written and graphic design documents. Field trips may be required.

**ID 190 Design II – SPACE PLANNING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

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

Interpret required sheets, content, and order for a small set of working drawings for a single story wood frame residence. Same as ARCHT-190.



**ID 207 RESIDENTIAL DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites: ID-101A and ID-101B and ID-110*

Addresses residential space planning, programming, and support spaces explored through creative expression. Includes critiques and design presentations.

**ID 211 ADVANCED KITCHEN AND BATH DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ID-111**Recommended Preparation: ARCHT-160, ID-113, ID-117*

Introduces industry standard software to design, render and price quotes as well as ordering materials, appliances and millwork for the kitchen and bath design industry. Field trips may be required.

**ID 217 ADVANCED RESIDENTIAL INTERIOR DESIGN STUDIO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites: ARCHT-084 or ID-084, ID-101A, ID-101B, and ID-110.**Recommended Preparation: ID-103, ID-104, ID-113, ID-114, ID-115, ID-207.*

Solves residential interior design problems by focusing on the process of creating design solutions for diverse clients and diverse budgets. Portfolio pieces will be produced. Field trips may be included.

**ID 219 INTERIOR DESIGN PORTFOLIO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ID-084*

Presents the process of preparing a professional interior design portfolio including an appropriate selection of work, concept improvement and methods of presentation.

**ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

Units: 3.00

CSU 54.00 hours lecture

Presents basic principles, procedures, and office systems necessary to professionally organize and carry through a creative interior design project from the original client contract to final billing and collecting. Field trips may be required.

**ITALIAN***(See Modern Language)***JOURNALISM***(See Media Entertainment Arts)***KINESIOLOGY  
– PHYSICAL  
EDUCATION**

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.

**Associate in Arts Degree: Kinesiology for Transfer**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer" - a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Kinesiology. Additional majors are being developed. Please see a counselor or visit <https://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer into a kinesiology program at a four-year college or university.

**Program Requirements:**

Units Required: 21-24

	Units
KPET-200 Introduction to Kinesiology .....	3.0
<i>Plus eight units from the following:</i>	
BIOSCI-201 Introduction to Human Anatomy .....	4.0
AND	
BIOSCI-202 Introduction to Human Physiology ...	4.0
OR	
BIOSCI-204 Human Anatomy and Physiology I ...	4.0
AND	
BIOSCI-205 Human Anatomy and Physiology II .....	4.0

*Plus a maximum of one course from any three of the following areas for a minimum of three units:*

**Aquatics**

KPEA-180B Intermediate Swimming .....	1.0
KPEA-180C Advanced Swimming .....	1.0

**Fitness**

KPEA-101A Beginning Weight Training .....	1.0
KPEA-105 Step Aerobics .....	1.0

**Individual Sports**

KPEA-165A Beginning Golf .....	1.0
KPEA-165B Intermediate Golf .....	1.0
KPEA-165C Advanced Golf .....	1.0
KPEA-185A Beginning Tennis .....	1.0
KPEA-185B Intermediate Tennis .....	1.0
KPEA-185C Advanced Tennis .....	1.0

**Team Sports**

KPEA-150A Beginning Basketball .....	1.0
KPEA-170A Beginning Soccer .....	1.0
KPEA-170B Intermediate Soccer .....	1.0
KPEA-175B Intermediate Softball .....	1.0
KPEA-175A Beginning Softball .....	1.0
KPEA-175B Intermediate Softball .....	2.0
KPEA-195A Beginning Volleyball .....	1.0
KPEA-195B Intermediate Volleyball .....	1.0
KPEA-195C Advanced Volleyball .....	1.0

*Plus two courses from the following for seven to ten units:*

**Biology**

BIOSCI-100 General Biology .....	4.0
OR	
BIOSCI-100H General Biology – Honors .....	4.0

**Chemistry**

CHEM-201 General Chemistry I .....	6.0
OR	
CHEM-201H General Chemistry I – Honors .....	6.0

**Physics**

PHYSIC-110 General Physics I 4.0	
OR	
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids .....	4.0

**Statistics**

MATH-140 Introductory Statistics .....	4.0
OR	
MATH-140H Introductory Statistics – Honors .....	4.0
OR	
SOCI-137 Statistics for the Social Sciences .....	3.0

**Associate in Arts Degree: Physical Education-Kinesiology****Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer to a kinesiology program at a four-year college or university.

**Program Requirements:**

Units Required: 23

	Units
KPET-200 Introduction to Kinesiology .....	3.0
KPET-201 Principles of Physical Fitness and Conditioning .....	3.0
KPET-210 Prevention and Care of Athletic Injuries .....	3.0
HLHSCI-100 Health Education .....	3.0
OR	
HLHSCI-150 Nutrition .....	3.0
<i>Plus eight units from the following:</i>	
BIOSCI-201 Introduction to Human Anatomy .....	4.0
AND	
BIOSCI-202 Introduction to Human Physiology ...	4.0
OR	

BIOSCI-204	Human Anatomy and Physiology I... 4.0	
	<i>AND</i>	
BIOSCI-205	Human Anatomy and Physiology II.. 4.0	
	<i>Plus three units from the following :</i>	
KPEA-100A	Beginning Physical Fitness Lab.....	1.0
KPEA-100B	Advanced Physical Fitness Lab.....	1.0
KPEA-101A	Beginning Weight Training.....	1.0
KPEA-101B	Advanced Weight Training.....	1.0
KPEA-102	Running for Fitness .....	1.0
KPEA-103	Cardio Cross-Training .....	1.0
KPEA-105	Step Aerobics .....	1.0
KPEA-106	Bowling.....	1.0
KPEA-107	Stretching for Flexibility and Relaxation.....	1.0
KPEA-125	Walking for Fitness .....	1.0
KPEA-145A	Beginning Baseball.....	1.0
KPEA-145B	Intermediate Baseball.....	1.0
KPEA-150A	Beginning Basketball .....	1.0
KPEA-150B	Intermediate Basketball .....	1.0
KPEA-150C	Advanced Basketball .....	1.0
KPEA-160A	Beginning Football.....	1.0
KPEA-160B	Intermediate Football.....	1.0
KPEA-165A	Beginning Golf.....	1.0
KPEA-165B	Intermediate Golf .....	1.0
KPEA-165C	Advanced Golf.....	1.0
KPEA-170A	Beginning Soccer .....	1.0
KPEA-170B	Intermediate Soccer .....	1.0
KPEA-175A	Beginning Softball.....	1.0
KPEA-175B	Intermediate Softball.....	1.0
KPEA-180A	Beginning Swimming .....	1.0
KPEA-180B	Intermediate Swimming.....	1.0
KPEA-180C	Advanced Swimming .....	1.0
KPEA-185A	Beginning Tennis .....	1.0
KPEA-185B	Intermediate Tennis .....	1.0
KPEA-185C	Advanced Tennis .....	1.0
KPEA-195A	Beginning Volleyball .....	1.0
KPEA-195B	Intermediate Volleyball .....	1.0
KPEA-195C	Advanced Volleyball .....	1.0

*Recommended electives:*

KPET-120	Emergency Procedures	2.0
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**Associate in Science Degree: Sports Medicine**

The Sports Medicine program/degree prepares the student for appropriate procedures in the recognition, prevention, care and rehabilitation of athletic related injuries. This program is designed to prepare students to transfer into university degree programs in related fields including but not limited to athletic training, physical therapy, and orthopedics.

**Degree Student Learning Outcome:**

Demonstrate the necessary skills and knowledge required for prevention, evaluation, diagnosis, immediate care and rehabilitation of athletic injuries.

**Program Requirements:**

Units Required: 32

	Units	
HLHSCI-100	Health Education .....	3.0
HLHSCI-150	Nutrition .....	3.0
KPET-120	Emergency Procedures.....	2.0
KPET-201	Principles of Physical Fitness and Conditioning.....	3.0
KPET-210	Prevention and Care of Athletic Injuries.....	3.0
KPET-210L	Prevention and Care of Athletic Injuries Lab.....	1.0
KPET-212	Sports Medicine Clinical Experience.....	3.0

*Plus four units from the following:*

KPET-213A	Practicum in Sports Medicine – Lower Extremity.....	2.0
KPET-213B	Practicum in Sports Medicine – Upper Extremity.....	2.0
KPET-213C	Practicum in Sports Medicine – General Medical Conditions .....	2.0

*Plus eight units from the following:*

BIOSCI-201	Introduction to Human Anatomy .. 4.0	
	<i>AND</i>	
BIOSCI-202	Introduction to Human Physiology .....	4.0
	<i>OR</i>	
BIOSCI-204	Human Anatomy and Physiology I.....	4.0
	<i>AND</i>	
BIOSCI-205	Human Anatomy and Physiology II .....	4.0

*Plus two units from the following:*

KPEA-100A	Beginning Physical Fitness Lab... 1.0
KPEA-100B	Advanced Physical Fitness Lab... 1.0
KPEA-101A	Beginning Weight Training..... 1.0
KPEA-101B	Advanced Weight Training..... 1.0
KPEA-102	Running for Fitness .....
KPEA-103	Cardio Cross-Training .....
KPEA-105	Step Aerobics .....
KPEA-106	Bowling.....
KPEA-107	Stretching for Flexibility and Relaxation.....
KPEA-125	Walking for Fitness .....
KPEA-145A	Beginning Baseball.....
KPEA-145B	Intermediate Baseball.....

KPEA-150A	Beginning Basketball.....	1.0
KPEA-150B	Intermediate Basketball.....	1.0
KPEA-150C	Advanced Basketball.....	1.0
KPEA-160A	Beginning Football.....	1.0
KPEA-160B	Intermediate Football.....	1.0
KPEA-165A	Beginning Golf.....	1.0
KPEA-165B	Intermediate Golf.....	1.0
KPEA-165C	Advanced Golf.....	1.0
KPEA-170A	Beginning Soccer.....	1.0
KPEA-170B	Intermediate Soccer.....	1.0
KPEA-175A	Beginning Softball.....	1.0
KPEA-175B	Intermediate Softball.....	1.0
KPEA-180A	Beginning Swimming.....	1.0
KPEA-180B	Intermediate Swimming.....	1.0
KPEA-180C	Advanced Swimming.....	1.0
KPEA-185A	Beginning Tennis.....	1.0
KPEA-185B	Intermediate Tennis.....	1.0
KPEA-185C	Advanced Tennis.....	1.0
KPEA-195A	Beginning Volleyball.....	1.0
KPEA-195B	Intermediate Volleyball.....	1.0
KPEA-195C	Advanced Volleyball.....	1.0

**Certificate of Specialization: Personal Training**

This certificate will help prepare those who are interested in entering the private training industry. This set of courses will assure that students will have a solid background in Kinesiology, resistance training program design, exercise techniques, and an array of conditioning techniques.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a personal trainer.

**Program Requirements:**

Units Required: 10

		Units
KPEA-101B	Advanced Weight Training.....	1.0
KPET-200	Introduction to Kinesiology.....	3.0
KPET-201	Principles of Physical Fitness and Conditioning.....	3.0
KPET-205	Personal Trainer Certification Preparation.....	2.0
<i>Plus one unit from the following:</i>		
KPEA-103	Cardio Cross-Training.....	1.0
<i>Recommended electives:</i>		
HLHSCI-150	Nutrition.....	3.0
BIOSCI-201	Introduction to Human Anatomy.....	4.0
BIOSCI-202	Introduction to Human Physiology.....	4.0
BIOSCI-204	Human Anatomy and Physiology I.....	4.0
BIOSCI-205	Human Anatomy and Physiology II.....	4.0

**KINESIOLOGY - ACTIVITY (KPEA)**

**KPEA 100A BEGINNING PHYSICAL FITNESS LAB**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces beginning physical fitness principles and applications to develop and encourage positive habits in a personalized exercise program. Offered pass/no pass only.

**KPEA 100B ADVANCED PHYSICAL FITNESS LAB**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-100A*

Presents advanced techniques in a laboratory physical fitness course designed to develop and encourage lifelong positive attitudes and habits in a personalized exercise program. Offered pass/no pass only.

**KPEA 101A BEGINNING WEIGHT TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

Presents beginning level instruction in weight training, emphasizing lifting and training techniques.

**KPEA 101B ADVANCED WEIGHT TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-101A, KPEI-153 or equivalent physical preparation.*

Advanced methods of physical conditioning and fitness program design, including principles of explosive training like Olympic lifts, plyometrics, balance training, speed development and functional flexibility training.

**KPEA 102 RUNNING FOR FITNESS**

Units: 1.00

UC:CSU 54.00 hours lab

Presents the theories and techniques associated with running to develop aerobic fitness. Strength and flexibility training for improved running performance will be discussed.

**KPEA 103 CARDIO CROSS-TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

Focuses 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 will be addressed for all training modes. Basic anatomy and physiology of human conditioning will also be discussed.



**KPEA 105 BEGINNING STEP AEROBICS**

Units: 1.00

UC:CSU 54.00 hours lab

Provides group cardiovascular conditioning utilizing a step platform.

**KPEA 106 BOWLING**

Units: 1.00

CSU 54.00 hours lab

Introduces the fundamental techniques of bowling, including scoring, rules, strategy, competitive formats and etiquette.

**KPEA 107 STRETCHING FOR FLEXIBILITY AND RELAXATION**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces stretching exercises that enhance flexibility, reduce muscle tension, and promote relaxation; styles may include yoga, pilates and others.

**KPEA 125 WALKING FOR FITNESS**

Units: 1.00

UC:CSU 54.00 hours lab

Focuses on improving cardio-respiratory endurance through a safe and effective beginning walking exercise program.

**KPEA 145A BEGINNING BASEBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of baseball, including the skills and mechanics of throwing, hitting, and catching, as well as overall gamesmanship.

**KPEA 145B INTERMEDIATE BASEBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Designed to enable students to become proficient in the intermediate skills of baseball, emphasizing play and strategy.

**KPEA 150A BEGINNING BASKETBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the basic fundamentals of basketball.

**KPEA 150B INTERMEDIATE BASKETBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Recommended preparation: KPEA-150A

**KPEA 150C ADVANCED BASKETBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-150B*

Presents the advanced skills of basketball.

**KPEA 160A BEGINNING FOOTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the techniques of the sport of football, emphasizing recreational play, skills, and game strategy.

**KPEA 160B INTERMEDIATE FOOTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Develops intermediate level football skills, emphasizing competitive play and specific game-situation strategies.

**KPEA 165A BEGINNING GOLF**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of golf including stance, grip, swing, putting, rules of golf, and overall gamesmanship.

**KPEA 165B INTERMEDIATE GOLF**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-165A*

Develops intermediate level golf skills emphasizing the techniques and tactics for long irons and woods.

**KPEA 165C ADVANCED GOLF**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-165B*

Develops advanced skills including course management, match and stroke play strategies, and club selection.

**KPEA 170A BEGINNING SOCCER**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the techniques of the sport of soccer for the beginning level player, emphasizing recreation play, strategy and rules.

**KPEA 170B INTERMEDIATE SOCCER**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-170A*

Develops intermediate-level soccer skills, emphasizing intermediate play, strategy and rules.

**KPEA 175A BEGINNING SOFTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of softball, including the rules and mechanics of throwing, hitting, and catching, and overall gamesmanship.

**KPEA 175B INTERMEDIATE SOFTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-175A*

Develops the intermediate skills of softball with emphasis on play and strategy. Progressive instruction includes hitting, fielding, throwing and catching, including weight training and conditioning.

**KPEA 180A BEGINNING SWIMMING**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces beginning swimming skills, emphasizing water safety.

**KPEA 180B INTERMEDIATE SWIMMING**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-180A*

Develops intermediate swim skills, emphasizing the four competitive swim strokes. Speed and endurance will be emphasized in a training environment.

**KPEA 180C ADVANCED SWIMMING**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-180B*

Develops advanced swim skills emphasizing four competitive swim strokes, as well as advanced speed and endurance training.

**KPEA 185A BEGINNING TENNIS**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces rules, methods, and techniques for the beginning tennis player.

**KPEA 185B INTERMEDIATE TENNIS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-185A*

Develops intermediate tennis skills emphasizing play and strategy.

**KPEA 185C ADVANCED TENNIS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-185B*

Presents advanced tennis skills with highly competitive game playing, including attacking ground strokes, quick volleys, offensive overheads, serves, service returns and power ground strokes.

**KPEA 195A BEGINNING VOLLEYBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of volleyball including rules, overall gamesmanship, and the primary skills: serving, passing, setting, hitting, blocking and digging.

**KPEA 195B INTERMEDIATE VOLLEYBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-195A*

Introduces intermediate volleyball skills and strategies, including jump-serving, the quick attack, 6-2 and 5-1 offensive systems, and rotational defense.

**KPEA 195C ADVANCED VOLLEYBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-195B*

Further develops the development of volleyball skills and strategies at an advanced/competitive level.

## KINESIOLOGY - INTERCOLLEGIATE (KPEI)

**KPEI 153 OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS**

Units: 1.00-2.00

UC:CSU 54.00-108.00 hours lab

*May be taken four times for credit*

Specific physical fitness related to off-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement.

**KPEI 245A INTERCOLLEGIATE BASEBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of baseball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 245B OFF-SEASON BASEBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of baseball. Appropriate for members of the intercollegiate baseball team and individuals interested in baseball training at an advanced level.

**KPEI 250A INTERCOLLEGIATE BASKETBALL I**

Units: 1.50

UC:CSU 81.00 hours lab

*May be taken four times for credit*

Fall intercollegiate competition in the sport of basketball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 250B INTERCOLLEGIATE BASKETBALL II**

Units: 1.50

UC:CSU 81.00 hours lab

*May be taken three times for credit*

Spring intercollegiate competition in the sport of basketball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 255A INTERCOLLEGIATE CROSS-COUNTRY**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of cross country. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 255B OFF-SEASON CROSS-COUNTRY TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of cross-country. Appropriate for members of the intercollegiate cross-country team and individuals interested in cross-country training at a competitive level.

**KPEI 260A INTERCOLLEGIATE FOOTBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of football. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 260B OFF-SEASON FOOTBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of football. Appropriate for members of the intercollegiate football team and individuals interested in football training at an advanced level.

**KPEI 265 INTERCOLLEGIATE GOLF**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of golf. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 270A INTERCOLLEGIATE SOCCER**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of soccer. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 270B OFF-SEASON SOCCER TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of soccer. Appropriate for members of the intercollegiate soccer team and individuals interested in soccer training at an advanced competitive level.

**KPEI 275A INTERCOLLEGIATE SOFTBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of softball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 275B OFF-SEASON SOFTBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of softball. Appropriate for members of the intercollegiate softball team and individuals interested in softball training at an advanced level.

**KPEI 280A INTERCOLLEGIATE SWIMMING**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of swimming. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 280B OFF-SEASON SWIMMING TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of swimming. Appropriate for members of the intercollegiate swim team and individuals interested in swim training at an advanced level.

**KPEI 285A INTERCOLLEGIATE TENNIS**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of tennis. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 285B OFF-SEASON TENNIS TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of tennis. Appropriate for members of the intercollegiate tennis team and individuals interested in tennis training at an advanced level.

**KPEI 290A INTERCOLLEGIATE TRACK AND FIELD**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of track and field. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 290B OFF-SEASON TRACK AND FIELD TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of track and field. Appropriate for members of the intercollegiate track and field team and individuals interested in track and field training at an advanced level.

**KPEI 295A INTERCOLLEGIATE VOLLEYBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of volleyball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association.

**KPEI 295B OFF-SEASON VOLLEYBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of volleyball. Appropriate for members of the intercollegiate volleyball team and individuals interested in volleyball training at an advanced level.

**KINESIOLOGY - THEORY (KPET)****KPET 104 THEORY AND ANALYSIS OF FOOTBALL**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents advanced football fundamentals, including the theory and philosophy of offensive and defensive strategy, principles of the kicking game and special teams, and coaching organization and implementation. Does not meet the physical education activity requirement for the associate degree.

**KPET 107 THEORY AND ANALYSIS OF BASKETBALL**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the history, rules, styles, game strategy, and current developments of basketball while preparing teams for games and practices. Does not meet PE activity requirement. UC credit limitations, consult a counselor.

**KPET 108 THEORY AND ANALYSIS OF SOCCER**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history, rules, styles, game strategy, current developments, preparations of teams for games and weekly practice schedules, of soccer. Does not meet PE activity requirement. UC credit limitations, consult a counselor.

**KPET 120 EMERGENCY PROCEDURES**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces procedures to maintain health in emergency first aid situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. Does not meet the Physical Education requirement for the Associate Degree.



**KPET 200 INTRODUCTION TO KINESIOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID KIN 100

C-ID KIN 100

Examines the field of kinesiology as a profession and an academic discipline including: exercise physiology, sports nutrition, biomechanics, motor behavior, sports medicine, coaching, and sport psychology. (This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and KPET-201 combined, maximum credit one course.

**KPET 201 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING**

Units: 3.00

UC:CSU 54.00 hours lecture

Fitness and conditioning concepts and their relationship to the human body. Focus is on physiological principles and the conditioning process. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and 201 combined, maximum credit one course.

**KPET 205 PERSONAL TRAINER CERTIFICATION PREPARATION**

Units: 2.00

CSU 36.00 hours lecture

Preparation for taking the CPT, Certified Personal Trainer, exam through the National Strength and Conditioning Association, NCSA. Covers methods of client assessment, measurement, and evaluation. Highlights include resistance training program design, nutrition, body composition, and cardio-respiratory fitness. Instruction in proper weight training exercise fundamentals and spotting techniques. Does not meet the Physical Education requirement for the associate degree.

**KPET 209 AMERICAN SPORTS IN FILM**

Units: 3.00

CSU 54.00 hours lecture

Examines American sports history, the portrayal of sport, and the contributions made by members representing various gender, ethnic and socio-economic backgrounds as depicted through sports related films.

**KPET 210 PREVENTION AND CARE OF ATHLETIC INJURIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the field of athletic training, including the role of the athletic trainer in relation to the physician, coach and athlete, emphasizing the prevention, recognition, and treatment of common sports injuries. Does not meet the Physical Education activity requirement for the associate degree.

**KPET 210L PREVENTION AND CARE OF ATHLETIC INJURIES LAB**

Units: 1.00

UC:CSU 54.00 hours lab

Covers the principles and techniques for application of protective taping, padding, wrapping and bracing, emphasizing the prevention of sport and exercise injuries. Does not meet the Physical Education activity requirement for the associate degree.

**KPET 212 SPORTS MEDICINE CLINICAL EXPERIENCE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: KPET-120 & KPET-210L*

Provides instruction and clinical experience for students interested in sports-related injury care and rehabilitation. Includes injury assessment and diagnosis, therapeutic modality usage and selection, and rehabilitation of sports injuries. Does not meet the physical education activity requirement for the associate degree.

**KPET 213A PRACTICUM IN SPORTS MEDICINE – LOWER EXTREMITY**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: KPET-210, KPET-210L & KPET-212.**Recommended Preparation: KPET-120*

Focuses on practical experience in sports medicine, emphasizing lower extremity athletic injuries. Includes immediate recognition, diagnosis, treatment, rehabilitation and taping technique to enable athletes to return safely to competition. Does not meet the physical education activity requirement for the associate degree.

**KPET 213B PRACTICUM IN SPORTS MEDICINE – UPPER EXTREMITY**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: KPET-210, KPET-210L & KPET-212.**Recommended Preparation: KPET-120*

Focuses on practical experience in sports medicine, emphasizing upper extremity athletic injuries. Includes immediate recognition, diagnosis, treatment, rehabilitation and taping technique to enable athletes to return safely to competition. Does not meet the physical education activity requirement for the associate degree.

**KPET 213C PRACTICUM IN SPORTS MEDICINE – GENERAL MEDICAL CONDITIONS**

CONDITIONS

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: KPET-210, KPET-210L & KPET-212.*

*Recommended Preparation: KPET-120*

Focuses on a practical experience in sports medicine with a specific focus on traumatic injuries and general medical conditions as they pertain to the athletic population. Includes immediate recognition, diagnosis and treatment of traumatic injuries and general medical conditions to enable athletes to safely compete. Does not meet the physical education activity requirement for the associate degree.

**KPET 217 SPORTS MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Introduces organization, management, planning, staffing, directing, and controlling a sports program, including such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fundraising and marketing.

# LAND SURVEYING

**Associate in Science and Certificate of Achievement Degree: Land Surveying**

The focus of the Land Surveying program is to provide the student with a thorough background in land surveying and mapping, in addition to an introduction to the collecting, manipulating, formatting and mapping of geospatial data. A student who successfully completes the program will have the technical expertise necessary for an entry level position in the field of Land Surveying or related fields of geographic information systems specialists, architectural services, and engineering services. Land Surveyors typically measure and record property boundaries and the topography of the land covered by construction and engineering projects. Surveys are used to establish legal boundaries to prepare maps and exhibits, and write descriptions of land tracts that satisfy legal requirements. The program also assists students in preparing for the State Land Surveyor In Training and Land Surveyor's Exams.

**Degree and Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 33

	Units
SURV-101 Introduction to Land Surveying.....	4.0
SURV-102 Advanced Land Surveying.....	4.0
SURV-103 Advanced Applications in Surveying I.....	3.0
SURV-104 Advanced Applications in Surveying II.....	3.0
SURV-105 Boundary Control and Legal Principles I.....	3.0
SURV-106 Boundary Control and Legal Principles II.....	3.0
SURV-107 Construction Surveying .....	4.0
SURV-110 Computer Aided Drafting for Surveyors .....	3.0
GIS-101 Introduction to Geographic Information Systems.....	3.0
MATH-102 Trigonometry .....	3.0

LAND SURVEYING

**SURV 101 INTRODUCTION TO LAND SURVEYING**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MATH-070 & MATH-083*

Presents the fundamentals of land surveying, field practice, and calculations. Includes equipment and equipment use, horizontal, vertical, angular measurements; error, traversing, leveling and stadia. Also covers the history of and careers in surveying.

**SURV 102 ADVANCED LAND SURVEYING**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: SURV-101 Recommended Preparation: MATH-102*

Presents advanced concepts in land surveying, field practice, and calculations. Includes equipment and equipment use, horizontal and vertical curves, construction staking, earthwork, stadia, topography, public lands, and state plane coordinates.

**SURV 103 ADVANCED APPLICATIONS IN SURVEYING I**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SURV-102 Recommended Preparation: MATH-102*

Focuses on measurement analysis and adjustments, geodesy, various mapping elements, state plane coordinates and the use of GPS for land surveying applications.

**SURV 104 ADVANCED APPLICATIONS IN SURVEYING II**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SURV-102 Recommended Preparation: MATH-102, SURV-103*

Focuses on photogrammetry, celestial surveying, research, and survey project management, emphasizing concepts and calculations performed by the land surveyor. Presents professional licensing requirements and employment strategies in the land surveying industry.

**SURV 105 BOUNDARY CONTROL AND LEGAL PRINCIPLES I**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: SURV-102*

Introduces the basic elements of the U.S. Public Land Survey System (PLSS), including background, history, subdivisions of sections, and restoration of lost corners. Principles of preparing land descriptions for surveyors and title companies.

**SURV 106 BOUNDARY CONTROL AND LEGAL PRINCIPLES II**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: SURV-105*

Examines principles of boundary control, including land descriptions, property transfer, senior rights, conveyances, and case law pertaining to boundary disputes.

**SURV 107 CONSTRUCTION SURVEYING**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: SURV-102, Recommended Preparation: MATH-102*

Introduces construction surveys for pipelines, tunnels, culverts, bridges, buildings, highways and municipal surveys.

**SURV 110 COMPUTER-AIDED DRAFTING FOR SURVEYORS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: SURV-101*

Introduces computer aided drafting for land surveying using AutoCAD Civil 3D.



# LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences major is designed for students planning to transfer to either the California State University or University of California. To earn the Associate in Arts degree with a Liberal Arts and Sciences major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern and one of the three areas of emphasis. The areas of emphasis are: Mathematics and Science, Social and Behavioral Sciences or Humanities. The area of emphasis requires a minimum of 18 units with a grade of "C" or better in all courses in the area of emphasis. The courses identified for each area of emphasis fulfill major preparation requirements as demonstrated through ASSIST.org articulation. A minimum of six units must be within a single discipline and in the case of the Mathematics and Science area of emphasis, at least one mathematics course must be completed. Select courses based on ASSIST.org data for major preparation articulation with selected transfer institutions. Consult a counselor for specific information regarding the intended major at the college the student is choosing.

Courses used to complete a student's area of emphasis can double count for general education just as they may for any other major.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

- Complete CSU General Education Breadth for Certification, including the American Institutions and Diversity requirements. Consult with the Counseling Office for the appropriate list of applicable courses.
- Earn a "C" or "CR" grade or higher in all CSU Breadth course.
- Complete a minimum of 60 degree applicable CSU transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.

Note: No Physical Education and/or wellness courses are required.

To meet requirements for the IGETC - CSU associate degree program, students must:

- Complete IGETC - CSU Certification pattern.
- Consult with the Counseling Office for the appropriate list of applicable courses.
- Meet the American Institutions and Diversity requirements.
- Earn a "C" or "CR" grade or higher in all IGETC courses.
- Complete a minimum of 60 degree applicable CSU transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.

Note: No Physical Education and/or wellness courses are required.

To meet requirements for the IGETC - UC associate degree program, students must:

- Complete IGETC - UC Certification pattern.
- Meet the American Institutions and Diversity requirements.
- Earn a "C" or "CR" grade or higher in all IGETC courses.
- Complete a minimum of 60 degree applicable UC transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.

Note: No Physical Education and/or wellness courses are required.

## Associate in Arts Degree: Liberal Arts and Sciences

### Degree Student Learning Outcome:

Students will be able to analyze concepts from the liberal arts and sciences.

Humanities Emphasis – Minimum 18 units: Select at least six units from one discipline.

	Units
ART-110	Art History: Ancient to Medieval.....3.0
ART-111	Art History: Renaissance to Modern .....3.0
ART-124A	Drawing I .....3.0
ART-140	Beginning Design: Two-Dimensional Media.....3.0
ENGL-112	Intermediate Composition, Literature and Critical Thinking .....4.0
<i>OR</i>	
ENGL-112H	Intermediate Composition, Literature and Critical Thinking - Honors .....4.0
ENGL-250	British Literature I .....3.0
ENGL-251	British Literature II .....3.0
ENGL-260	American Literature I .....3.0
ENGL-261	American Literature II .....3.0
FRNCH-101	Elementary French I .....5.0



FRNCH-102	Elementary French II .....	5.0
FRNCH-201	Intermediate French I .....	5.0
FRNCH-202	Intermediate French II .....	5.0
GERMAN-101	Elementary German I .....	5.0
GERMAN-102	Elementary German II .....	5.0
HIST-101	History of Western Civilization: The Pre-Industrial West.....	3.0
	<i>OR</i>	
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors ....	3.0
HIST-102	History of Western Civilization: The Modern Era.....	3.0
MUSIC-120	Tonal Harmony .....	3.0
MUSIC-121	Chromatic Harmony.....	3.0
PHILOS-101	Introduction to Philosophy .....	3.0
	<i>OR</i>	
PHILOS-101H	Introduction to Philosophy – Honors .....	3.0
PHILOS-110	History of Ancient Philosophy .....	3.0
PHILOS-111	History of Modern Philosophy.....	3.0
PHILOS-112	History of Philosophy - 20th Century Philosophy .....	3.0
PHILOS-120	Introduction to Ethics .....	3.0
SPAN-101	Elementary Spanish I .....	5.0
	<i>OR</i>	
SPAN-101H	Elementary Spanish I .....	5.0
	<i>OR</i>	
SPAN-211	Spanish for Heritage Speakers I.....	5.0
SPAN-102	Elementary Spanish II .....	5.0
	<i>OR</i>	
SPAN-212	Spanish for Heritage Speakers II.....	5.0
SPAN-201	Intermediate Spanish I.....	5.0
SPAN-202	Intermediate Spanish II.....	5.0
SIGN-101	American Sign Language I .....	4.0
SIGN-102	American Sign Language II .....	4.0
SIGN-103	American Sign Language III .....	4.0
SIGN-104	American Sign Language IV.....	4.0
THEATR-110	Understanding Theatre.....	3.0
	<i>OR</i>	
THEATR-110	Understanding Theatre – Honors .....	3.0
THEATR-140	Acting Fundamentals.....	3.0
THEATR-141	Scene Performance.....	3.0
THEATR-220	Theatre History I.....	3.0
THEATR-221	Theatre History II.....	3.0

**Mathematics and Science Emphasis:** Minimum 18 units. Select six units from a single discipline and at least one mathematics course.

		Units
BIOSCI-106	Organismal & Environmental Biology.....	4.0
	<i>OR</i>	
BIOSCI-106	Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107	Molecular and Cellular Biology.....	4.0
	<i>OR</i>	
BIOSCI-107H	Molecular and Cellular Biology - Honors.....	4.0
BIOSCI-115	General Zoology.....	4.0
BIOSCI-116	General Botany.....	4.0
CHEM-151	Preparatory General Chemistry.....	4.0
	<i>OR</i>	
CHEM-151H	Preparatory General Chemistry - Honors.....	4.0
CHEM-201	General Chemistry I.....	6.0
	<i>OR</i>	
CHEM-201H	General Chemistry I – Honors.....	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
	<i>OR</i>	
GEOG-101H	Physical Geography - Honors.....	3.0
GEOG-101L	Physical Geography Lab .....	1.0
GEO-101	Physical Geology.....	3.0
GEO-101L	Physical Geology Lab.....	1.0
MATH-211	Calculus I.....	5.0
MATH-212	Calculus II.....	5.0
MATH-213	Calculus III.....	5.0
MATH-214	Linear Algebra .....	3.0
MATH-215	Differential Equations .....	3.0
PHYSIC-110	General Physics I .....	4.0
PHYSIC-111	General Physics II .....	4.0
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism .....	4.0
PHYSIC-222	Physics for Scientists and Engineers: Wave Motion, Heat, Optics, and Modern Physics.....	4.0

**Social and Behavioral Sciences Emphasis –**

Minimum 18 units: Select at least six units from one discipline

	Units
ANTHRO-103 Cultural Anthropology .....	3.0
<i>OR</i>	
ANTHRO-103H Cultural Anthropology - Honors .....	3.0
ANTHRO-105 Introduction to Archaeology and Prehistory .....	3.0
ECON-201 Macroeconomics .....	3.0
<i>OR</i>	
ECON-201H Macroeconomics - Honors.....	3.0
ECON-202 Microeconomics.....	3.0
<i>OR</i>	
ECON-202H Microeconomics - Honors.....	3.0
GEOG-102 Human Geography .....	3.0
HIST-101 History of Western Civilization: The Pre-Industrial West.....	3.0
<i>OR</i>	
HIST-101H History of Western Civilization: The Pre-Industrial West - Honors .....	3.0
HIST-102 History of Western Civilization: The Modern Era.....	3.0
HIST-111 United States History I.....	3.0
<i>OR</i>	
HIST-111H United States History I - Honors .....	3.0
HIST-112 United States History II.....	3.0
<i>OR</i>	
HIST-112H United States History II - Honors .....	3.0
HIST-161 World History I .....	3.0
JOURN-100 Mass Media and Society .....	3.0
<i>OR</i>	
MEA-100 Mass Media and Society .....	3.0
POLISC-150 Introduction to American Government and Politics .....	3.0
<i>OR</i>	
POLISC-150H Introduction to American Government And Politics - Honors.....	3.0
POLISC-250 Comparative Government and Politics .....	3.0
POLISC-270 International Relations	3.0
PSYCH-101 Introduction to Psychology	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology - Honors.....	3.0
PSYCH-102 Physiological Psychology .....	3.0

PSYCH-103 Introduction to Behavioral Research .....	3.0
PSYCH-172 Developmental Psychology .....	3.0
<i>OR</i>	
PSYCH-172H Developmental Psychology - Honors.....	3.0
PSYCH-104 Statistics for the Behavioral Sciences.....	3.0
<i>OR</i>	
SOCI-137 Statistics for the Social Sciences.....	3.0
SOCI-207 Social Problems.....	3.0
SOCI-101 Introduction to Sociology .....	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology - Honors .....	3.0
SOCI-102 Introduction to Sociological Research Methods .....	3.0

**Certificate of Achievement: IGETC**

The certificate of achievement UC IGETC allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of UC IGETC with a grade of “C” or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling Department.

**Certificate of Achievement: CSU General Education Breadth**

The certificate of achievement CSU GE Breadth allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of CSU GE Breadth with a grade of “C” or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling department.



# LIBERAL STUDIES

## Associate in Arts Degree: Elementary Teacher Education for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
    - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
    - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
  2. Obtain a minimum grade point average of 2.0.
- Associate Degrees for Transfer also require that students must earn a “C” or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Elementary Teacher Education. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

### Degree Student Learning Outcome:

Students will be able to demonstrate the foundational skills and knowledge needed to teach elementary school students in the following: Science, Mathematics, English/Communication, Social Studies and the Arts.

### Program Requirements:

Units Required: 48-49

	Units
BIOSCI-100	General Biology ..... 4.0
	<i>OR</i>
BIOSCI-100H	General Biology – Honors ..... 4.0
COMS-105	Fundamentals in Public Speaking..... 3.0
	<i>OR</i>
COMS-105H	Fundamentals in Public Speaking – Honors ..... 3.0
ECE-101	Child Growth and Development..... 3.0
EDUC-203	Introduction to Teaching in a Diverse Society..... 3.0
ENGL-101	English Composition..... 3.0
	<i>OR</i>
ENGL-101H	Honors English Composition ..... 4.0
ENGL-110	Composition and Literature ..... 3.0
GEOG-104	World Regional Geography ..... 3.0
GEO-109	Earth Science ..... 3.0
GEO-109L	Earth Science Laboratory ..... 1.0
HIST-111	United States History..... 3.0
	<i>OR</i>
HIST-111H	United States History – Honors ..... 3.0
HIST-161	World History I..... 3.0
MATH-130	Mathematics for Elementary School Teachers ..... 3.0
PHYS-101	Physical Science ..... 4.0
POL-150	Introduction to American Government and Politics ..... 3.0
	<i>OR</i>
POL-150H	Introduction to American Government and Politics – Honors..... 3.0
	<i>Plus one course from the following:</i>
COMS-227	Introduction to Rhetorical Criticism..... 3.0
ENGL-103	Critical Reading, Writing and Thinking ..... 3.0
ENGL-103H	Critical Reading, Writing and Thinking – Honors ..... 3.0
SOCI-108	Thinking Critically About Social Issues ..... 3.0
	<i>Plus one course from the following:</i>
DANCE-100	Dance Appreciation ..... 3.0
THEATR-110	Understanding Theatre..... 3.0
THEATR-110H	Understanding Theatre - Honors..... 3.0

# LIBRARY/MEDIA TECHNOLOGY

Library/Media Technology courses provide training in phases of library/media work, background knowledge of the types of libraries and media centers and their services, and actual work experience.

## LMTECH 100 COLLEGE RESEARCH SKILLS

Units: 1.00

UC:CSU 18.00 hours lecture

Introduces college-level research, including instruction on evaluating print and electronic resources. (This course is not designed for Library Media majors.)



# MANUFACTURING TECHNOLOGY

Manufacturing Technology is a career education program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, Computer-aided design/manufacturing (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 computer numerical control (CNC) machinery, program CNC machinery, operate various CAD/CAM systems and interpret blueprints.

## Certificate of Specialization: Manufacturing Technology - CAD/CAM

This certificate prepares students on CAD/CAM training using MASTERCAM specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core CAD/CAM skills and knowledge required for a variety of manufacturing industries.

### Program Requirements:

Units Required: 6

	Units
MFGT-131 CAD/CAM I.....	3.0
MFGT-132 CAD/CAM II.....	3.0

## Certificate of Specialization: Manufacturing Technology - CATIA

This certificate prepares students on CATIA software specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a designer or drafter.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core CATIA skills and knowledge required for a variety of manufacturing industries.

### Program Requirements:

Units Required: 6

	Units
MFGT-141 CATIA I.....	3.0
MFGT-142 CATIA II.....	3.0

MANUFACTURING TECHNOLOGY



**Certificate of Specialization: Automated Machining**

This certificate provides students training in CAD/CAM using MASTERCAM and CNC Programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

**Certificate Student Learning Outcome:**

Students will be able to accurately perform a variety of CAD/CAM and CNC application and calculations using appropriate equipment.

**Program Requirements:**

Units Required: 12

	Units
MFGT-121 CNC 1: Operation and Manual Programming .....	3.0
MFGT-122 CNC 2: Concepts and Programming .....	3.0
MFGT-131 CAD/CAM I .....	3.0
MFGT-132 CAD/CAM II .....	3.0

**Certificate of Specialization: Machining/ CNC**

This certificate prepares students for CNC programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CNC machinist, CNC lathe operator, production machinist, or CNC programmer.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core CNC skills and knowledge required for a variety of manufacturing industries.

**Program Requirements:**

Units Required: 6

	Units
MFGT-121 CNC 1: Operation and Manual Programming .....	3.0
MFGT-122 CNC 2: Concepts and Programming .....	3.0

**Certificate of Specialization: Manufacturing Fundamentals**

This certificate provides students training in non-CNC machining applications 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 an entry-level machinist.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in non-CNC machining and knowledge required for a variety of manufacturing industries.

**Program Requirements:**

Units Required: 9

	Units
MFGT-090 Measurements and Computations .....	3.0
MFGT-112 Introduction to Manufacturing Technology .....	3.0
MFGT-113 Machining Fundamentals .....	3.0

**MFGT 090 MEASUREMENTS AND COMPUTATIONS**

Units: 3.00

54.00 hours lecture

Focuses on measurements and calculations used in career technical fields. Reviews basic computations and measurement systems.

**MFGT 112 INTRODUCTION TO MANUFACTURING TECHNOLOGY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces basic machine tool practices as they relate to common manufacturing operations, including measuring, cutting, and drilling common metals to standard drawings and specifications. Emphasis is placed on the care and safe use of related hand tools and machine shop equipment.

**MFGT 113 MACHINING FUNDAMENTALS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the theory and application training in the use of machine tools such as lathes, milling machines, drill presses, power saws, and bench grinders. Machine tool terminology, theory, math, part layout, and bench work using common and precision measuring tools is covered. Emphasis is placed on shop safety, housekeeping, and preventative maintenance of equipment.

**MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Explores the history of NC/CNC, elementary CNC programming conventions, cutting tool types, automatic tool changing, tool offsets and compensation, CNC set up procedures, and CNC mill and lathe practice.

**MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-121*

Studies advanced skills for programming and set up for mill and lathe parts on computer numerical control machine tools (3-axis & 5-axis).

**MFGT 131 CAD/CAM I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces computer-aided design and manufacturing using MASTERCAM as a CAD/CAM environment, emphasizing the writing and running of CNC lathe programs and machining metal parts. Includes a review of machining and CNC programming fundamentals, the MASTERCAM environment and process overview, basic two-dimensional geometry construction and modification, process and toolpath planning, and 2-axis toolpath generation and editing.

**MFGT 132 CAD/CAM II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-131*

Provides intermediate level CAD/CAM training using MASTERCAM and SolidWorks. This course is intended primarily for manufacturing technology students and industrial practitioners who have some experience with MASTERCAM.

**MFGT 141 CATIA I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces solid modeling using CATIA software. Topics include sketching, part design modeling, wire frame and surface design, and assembly design.

**MFGT 142 CATIA II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-141*

Presents advanced topics in 3D modeling using CATIA software, including sketching, part design modeling, wire frame and surface design, assembly design, DMU Kinematics, part preparation for manufacturer, and an introduction to finite element analysis (FEA).

# MATHEMATICS

The Mathematics program provides curriculum from basic arithmetic to algebra, statistics, linear algebra, calculus, and differential equations. These courses fulfill breadth requirements, associate degree requirements and transfer major requirements for degrees in mathematics, physics, chemistry and engineering. Many bachelor's degree-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 Science Degree: Mathematics for Transfer**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Mathematics. Additional majors are being developed.

Please see a counselor or visit <http://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to:

- Prepare for the mathematical reasoning required in upper division work in their major, including the ability to generalize concepts and comprehend increasing levels of abstraction.
- Demonstrate mathematical literacy, problem-solving ability, and modeling ability.

**Program Requirements:**

Units Required: 18-21

	Units
Twelve to fifteen units from the following:	
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
MATH-213 Calculus III.....	5.0

*Plus three units from the following:*

MATH-214 Linear Algebra .....	3.0
MATH-215 Differential Equations .....	3.0

*Plus three units from the following that have not already been selected from the courses listed above:*

CMPSCI-235 C Programming .....	3.0
CMPSCI-236 C++ Object Oriented Programming .....	3.0
MATH-140 Introductory Statistics .....	4.0

OR

MATH-140H Introductory Statistics - Honors .....	4.0
MATH-214 Linear Algebra .....	3.0
MATH-215 Differential Equations .....	3.0
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0

OR

CMPSCI-111L Introduction to Algorithms and Programming Lab.....	1.0
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**Associate in Science Degree: Mathematics**

**Degree Student Learning Outcome:**

Students will be able to:

- Prepare for the mathematical reasoning required in upper division work in their major, including the ability to generalize concepts and comprehend increasing levels of abstraction.
- Demonstrate mathematical literacy, problem-solving ability, and modeling ability.

**Program Requirements:**

Units Required: 18

	Units
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
MATH-213 Calculus III.....	5.0

*Plus three units from the following:*

MATH-140 Introductory Statistics .....	4.0
OR	
MATH-140H Introductory Statistics - Honors .....	4.0
MATH-214 Linear Algebra .....	3.0
MATH-215 Differential Equations .....	3.0
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0

**MATH 058 ALGEBRA PREPARATION**

Units: 5.00

90.00 hours lecture

Introduces the basic elements of arithmetic and algebra for those who need a preparatory course before enrolling in Elementary Algebra or Intermediate Algebra for Statistics. An alternative to the Math-059 computer-assisted course.

**MATH 059 ALGEBRA PREPARATION - COMPUTER-ASSISTED**

Units: 5.00

90.00 hours lecture

A computer-assisted introduction to the basic elements of arithmetic and algebra for those who need a preparatory course before enrolling in elementary algebra or Intermediate Algebra for Statistics. An alternative to the Math-058 traditional course.

**MATH 060 ELEMENTARY ALGEBRA**

Units: 5.00

90.00 hours lecture

*Prerequisite: MATH-058 or MATH-059 or appropriate math placement as determined by the COC mathematics assessment process.*

Presents beginning algebra skills, including first-degree equations in one variable, identifying and evaluating functions, factoring and operations on polynomials, rational expressions, linear equations and graphs, systems of linear equations, exponents, quadratic equations, and applications. Units do not apply to the associate degree.

**MATH 070 INTERMEDIATE ALGEBRA**

Units: 5.00

90.00 hours lecture

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Examines higher degree and rational equations and inequalities, functions and graphs, systems of equations, exponential and logarithmic functions, introduction to sequences, and applications.

**MATH 075 INTERMEDIATE ALGEBRA FOR STATISTICS**

Units: 5.00 – Not transferable  
90.00 hours lecture

*Prerequisite: MATH-058 or MATH-059 or appropriate placement as determined by the COC assessment process.*

Introduces intermediate algebra topics and the basic elements of exploratory data analysis. Advisory: This class is not intended as preparation for calculus. It is a prerequisite for only those students wanting to take MATH-111, MATH-130, MATH-140 or MATH-140H. Those students needing MATH-103 or MATH-104 need to take MATH-060 and MATH-070.

**MATH 083 GEOMETRY**

Units: 5.00  
90.00 hours lecture

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC mathematics assessment process.*

Presents geometric theory and concepts and their application.

**MATH 102 TRIGONOMETRY**

Units: 3.00  
CSU 72.00 hours lecture

*Prerequisite: MATH-070 and MATH-083 or appropriate math placement as determined by the COC mathematics assessment process.*

Examines trigonometric functions, identities, and equations, along with solutions of triangles, complex numbers, vectors, and applications.

**MATH 103 COLLEGE ALGEBRA**

Units: 4.00  
UC:CSU 90.00 hours lecture

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC mathematics assessment process.*

Presents linear and non-linear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, sequences and series. UC credit limitation: MATH-103 and MATH-104 combined, maximum credit one course.

**MATH 104 PRECALCULUS**

Units: 5.00  
UC:CSU 90.00 hours lecture

*Prerequisite: MATH-102 or appropriate math placement as determined by the COC mathematics assessment process.*

Analyzes equations, inequalities, functions, systems of equations, conic sections, zeros of polynomial equations and additional topics in preparation for calculus. UC credit limitation: MATH-103 and MATH-104 combined, maximum credit one course.

**MATH 111 FINITE MATH**

Units: 4.00  
UC:CSU 90.00 hours lecture

*Prerequisite: MATH-070 or MATH-075 or appropriate math placement as determined by the COC mathematics assessment process.*

Introduces math concepts related to game theory, linear algebra, finance, logic, probability and statistics.

**MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS**

Units: 3.00  
UC:CSU 54.00 hours lecture  
C-ID MATH 120

*Prerequisite: MATH-070 or MATH-075 or appropriate math placement as determined by the COC mathematics assessment process.*

Introduces number theory, problem-solving techniques, and the development, structure and history of the real number system. (Designed primarily for students intending to teach at the elementary or junior high school level.)

**MATH 140 INTRODUCTORY STATISTICS**

Units: 4.00  
UC:CSU 90.00 hours lecture  
C-ID MATH 110

*Prerequisite: MATH-070 or MATH-075 or appropriate math placement as determined by the COC mathematics assessment process.*

Examines statistical methods including empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, regression, probability, counting techniques and computer-based statistical software. UC credit limitation: MATH-140H, MATH-140, BUS-291, ECON-291, PSYCH-104, and SOCI-137 combined, maximum credit one course.

**MATH 140H INTRODUCTORY STATISTICS - HONORS**

Units: 4.00  
UC:CSU 90.00 hours lecture  
C-ID MATH 110

*Prerequisite: MATH-070 or MATH-075 or appropriate math placement as determined by the COC mathematics assessment process.*

Examines statistical methods including empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, regression, probability, counting techniques and computer-based statistical software. Honors work challenges students to be more analytical through expanded assignments involving critical analysis of peer-reviewed journals and primary scientific literature. UC credit limitation: MATH-140H, MATH-140, BUS-291, ECON-291, PSYCH-104 and SOCI-137 combined, maximum credit one course.



**MATH 211 CALCULUS I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 211

*Prerequisite: MATH-104 or appropriate math placement as determined by the COC mathematics assessment process.*

Introduces limits, derivatives and integrals, as well as applications including rate of change, maxima-minima, curve sketching, and area problems.

**MATH 212 CALCULUS II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 221

*Prerequisite: MATH-211*

Covers differentiation and integration of transcendental functions, techniques of integration, improper integrals, infinite series, and applications.

**MATH 213 CALCULUS III**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 230

*Prerequisite: MATH-212*

Presents vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals, Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

**MATH 214 LINEAR ALGEBRA**

Units: 3.00

UC:CSU 72.00 hours lecture

C-ID MATH 250

*Prerequisite: MATH-212*

Presents linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigenvalues.

**MATH 215 DIFFERENTIAL EQUATIONS**

Units: 3.00

UC:CSU 72.00 hours lecture

C-ID MATH 240

*Prerequisite: MATH-212*

Presents an introduction to ordinary differential equations, including quantitative and qualitative methods, as well as applications from a variety of disciplines.

Introduces the theoretical aspects of differential equations, including establishing when solutions exist, and techniques for obtaining solutions, including series solutions, singular points, numerical methods, Laplace transforms, and linear systems.

**MATH 240 MATH ANALYSIS FOR BUSINESS AND SOCIAL SCIENCE**

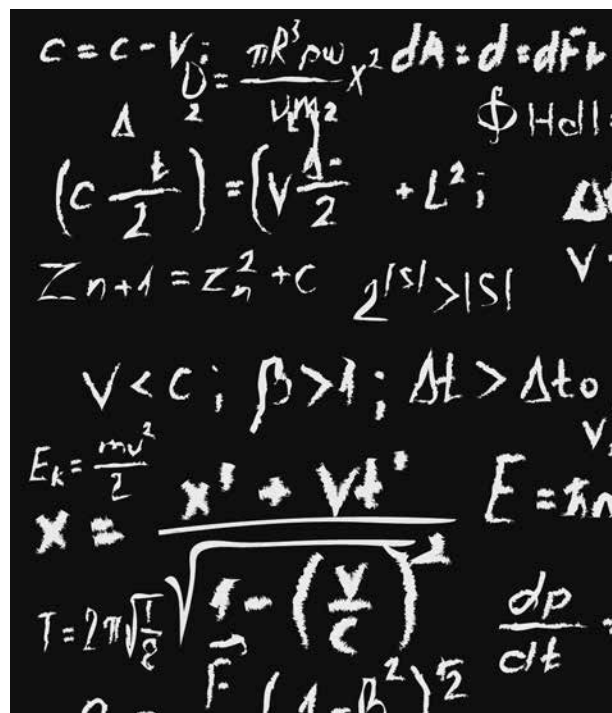
Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 140

*Prerequisite: MATH-103 or MATH-104*

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management-related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.



# MEDIA ENTERTAINMENT ARTS

Media Entertainment Arts seeks to create, improve, expand and strengthen relevant and rigorous academic programs of study, in cooperation with local high school, regional occupational program (ROP), and community and regional business and industry partners. By developing sequentially modeled curricula and practicum for media, entertainment, and design industrial arts, Media Entertainment Arts will link current industry skills and foundation career education standards to all aspects of study.

## Associate in Arts Degree: Journalism for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T

in Journalism. Additional majors are being developed. Please see a counselor for more information.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the cores skills and knowledge required for journalism.

### Program Requirements:

Units required: 18

	Units
MEA-100	Mass Media and Society ..... 3.0
MEA-110	Writing for Journalism and New Media ..... 3.0
MEA-225	News Media Production..... 3.0
<i>Plus three units from the following:</i>	
MEA-125	Introduction Multimedia Journalism . 3.0
MEA-210	Intermediate News Reporting/ Writing ..... 3.0
MEA-215	Photojournalism and News Photography ..... 3.0
<i>Plus six units from the following:</i>	
COMS-100	Process of Communication..... 3.0
<i>OR</i>	
COMS-100H	Process of Communication - Honors ..... 3.0
COMS-225	Strategies of Argumentation ..... 3.0
ENGL-103	Critical Reading, Writing and Thinking ..... 3.0
<i>OR</i>	
ENGL-103H	Critical Reading, Writing and Thinking – Honors ..... 3.0
MATH-140	Introductory Statistics ..... 4.0
<i>OR</i>	
MATH-140H	Introductory Statistics – Honors..... 4.0
<i>OR</i>	
SOCI-137	Statistics for the Social Sciences ..... 3.0
PHOTO-155	Photography ..... 3.0
POLISC-150	Introduction to American Government and Politics ..... 3.0
<i>OR</i>	
POLISC-150H	Introduction to American Government and Politics – Honors ..... 3.0

**Associate in Arts Degree: Animation Production**

The Animation Production program will prepare students for an entry-level position in the animation industry with emphasis in either computer or hand-drawn methods. The associate degrees are also designed to transfer to four-year colleges or universities. At the conclusion of their studies, all students will be prepared for entry-level positions in a number of fields (for example: video game design, television and motion picture production) requiring them to create animation, by either computer or hand-drawn methods, or a combination of the two. Classes include traditional drawn animation, character design, layout, storyboarding, two-dimensional computer animation, and three-dimensional computer animation.

**Degree Student Learning Outcome:**

Students will be able to:

- Create portfolio-ready artwork demonstrating their mastery of the fundamentals of concept art and 2D animation.
- Critique animation projects using industry standards.

**Program Requirements:**

Units Required: 30.5

	Units
MEA-100 Mass Media and Society .....	3.0
<i>OR</i>	
MEA-101 Television and Film Media Aesthetics .....	3.0
<i>OR</i>	
MEA-102 History of Animation.....	3.0
MEA-106 Introduction to Animation .....	3.0
MEA-109 Story Development and Storyboarding .....	3.0
MEA-118 Introduction – 2D Digital Animation .	3.0
MEA-265 Animation Production .....	3.0
CAWT-074 Introduction to Photoshop.....	1.5
ART-124A Drawing I .....	3.0
<i>OR</i>	
ART-124B Drawing II .....	3.0
ART-224A Drawing III - Life Drawing .....	3.0
Plus a minimum of six units from the following:	
MEA-232 Character and Prop Design for Animation.....	3.0
MEA-233 Advanced 2D Animation .....	3.0
MEA-261 Advanced Animation.....	3.0
Plus a minimum of two units from the following:	
MEA-295 Professional Practices/Portfolio.....	2.0
<i>OR</i>	
CWE-188MEA Cooperative Work Experience Education.....	1.0 – 4.0
<i>Recommended electives:</i>	
THEATR-140 Acting Fundamentals.....	3.0

**Certificate of Achievement: Animation Production**

Animation Production provides the skills necessary in the animation industry with a focus on drawn animation and concept art.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 15

	Units
MEA-106 Introduction to Animation .....	3.0
MEA-109 Story Development and Storyboarding .....	3.0
MEA-118 Introduction – 2D Digital Animation .	3.0
<i>Plus a minimum of six units from the following:</i>	
MEA-232 Character and Prop Design for Animation.....	3.0
MEA-233 Advanced 2D Animation .....	3.0
MEA-261 Advanced Animation.....	3.0
<i>Recommended electives:</i>	
GMD-173 Motion Design.....	3.0
MEA-114 Digital Sound Editing .....	3.0
MEA-116 Film/Video Editing.....	3.0

**Associate in Arts Degree: Computer Animation**

**Degree Student Learning Outcome:**

Students will be able to:

- Create portfolio-ready art work demonstrating their mastery of the fundamentals of computer animation and computer-generated imagery (CGI) scene creation.
- Critique animation projects using industry standards.

**Program Requirements:**

Units Required: 33.5

	Units
MEA-100 Mass Media and Society .....	3.0
<i>OR</i>	
MEA-102 History of Animation.....	3.0
MEA-106 Introduction to Animation .....	3.0
MEA-109 Story Development and Storyboarding .....	3.0
MEA-114 Digital Sound Editing .....	3.0
<i>OR</i>	
MEA-116 Film/Video Editing.....	3.0
<i>OR</i>	
MEA-118 Introduction – 2D Digital Animation .	3.0
MEA-131 3D Modeling and Surfacing .....	3.0

MEA-135	Computer Animation and Special Effects.....	3.0
MEA-265	Animation Production .....	3.0
CAWT-074	Introduction to Photoshop.....	1.5
GMD-173	Motion Design.....	3.0

*Plus a minimum of six units from the following:*

MEA-231	Digital Sculpture .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects.....	3.0

*Plus a minimum of two units from the following:*

MEA-295	Professional Practices/Portfolio.....	2.0
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*OR*

CWE-188MEA	Cooperative Work Experience Education .....	1.0 – 4.0
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*Recommended electives:*

MEA-108	Scriptwriting Fundamentals .....	3.0
ART-124A	Drawing I .....	3.0
DANCE-111	Fundamentals of Dance Movement.....	1.0

*OR*

THEATR-241	Movement for the Performer.....	3.0
PHOTO-150	Introduction to Cameras and Composition.....	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.

**Certificate Student Learning Outcome:**

Students will be able to create portfolio-ready artwork demonstrating their mastery of the fundamentals of computer animation and CGI scene creation.

**Program Requirements:**

Units Required: 18

		Units
MEA-118	Introduction – 2D Digital Animation .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special Effects.....	3.0
GMD-173	Motion Design.....	3.0

*Plus a minimum of six units from the following:*

MEA-231	Digital Sculpture .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects.....	3.0

*Recommended Electives*

MEA-114	Digital Sound Editing .....	3.0
MEA-116	Film/Video Editing.....	3.0
MEA-265	Animation Production .....	3.0

**Associate in Arts Degree: Filmmaking**

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 29

		Units
MEA-101	Television and Film Media Aesthetics.....	3.0
MEA-120	Introduction to Cinematography .....	3.0

*Plus a minimum of two units from the following:*

MEA-111	Exploring Video Field Production .....	2.0
MEA-112	Exploring Video Studio Production .....	2.0

*Plus fifteen units from the following:*

MEA-100	Mass Media and Society .....	3.0
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*OR*

MEA-103	Exploring Contemporary Television .....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
MEA-116	Film/Video Editing.....	3.0
MEA-180	Filmmaking I .....	3.0

MEA-280	Filmmaking II: Directing and Producing .....	3.0
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*Required electives:*

*Capstone (needs only 1 unit of CWE-188MEA)*

MEA-295	Professional Practices/Portfolio.....	2.0
CWE-188MEA	Cooperative Work Experience Education .....	1.0

*Plus a minimum of three units from the following not already taken above:*

MEA-100	Mass Media and Society .....	3.0
MEA-102	History of Animation.....	3.0
MEA-103	Exploring Contemporary Television .....	3.0
MEA-106	Introduction to Animation .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-110	Writing for Journalism and New Media.....	3.0
MEA-111	Exploring Video Field Production .....	2.0
MEA-112	Exploring Video Studio Production .....	2.0
MEA-114	Digital Sound Editing .....	3.0
MEA-118	Introduction – 2D Digital Animation.....	3.0
MEA-119	Announcing and Media Performance .....	3.0
MEA-125	Introduction Multimedia Journalism .....	3.0
MEA-125	News Reporting and Anchoring .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0



MEA-135	Computer Animation and Special Effects .....3.0
MEA-155	Basic Audio Production.....3.0
MEA-159	Music Production for Film/TV/ New Media .....3.0
MEA-206	Digital Video Editing II .....3.0
MEA-210	Intermediate News Reporting/ Writing .....3.0
MEA-215	Photojournalism and News Photography .....3.0
MEA-218	Real-time Video Game Animation ..3.0
MEA-225	News Media Production.....3.0
MEA-230	Online Production and New Media/ ..... Management.....3.0
MEA-231	Digital Sculpture .....3.0
MEA-232	Character and Prop Design for Animation .....3.0
MEA-233	Advanced 2D Digital Animation .....3.0
MEA-234	Character Animation .....3.0
MEA-235	Visual Effects .....3.0
MEA-255	Digital Audio Post-Production .....3.0
MEA-261	Advanced Animation .....3.0
MEA-265	Animation Production .....3.0

**Associate in Arts Degree: New Media Journalism**

**Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for new media journalism.

**Program Requirements:**

Units Required: 27

Fundamental Skills (in addition to the requirements below, complete 3 additional units from MEA department for 18 units)

	Units
MEA-110	Writing for Journalism and New Media.....3.0
MEA-125	Introduction Multimedia Journalism .3.0
MEA-125	News Reporting and Anchoring .....3.0
MEA-210	Intermediate News Reporting/ Writing .....3.0
MEA-225	News Media Production.....3.0
MEA-230	Online Production and New Media Management.....3.0

*Plus a minimum of three units from the following:*

MEA-100	Mass Media and Society .....3.0
MEA-103	Exploring Contemporary Television .3.0
COMS-105	Fundamentals of Public Speaking ...3.0

OR

COMS-105H	Fundamentals of Public Speaking - Honors .....3.0
<i>Plus a minimum of two units from the following:</i>	
MEA-111	Exploring Video Field Production ....2.0
MEA-112	Exploring Video Studio Production ..2.0
<i>Plus a minimum of three units from the following:</i>	
MEA-119	Announcing and Media Performance .....3.0
MEA-120	Introduction to Cinematography .....3.0
<i>Plus a minimum of one unit from the following:</i>	
CWE-188MEA	Cooperative Work Experience Education.....1.0
<i>Plus a minimum of three units from the following not already taken above:</i>	
MEA-100	Mass Media and Society .....3.0
MEA-101	Television and Film Media Aesthetics.....3.0
MEA-102	History of Animation .....3.0
MEA-103	Exploring Contemporary Television.....3.0
MEA-106	Introduction to Animation .....3.0
MEA-108	Scriptwriting Fundamentals .....3.0
MEA-109	Story Development and Storyboarding .....3.0
MEA-111	Exploring Video Field Production ....2.0
MEA-112	Exploring Video Studio Production .....2.0
MEA-114	Digital Sound Editing .....3.0
MEA-116	Film/Video Editing .....3.0
MEA-118	Introduction – 2D Digital Animation.....3.0
MEA-119	Announcing and Media Performance.....3.0
MEA-120	Introduction to Cinematography .....3.0
MEA-131	3D Modeling and Surfacing .....3.0
MEA-135	Computer Animation and Special Effects .....3.0
MEA-155	Basic Audio Production.....3.0
MEA-159	Music Production for Film/TV/ New Media .....3.0
MEA-180	Filmmaking I .....3.0
MEA-206	Digital Video Editing II .....3.0
MEA-215	Photojournalism and News Photography .....3.0
MEA-218	Real-time Video Game Animation.....3.0
MEA-231	Digital Sculpture .....3.0
MEA-232	Character and Prop Design for Animation .....3.0
MEA-233	Advanced 2D Digital Animation .....3.0

MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0
MEA-255	Digital Audio Post-Production .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
MEA-280	Filmmaking II: Directing and Producing the Independent Film .....	3.0
MEA-295	Professional Practices/Portfolio .....	2.0

### Associate in Arts Degree: Media Entertainment Arts - Sound Arts

#### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for sound arts.

#### Program Requirements:

Units Required: 27

		Units
MEA-100	Mass Media and Society .....	3.0
	<i>OR</i>	
MEA-101	Television and Film Media Aesthetics .....	3.0
	<i>OR</i>	
MEA-102	History of Animation .....	3.0
	<i>OR</i>	
MEA-103	Exploring Contemporary Television .....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
	<i>OR</i>	
MEA-109	Story Development and Storyboarding .....	3.0
MEA-111	Exploring Video Field Production .....	2.0
	<i>OR</i>	
MEA-112	Exploring Video Studio Production .....	2.0
MEA-114	Digital Sound Editing .....	3.0
MEA-155	Basic Audio Production .....	3.0
	<i>Plus six units from the following:</i>	
MEA-116	Film/Video Editing .....	3.0
MEA-125	Introduction Multimedia Journalism .....	3.0
MEA-159	Music for Film, Television, and New Media .....	3.0
	<i>Plus a minimum of three units from the following not already taken:</i>	
MEA-100	Mass Media and Society .....	3.0
MEA-101	Television and Film Media Aesthetics .....	3.0
MEA-102	History of Animation .....	3.0

MEA-103	Exploring Contemporary Television .....	3.0
MEA-106	Introduction to Animation .....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-110	Writing for Journalism and New Media .....	3.0
MEA-111	Exploring Video Field Production .....	2.0
MEA-112	Exploring Video Studio Production .....	2.0
MEA-116	Film/Video Editing .....	3.0
MEA-118	Introduction – 2D Digital Animation .....	3.0
MEA-119	Announcing and Media Performance .....	3.0
MEA-120	Introduction to Cinematography .....	3.0
MEA-125	Introduction Multimedia Journalism .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special Effects .....	3.0
MEA-159	Music Production for Film/TV/ New Media .....	3.0
MEA-180	Filmmaking I .....	3.0
MEA-206	Digital Video Editing II .....	3.0
MEA-210	Intermediate News Reporting/ Writing .....	3.0
MEA-215	Photojournalism and News Photography .....	3.0
MEA-218	Real-time Video Game Animation .....	3.0
MEA-225	News Media Production .....	3.0
MEA-230	Online Production and New Media Management .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Digital Animation .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0
MEA-255	Digital Audio Post-Production .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
MEA-280	Filmmaking II: Directing and Producing the Independent Film .....	3.0
MEA-295	Professional Practices/Portfolio .....	2.0
	<i>Plus a minimum of three units from the following not already taken above:</i>	
MEA-206	Digital Video Editing II .....	3.0
MEA-210	Intermediate News Reporting/ Writing .....	3.0

MEA-215	Photojournalism and News Photography .....	3.0
MEA-218	Real-time Video Game Animation .....	3.0
MEA-225	News Media Production.....	3.0
MEA-230	Online Production and New Media Management .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Digital Animation .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0
MEA-255	Digital Audio Post-Production .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
MEA-280	Filmmaking II: Directing and Producing the Independent Film .....	3.0
MEA-295	Professional Practices/Portfolio .....	2.0

*Plus a minimum of one from the following:*

CWE-188MEA	Cooperative Work Experience Education.....	1.0
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**Certificate of Specialization: News Reporting and Anchoring**

**Certificate Student Learning Outcome:**

Students will be able to report a news story in new media journalism.

**Program Requirements:**

Units Required: 12

		Units
MEA-110	Writing for Journalism and New Media.....	3.0
MEA-119	Announcing and Media Performance .....	3.0
OR		
MEA-210	Intermediate News Reporting/ Writing .....	3.0
MEA-125	Introduction Multimedia Journalism .....	3.0
MEA-225	News Media Production.....	3.0

**Certificate of Achievement: Video Game Animation**

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

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the field of video game animation.

**Program Requirements:**

Units Required: 24.5

		Units
MEA-106	Introduction to Animation.....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-218	Real-Time Video Game Animation .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation.....	3.0
MEA-234	Character Animation .....	3.0
MEA-295	Professional Practices/Portfolio.....	2.0
CAWT-074	Introduction to Photoshop.....	1.5

*Recommended electives:*

CMPSCI-235	C Programming .....	3.0
CMPSCI-236	C++ Object Oriented Programming .....	3.0
CWE-188MEA	Cooperative Work Experience Education.....	1.0 - 4.0

**MEA 100 MASS MEDIA AND SOCIETY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID JOUR 100

Surveys mass communication by examining the interrelationships between media and society, and by defining the history, structures, trends and technologies of mass media content, including print, radio, television, film, digital media and the internet.

**MEA 101 TELEVISION AND FILM MEDIA AESTHETICS**

Units: 3.00

CSU 54.00 hours lecture

Surveys and examines the fundamental components of cinematic art, as found in television, film and digital media. Students analyze how various dramatic, narrative, and technological conventions are used to tell stories and create meaning.

**MEA 102 HISTORY OF ANIMATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and analyzes animated motion picture and television masterpieces from their inception to the present, including the ideas and values of the examined animated films as reflected and emphasized through artistic techniques.

**MEA 103 EXPLORING CONTEMPORARY TELEVISION**

Units: 3.00

CSU 54.00 hours lecture

Recommend Preparation: ENGL-101 or ENGL-101H

Examines the contemporary American television programming genre and analyzes the industry from a variety of perspectives including social, cultural, political, historical and economic.

**MEA 106 INTRODUCTION TO ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ART-124B*

Introduces the principles of animation, laws of motion, timing, analysis, and the production of a short animated narrative video using traditional drawing methods.

**MEA 108 SCRIPTWRITING FUNDAMENTALS**

Units: 3.00

CSU 54.00 hours lecture

*Recommend Preparation: ENGL-091*

Presents writing for film, television, and electronic media and surveys standard industry script formats for commercials, broadcast, film and television narratives.

**MEA 109 STORY DEVELOPMENT AND STORYBOARDING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces story development and storyboarding for animation. Emphasis is on storyboarding, as well as the understanding of traditional story structure for animated film, television and internet.

**MEA 110 WRITING FOR JOURNALISM AND NEW MEDIA**

Units: 3.00

CSU 54.00 hours lecture

C-ID JOUR 110

*Recommend Preparation: ENGL-091*

Introduces language and style as it applies to print, broadcast and new media journalism.

**MEA 111 EXPLORING VIDEO FIELD PRODUCTION**

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces the theory, terminology, operation and aesthetics of field video production, including direction, camera operation, portable lighting, audio, and video recording equipment for on-location multimedia production.

**MEA 112 EXPLORING VIDEO STUDIO PRODUCTION**

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Presents the theory and technology of video studio production, including lighting, camera, switcher, special effects, microphones, audio mixer, and videotape recorders, including the production process from script to screen through a variety of in-class studio projects.

**MEA 114 DIGITAL SOUND EDITING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces non-linear sound editing and audio creation used for multimedia content, including podcasts, film and television soundtracks, video game sound design, and the internet.

**MEA 116 FILM/VIDEO EDITING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces non-linear editing used for multimedia content, including podcasts, film and television soundtracks, video game sound design, and the internet.

**MEA 118 INTRODUCTION - 2D DIGITAL ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces 2D computer animation. Students produce a short narrative film using characters.

**MEA 119 ANNOUNCING AND MEDIA PERFORMANCE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the theory and practice of broadcast announcing, emphasizing interpretation of copy and pronunciation. Students learn how to develop an "on-air personality" through vocal delivery, eye contact, and body language, as well as the practical use of audio equipment and ad-libbing.

**MEA 120 INTRODUCTION TO CINEMATOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines the well-disciplined creative and technical control of high definition, ultra high definition and film cameras, including the demonstration and application of cinematic lighting techniques for both studio and location production.



**MEA 125 INTRODUCTION MULTIMEDIA JOURNALISM**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents beginning instruction of multimedia journalism including newsgathering, photo journalism, podcasting, social media, animation and text, broadcast media and web.

**MEA 131 3D MODELING AND SURFACING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces 3D computer design, including modeling, surfacing, textures, lighting and rendering through the use of Maya software. Students learn how Maya "nodes" work with polygon modeling, as well as surfacing controls. Students also learn how to design environments and explore camera and lighting setups.

**MEA 135 COMPUTER ANIMATION AND SPECIAL EFFECTS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-131*

Introduces 3D computer animation and special effects through the use of Maya software. Students learn how the graph editor works to control animation, how to apply the principles of motion and emotion to animated scenes, and how to create visual special effects used in animation and live-action entertainment.

**MEA 155 BASIC AUDIO PRODUCTION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the tools and techniques used to create professional audio for film, television, and new media. Explores recording methods for both studio and location sound recording and mixing.

**MEA 159 MUSIC FOR FILM, TELEVISION AND NEW MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines tools, techniques and aesthetics used in creating music scores and soundtracks for motion pictures, television, and new media, including production fundamentals, audio/visual synchronization, and basic electronic music composition. (Same as MUSIC-159)

**MEA 180 FILMMAKING I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-120*

Introduces basic training in visual storytelling, directing cast and crew, and organizing a film production. Concepts of narrative structure and production protocol are grounded in technical knowledge of HD digital video formats.

**MEA 210 INTERMEDIATE NEWS REPORTING/WRITING**

Units: 3.00

CSU 54.00 hours lecture

C-ID JOUR 210

*Recommend Preparation: MEA-110*

Focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. Emphasizes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms.

**MEA 215 PHOTOJOURNALISM AND NEWS PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID JOUR 160

*Prerequisite: MEA-120 or PHOTO-150 or PHOTO-155 or PHOTO-160*

Introduces contemporary photojournalism and news photography through applications of theory and concepts of visual communication to digital photographic processes to produce news stories, photographic series, and photo-essays. Note: It is recommended that students have access to a Digital SLR camera with manual exposure and interchangeable lenses. (Same as PHOTO-215)

**MEA 218 REAL-TIME VIDEO GAME ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-131*

Designing, creating, and animating within a real-time, virtual, 3D game environment using 3D software and game engine, including modeling, surface texturing (normal mapping), animation, special effects and virtual set lighting.

**MEA 225 NEWS MEDIA PRODUCTION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID JOUR 130

*Recommended Preparation: MEA-125*

Presents advanced instruction and practicum in new media creation, and television production including newsgathering, on-air reporting, studio operation, and written content for online publication, "Cougar News."

**MEA 230 ONLINE PRODUCTION AND NEW MEDIA MANAGEMENT**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-225*

Capstone course emphasizing practice in supervising and managing student-produced online content for cougarnews.com, including news, entertainment, features and sports.

**MEA 231 DIGITAL SCULPTURE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-131*

Presents digital sculpting software to create 3D computer images or characters from concept to digital model, as well as a professional production process to create digital 3D creatures for films and games.

**MEA 232 CHARACTER AND PROP DESIGN FOR ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ART-124B*

Introduces traditional and digital tools to create animated models, emphasizing emotional content and clarity of design, as well as technical conventions.

**MEA 233 ADVANCED 2D DIGITAL ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-106 Recommended Preparation: ART-124A*

Studies design, composition, perspective, atmospheric and psychological lighting, and camera placement as applied to the construction of scenes, the congruency of sequences, and the designing of environments for animation. Utilizes 2D digital software in the creation of character-driven narratives.

**MEA 234 CHARACTER ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-135*

Explores 3D computer character animation through the use of Maya software to create characters showing action and emotions, including facial animation and non-linear editing.

**MEA 235 VISUAL EFFECTS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: GMD-173*

Presents advanced practice and theory of using computer-generated special effects combined with live action, video, and film. Addresses compositing special effects in a variety of different styles and looks as well as the use of green screen or matting and rotoscoping and digital set extensions.

**MEA 255 AUDIO POST-PRODUCTION FOR FILM/TV/NEW MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-114, MEA-155, MEA-159*

Examines advanced audio technologies and postproduction techniques for film, television, and new media, including studio and location sound recording, digital sound editing, sound design aesthetics, and mixing/mastering of professional soundtracks.

**MEA 261 ADVANCED ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-106*

Examines 2D, digital character animation and its techniques in depth. Students will complete advanced animation exercises, as well as design and produce a short animated film.

**MEA 265 ANIMATION PRODUCTION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-106, MEA-131, MEA-135*

Presents designing, planning, and creating an animated film in a team-based environment.

**MEA 280 FILMMAKING II: DIRECTING AND PRODUCING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-180*

Examines advanced filmmaking techniques to create film projects that reflect the personal style of the writer-director, including management skills in directing and producing.

**MEA 295 PROFESSIONAL PRACTICES/ PORTFOLIO**

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Develops career-building skills for Media Entertainment Arts majors seeking employment in the media industry, transfer to four-year film/media arts degree programs, and application to film and media festivals. Focuses on workforce preparation, including: portfolio design and evaluation; creation of professional resumes, cover letters, and artist statements; and examining networking tools including online marketing and social media.

# MEDICAL LABORATORY TECHNICIAN

## Associate in Science Degree: Medical Laboratory Technician

The Medical Laboratory Technology Associate Degree program prepares students for employment in clinical laboratories, industry and biotechnology. The MLT Program curriculum, an integration of classroom lectures, student laboratories and clinical training, fosters development of analytical and problem-solving skills required in this profession.

### PREREQUISITES – completed with minimum 2.50 GPA

1. Anatomy (4 semester or 6 quarter units)
2. Physiology (4 semester or 6 quarter units)
3. Microbiology (4 semester or 6 quarter units)
4. Preparatory General Chemistry (4 semester or 6 quarter units)

Completing program prerequisites does not assure admission into the program.

### RECOMMENDED PREPARATION

ENGL-101 or ENGL-101H. It is highly recommend that students be proficient in both the written and oral English language prior to enrolling in the program or, at the very least, prior to enrolling in the clinical practicum courses and training at the clinical laboratory sites.

### APPLICATION PROCEDURE:

1. Submit College of the Canyons application and obtain a student identification number.
2. Submit the following documents to Admissions and Records:
  - Official sealed transcripts from all colleges attended, except COC (must include all coursework regardless if MLT prerequisite or not)
  - For transcripts from other countries, an official sealed foreign transcript evaluation from a NACES-approved agency
  - Official College Board AP English score
  - A copy of high school transcript, copy of diploma, OR copy of GED certificate
  - Students with transcripts evaluated by ACCRAO should contact the Mathematics, Sciences, and Health Professions office for assistance.
3. Submit MLT Program Application to the Mathematics, Sciences, and Health Professions office. Evidence of completion of Phlebotomy must be attached to the application. A valid COC email address is required.

4. The MLT application and official transcripts will be evaluated to determine if applicant meets current MLT Program selection criteria. Applicants will not be eligible for selection if admission requirements are not met.
5. Selected applicants must attend and complete the mandatory program orientation or they will be dropped from the program.

### Mandatory Requirements of all Medical Lab Technician (MLT) Students:

Once admitted to the MLT Program, students are required to complete lab experiences at affiliated hospitals and clinical labs. Students must have their own means of transportation to these off-campus sites. These facilities have requirements above and beyond the requirements of being a student on a community college campus. All students entering the program must complete the following in order to participate in program activities:

- Current Physical
- Current TB clearance – Two-Step Process or Chest Xray
- Color Blindness Screening – for accommodation purposes only
- Immunizations and Titers
- Drug Screening
- Current CPR card
- Current Fire Life Safety Card
- Malpractice Insurance
- Background Check and OIG/GSA Clearance – any student with questions about background checks should contact the Mathematics, Sciences, and Health Professions office for a confidential opportunity to discuss this based on healthcare setting requirements about background clearances
- Hepatitis B Video
- ID Badge

If these mandatory requirements are not met, the student will be blocked from registration for the MLT courses and dropped from the program.

Additional details and information about these requirements will be provided to students upon acceptance to the program. Students who have questions prior to applying to the program may contact the Mathematics, Sciences, and Health Professions office for assistance.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a medical laboratory technician.

### Program Requirements:

Units Required: 58.75

	Units
MLT-110	Clinical Hematology Lecture..... 3.0
MLT-110L	Clinical Hematology Lab..... 1.0
MLT-112	Clinical Urinalysis Lecture ..... 1.0
MLT-112L	Clinical Urinalysis Lab ..... 0.5

MLT-114	Clinical Coagulation Lecture.....	1.0
MLT-114L	Clinical Coagulation Lab.....	0.75
MLT-116	Clinical Microbiology Lecture.....	3.0
MLT-116L	Clinical Microbiology Lab.....	1.0
MLT-118	Clinical Immunology/Immunohematology Lecture .....	3.0
MLT-118L	Clinical Immunology/Immunohematology Lab .....	1.0
MLT-120	Clinical Chemistry I Lecture.....	3.0
MLT-120L	Clinical Chemistry I Lab.....	1.0
MLT-124	Clinical Chemistry II Lecture.....	3.0
MLT-124L	Clinical Chemistry II Lab.....	1.0
MLT-128	Clinical Hematology/Urinalysis/Coagulation Practicum .....	4.0
MLT-129	Clinical Microbiology Practicum.....	4.0
MLT-130	Clinical Immunology/Immunohematology Practicum.....	3.0
MLT-131	Clinical Chemistry Practicum.....	4.0
	<i>Required electives:</i>	
BIOSCI-221	Introduction to Microbiology.....	5.0
CHEM-151	Preparatory General Chemistry.....	4.0
	<i>OR</i>	
CHEM-151H	Preparatory General Chemistry - Honors.....	4.0
MLT-050	Phlebotomy.....	3.5
	<i>Plus eight units from the following:</i>	
BIOSCI-201	Introduction to Human Anatomy .....	4.0
	<i>AND</i>	
BIOSCI-202	Introduction to Human Physiology... ..	4.0
	<i>OR</i>	
BIOSCI-204	Human Anatomy and Physiology I... ..	4.0
	<i>AND</i>	
BIOSCI-205	Human Anatomy and Physiology II... ..	4.0

### MLT 050 PHLEBOTOMY

Units: 3.50

45.00 hours lecture, 54.00 hours lab

*Prerequisite: Official admission to the MLT Program*

Designed to prepare personnel to collect blood samples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of the course will result in a Phlebotomy Technician Proficiency Certificate, which makes students eligible for state certification. Includes learning experiences both in on-campus skills laboratories and at affiliated clinical sites. Students must have their own means of transportation to these off-campus sites.

### MLT 110 CLINICAL HEMATOLOGY

#### LECTURE

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.*

*Co-requisite: MLT-110L*

Presents hematology from the unclassified stem cell in the bone marrow to both normal and abnormal peripheral blood cells, including the procedures used to identify these cells.

### MLT 110L CLINICAL HEMATOLOGY LAB

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program.*

*Co-requisite: MLT-110*

Introduces the instruments and techniques used for hematology testing, including calibration and interpretation of results. Emphasizes the morphology and identification of common human blood cells.

### MLT 112 CLINICAL URINALYSIS LECTURE

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: Official admission to the MLT Program.*

*Co-requisite: MLT-112L*

Presents the properties and constituents of urine, emphasizing the interpretation of qualitative and quantitative clinical analysis of urine, and a comparison of lab results to kidney function.

### MLT 112L CLINICAL URINALYSIS LAB

Units: 0.50

CSU 27.00 hours lab

*Prerequisite: Official admission to the MLT Program.*

*Co-requisite: MLT-112*

Presents urine testing, interpretation, and correlation. Emphasizes qualitative and quantitative clinical examination of urine specimens, including the principle of each reaction, quality control, interpretation, and correlation to other laboratory findings.

### MLT 114 CLINICAL COAGULATION

#### LECTURE

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: Official admission to the MLT Program.*

*Co-requisite: MLT-114L*

Presents hemostasis, properties, and factors involved in the clotting system, including various coagulation disorders and their related laboratory findings.



**MLT 114L CLINICAL COAGULATION LAB**

Units: 0.75

CSU 40.50 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-114*

Introduces the techniques and safety procedures used in the clinical coagulation laboratory, emphasizing platelet function tests and intrinsic and extrinsic clotting pathway testing.

**MLT 116 CLINICAL MICROBIOLOGY LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-116L*

Introduces identification methods, theories, and techniques used in basic bacteriology, parasitology, and mycology emphasizing routine organism identification.

**MLT 116L CLINICAL MICROBIOLOGY LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program and BIOSCI 221.**Co-requisite: MLT-116*

Introduces the various techniques and safety procedures in clinical microbiology. Emphasizes the morphology and identification of common pathogenic organisms.

**MLT 118 CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-118L*

Introduces the principles of antigen and antibody reactions included in blood grouping and typing, and compatibility testing, and serological and immunohematological procedures.

**MLT 118L CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-118*

Introduces serological and immunohematology procedures and techniques to measure analytes qualitatively and quantitatively.

**MLT 120 CLINICAL CHEMISTRY I****LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-120L*

Presents the theoretical and practical concepts associated with testing procedures used in the clinical chemistry laboratory, including the fundamentals of general laboratory principles and specific basic instrumentation and methodologies.

**MLT 120L CLINICAL CHEMISTRY I LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-120*

Introduces the various types of instrumentation used in the clinical chemistry laboratory, including testing parameters, calibration, quality control, preventative maintenance, and some manual procedures.

**MLT 124 CLINICAL CHEMISTRY II LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: MLT-120 and MLT-120L**Co-requisite: MLT-124L*

Second in two-part clinical chemistry series, emphasizing the endocrine, liver, kidney, and pancreatic functions. Also includes tumor markers, drug screening, and body fluids.

**MLT 124L CLINICAL CHEMISTRY II LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: MLT-120 and MLT 120L**Co-requisite: MLT-124*

Presents more advanced instrumentation used in the clinical chemistry laboratory to test different body systems as well as drug screening, tumor markers, and body fluids. Includes their principles, testing parameters, calibration, quality control, and preventive maintenance.

**MLT 128 CLINICAL HEMATOLOGY/ URINALYSIS/ COAGULATION PRACTICUM**

Units: 4.00

CSU 216.00 hours lab

*Prerequisite: MLT-110 and MLT-110L, MLT-112 and MLT-112L, MLT-114 and MLT-114L*

Provides entry-level clinical laboratory experience in the clinical laboratory hematology, urinalysis, and coagulation departments, emphasizing technique, accuracy, and precision.

### MLT 129 CLINICAL MICROBIOLOGY PRACTICUM

Units: 4.00

CSU 216.00 hours lab

*Prerequisite: MLT-116 and MLT-116L*

Provides entry-level clinical laboratory experience in the clinical laboratory microbiology department, emphasizing technique, accuracy, and precision.

### MLT 130 CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY PRACTICUM

Units: 3.00

CSU 162.00 hours lab

*Prerequisite: MLT-118 and MLT-118L*

Provides entry-level clinical laboratory experience in the serology and blood banking departments, emphasizing technique, accuracy, and precision.

### MLT 131 CLINICAL CHEMISTRY PRACTICUM

Units: 4.00

CSU 216.00 hours lab

*Prerequisite: MLT-124 and MLT-124L*

Provides entry-level clinical laboratory experience in the general and special chemistry departments, emphasizing technique, accuracy, and precision.



## MODERN LANGUAGES

The Department of Modern Languages offers courses in Chinese, French, German, Italian and Spanish. Foreign-language studies provide the student with a foundation in written communication skills of the language. From a vocational standpoint, the program provides skills in translation and interpretation, business, commerce, and foreign-language based research. Foreign-language studies include numerous opportunities for students to enhance language skills and intercultural awareness through activities such as conversational groups, cultural excursions, poetry reading, and foreign film festivals.

### CHINESE

#### **CHNESE 101 ELEMENTARY CHINESE I - MANDARIN**

Units: 5.00

UC:CSU 90.00 hours lecture

Introduces Chinese language (Mandarin) with emphasis in developing essential skills in communication. Practice in speaking and understanding as well as reading and writing Chinese characters. Introduces the geography, customs and culture of China. Corresponds to the first two years of high school Chinese. Not appropriate for native or heritage speakers.

#### **CHNESE 102 ELEMENTARY CHINESE II - MANDARIN**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: CHNESE-101*

Develops linguistic and cultural proficiency at the novice high level with emphasis on communication within the context of the Chinese culture. Practices speaking and understanding as well as reading and writing Chinese characters.

### FRENCH

#### **Associate in Arts Degree: French**

##### **Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in French. Compare and contrast cultures and histories of the French speaking world.

**Program Requirements:**

Units Required: 23

	Units
FRNCH-101 Elementary French I .....	5.0
FRNCH-102 Elementary French II .....	5.0
FRNCH-150 Beginning Conversational French ...	3.0
FRNCH-201 Intermediate French I .....	5.0
FRNCH-202 Intermediate French II .....	5.0

**FRNCH 101 ELEMENTARY FRENCH I**

Units: 5.00

UC:CSU 90.00 hours lecture

Develops language skills in listening, reading, speaking and writing at the novice mid level within a cultural context with a strong emphasis on communication. Corresponds to the first two years of high school French. Not appropriate for native speakers.

**FRNCH 102 ELEMENTARY FRENCH II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: FRNCH-101*

Continues the study of the fundamentals of the French language, emphasizing correct pronunciation and mastery of a practical vocabulary, oral and written expression, and the study of the cultures of the contemporary French-speaking world. Not appropriate for native speakers. Corresponds to the third year of high school French.

**FRNCH 150 BEGINNING CONVERSATIONAL FRENCH**

Units: 3.00

CSU 54.00 hours lecture

Presents the essentials of French for conversational and practical usage. Emphasis on understanding and speaking French in everyday situations, including vocabulary and phrases useful for traveling, studying and working in French-speaking countries.

**FRNCH 201 INTERMEDIATE FRENCH I**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: FRNCH-102*

Reviews French grammar, emphasizing practical and idiomatic usage as well as analyzing essays, poems and short stories in French by famous authors from the French-speaking world. Corresponds to the fourth year of high school French.

**FRNCH 202 INTERMEDIATE FRENCH II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: FRNCH-201*

Presents more advanced grammatical structures and syntax, emphasizing practical and idiomatic usage, as well as analyzing essays, poems, short stories and novels in French by famous authors from the French-speaking world.

**GERMAN****GERMAN 101 ELEMENTARY GERMAN I**

Units: 5.00

UC:CSU 90.00 hours lecture

Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Emphasizes acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension and production of spoken and written German at the beginning level. Taught in German. Corresponds to the first two years of high school German. Not appropriate for native or heritage speakers.

**GERMAN 102 ELEMENTARY GERMAN II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: GERMAN-101*

Develops linguistic and cultural proficiency at the novice high level. Taught in German. Corresponds to the third year of high school German. Not appropriate for native or heritage speakers.

**ITALIAN****ITAL 101 ELEMENTARY ITALIAN I**

Units: 5.00

UC:CSU 90.00 hours lecture

Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Emphasizes acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension and production of spoken and written Italian at the beginning level. This course is taught in Italian. This course corresponds to the first two years of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 102 ELEMENTARY ITALIAN II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: ITAL-101*

Develops linguistic and cultural proficiency at the novice high level. Taught in Italian. Corresponds to the third year of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 150 CONVERSATIONAL ITALIAN**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the essentials of Italian for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Italian.

**Associate in Arts Degree: Spanish for Transfer**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Spanish. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

**Degree Student Learning Outcome:**

Students will be able to:

- Demonstrate proficiency in communicating in expressive and receptive forms in Spanish.
- Compare and contrast cultures and histories of the Spanish speaking world.

**Program Requirements:**

Units Required: 19

		Units
SPAN-101	Elementary Spanish I .....	5.0
	<i>OR</i>	

SPAN-101H	Elementary Spanish I – Honors.....	5.0
SPAN-102	Elementary Spanish II .....	5.0

*Plus eight units from the following:*

SPAN-201	Intermediate Spanish I.....	5.0
	<i>OR</i>	

SPAN-211	Spanish for Heritage Speakers I.....	5.0
	<i>AND</i>	

SPAN-202	Intermediate Spanish II.....	5.0
	<i>OR</i>	

SPAN-212	Spanish for Heritage Speakers II.....	5.0
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*Plus three units from the following:*

SPAN-150	Beginning Conversational Spanish.....	3.0
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SPAN-240	Introduction to Latin American Literature .....	3.0
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*If students need to substitute units due to testing out of required courses, they may choose from the courses listed below if not already taken above:*

FRNCH-101	Elementary French I .....	5.0
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FRNCH-102	Elementary French II .....	5.0
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ITAL-101	Elementary Italian I.....	5.0
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SPAN-150	Beginning Conversational Spanish.....	3.0
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SPAN-240	Introduction to Latin American Literature .....	3.0
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**Associate in Arts Degree: Spanish**

Degree Student Learning Outcome:

- Demonstrate proficiency in communicating in expressive and receptive forms in Spanish.
- Compare and contrast cultures and histories of the Spanish speaking world.

**Program Requirements:**

Units Required: 18

		Units
SPAN-150	Beginning Conversational Spanish.....	3.0

SPAN-201	Intermediate Spanish I.....	5.0
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SPAN-202	Intermediate Spanish II.....	5.0
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SPAN-240	Introduction to Latin American Literature .....	3.0
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*Plus five units from the following:*

SPAN-102	Elementary Spanish II .....	5.0
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SPAN-212	Spanish for Heritage Speakers II.....	5.0
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**SPAN 101 ELEMENTARY SPANISH I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 100

Develops linguistic and cultural proficiency at the novice mid level. Taught in Spanish. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101 and 211 combined, maximum credit one course.

**SPAN 101H ELEMENTARY SPANISH I – HONORS**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 100

Develops linguistic and cultural proficiency at the novice mid level. Taught in Spanish within a cultural context. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101 and 211 combined, maximum credit one course. Additional reading and writing assignments are required for honors section.

**SPAN 102 ELEMENTARY SPANISH II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 110

*Prerequisite: SPAN-101 or SPAN-101H*

Develops linguistic and cultural proficiency at the novice high level. Corresponds to the third year of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-102 and 212 combined, maximum credit one course.

**SPAN 150 BEGINNING CONVERSATIONAL SPANISH**

Units: 3.00

UC:CSU 54.00 hours lecture

Essentials of Spanish for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Spanish. Emphasizes the practical application of the language, not grammar acquisition or review.

**SPAN 201 INTERMEDIATE SPANISH I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 200

*Prerequisite: SPAN-102*

Presents Spanish grammar at the intermediate level, emphasizing practical and idiomatic usage as well as analyzing essays, poems and short stories in Spanish by famous authors from the Spanish-speaking world.

**SPAN 202 INTERMEDIATE SPANISH II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 210

*Prerequisite: SPAN-201*

Presents more advanced grammatical structures and syntax at the intermediate high level, emphasizing linguistic and cultural proficiency using cultural and literary materials.

**SPAN 211 SPANISH FOR HERITAGE SPEAKERS I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN-220

*Prerequisite: SPAN-102*

Focuses on developing and strengthening reading and writing skills while exploring Spanish speaking culture. Emphasis is placed on spelling, punctuation, lexical variations, idioms and cultural components of the Spanish language. This class is designed for students who communicate in Spanish, heritage speakers, and/or have near-native oral proficiency. UC credit limitation: SPAN-101 and 211 combined, maximum credit one course. Formerly SPAN-101A.

**SPAN 212 SPANISH FOR HERITAGE SPEAKERS II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 230

*Prerequisite: SPAN-211*

Focuses on reading and writing with special attention to formal aspects of the language while exploring the Spanish speaking culture. Designed for students who communicate in Spanish and/or have near-native oral proficiency. UC credit limitation: SPAN-102 and 212 combined, maximum credit one course. Formerly SPAN-102A.

**SPAN 240 INTRODUCTION TO LATIN AMERICAN LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys literature and culture of Latin America from 1492 to the present, including basic literary concepts and analysis of the four genres, narrative, essay, poetry, and drama within literary movements in Latin America. Lectures and discussions are in Spanish.

# MUSIC

## Associate in Arts Degree: Music for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
    - a. The California State University General Education – Breadth Requirements.
    - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
  2. Obtainment of a minimum grade point average of 2.0.
- Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Music. Additional majors are being developed. Please see a counselor for more information.

### Degree Student Learning Outcome:

Students will be able to apply theoretical music concepts and performance-based skills to produce and to create original music.

### Program Requirements:

Units required: 23

	Units
MUSIC-101 Musicianship Skills I .....	1.0
MUSIC-102 Musicianship Skills II .....	1.0
MUSIC-103 Musicianship Skills III .....	1.0
MUSIC-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-220A Chromatic Harmony I.....	3.0

*Plus four units of Applied Music (courses may be repeated):*

MUSIC-189 Individualized Music Lessons .....	1.0
MUSIC-190 Applied Performance .....	1.0

*Plus four units of Major Ensemble and/or Specialized Ensemble form the following (courses may be repeated):*

MUSIC-153 Studio Jazz Ensemble .....	1.0
MUSIC-165 Symphony of the Canyons .....	1.0
MUSIC-173 Jazz Vocal Ensemble .....	1.0
MUSIC-175 Festival Choir: Voices of the Canyons .....	1.0
MUSIC-176 Chamber Singers.....	1.0
MUSIC-177 Women’s Choir (Les Chanteuses)...	1.0
MUSIC-185 Symphonic Band .....	1.0
MUSIC-186 Music Ensemble .....	1.0

*Plus three units from the following:*

MUSIC-105 Music Appreciation .....	3.0
MUSIC-112 Music History .....	3.0
MUSIC-220B Chromatic Harmony II.....	3.0

## Associate in Arts Degree: Music - Composition

The Music-Composition program is designed to give students the ability to develop an individualistic artistic voice through the exposure to the rigors of traditional music theory, performance and musicianship, with the option to choose among various elective courses to focus on their area of creative interest.

The Department of Music offers a comprehensive curriculum to prepare songwriters, electronic minded musicians, symphonic composers, pop and jazz enthusiasts, for the path toward successful creative careers.

Music students in this major must participate in at least two major performing groups while enrolled in the program. Students should select a performing group that fits their performance specialty or interest.

### Degree Student Learning Outcome:

Students will be able to apply theoretical music concepts and performance-based skills to produce and to create original music.

### Program Requirements:

Units Required: 21-24

	Units
MUSIC-103 Musicianship Skills III .....	1.0
MUSIC-104 Musicianship Skills IV .....	1.0

*Plus a minimum of nine units from the following:*

MUSIC-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-126 Pop and Jazz Music Theory .....	3.0
MUSIC-220A Chromatic Harmony I.....	3.0
MUSIC-220B Chromatic Harmony II.....	3.0

Plus a minimum of six units from the following:

MUSIC-118	Popular Songwriting .....	3.0
MUSIC-125	Studies in Music Composition .....	3.0
MUSIC-127	Orchestration for Strings and Woodwinds .....	3.0
MUSIC-128	Orchestration for Brass, Percussion, and Harp .....	3.0
MUSIC-142	Electronic Music Composition .....	3.0
MUSIC-146	Electronic Music for the Stage .....	3.0

Plus a minimum of two units from the following:

MUSIC-131	Keyboard Instruction I	2.0
MUSIC-132	Keyboard Instruction II	2.0
MUSIC-160	Guitar Studies I	2.0
MUSIC-161	Guitar Studies II	2.0
MUSIC-167	Jazz Guitar Studies I	2.0
MUSIC-168	Jazz Guitar Studies II	2.0

Plus a minimum of two - five units from the following:

MUSIC-116	Performance Ensembles for Music Theater .....	1.0 - 3.0
MUSIC-151	Jazz Improvisation .....	1.0
MUSIC-153	Studio Jazz Ensemble .....	1.0
MUSIC-165	Symphony of the Canyons .....	1.0
MUSIC-185	Symphonic Band .....	1.0
MUSIC-186	Music Ensemble .....	1.0

Recommended electives:

MUSIC-100	Fundamentals of Music .....	3.0
MUSIC-101	Musicianship Skills I .....	1.0
MUSIC-102	Musicianship Skills II .....	1.0

**Associate in Arts Degree: Music – Concert Performance**

Music-Concert Performance students are required to audition and, once accepted, enroll in Music 189 (Individualized Lessons), to receive instruction on an instrument of their choice. Performance majors will be required to take Music 189 and Music 190 (Applied Performance) a total of four times. Students enrolled in this program will also have to take music theory and musicianship classes to earn the degree and to participate in one of the various instrumental ensembles in residence at the college per semester.

The Music-Concert Performance option offers music students an array of traditional symphonic, Jazz ensembles and chamber groups to prepare them toward the successful transfer to four-year institutions, as well as providing valuable experiences to build a professional career in music performance.

Music students in this major must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest. All ensembles and Jazz Improvisation classes are repeatable for credit up to four times all total.

**Degree Student Learning Outcome:**

Students will be able to apply theoretical music concepts and performance-based skills to produce and to create original music.

**Program Requirements:**

Units Required: 24

		Units
MUSIC-103	Musicianship Skills III .....	1.0
MUSIC-104	Musicianship Skills IV .....	1.0

Plus a minimum of six units from the following:

MUSIC-120A	Tonal Harmony I .....	3.0
MUSIC-120B	Tonal Harmony II .....	3.0
MUSIC-126	Pop and Jazz Music Theory .....	3.0
MUSIC-220A	Chromatic Harmony I .....	3.0
MUSIC-220B	Chromatic Harmony II .....	3.0

Take both courses below for a total of four units each:

MUSIC-189	Individualized Music Lessons .....	1.0
MUSIC-190	Applied Performance .....	1.0

Plus a minimum of eight units from the following:

MUSIC-116	Performance Ensembles for Music Theater .....	1.0 - 3.0
MUSIC-151	Jazz Improvisation .....	1.0
MUSIC-153	Studio Jazz Ensemble .....	1.0
MUSIC-165	Symphony of the Canyons .....	1.0
MUSIC-185	Symphonic Band .....	1.0
MUSIC-186	Music Ensemble .....	1.0

Recommended electives:

MUSIC-100	Fundamentals of Music .....	3.0
MUSIC-101	Musicianship Skills I .....	1.0
MUSIC-102	Musicianship Skills II .....	1.0
MUSIC-191	Contemporary Practices in Music Publishing .....	3.0
MUSIC-192	Music Business .....	3.0

**Associate in Arts Degree: Music - Guitar Performance**

Students pursuing the guitar major are given the recommendation to enroll in any of several guitar classes offered by the Music Department, while preparing to qualify for private lessons on either Jazz or Classical guitar, through the Individualized Music Lessons program. Students will be required to take Music 189 and Music 190 four times altogether. They will also need to enroll in music theory and musicianship classes to earn the degree.

Music students in this major must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

**Degree Student Learning Outcome:**

Students will be able to play guitar music of various styles both as a soloist and in conjunction with other musicians.

**Program Requirements:**

Units Required: 24

	Units
MUSIC-103 Musicianship Skills III .....	1.0
MUSIC-104 Musicianship Skills IV .....	1.0
<i>Plus a minimum of six units from the following:</i>	
MUSIC-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-126 Pop and Jazz Music Theory .....	3.0
MUSIC-220A Chromatic Harmony I.....	3.0
MUSIC-220B Chromatic Harmony II.....	3.0
<i>Take both courses below for a total of four units each:</i>	
MUSIC-189 Individualized Music Lessons .....	1.0
MUSIC-190 Applied Performance .....	1.0
<i>Plus a minimum of eight units from the following:</i>	
MUSIC-116 Performance Ensembles for Music Theater .....	1.0 - 3.0
MUSIC-151 Jazz Improvisation.....	1.0
MUSIC-153 Studio Jazz Ensemble.....	1.0
MUSIC-185 Symphonic Band .....	1.0
MUSIC-186 Music Ensemble .....	1.0
<i>Recommended electives:</i>	
MUSIC-100 Fundamentals of Music .....	3.0
MUSIC-101 Musicianship Skills I .....	1.0
MUSIC-102 Musicianship Skills II .....	1.0
MUSIC-160 Guitar Studies I.....	2.0
MUSIC-161 Guitar Studies II.....	2.0
MUSIC-167 Jazz Guitar Studies I .....	2.0
MUSIC-168 Jazz Guitar Studies II .....	2.0
MUSIC-191 Contemporary Practices in Music Publishing.....	3.0
MUSIC-192 Music Business.....	3.0

**Associate in Arts Degree: Music - Jazz Performance**

Students in the Jazz Performance option will have access to various college-based ensembles as well as jazz theory and improvisation courses to prepare them to either transfer to a four-year university, or pursue a musical career.

There is also the opportunity to enroll in the college's Applied Music courses. For all qualified students, private lessons are offered on the instrument of their choice.

All students in this degree must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

**Degree Student Learning Outcome:**

Students will be able to perform and improvise with a jazz-based ensemble on any band instrument.

**Program Requirements:**

Units Required: 18

	Units
<i>Fourteen units from the following:</i>	
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-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-131 Keyboard Instruction I.....	2.0
MUSIC-132 Keyboard Instruction II.....	2.0
MUSIC-175 Festival Choir: Voices of the Canyons .....	1.0
MUSIC-220A Chromatic Harmony I.....	3.0
MUSIC-220B Chromatic Harmony II.....	3.0
<i>Plus a minimum of four units from the following (courses may be repeated):</i>	
MUSIC-151 Jazz Improvisation.....	1.0
MUSIC-153 Studio Jazz Ensemble .....	1.0
<i>Recommended electives:</i>	
MUSIC-191 Contemporary Practices in Music Publishing.....	3.0
MUSIC-192 Music Business.....	3.0

**Associate in Arts Degree: Music - Voice Performance**

Students choosing the Voice Performance option will have access to various college-based ensembles as well as theory and improvisation courses to prepare them to either transfer to a four-year university or to pursue musical careers.

There is also the opportunity to enroll in the college's Applied Music courses. For all qualified students, private lessons are offered for vocalists.

All students in this degree must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

The seven unit "Required Electives" option below is only required for the Applied Music option.

**Degree Student Learning Outcome:**

Students will be able to sing music of various styles from different historical periods both as a soloist and in conjunction with other musicians.



**Program Requirements:**

Units Required: 18

Units

*Fourteen units from the following:*

MUSIC-101	Musicianship Skills I .....	1.0
MUSIC-102	Musicianship Skills II .....	1.0
MUSIC-103	Musicianship Skills III .....	1.0
MUSIC-104	Musicianship Skills IV .....	1.0
MUSIC-120A	Tonal Harmony I .....	3.0
MUSIC-120B	Tonal Harmony II .....	3.0
MUSIC-131	Keyboard Instruction I.....	2.0
MUSIC-132	Keyboard Instruction II.....	2.0
MUSIC-175	Festival Choir: Voices of the Canyons .....	1.0
MUSIC-220A	Chromatic Harmony I.....	3.0
MUSIC-220B	Chromatic Harmony II.....	3.0

*Plus a minimum of four units from the following:*

MUSIC-140	Vocal Development for Popular Music .....	1.0
MUSIC-141	Voice Development: From the Baroque to The 21st Century .....	2.0
MUSIC-173	Jazz Vocal Ensemble .....	1.0
MUSIC-175	Festival Choir: Voices of the Canyons .....	1.0
MUSIC-176	Chamber Singers.....	1.0
MUSIC-177	Women’s Choir (Les Chanteuses)...	1.0

*Recommended electives:*

MUSIC-191	Contemporary Practices in Music Publishing.....	3.0
MUSIC-192	Music Business.....	3.0

**MUSIC 090L ELECTRONIC MUSIC LAB**

Units: 1.00

54.00 hours lab

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

**MUSIC 100 FUNDAMENTALS OF MUSIC**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 110

Introduces the elements of music and musical notation; music reading and sight-singing; scales and intervals.

**MUSIC 101 MUSICIANSHIP SKILLS I**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 125

*Prerequisite: MUSIC-100*

First in a series of four comprehensive training workshops for musicians. It includes intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

**MUSIC 102 MUSICIANSHIP SKILLS II**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 135

*Prerequisite: MUSIC-101*

Second in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 103 MUSICIANSHIP SKILLS III**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 145

*Prerequisite: MUSIC-102*

Third in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 104 MUSICIANSHIP SKILLS IV**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 155

*Prerequisite: MUSIC-103*

Fourth in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 105 MUSIC APPRECIATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 100

Surveys musical masterpieces through all eras of musical evolution. Develops on appreciation and understanding of music in relation to culture and other art forms through listening experiences, lecture, and discussion.

**MUSIC 106 DEVELOPMENT OF JAZZ**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents jazz as a cultural medium, including its historical background and development in the United States.

**MUSIC 107 HISTORY OF ROCK & ROLL**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the rise of rock and roll as a modern musical genre and examines its place in modern society.

**MUSIC 108 WORLD MUSIC**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys non-Western cultures through their musical traditions.

**MUSIC 112 MUSIC HISTORY**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the main periods and styles of Western music from the Middle Ages to the present, including the most important composers, as well as the cultural context in which their music was created.

**MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER**

Units: 1.00 - 3.00

UC:CSU 54.00 - 162.00 hours lab

Rehearsal and performance of music for scenes and complete musical theater productions produced in conjunction with Theater and other performing arts departments. Ability to sing or play a wind, brass, string or percussion instrument is assumed. Offered pass/no-pass only.

**MUSIC 118 POPULAR SONGWRITING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces popular song writing and the construction of lyrics for the commercial music industry. Basic knowledge of music fundamentals is assumed.

**MUSIC 120A TONAL HARMONY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 120

*Recommended Preparation: MUSIC-101 & concurrent enrollment in MUSIC-131*

Presents the theory and practice of Western harmony from the 17th century to the beginning of the 20th Century. Major topics include: properties of sound, rhythm and meter, intervals, diatonic scales and triads, seventh chords (including dominant seventh chords), figured bass symbols, principles of voice leading, non-harmonic tones and harmonic analysis of music from the classical period [c.1725-1825].

**MUSIC 120B TONAL HARMONY II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 130

*Prerequisite: MUSIC-120A*

*Recommended Preparation: Concurrent enrollment in MUSIC-102 & MUSIC-132*

Continues the concepts from Tonal Harmony I. Additional content includes: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation.

**MUSIC 125 STUDIES IN MUSIC COMPOSITION**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Presents a technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles.

**MUSIC 126 POP AND JAZZ MUSIC THEORY**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: MUSIC-120A*

Focuses on the theoretical principles and practices found within the styles of jazz and pop music. Emphasizes analytical comprehension of style and chordal structure.

**MUSIC 127 ORCHESTRATION FOR STRINGS AND WOODWINDS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: MUSIC-100*

A study of orchestration using the instruments of the standard symphonic ensemble with emphasis on strings and woodwinds. Course also focuses upon the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger, as well as with the use of instruments from non-European traditions.

**MUSIC 128 ORCHESTRATION FOR BRASS, PERCUSSION, AND HARP**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: MUSIC-100*

Presents orchestration as it applies to the instruments of the standard symphonic ensemble, emphasizing brass, percussion, and harp. Includes the use of computers, samplers, and synthesizers as tools for the contemporary composer and arranger, as well as instruments from non-European traditions.

**MUSIC 131 KEYBOARD INSTRUCTION I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

First of two levels of keyboarding, focusing on introductory skills. Emphasizes instruction in elementary music-reading, repertoire, piano technique, tone production, sight-reading, keyboard harmony, and performance styles.

**MUSIC 132 KEYBOARD INSTRUCTION II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-131*

Second of two levels of keyboarding, focusing on advanced beginner skills. Emphasizes instruction in music reading, repertoire, piano technique, tone production, sight-reading, keyboard harmony, and performance styles for music and non-music majors at a first-year level.

**MUSIC 140 VOCAL DEVELOPMENT FOR POPULAR MUSIC**

Units: 1.00

CSU 54.00 hours lab

Develops vocal skills for professional singing of popular music; public performances will be scheduled.

**MUSIC 141 VOICE DEVELOPMENT: FROM THE BAROQUE TO THE 21ST CENTURY**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Presents the art and technique of solo singing, including musical theater repertoire, art songs and arias from the European tradition of the last five centuries, non-Western music, American folk music, and spiritual selections.

**MUSIC 142 ELECTRONIC MUSIC COMPOSITION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents the composition and production of in-studio music in a variety of contemporary idioms utilizing digital technology.

**MUSIC 146 ELECTRONIC MUSIC FOR THE STAGE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on the techniques and aesthetics of music created with the computer for on-stage applications.

**MUSIC 151 JAZZ IMPROVISATION**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: MUSIC-100*

Emphasizes understanding basic theoretical structure as well as stylistic, melodic and rhythmic considerations. Designed to assist the jazz musician. Public performance may be required.

**MUSIC 153 STUDIO JAZZ ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition by instructor to ensure satisfactory performance ability.*

Examines the historical basis of jazz and fosters the improvement of jazz performance skills on wind, string, vocal or percussion instruments through participation in public concerts. Field trips may be required.

**MUSIC 159 MUSIC FOR FILM, TELEVISION AND NEW MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines technical and aesthetic tools used in electronic music production, to create soundtracks for motion picture, television, and new media. Explores music production fundamentals, including basic composition techniques in synchronization with a visual counterpart. Formerly MUSIC-129. (Same as MEA-159)

**MUSIC 160 GUITAR STUDIES I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces the needed skills to perform proficiently on the guitar.

**MUSIC 161 GUITAR STUDIES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-160*

Advances the study and application of guitar skill through advanced chord structures, sight reading (1-5 position), and more complex rhythm techniques.

**MUSIC 165 SYMPHONY OF THE CANYONS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: See schedule of classes for audition information.*

Examines musical styles, performance techniques and basic theoretical analysis as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. Includes participation in public performance with the ensemble.

**MUSIC 167 JAZZ GUITAR STUDIES I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces position-playing for jazz guitar, including jazz chordal structures, rhythm comping, harmonic structure and historical context of jazz forms.

**MUSIC 168 JAZZ GUITAR STUDIES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-167*

Presents intermediate-level position for jazz guitar, including jazz chordal structures, rhythm comping and structural analysis of jazz forms.

**MUSIC 169 IMPROVISATION FOR GUITARISTS**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Focuses on the many facets of improvising on the guitar. It is assumed students are able to perform on the guitar at a beginning or intermediate level.

**MUSIC 170 BASS GUITAR STUDIES I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Provides basic skills on the electric bass guitar, focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument.

**MUSIC 171 BASS GUITAR STUDIES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-170*

Second in a series of studies on the electric bass guitar utilizing basic music theory concepts as they apply to the intermediate skills. Topics include construction and performance of complex bass lines through chord changes in standard popular and jazz repertoire, as well as intermediate note-reading skills on the instrument.

**MUSIC 173 JAZZ VOCAL ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

*Prerequisite: Audition*

Provides the advanced singer an opportunity to learn and develop jazz vocal technique, including how to work with a sound system (microphones, mixing board, monitors, and speakers) and a jazz trio (piano, bass and drums). 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 intercollegiate festivals, on-campus performances, and in the community. Appropriate sight-singing proficiency and ability to follow a conductor are assumed. Students must audition through the Music Department; contact the department for time, date, and other details.

**MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

Examines musical styles, performance practices and rehearsal techniques while refining individual selections to high performance standards and represents the college at intercollegiate festivals, on-campus performances, and in the community. Field trips may be required.

**MUSIC 176 CHAMBER SINGERS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition by instructor to ensure satisfactory performance ability. Contact the Music Department for date, time, and other details.*

Presents the study and performance of chamber music from the 15th to the 21st centuries, emphasizing the development of skills needed to sing from a variety of choral styles and historical periods. Represents the college at intercollegiate festivals, on-campus events, and within the community. Attendance at all scheduled performances is required.

**MUSIC 177 WOMEN'S CHOIR (LES CHANTEUSES)**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

Studies musical styles and performance practices from an historical perspective, as well as correct and efficient rehearsal techniques as they apply to the selected choral literature. Represents the college at intercollegiate festivals, on-campus events, and within the community. Field trips may be required.

**MUSIC 185 SYMPHONIC BAND**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

*Recommended Preparation: Ability to play a wind, percussion, or brass instrument is assumed.*

Emphasizes the performance of college-level wind and percussion standards literature, including proper playing and performance technique. Extensive warm-up skills will be developed, along with scale studies and rhythmic refinement exercises. Public performances with the symphonic band are required. Audition through the Music Department; contact for time, date and other details.



**MUSIC 186 MUSIC ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

*Prerequisite: Audition*

Explores chamber music literature and practices. Specific technical skills will be addressed, including breathing, phrasing, tonguing, bow technique, embouchure development, as well as vocal techniques and rehearsal standards. Public performance is required.

**MUSIC 189 INDIVIDUALIZED MUSIC LESSONS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 160

*Prerequisite: Audition*

*Co-requisites: MUSIC 116, 151, 153, 165, 173, 175, 176, 177, 185, 186 or 190.*

Emphasizes technical development, the performing of musical repertoire, and the development of concert presentation skills. Individual instruction is provided by appointment.

**MUSIC 190 APPLIED PERFORMANCE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

*Co-requisite: MUSIC-189*

Preparation and presentation of music literature to be performed before the class with a subsequent critique by the other students and instructor.

**MUSIC 191 CONTEMPORARY PRACTICES IN MUSIC PUBLISHING**

Units: 3.00

CSU 54.00 hours lecture

Explores the business of marketing and selling music, including intellectual property statutes, copyright law, royalties and music contracts.

**MUSIC 192 MUSIC BUSINESS**

Units: 3.00

CSU 54.00 hours lecture

Examines the music business industry as it relates to production, recording, manufacturing, publishing, marketing, copyright and performing rights.

**MUSIC 220A CHROMATIC HARMONY I**

UC:CSU 54.00 hours lecture

C-ID MUS 140

*Prerequisite: MUSIC-120B*

*Recommended Preparation: Concurrent enrollment in MUSIC-103*

Continues the concepts from Tonal Harmony II. Additionally includes: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords.

**MUSIC 220B CHROMATIC HARMONY II**

UC:CSU 54.00 hours lecture

C-ID MUS 150

*Prerequisite: MUSIC-220A*

*Recommended Preparation: Concurrent enrollment in MUSIC-104*

Continues the concepts from Music Theory III. Additionally includes: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediant, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.



# NURSING

College of the Canyons offers two Registered Nursing Programs that are approved by the California Board of Registered Nurses and accredited by the Accreditation Commission for Education in Nursing.

## RN Program

Nursing is an art and science incorporating knowledge from the behavioral, biological, and physical sciences. It has a holistic concept of health in which the physical, emotional, psychological, intellectual, social, and spiritual aspects of human functioning are interrelated, interdependent, and of equal importance. Offered is an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care setting and sub-acute setting. The program prepares students for an entry-level position in the health care setting. An RN (Registered Nurse), after taking a national licensure examination, may move directly into the position of beginning staff nurse. The program prepares students for this test.

## LVN-RN Career Ladder Program

Nursing is an art and science incorporating knowledge from the behavioral, biological, and physical sciences. It has a holistic concept of health in which the physical, emotional, psychological, intellectual, social, and spiritual aspects of human functioning are interrelated, interdependent, and of equal importance. This program is for students already possessing a Licensed Vocational Nurse (LVN) license and experience as an LVN that allows them to complete a series of courses providing advance standing due to credit for their experience. Offered is an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care setting and sub-acute setting. The program prepares students for an entry-level position in the health care setting. An RN (Registered Nurse), after taking a national licensure examination, may move directly into the position of beginning staff nurse. The program prepares students for this test.

### Specific Career Ladder Requirements:

LVN to RN applicants must have completed an approved LVN program. Copy of California LVN license must be provided with application.

The following requirements are due prior to beginning the LVN to RN Program:

- Proof of approved I.V. certification course
- LVN to RN students are required to work as an LVN. Proof of a minimum of 4 months of employment as an LVN.

## An additional 30 unit option is available to LVNs.

30 Unit Option:

The Career Ladder Student may also choose a "30 Unit Option" plan. The LVN who chooses the "30 Unit Option" must have met the microbiology and physiology requirements with a grade of C or better. The applicant must then take Nursing 109, 126, 234, and 240. Upon satisfactory completion of these classes, the applicant would be eligible to apply to take the RN licensure examination. NOTE: Students who complete this option (30 units) will take NCLEX-RN as a non-graduate. This status will not change even if student goes on to obtain a degree. There is no restriction to practice within California. The student may have difficulty in transferring to another state or territory. The student may also have difficulty applying to a college/university for an advanced degree.

Applicants to this curriculum alternative must meet with the Program Director for objective counseling that includes admission process, course requirements, and the advantages/disadvantages of this route to licensure. TEAS test is required, but results will not deny admission to the program. The applicant is not required to meet college admission requirements.

## RN AND LVN TO RN NURSING PROGRAM PREREQUISITES:

1. English 101 (3 units or 5 quarter units)
2. Anatomy (4 semester units or 6 quarter units)
3. Physiology (4 semester units or 6 quarter units)
4. Microbiology (4 semester units or 6 quarter units)
5. Math 060: Elementary Algebra

The College of the Canyons Registered Nursing Program is committed to servicing the community by providing the highest level of nursing education to all qualified students. The ability to enter the nursing program shall not be hindered by issues of age, sex, religion, ethnic origin, race, or socioeconomic status. Open access shall be the means by which all program participants are selected, all information disseminated, and all selection procedures are determined. Therefore, the following serves as a selection process outline for any, and all, nursing programs at College of the Canyons which require a specific selection process: applications, selection information, and individual program brochures are openly distributed from the Mathematics, Sciences, and Health Professions office and are provided to any person requesting such data. Potential and current applicants are requested to attend a Nursing Information Session. These sessions are given once each semester. Information covers general campus information and provides specific data pertaining to selection requirements of the nursing programs. The counseling department determines transferability of non-nursing courses. The Director of Nursing and/or Assistant Nursing Program Director determines the transferability of nursing courses.

**SELECTION CRITERIA FOR RN AND LVN TO RN PROGRAMS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

To be considered for entrance, all prerequisites must be completed with a 2.5 GPA or higher. Completing the prerequisites, however, does not assure admission into the program.

**SELECTION CRITERIA FOR RN PROGRAMS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

Students will be admitted to the program based on their scholastic eligibility and placement on a nursing assessment test as per SB 1309.

**SCHOLASTIC ELIGIBILITY:**

Scholastic eligibility is determined through a statewide approved formula which calculates the student's probability of successfully completing the ADN program. The formula uses the following criteria:

- Core Biology GPA – all Anatomy, Physiology, and Microbiology courses taken at the college level.
- Core Biology repetitions – the number of times a student has repeated a Core Biology course including withdrawals.
- English GPA – all credit English course grades regardless of the level of the course.
- Overall GPA – the college GPA as it appears on college transcripts excluding non-credit and not-for-credit courses.
- Students must have a minimum required score of 70 to be eligible for admission.

**To be more competitive for admission, students are encouraged to:**

- Complete all courses without repeating or withdrawing.
- Earn a minimum of a 3.0 GPA in all Biology courses
- Earn a minimum of a 3.0 GPA in all English courses

**ASSESSMENT TEST:**

Qualified applicants will be required to take a state approved nursing assessment test. Students must rank at the required level to be eligible for admission into the program. Currently, this is a 62 percent composite score on TEAS test (version V) based on the California Community College Chancellor's Office recommendation. Valid photo ID must be presented at time of test. See nursing website for updates which reflect current state guidelines and regulations.

**RN Applicants:**

Final selections are made using both multi-criteria screening and random selection. Qualified applicants not selected must reapply in order to be considered. The Mathematics, Sciences, and Health Professions office does not retain applications or transcripts.

Students not meeting eligibility criteria are offered a remediation plan. After successful completion, students are eligible to reapply for random selection.

If the remediation plan is not complete by the deadline, the student is no longer eligible to apply to the program.

**LVN to RN Applicants:**

Applicants accepted into the program will first enroll in the Transitions into Nursing course, Nursing 109. Upon completion of Nursing 109, the student will be placed on a waitlist to progress in the program on a space-available basis.

**APPLICATION PROCEDURE:**

Follow current application process as outlined at [www.canyons.edu/nursing](http://www.canyons.edu/nursing)

**INCOMING TRANSFER STUDENTS**

Students may apply to the RN program by transfer or challenge. Students are not allowed to transfer into the first semester; students must enter first semester as a generic student. Students are only eligible to be considered for transfer if they have been in a nursing program within 12 months of the day their application is accepted and are eligible to re-enter their previous program. Students who have been out of a nursing program for more than 12 months must apply as beginning students. Student must provide letter from director of previous nursing program stating student is clinically safe and eligible to return to their program. The Director of Nursing determines how the applicant's previous courses correlate with the COC Nursing Program curriculum and determines what portion of the program must be taken in order to complete the nursing program at COC. The Director of Nursing has the right to accept or deny any transfer. Approved applicants MUST attend a mandatory orientation and complete Nursing 109. Upon completing Nursing 109, approved applicants will be placed on a waiting list until an opening in the appropriate course becomes available. Transfer students who have previously failed another RN program will only be allowed one entry into the COC RN program. Follow current application process for transfer students as outlined at [www.canyons.edu/nursing](http://www.canyons.edu/nursing). Students advised by the BRN to take specific courses to obtain a license must also take the TEAS exam with any necessary remediation, attend a mandatory orientation, and complete Nursing 109.

**SPECIAL REQUIREMENTS FOR ALL Nursing Students:**

Once admitted to any of the RN programs, the student must comply with the following requirements, but not limited to:

- Proof of vaccination followed by positive titers for Hepatitis B (or signed waiver), rubeola, rubella, mumps
- Proof of Diphtheria/Tetanus/Pertussis (Tdap) and annual flu vaccinations
- Negative mantoux or chest x-ray documentation for Tuberculosis clearance.
- An annual physical examination. The first physical with functional abilities verification must be within six months of beginning classes.
- Current CPR certificate (American Heart Association for health care providers)
- Student Registered Nurse malpractice insurance
- Clear background check and OIG/GSA clearance
- Clear 10-panel drug test
- L. A. City Fire Card

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

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 as an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care, sub-acute, and home setting. The program prepares students to take the national licensure exam and for an entry-level Registered Nurse (RN) position in the health care setting.

**Degree Student Learning Outcome:**

Students will be able to:

- Integrate the perspectives of the provider of care, manager of care, and member of the nursing profession into patient care situations.
- Function in the roles of provider of care, manager of care, and member of the nursing profession.

**Program Requirements:**

Units Required: 61

	Units
NURSNG-112 Foundations of Nursing .....	4.25
NURSNG-114 Fundamentals of Nursing .....	6.50
NURSNG-124 Beginning Medical Surgical Nursing .....	5.75
NURSNG-126 Psychiatric Nursing.....	3.75
NURSNG-234 Intermediate Medical-Surgical Nursing .....	4.75
NURSNG-236 Maternal Child Nursing.....	5.50
NURSNG-240 Advanced Medical-Surgical Nursing and Leadership .....	8.50

*Plus eight units from the following options:*

BIOSCI-201 Introduction to Human Anatomy .....	4.0
<i>AND</i>	
BIOSCI-202 Introduction to Human Physiology...	4.0
<i>OR</i>	
BIOSCI-204 Human Anatomy and Physiology I...	4.0
<i>AND</i>	
BIOSCI-205 Human Anatomy and Physiology II..	4.0

*Plus eleven units from the following options:*

BIOSCI-221 Introduction to Microbiology.....	5.0
ENGL-101 English Composition.....	3.0
<i>OR</i>	
ENGL-101H Honors English Composition .....	4.0
PSYCH-101 Introduction to Psychology .....	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology - Honors.....	3.0

*Plus three units from the following:*

COMS-105 Fundamentals of Public Speaking...	3.0
COMS-105H Fundamentals of Public Speaking – Honors.....	3.0
COMS-120 Small Group Communication.....	3.0

In order to receive an associate degree, RN students must complete all nursing program requirements with a grade of “C” or better. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

**Associate in Science Degree: Nursing – Career Ladder LVN to RN**

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.

This program is for students already possessing a license as a Licensed Vocational Nurse (LVN) and experience as an LVN, which provides them advance standing due to credit for their experience. Offered as an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care, sub-acute, and home setting. The program prepares students to take the national licensure exam and for an entry-level Registered Nurse (RN) position in the health care setting.

**Degree Student Learning Outcome:**

Students will be able to:

- Integrate the perspectives of the provider of care, manager of care, and member of the nursing profession into patient care situations.
- Function in the roles of provider of care, manager of care, and member of the nursing profession.

**Program Requirements:**

Units Required: 43

	Units
NURSNG-109 Transition Into Nursing .....	4.0
NURSNG-126 Psychiatric Nursing.....	3.75
NURSNG-234 Intermediate Medical-Surgical Nursing .....	4.75
NURSNG-240 Advanced Medical-Surgical Nursing and Leadership .....	8.50

*Plus eight units from the following options:*

BIOSCI-201 Introduction to Human Anatomy .....	4.0
<i>AND</i>	
BIOSCI-202 Introduction to Human Physiology...	4.0



	<i>OR</i>
BIOSCI-204	Human Anatomy and Physiology I... 4.0
	<i>AND</i>
BIOSCI-205	Human Anatomy and Physiology II.. 4.0
Plus eleven units from the following options:	
BIOSCI-221	Introduction to Microbiology..... 5.0
ENGL-101	English Composition..... 3.0
	<i>OR</i>
ENGL-101H	Honors English Composition ..... 4.0
PSYCH-101	Introduction to Psychology ..... 3.0
	<i>OR</i>
PSYCH-101H	Introduction to Psychology - Honors..... 3.0
<i>Plus three units from the following:</i>	
COMS-105	Fundamentals of Public Speaking ... 3.0
COMS-105H	Fundamentals of Public Speaking – Honors..... 3.0
COMS-120	Small Group Communication..... 3.0

In order to receive an associate degree, LVN to RN students must complete all nursing program requirements with a grade of “C” or better. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

**GENERAL INFORMATION**

Accrediting and approval agencies for Registered Nursing and LVN-RN Career Ladder Programs:

**ACCREDITATION COMMISSION FOR EDUCATION IN NURSING INC. (ACEN)**

3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
P: (404) 975-5000  
F: (404) 975-5020

**BOARD OF REGISTERED NURSING (BRN)**

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

Link to RN NCLEX pass rates is posted on Nursing Department website.

**CERTIFICATES**

The Nursing Department offers certificates in health-related fields. Students gain experience caring for patients in a variety of community settings. State and local requirements apply to all programs, and students must meet all mandated requirements.

**Certificate of Specialization: CNA – Certified Nursing Assistant**

Upon completion of this course and a state test for certification, the student will be able to function as a certified nurse assistant in a skilled nursing facility providing basic patient care for residents. The CNA works under the supervision of a licensed vocational nurse or registered nurse.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a certified nurse assistant.

**Program Requirements:**

Units Required for certificate: 6

	Units
NURSNG-050 Nurse Assistant Training.....	6.0

**NURSNG 045 BASIC EKG INTERPRETATION**

Units: 1.50  
27.00 hours lecture maximum

Presents basic EKG interpretation including, basic principles, normal sinus rhythm, dysrhythmias of focal origin and rhythm blocks. Designed for practicing nurses, student nurses, and those seeking to become a monitor technician.

**NURSNG 050 NURSE ASSISTANT TRAINING**

Units: 6.00  
67.50 hours lecture maximum, 121.50 hours lab maximum

*Prerequisite: TB test and physical exam within the last six months. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. In order to register, a packet must be picked up in the Nursing Office. Forms must be completed and submitted to the instructor on the first day of class.*

Presents the fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. Upon completion, the student will be eligible to take the California test for certification. Field trip required.

**NURSNG 061 INTERPRETATION OF LABORATORY TESTS**

Units: 1.00  
18.00 hours lecture maximum

Provides an in-depth review and analysis of laboratory values and their implication across the life span.

**NURSNG 089 SUCCESS IN FUNDAMENTAL NURSING**

Units: 1.00

18.00 hours lecture maximum

*Co-requisite: Nursing 112 and Nursing 114.*

Expands on students' critical thinking skills focusing on content from NURSNG 112 & 114. Units do not apply to the associate degree.

**NURSNG 093 SUCCESS IN MATERNAL NEWBORN AND PEDIATRIC NURSING**

Units: 0.50

9.00 hours lecture

*Co-requisite: NURSNG-236*

Expands on students' critical thinking skills focusing on content from NURSNG-236. Units do not apply to the associate degree. Offered pass/no-pass only.

**NURSNG 094 SUCCESS IN PSYCHIATRIC NURSING**

Units: 0.50

9.00 hours lecture

*Co-requisite: NURSNG-126*

Expands on students' critical thinking skills focusing on content from NURSNG-126. Units do not apply to the associate degree. Offered pass/no-pass only.

**NURSNG 096 SUCCESS IN ADVANCED MEDICAL/SURGICAL NURSING**

Units: 1.00

18.00 hours lecture maximum

*Co-requisite: NURSNG-240*

Expands on students' critical thinking skills focusing on content from NURSNG-240. Units do not apply to the associate degree. Offered pass/no-pass only.

**NURSNG 109 TRANSITION INTO NURSING**

Units: 4.00

CSU 31.50 hours lecture, 121.50 hours lab

*Prerequisite: Admission to the Nursing Program.*

Designed to assist all transfer, returning, and LVN to RN students to successfully integrate into the Registered Nursing Program, including the knowledge, skills, and attitudes necessary to address health problems of adult and elderly patients as a provider of care, manager of care, and member of the nursing profession. Emphasizes a patient-centered approach by focusing on their multifaceted needs and the integrated concepts of person, health, nursing and environment. Field trip involving clinical experiences at hospitals required.

**NURSNG 112 FOUNDATIONS OF NURSING**

Units: 4.25

CSU 36.00 hours lecture, 121.50 hours lab

*Prerequisite: Admission to the Nursing Program.*

Presents the foundational knowledge, skills, and attitudes necessary for socialization to the roles of provider of care, manager of care, and member of the nursing profession. Prepares the student for patient-centered nursing by focusing on the physiological, psychological, socio-cultural, developmental, and spiritual needs of patients across the lifespan and the integrated concepts of person, health, environment, and nursing.

**NURSNG 114 FUNDAMENTALS OF NURSING**

Units: 6.50

CSU 63.00 hours lecture, 162.00 hours lab

*Prerequisite: NURSNG-112*

Presents the knowledge, skills, and attitudes necessary to provide basic care to adult and elderly patients as a professional nurse at a fundamental level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and health alterations of mobility and protection. NURSNG-112 & 114 are equivalent to NURSNG-110 & 111. Field trip required.

**NURSNG 124 BEGINNING MEDICAL SURGICAL NURSING**

Units: 5.75

CSU 63.00 hours lecture, 121.50 hours lab

*Prerequisite: NURSNG-114*

Presents the knowledge, skills, and attitudes necessary to provide care for non-complex health problems of adult and elderly patients at a beginning level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, nutrition, elimination, metabolism, and sexuality. Field trip required. Formerly NURSNG-120.

**NURSNG 126 PSYCHIATRIC NURSING**

Units: 3.75

CSU 40.50 hours lecture, 81.00 hours lab

*Prerequisite: NURSNG-114 and PSYCH-101/101H*

Presents the knowledge, skills, and attitudes necessary to provide care for health problems of psychiatric patients across the lifespan at a beginning level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and psychological health alterations. Field trip required. Formerly NURSNG-220.

**NURSNG 130 NURSING CLINICAL PRACTICE**

Units: 2.00

CSU 108.00 hours lab maximum

*Prerequisite: NURSNG-124, TB test and physical exam within the last six months. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. In order to register, a packet must be picked up in the Mathematics, Sciences, and Health Professions office. Forms must be completed and submitted to the Mathematics, Sciences, and Health Professions office by the deadline provided.*

Provides additional clinical practice to students emphasizing beginning and intermediate medical/surgical skills. Not appropriate for students who have completed a nursing program. In order to register, equivalency of Nursing 124 must be presented to the Mathematics, Sciences, and Health Professions office. Field trip required.

**NURSNG 206 OPERATING ROOM NURSING**

Units: 3.75

CSU 63.00 hours lecture, 13.50 hours lab

*Prerequisite: NURSNG-234*

Presents theory of operating room nursing, including the three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation. Field trip required.

**NURSNG 212 PHYSICAL ASSESSMENT**

Units: 1.25

CSU 18.00 hours lecture, 13.50 hours lab

*Prerequisite: NURSNG-112*

Designed to develop basic skills of physical assessment covering the life span, including the health history, physical examination techniques, and the nursing process.

**NURSNG 215 PHARMACOLOGICAL PRINCIPLES**

Units: 3.00

CSU 54.00 hours lecture maximum

Presents in-depth pharmacological principles, including drug classifications, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, legal and ethical issues, patient and family education, and dosage calculation.

**NURSNG 234 INTERMEDIATE MEDICAL-SURGICAL NURSING**

Units: 4.75

CSU 45.00 hours lecture, 121.50 hours lab

*Prerequisite: NURSNG-124 and NURSNG-126*

Presents the knowledge, skills, and attitudes necessary to provide care for complex health problems of adult and elderly patients at an intermediate level. Emphasizes management of patient-centered care by focusing on the

multifaceted needs of patients and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, elimination, mobility, sensation, cognition, and sexuality. Field trip required. Formerly NURSNG-222.

**NURSNG 236 MATERNAL CHILD NURSING**

Units: 5.50

CSU 58.50 hours lecture, 121.50 hours lab

*Prerequisite: NURSNG-234*

Presents the knowledge, skills, and attitudes necessary to provide care for health problems of the pediatric, newborn, maternal patient and their families at the intermediate level. Emphasizes management of patient and family-centered care by focusing on the multifaceted needs of the family and integrated concepts related to wellness and alterations health. Field trip required.

**NURSNG 240 ADVANCED MEDICAL-SURGICAL NURSING AND LEADERSHIP**

Units: 8.50

CSU 72.00 hours lecture, 243.00 hours lab

*Prerequisite: NURSNG-234 and NURSNG-236*

Presents the knowledge, skills, and attitudes necessary to provide care for complex and multi-system health problems of the adult and elderly patient at an advanced level. Manages groups of patients and provides leadership for patient-centered care by focusing on their multifaceted needs and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, elimination, mobility, sensation, and cognition. Prepares the student for transition into practice. Field trip required. Formerly NURSNG-232.

**NURSNG 250 TRANSITION TO PROFESSIONAL PRACTICE**

Units: 3.00

CSU 162.00 hours lab

*Prerequisite: TB test, physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria, and tetanus. Criminal clearance and current CPR card (for health-care providers) required. Malpractice insurance, LA City Fire Card and RN license obtained within the past 18 months.*

Supports registered nurses licensed within the last 18 months in their progression from education to professional practice. While working with pre-arranged preceptors in acute care facilities, students will have the opportunity to expand upon the knowledge and skills learned in a pre-licensure nursing program. Offered pass/no-pass only. Field trip required.

# OCEANOGRAPHY

Oceanography is the study of the ocean. It covers a wide range of topics, including marine ecosystem dynamics; ocean currents, waves and geophysical fluid dynamics; plate tectonics; geology of the sea floor; and fluxes of various chemical substances and physical properties within the ocean and across its boundaries. These diverse topics reflect multiple disciplines that further the knowledge of Earth's oceans and the processes that influence them: biology, chemistry, geology, meteorology, physics, and geography

## OCEAN 101 INTRODUCTION TO OCEANOGRAPHY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Studies Earth's oceans and their origin, sea floor features, sediments, coastal processes, circulation, waves, tides, seawater properties, and marine life. (Formerly GEOL-218)



# PARALEGAL

## Associate in Arts Degree: Paralegal Studies

The paralegal profession continues to be one of the fastest growing professions in the United States. COC's Paralegal Studies curriculum prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. The Paralegal Studies program goals are to ensure that students who successfully complete the Paralegal Studies Program by obtaining an associate degree have a broad-based understanding of the American legal system and the role of the paralegal in that legal system; the legal theoretical background needed to perform paralegal tasks in substantive areas of law and legal specialties; the knowledge of procedural law emphasizing the paralegal's role in litigation, mediation, and arbitration; the skills in areas including investigation, legal research, conducting an interview, and written and oral communications; the ethics necessary to serve the public and the legal system; and the tools needed to become contributing members of the legal profession. Successful paralegals have excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

## Associate in Arts Degree: Paralegal Studies

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a paralegal.

### Program Requirements:

Units Required: 31

	Units
PARLGL-101 Introduction to Law .....	3.0
PARLGL-104 Contract Law .....	3.0
PARLGL-105 Tort Law .....	3.0
PARLGL-106 Legal Analysis and Writing .....	3.0
PARLGL-107 Legal Ethics .....	1.0
PARLGL-108 Legal Research .....	3.0
PARLGL-109 Computer Literacy for Paralegals ....	3.0
PARLGL-111 Civil Litigation I .....	3.0
PARLGL-112 Civil Litigation II .....	3.0
PARLGL-150 Family Law .....	3.0
PARLGL-200 Paralegal Seminar .....	1.0



Plus a minimum of two units from the following:

CWE-188PLGL Cooperative Work Experience  
Education..... 1.0 - 4.0

*Recommended electives:*

PARLGL-140 Bankruptcy..... 3.0

PARLGL-180 Estate Planning ..... 3.0

POLISC-150 Introduction to American  
Government and Politics ..... 3.0

OR

POLISC-150H Introduction to American  
Government And Politics -  
Honors..... 3.0

**PARLGL 101 INTRODUCTION TO LAW**

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of the legal system and practices of the legal profession, including paralegals, in the United States while introducing legal concepts, terms, and theories.

**PARLGL 104 CONTRACT LAW**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-101*

Examines contract law, including formation of contracts, statute of frauds, third-party rights and remedies, liability for breach of contract, and the Uniform Commercial Code.

**PARLGL 105 TORT LAW**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-101*

Introduces tort law, including the study of negligence, strict liability and intentional torts.

**PARLGL 106 LEGAL ANALYSIS AND WRITING**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ENGL-101 or ENGL-101H*

Examines the processes of analysis and writing found within the legal profession, including preparation of legal memoranda.

**PARLGL 107 LEGAL ETHICS**

Units: 1.00

CSU 18.00 hours lecture

*Recommended Preparation: PARLGL-101*

Examines legal ethics and rules of professional responsibility, including unauthorized practices of law, confidentiality, conflicts of interest, and advice and solicitation, as they affect legal professionals.

**PARLGL 108 LEGAL RESEARCH**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-101*

Covers legal research tools (hard copy and computer databases) and strategies, including primary authority (cases, statutes, regulations, and constitution) and secondary authority.

**PARLGL 109 COMPUTER LITERACY FOR PARALEGALS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents the specific software applications and document preparation processes used in the legal profession. Familiarity with computer keyboarding and the Windows operating system is assumed.

**PARLGL 111 CIVIL LITIGATION I**

Units: 3.00

CSU 54.00 hours lecture

Examines the basic functions and procedures found within a civil law office, including pre-suit considerations, jurisdiction, initial pleadings, challenges to and amending the pleadings, calendaring pleading and challenge to pleadings' deadlines, and review of legal ethics.

**PARLGL 112 CIVIL LITIGATION II**

Units: 3.00

CSU 54.00 hours lecture

Continues the examination of the basic functions and procedures found within a civil law office, including discovery tools, calendaring discovery and trial deadlines, preparation for motion for summary judgment, trial and appeal, and the review of legal ethics.

**PARLGL 140 BANKRUPTCY**

Units: 3.00

CSU 54.00 hours lecture

Overview of the basic functions, procedures, and role of paralegal involved when examining various forms of bankruptcy law. Introduces the techniques of intake, preparation, and filing of the necessary forms to resolve bankruptcy cases.

**PARLGL 150 FAMILY LAW**

Units: 3.00

CSU 54.00 hours lecture

Introduces students to the fundamentals of family law.

General Education Requirements Unique to Paralegal Studies – 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. However, courses with asterisks (\*) may be used to meet a General Education requirement listed in A-E below as well as the COC Diversity Requirement.

**PLEASE ALSO NOTE THAT STUDENTS MAY ELECT TO COMPLETE THE IGETC OR THE CSU GENERAL EDUCATION PATTERNS IN LIEU OF A-E BELOW.**

**In addition, students need to complete the COC Diversity, PE/Wellness, Reading, Written Expression and Mathematics Competency requirements, earn 60 units, a C grade in each Paralegal major course requirements, an overall degree applicable GPA of 2.0 plus be in “good standing” at College of the Canyons in order to earn the associate degree.**

**A. Natural Sciences – minimum three semester units required**

Anthropology 101, 101H, 101L	Geography 101, 101H, 101L, 103
Astronomy 100, 101, 101L, 102	Geology 101, 101L, 102, 104, 105, 109, 109L
Biological Science 100, 100H, 104, 106, 106H, 107, 107H, 115, 116, 119, 130, 132, 140, 180, 201, 202, 204, 205, 221, 230, 240	Oceanography 101
Chemistry 100, 110, 151, 151H, 201, 201H, 202, 255, 256	Physical Science 101
Environment 103,104	Physics 101, 110, 111, 220, 221, 222
	Psychology 102

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

Anthropology 103*, 103H*, 105, 210, 220	Media Entertainment Arts 100
Business 103, 126*	Political Science 150, 150H, 200, 210, 230, 250, 270, 290*
Communication Studies 120, 235, 246, 256*, 260*, 270	Psychology 100, 101, 101H, 105, 109, 126, 172, 172H, 175, 180, 225, 230*, 235*, 240*, 272*
Economics 170, 170H, 201, 201H, 202, 202H	Sociology 101*, 101H*, 102, 103*, 103H*, 104, 105*, 106*, 107, 108, 110*, 130, 200*, 200H*, 205, 207*, 208*, 210*, 226, 230*, 250
Environment 101	
Geography 102*, 104	
History 101, 101H, 102, 111, 111H, 112, 112H, 115, 120*, 120H*, 130*, 161*, 191, 192*, 210*, 212, 240, 243*	

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

Anthropology 210*, 220	German 101, 102
Art 110, 111, 112, 115, 116	History 101, 101H, 102, 161*, 191*, 192*, 193*, 240, 243*
Business 160	Humanities 100, 101, 115, 116, 150
Chinese 101, 102	Italian 101, 102, 150
Cinema 120, 121, 122, 123*	Music 100, 105, 106, 107, 108*, 112, 120A
Communication Studies 100, 100H, 105, 105H, 150, 225, 246, 256*, 260*	Philosophy 101, 101H, 102*, 110, 111, 112, 120, 130, 220*, 225, 240, 250
Dance 100	Photo 140
English 105, 106, 108, 109, 110, 111, 112, 112H, 122, 135, 225, 250, 251,	Sign Language 101, 102, 103, 104, 110*
260, 261, 262*, 263, 264, 265, 270*, 271*, 272, 273*, 274*, 275, 280*, 281	Sociology 200*
French 101, 102, 150, 201, 202	Spanish 101, 101H, 102, 150, 201, 202, 211, 212, 240
	Theatre 100, 110, 110H, 220, 221

**D. Language and Rationality - six semester units - minimum grade of “C” required (completion of both 1 & 2 are required)**

- English Composition:  
Select one course from the following:  
English 101, 101H, 103, 103H, 112, 112H
- Communication and Analytical Thinking:  
Select one course from the following:  
Communication Studies 105, 105H, 120, 225, 227  
Computer Science 256  
Philosophy 106, 230  
Psychology 103  
Math 070, 075, 083, 102, 103, 104, 111, 140, 140H, 211, 212, 213, 214, 215  
Sociology 102, 108

**E. American Institutions - six semester units required**

- United States History (History 111) – Three units  
U.S. Constitution, State and Local Government – Three units (complete one course from #1 and one course from #2)
- Economics 170, 170H, History 111, 111H, 112, 112H, 120\*, 120H\*, 130\*
  - Political Science 150 or 150H; or complete both History 111 or 111H and 112 or 112H

**PARLGL 180 ESTATE PLANNING**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the preparation of wills, trusts, and administration after death procedures, and analyzes life insurance, annuities, tax issues and administration after death.

**PARLGL 200 PARALEGAL SEMINAR**

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: PARLGL-101, 105, 106, 107, 108, 109, 111, 112, and 150*

Provides the capstone course for the Paralegal Program. Students will review rules of ethics, write resumes, create portfolios, practice interviewing techniques, and develop skills necessary for employment as a paralegal, while participating in a seminar setting.

**PARLGL 201 AGING AND THE LAW**

Units: 3.00

CSU 54.00 hours lecture

Examines the expanding legal area of elder law, including ethical considerations, government benefits, health care decision making, Medicare and Medi-Cal benefits, home care versus residential care facilities, and protection from physical and/or fiduciary abuse.



# PHILOSOPHY

Philosophy is the activity of trying to make sense of our world through sustained and rigorous thinking about the most difficult questions rooted in the minds of human beings. Thus, the study of philosophy invites reflection upon and analysis of the nature of reality, value, and the self. Courses in philosophy offer students the opportunity for self-development and the building of a coherent view of world and culture. Majoring in philosophy is an excellent way to develop skills in argument analysis, as well as critical reasoning, and thus is relevant to understanding problems and evaluating solutions in any area of study or employment. The study of philosophy is excellent preparation for careers in law, journalism, politics, and university teaching. Study in philosophy does not focus on what to think, but on how to think. The program in Philosophy is designed as preparation for transfer to a four-year university with a major in Philosophy, Humanities, or any liberal arts discipline.

**Associate in Arts Degree: Philosophy for Transfer**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Philosophy. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu](http://www.canyons.edu) for more information.

**Degree Student Learning Outcome:**

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

**Program Requirements:**

Units Required: 18

	Units
PHILOS-230 Symbolic Logic .....	3.0
Plus three units from the following:	
PHILOS-101 Introduction to Philosophy .....	3.0
PHILOS-101H Introduction to Philosophy – Honors .....	3.0
PHILOS-120 Introduction to Ethics .....	3.0
<i>Plus three units from the following:</i>	
PHILOS-110 History of Ancient Philosophy .....	3.0
PHILOS-111 History of Modern Philosophy.....	3.0
<i>Plus six units from the following:</i>	
PHILOS-225 Introduction to Philosophy of Religion.....	3.0
PHILOS-240 Contemporary Moral Problems.....	3.0
<i>Plus three units from the following that have not already been selected form the courses listed above:</i>	
PHILOS-102 Introduction to Eastern Religion & Philosophy.....	3.0
PHILOS-110 History of Ancient Philosophy .....	3.0
PHILOS-111 History of Modern Philosophy.....	3.0
PHILOS-112 History of Philosophy - 20th Century Philosophy .....	3.0
PHILOS-130 Introduction to Social and Political Philosophy.....	3.0
PHILOS-220 Introduction to Comparative Religion.....	3.0
PHILOS-250 Environmental Ethics.....	3.0

**Associate in Arts Degree: Philosophy**

**Degree Student Learning Outcome:**

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

**Program Requirements:**

Units Required: 21

	Units
PHILOS-101 Introduction to Philosophy .....	3.0
<i>OR</i>	
PHILOS-101H Introduction to Philosophy – Honors .....	3.0
<i>Plus three units from the following:</i>	
PHILOS-106 Critical Reasoning .....	3.0
<i>OR</i>	
PHILOS-230 Symbolic Logic .....	3.0
Plus three units from the following:	
PHILOS-120 Introduction to Ethics .....	3.0
<i>OR</i>	
PHILOS-240 Contemporary Moral Problems.....	3.0
Plus three units from the following:	
PHILOS-110 History of Ancient Philosophy .....	3.0
<i>OR</i>	
PHILOS-111 History of Modern Philosophy.....	3.0
Plus three units from the following:	
PHILOS-102 Introduction to Eastern Religion & Philosophy.....	3.0
<i>OR</i>	
PHILOS-220 Introduction to Comparative Religion.....	3.0
<i>OR</i>	
PHILOS-225 Introduction to Philosophy of Religion.....	3.0
<i>Plus three units from the following:</i>	
PHILOS-112 History of Philosophy - 20th Century Philosophy .....	3.0
<i>OR</i>	
PHILOS-130 Introduction to Social and Political Philosophy.....	3.0
<i>OR</i>	
PHILOS-250 Environmental Ethics.....	3.0
Plus three additional units from any of the above courses that have not yet been taken.....	
	3.0



**PHILOS 101 INTRODUCTION TO PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 100

Introduces major western and non-western philosophical ideas, philosophical figures, and philosophical issues, relating to theory of knowledge, nature of reality, the mind-body problem, philosophy of religion, political philosophy, and ethical theory.

**PHILOS 101H INTRODUCTION TO PHILOSOPHY – HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 100

*Recommended Preparation: ENGL-101 or ENGL-101H*

Introduces major western and non-western philosophical ideas, philosophical figures, and philosophical issues, relating to theory of knowledge, nature of reality, the mind-body problem, philosophy of religion, political philosophy, and ethical theory. Honors component requires expanded and more complex reading and writing assignments.

**PHILOS 102 INTRODUCTION TO EASTERN RELIGION AND PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores philosophies contained in Hinduism, Buddhism, Confucianism, Taoism and Shinto.

**PHILOS 106 CRITICAL REASONING**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces reasoning skills for evaluating and understanding arguments, including deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-106 and SOCI-108 combined, maximum credit one course.

**PHILOS 110 HISTORY OF ANCIENT PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 130

Explores the central ideas pursued by ancient philosophers, with special emphasis on the Greek philosophers from the Pre-Socratics through Aristotle and may also include the ideas of Hellenistic, Roman, medieval, or non-western thinkers.

**PHILOS 111 HISTORY OF MODERN PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 140

Explores developing Western philosophical thought from the 16th through the 18th centuries with special emphasis on the implications of empiricism and rationalism in epistemology and metaphysics from Descartes through Kant; may include approximate precursors and successors.

**PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

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, recent thinkers and movements.

**PHILOS 120 INTRODUCTION TO ETHICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 120

Surveys the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

**PHILOS 130 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces major philosophical issues surrounding the nature of society and justifications for the authority of the state, focusing on how the concepts of the common good, individual rights, liberty, equality, and democracy relate to notions of justice, private property and the legitimate use of state power.

**PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys major world religions, Eastern and Western, including historical roots, major doctrines and figures, and central philosophical concerns.

**PHILOS 225 INTRODUCTION TO PHILOSOPHY OF RELIGION**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
*Recommended Preparation: PHILOS-101 or PHILOS-101H and PHILOS-220*

Surveys philosophical problems relating to religious belief, including the existence of God, religious experience, the relationship between faith and reason, concepts of God, religion and ethics, miracles, religious language, the problem of evil, personal destiny, and religious diversity.

**PHILOS 230 SYMBOLIC LOGIC**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID PHIL 210  
*Recommended Preparation: PHILOS-101 or PHILOS-101H*

Introduces symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction.

**PHILOS 240 CONTEMPORARY MORAL PROBLEMS**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 Introduces ethical theory and applied contemporary moral issues in areas such as medicine, business, health care, technology and the environment.

**PHILOS 250 ENVIRONMENTAL ETHICS**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
*Recommended Preparation: PHILOS-101 or PHILOS-101H*

Examines complex moral issues raised by human interactions with non-human animals and the natural world, including pollution, global warming, sustainability, ecofeminism, animal rights, Third World development, property rights, fossil fuel dependency, deep ecology, "Green" politics, species preservation, rights and duties to nature, and the need for developing new, "clean" technologies.

**PHOTOGRAPHY**

**Associate in Arts Degree: Fine Art Photography**

This program offers an associate degree in photography. The primary goal of this degree is to provide the student a foundation of knowledge and technical abilities for art photography. Elective courses allow for preparedness specific to industry. All lower division courses are sequenced to optimize transferability to an art or photography program at a four-year university. Along with the transferability aspect of this program, the associate degree in photography will also provide students with basic photographic competencies.

**Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer into a photography program at a four-year college or university.

**Program Requirements:**

Units Required: 30

	Units
ART-110	Art History: Ancient to Medieval..... 3.0
ART-111	Art History: Renaissance to Modern ..... 3.0
ART-124A	Drawing I ..... 3.0
ART-140	Beginning Design: Two-Dimensional Media ..... 3.0
ART-141	Beginning Design: Three-Dimensional Media ..... 3.0
PHOTO-140	History of Photography ..... 3.0
PHOTO-150	Cameras and Composition ..... 3.0
PHOTO-155	Photography ..... 3.0
<i>OR</i>	
PHOTO-160	Black and White Photography ..... 3.0
<i>Plus six units from the following:</i>	
PHOTO-115	Photography on Location..... 1.5
PHOTO-157	Digital Imaging..... 3.0
PHOTO-177	Video Capture for Still Photographers ..... 3.0
PHOTO-185	Experimental Photography ..... 3.0
PHOTO-190	Studio Photography ..... 3.0
PHOTO-195	Color Photography..... 3.0
PHOTO-200	Portraiture..... 3.0
PHOTO-201	Independent Projects in Photography ..... 2.0 - 3.0
PHOTO-210	Event Photography..... 3.0

PHOTOGRAPHY

PHOTO-215	Photojournalism and News Photography .....	3.0
PHOTO-220	The Business of Photography .....	3.0
PHOTO-280	Large Format Photography and the Zone System .....	3.0
PHOTO-285	Concept Development.....	3.0
PHOTO-295	Professional Practices and Portfolio .....	3.0

**Certificate of Achievement: Fine Art Photography**

This program is designed to prepare a student for an entry-level position in a career related to fine art photography such as fine art photographer, fine art assistant photographer, custom photographic printing, or photographic lab assistant.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in fine art photography.

**Program Requirements:**

Units Required: 19.5

		Units
ART-124A	Drawing I .....	3.0
ART-140	Beginning Design: Two- Dimensional Media .....	3.0
PHOTO-115	Photography on Location.....	1.5
PHOTO-140	History of Photography .....	3.0
	<i>AND</i>	
PHOTO-155	Photography .....	3.0
	<i>OR</i>	
PHOTO-160	Black and White Photography .....	3.0
	<i>AND</i>	
PHOTO-185	Experimental Photography .....	3.0
	<i>AND</i>	
PHOTO-285	Concept Development.....	3.0
	<i>OR</i>	
PHOTO-295	Professional Practices and Portfolio .....	3.0
	<i>Recommended Electives:</i>	
ART-111	Art History: Renaissance to Modern .....	3.0
PHOTO-157	Digital Imaging.....	3.0
PHOTO-177	Video Capture for Still Photographers.....	3.0
PHOTO-190	Studio Photography.....	3.0
PHOTO-195	Color Photography.....	3.0
PHOTO-200	Portraiture.....	3.0

**Certificate of Achievement: Commercial Photography**

This program is designed to prepare a student for an entry-level position in a career related to commercial photography such as commercial photographer, digital imaging technician, event photographer, commercial assistant photographer, photography laboratory technician, photography restoration specialist, wedding photographer, portrait photographer, or advertising photographer.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate and apply the technical skills and principles of commercial photography.

**Program Requirements:**

Units Required: 21

		Units
PHOTO-155	Photography .....	3.0
PHOTO-157	Digital Imaging.....	3.0
PHOTO-177	Video Capture for Still Photographers.....	3.0
PHOTO-195	Color Photography.....	3.0
	<i>AND</i>	
PHOTO-190	Studio Photography .....	3.0
	<i>OR</i>	
PHOTO-200	Portraiture.....	3.0
	<i>OR</i>	
PHOTO-210	Event Photography.....	3.0
	<i>AND</i>	
PHOTO-220	The Business of Photography .....	3.0
	<i>OR</i>	
PHOTO-295	Professional Practices and Portfolio .....	3.0
	<i>Plus a minimum of three units from the following:</i>	
PHOTO-201	Independent Projects in Photography .....	2.0 - 3.0
PHOTO-285	Concept Development.....	3.0
	<i>Recommended Electives:</i>	
PHOTO-140	History of Photography.....	3.0
PHOTO-150	Cameras and Composition.....	3.0
PHOTO-215	Photojournalism and News Photography .....	3.0
PHOTO-280	Large Format Photography and the Zone System .....	3.0

**PHOTO 092L BLACK AND WHITE LAB PRACTICES**

Units: 1.00  
54.00 hours lab

Explores lab practices for students currently enrolled in black and white photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 093L DIGITAL LAB PRACTICES**

Units: 1.00  
54.00 hours lab

Explores lab practices for students currently enrolled in digital photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 094L STUDIO LAB PRACTICES**

Units: 1.00  
54.00 hours lab

Explores lab practices for students currently enrolled in studio photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 095L CHROMOGENIC COLOR LAB PRACTICES**

Units: 1.00  
54.00 hours lab

Explores lab practices for students currently enrolled in color photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 115 PHOTOGRAPHY ON LOCATION**

Units: 1.50  
CSU 18.00 hours lecture, 27.00 hours lab

Introduces composition and special techniques for photographing urban and natural landscapes on location. Explore various historic and modern locations. It is recommended students provide a digital SLR camera capable of full manual adjustment. Field trips required.

**PHOTO 140 HISTORY OF PHOTOGRAPHY**

Units: 3.00  
UC:CSU 54.00 hours lecture

Explores the history and appreciation of photography from the nineteenth century to present, including the relationship between photography and history, culture, technology, art, social values, and other concerns.

**PHOTO 150 CAMERAS AND COMPOSITION**

Units: 3.00  
UC:CSU 54.00 hours lecture

Introduces the fundamental historical development, theory, technology, and basic applications of photography. Examines principles and analysis of artistic and aesthetic qualities of photographic images through group interaction and discussion. Provides demonstration, analysis of function, and technical experience with digital and film single lens reflex cameras. It is recommended students provide a digital or 35mm film SLR camera capable of manual exposure and adjustment. UC credit limitation: PHOTO-150 and PHOTO-160, credit for one course only.

**PHOTO 155 PHOTOGRAPHY**

Units: 3.00  
CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, and techniques of photography and camera RAW, including the theory and basic principles of image correction and print technologies. It is recommended that students provide a digital SLR camera capable of manual exposure and adjustment.

**PHOTO 157 DIGITAL IMAGING**

Units: 3.00  
UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, techniques and applications of digital imaging using industry standard software such as Adobe Photoshop. Through application of theory, students will explore both the technical aspects of image manipulation, as well as the artistic aspects of creating images.



**PHOTO 160 BLACK AND WHITE PHOTOGRAPHY**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces mechanical and artistic principles in recording photographic images using a 35mm SLR camera and printing black and white images including basic history and fundamental mechanics, optics, chemistry, and lighting principles of black and white photography. UC credit limitation: PHOTO-150 and PHOTO-160, credit for one course only.

**PHOTO 177 VIDEO CAPTURE FOR STILL PHOTOGRAPHERS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-150 or PHOTO-155*

Explores video as a tool in preparing still photographic projects and provides the basic technical skills to capture video content, utilizing a DSLR camera. Develops the skill set to record video in tandem with still photography including photographic and video narrative, still and basic HD video camera techniques, lighting, and basic sound recording.

**PHOTO 185 EXPERIMENTAL PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Designed for the intermediate level student, this course explores experimental and technical processes and creative camera operations, providing students the opportunity to fully develop an understanding of alternative methods of photographic printmaking.

**PHOTO 190 STUDIO PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Explores the photographic studio through lectures and demonstrations, including studio lighting equipment and the impact of lighting arrangements on the photographic image, medium format cameras, and examination of the history of studio photography.

**PHOTO 195 COLOR PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Presents the principles of light and color in digital or film photography and the practice of exposure and color printing. Students are recommended to furnish a fully manual/adjustable 35mm film or digital SLR camera.

**PHOTO 200 PORTRAITURE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Explores basic portraiture techniques for commercial photographic and artistic use, utilizing medium format cameras.

**PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY**

Units: 2.00-3.00

CSU 18.00 hours lecture, 54.00-108.00 hours lab

*Prerequisite: PHOTO-150 or PHOTO-155 or PHOTO-160*

A course for intermediate and advanced students to research, propose, revise and complete individual photographic projects and techniques. Offered pass/no-pass only.

**PHOTO 210 EVENT PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Introduces the essential skills needed for a career in event photography, including individual and group portraits, studio lighting, electronic flash, marketing, pricing, and album production.

**PHOTO 215 PHOTOJOURNALISM AND NEWS PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-120 or PHOTO-150 or PHOTO-155 or PHOTO-160*

Introduces contemporary photojournalism and news photography through applications of theory and concepts of visual communication to digital photographic processes to produce news stories, photographic series, and photo-essays. Note: It is recommended that students have access to a Digital SLR camera with manual exposure and interchangeable lenses. (Same as MEA-215)

**PHOTO 220 THE BUSINESS OF PHOTOGRAPHY**

Units: 3.00

CSU 54.00 hours lecture

Introduces the business of photography, including training and strategies in creating studio space, marketing plans, building clientele, contracts and forms, creating portfolios and pricing.

## PHOTO 280 LARGE FORMAT PHOTOGRAPHY AND THE ZONE SYSTEM

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* PHOTO-160

Expands black and white film based photography utilizing large format cameras, including perspective controls, chemicals and materials, and the zone system and its variations.

## PHOTO 285 CONCEPT DEVELOPMENT

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* PHOTO-155 or PHOTO-160

Presents advanced theory, concept development and execution of the creative process in Photography 155 or 160. UC credit limitation: PHOTO 160,285 and ART 250 combined: maximum credit, two courses.

## PHOTO 295 PROFESSIONAL PRACTICES AND PORTFOLIO

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* PHOTO-155 or PHOTO-160

Provides essential career skills for the field of photography, including preparation and presentation of a photographic portfolio, development of entrepreneurial and communication skills, understanding of project contracts and planning, and the application of teamwork in the photographic industry.



# PHYSICAL SCIENCE

Physical Science classes prepare students to understand and appreciate nature and become knowledgeable about fundamental forces in nature, the basic principles behind modern technology and energy sources, and the role of science in everyday life. Physical Science may be utilized in such professions as teaching, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

## PHYSICI 101 PHYSICAL SCIENCE

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation:* MATH-070

Introduces the non-science major to a survey of chemistry and physics. Includes mechanics, heat, light, sound, motion, magnetism, electricity, light atomic structure, chemical bonding, chemical reaction rates and equilibrium. Emphasizes basic principles, relationships, status and their practical applications. Topics are developed with a minimum of mathematical presentation. UC credit limitation: No credit if taken after a college level course in Physics or Chemistry.



# PHYSICS

The Physics program provides curriculum concerned with the properties of matter and energy, and 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.

## Associate in Science Degree: Physics for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Physics. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu](http://www.canyons.edu) for more information.

## Degree Student Learning Outcome:

Students will be able to:

- Reason conceptually and logically about physical phenomena using scientific models involving the fundamental physics principles of kinematics, kinetics, energy conservation, electromagnetism, thermodynamics, optics, and modern physics.
- Utilize appropriate instruments to measure and examine examples of physics phenomena and relate the results of experimental data to the concepts discussed in the lecture portion of the class.

## Program Requirements:

Units Required: 27

	Units
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids..... 4.0
PHYSIC-221	Physics for Scientists & Engineers: Electricity & Magnetism ..... 4.0
PHYSIC-222	Physics for Scientists & Engineers: Wave Motion, Heat, Optics & Modern Physics ..... 4.0
MATH-211	Calculus I..... 5.0
MATH-212	Calculus II..... 5.0
MATH-213	Calculus III..... 5.0

## PHYSIC 101 INTRODUCTION TO PHYSICS

Units: 4.00

UC:CSU 72.00 hours lecture

*Recommended Preparation: MATH-070*

Introduces classical and modern physics, including physical principles concerning motion, gravity, heat, light, sound, electricity, magnetism, the atom, the nucleus, relativity, and quantum mechanics.

## PHYSIC 110 GENERAL PHYSICS I

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 105

*Prerequisite: MATH-102*

Presents a non-calculus-based introductory study of Newtonian mechanics, the conservation of energy, momentum, and angular momentum, including topics in vibrational motion, waves, and fluid mechanics. 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**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: PHYSIC-110*

Presents a non-calculus-based introductory study of electricity and magnetism, optics, and modern physics. Designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: PHYSICS 110-111 and 220-221-222 combined, maximum credit one series.

**PHYSIC 220 PHYSICS FOR SCIENTISTS AND ENGINEERS: MECHANICS OF SOLIDS AND FLUIDS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 205

*Prerequisite: MATH-211*

Presents a calculus-based introductory study of particle and rigid body statics and dynamics, vibrational motion, and fluid mechanics.

**PHYSIC 221 PHYSICS FOR SCIENTISTS AND ENGINEERS: ELECTRICITY AND MAGNETISM**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 210

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Introduces electric and magnetic fields, circuit theory and electromagnetic induction.

**PHYSIC 222 PHYSICS FOR SCIENTISTS AND ENGINEERS: WAVE MOTION, HEAT, OPTICS, AND MODERN PHYSICS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 215, C-ID PHYS 200S - with completion of PHYSIC-220 and 221

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Introduces modern physics, including heat, thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics. UC credit limitation: PHYSICS 110-111 and 220-221-222 combined, maximum credit one series.

# PLUMBING TECHNOLOGY

The Plumbing Technology courses are designed to provide entry level knowledge and skills to students seeking employment as a plumber performing new installation and repair of plumbing systems. Students will gain a broad knowledge of different types of plumbing systems; and their design installation and maintenance.

**PLMB 030 PLUMBING FUNDAMENTALS**

Units: 3.00

54.00 hours lecture

Presents fundamental methods, materials and uses of tools in the plumbing industry, including occupational safety and technical drawings.

**PLMB 050 PRINCIPLES AND PRACTICES**

Units: 3.00

36.00 hours lecture, 54.00 hours lab

*Prerequisite: PLMB-030*

Presents the skills used in the plumbing industry, including creating plumbing systems and installing fixtures.

**PLMB 060 CONSTRUCTION PRACTICES AND INSTALLATION**

Units: 4.00

36.00 hours lecture, 108.00 hours lab

*Prerequisite: PLMB-030**Recommended Preparation: PLMB-050*

Presents plumbing systems in new residential and light commercial settings, including blueprints, specifications, calculations, fabrication and installation of piping systems, fixtures and appliances.

**PLMB 065 PLUMBING SERVICE AND REPAIR**

Units: 4.00

36.00 hours lecture, 108.00 hours lab

*Prerequisite: PLMB-030**Recommended Preparation: PLMB-050*

Presents troubleshooting and plumbing repair in existing residential and light commercial buildings.



# POLITICAL SCIENCE

Public authority, responsibility, and acquisition of power are studied in the discipline of political science. Introductory courses are for students interested in learning about American government, politics in general and relationships with other political systems in the world. Students majoring in political science who are pre-law will particularly profit from the more advanced courses in the department. Students interested in foreign service, international relations and/or communications will enjoy participating in the Model United Nations program offered by the department. A major in political science is of benefit to students seeking careers in law, the military, economics, law enforcement, business, and public administration

## Associate in Arts Degree: Political Science for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Political Science. Additional majors are being developed. Please see a counselor for more information.

### Degree Student Learning Outcome:

Students will be able to evaluate and analyze the basic institutional structures of competing governments, various theories of political science and thought, the framework of international relations, and public policy as well as social factors influencing government.

### Program Requirements:

Units Required: 18

		Units
POLISC-150	Introduction to American Government and Politics .....	3.0
	<i>OR</i>	
POLISC-150H	Introduction to American Government and Politics - Honors...	3.0
	<i>Plus nine units from the following:</i>	
POLISC-230	Political Theory .....	3.0
POLISC-250	Comparative Government and Politics .....	3.0
POLISC-270	International Relations.....	3.0
	<i>Plus a minimum of six units from the following:</i>	
POLISC-200	Introduction to Political Science.....	3.0
POLISC-210	Model United Nations .....	3.0
POLISC-290	Ethnic and Gender Politics .....	3.0
MATH-140	Introductory Statistics .....	4.0
	<i>OR</i>	
MATH140H	Introductory Statistics - Honors .....	4.0

## POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID POLS 110

Examines the institutions, activities, and issues of American and California governments while presenting an overview of the major ideas and forces that shape the use of public power in American society. The Constitution, the three branches of government, political parties, interest groups, and the media are among the major topics covered. Satisfies the Title V U.S. Constitution requirement and the California State and local government requirement.



# PSYCHOLOGY

The Associate in Arts degree in Psychology will provide students with an introduction to the field of behavior including the major perspectives, scientific foundations, and applied areas. The intent is to prepare students for future academic study in the field. The degree includes curriculum that can lead to a baccalaureate degree in psychology at a four-year college or university. The degree can also be a terminal, two-year option of study for students interested in psychology who do not wish to pursue a baccalaureate degree in the field.

## Associate in Arts Degree: Psychology for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Psychology. Additional majors are being developed. Please see a counselor for more information.

## Degree Student Learning Outcome:

Students will be able to assess the influence of a variety of factors that contribute to behavior and mental processes, evaluate psychological concepts, and compare and contrast theoretical perspectives, empirical findings, and historical trends in the field of Psychology.

## Program Requirements:

Units Required: 18

	Units
PSYCH-101 Introduction to Psychology .....	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology - Honors .....	3.0
PSYCH-102 Physiological Psychology .....	3.0
PSYCH-103 Introduction to Behavioral Research .....	3.0
PSYCH-104 Statistics for the Behavioral Sciences .....	3.0
Plus three units from the following:	
PSYCH-109 Social Psychology .....	3.0
PSYCH-172 Developmental Psychology .....	3.0
<i>OR</i>	
PSYCH-172H Developmental Psychology - Honors .....	3.0
PSYCH-225 Psychology of Learning and Behavior .....	3.0
<i>Plus three units from the following that have not already been selected from the courses listed above:</i>	
PSYCH-105 Personal Growth and Adjustment....	3.0
PSYCH-109 Social Psychology .....	3.0
PSYCH-110 Psychology as a Major and Profession.....	3.0
PSYCH-126 Cognitive Psychology .....	3.0
PSYCH-172 Developmental Psychology .....	3.0
<i>OR</i>	
PSYCH-172H Developmental Psychology - Honors .....	3.0
PSYCH-180 Positive Psychology.....	3.0
PSYCH-225 Psychology of Learning and Behavior .....	3.0
PSYCH-230 Human Sexuality .....	3.0
PSYCH-235 Psychology of Gender Roles.....	3.0
PSYCH-240 Abnormal Psychology.....	3.0
PSYCH-272 Adult Development and Aging .....	3.0

**Associate in Arts Degree: Psychology**

**Degree Student Learning Outcome**

Students will be able to assess the influence of a variety of factors that contribute to behavior and mental processes, evaluate psychological concepts, and compare and contrast theoretical perspectives, empirical findings, and historical trends in the field of Psychology.

**Program Requirements:**

Units Required: 24-25

	Units
<i>18 units from the following:</i>	
PSYCH-101 Introduction to Psychology .....	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology - Honors .....	3.0
PSYCH-102 Physiological Psychology .....	3.0
PSYCH-103 Introduction to Behavioral Research .....	3.0
PSYCH-126 Cognitive Psychology .....	3.0
PSYCH-225 Psychology of Learning and Behavior .....	3.0
PSYCH-104 Statistics for the Behavioral Sciences .....	3.0
<i>OR</i>	
MATH-140 Introductory Statistics .....	4.0
<i>OR</i>	
MATH-140H Introductory Statistics - Honors .....	4.0
<i>Plus three units from the following:</i>	
PSYCH-172 Developmental Psychology .....	3.0
<i>OR</i>	
PSYCH-172H Developmental Psychology - Honors .....	3.0
PSYCH-230 Human Sexuality .....	3.0
PSYCH-235 Psychology of Gender Roles .....	3.0
PSYCH-240 Abnormal Psychology .....	3.0
PSYCH-272 Adult Development and Aging .....	3.0
<i>Plus three units from the following:</i>	
PSYCH-105 Personal Growth and Adjustment ....	3.0
PSYCH-109 Social Psychology .....	3.0
PSYCH-110 Psychology as a Major and Profession .....	3.0
PSYCH-180 Positive Psychology .....	3.0

**PSYCH 101 INTRODUCTION TO PSYCHOLOGY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID PSY 110

Introduces the 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 101H INTRODUCTION TO PSYCHOLOGY - HONORS**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID PSY 110

*Recommended Preparation: ENGL-101 or ENGL-101H*  
 Introduces the 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. Additional reading, writing, critical thinking, and research techniques are required.

**PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID PSY 150

*Prerequisite: PSYCH-101 or PSYCH-101H*  
 Examines the functional and anatomical aspects of the nervous system in order to interpret behavior in terms of physiological processes, including cellular and organizational structure of the nervous system, the effects of psychoactive substances on the nervous system, the means by which sensory systems detect and process environmental events, and the biological basis of a variety of complex behaviors and mental processes.

**PSYCH 103 INTRODUCTION TO BEHAVIORAL RESEARCH**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID PSY 200

*Prerequisite: PSYCH-101 or PSYCH-101H and PSYCH-104 or MATH-140 or MATH-140H or SOCI-137*  
 Examines the basic principles and concepts of research methodology used in psychology including, naturalistic observation, case study, questionnaire, co-relational research, and laboratory experiments. Research design and the process of data analysis are also reviewed using classic studies, while providing added insight into the scientific method.



**PSYCH 104 STATISTICS FOR THE BEHAVIORAL SCIENCES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MATH 110

*Prerequisite: MATH-070 or MATH-075*

Examines the methods used in social and behavioral science to analyze and interpret data generated by social and behavioral science research. Emphasis is placed on the gathering of data and the computation, interpretation, application, and presentation of statistics. UC credit limitation: ECON-291, MATH-140, MATH-140H, PSYCH-104 and SOCI-137 combined, maximum credit one course.

**PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 115

Introduces personal growth while emphasizing the application of theoretical psychology to the issues of adjustment and including an examination of the diverse variety of concepts of the psyche and cross-cultural perspectives on human nature.

**PSYCH 109 SOCIAL PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 170

Introduces the psychological theories, psychological research and applications in major areas of social psychology, including communication and social interaction, group dynamics, attitudes, stereotyping and prejudice, altruism and aggression, person perception and social cognition, roles, and cultural differences.

**PSYCH 110 PSYCHOLOGY AS A MAJOR AND PROFESSION**

Units: 3.00

CSU 54.00 hours lecture

Introduces the profession of psychology, including careers in the field and skills important in the psychology major at various educational levels.

**PSYCH 126 COGNITIVE PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the theory and research related to human information-processing, focusing on attention, perception, memory storage and information retrieval.

**PSYCH 172 DEVELOPMENTAL PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 180

Surveys human development while emphasizing the changes occurring throughout the lifespan as well as examining the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults.

**PSYCH 172H DEVELOPMENTAL PSYCHOLOGY - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 180

*Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys human development while emphasizing the changes occurring throughout the lifespan as well as examining the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults. Additional reading, writing, critical thinking, and research techniques are required.

**PSYCH 180 POSITIVE PSYCHOLOGY**

Units: 3.00

CSU 54.00 hours lecture

Explores the theory and research on the sources and effects of positive cognitive states, positive emotional states, and prosocial behavioral processes. Also examines Western and Eastern cultural approaches to the understanding of human strengths, developmental influences on positive functioning, methods for measuring and enhancing human strengths, and the benefits of human strengths, positive experiences and positive environments.

**PSYCH 225 PSYCHOLOGY OF LEARNING AND BEHAVIOR**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: PSYCH-101 or PSYCH-101H*

Introduces behavioral psychology, covering such topics as classical conditioning, operant conditioning, observational learning, and behavior modification.

**PSYCH 230 HUMAN SEXUALITY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 130

*Prerequisite: PSYCH-101 or PSYCH-101H*

Explores the psychological and physiological aspects of human sexuality, including social and biological foundations of sexuality, human anatomy, reproduction, birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross cultural views of sexuality, sexual dysfunction, sexually transmitted diseases, and sexual problems and issues in our society.

## PSYCH 235 PSYCHOLOGY OF GENDER ROLES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys gender issues which affect the psychological development of women and men, including the development of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work, and interpersonal relationships.

## PSYCH 240 ABNORMAL PSYCHOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 120

*Recommended preparation: PSYCH-101 or PSYCH-101H*

Examines the history, patterns, and causes of maladaptive behavior as reviewed in the field of abnormal psychology, including clinical assessments using the current Diagnostic and Statistical Manual, therapies, and prevention strategies.

## PSYCH 272 ADULT DEVELOPMENT AND AGING

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys adult human development and aging, emphasizing changes occurring throughout the adult years. Examines the physical, emotional, cognitive, and social growth and aging of adults. Cross cultural studies of development and aging will also be discussed throughout the course.



# PUBLIC SAFETY – AGENCY TRAINING

The College, in conjunction with various community partner agencies, provides additional advanced training courses that are approved by the state fire marshal, the California Department of Forestry and Fire Protection, and the Commission on Peace Officer Standards Training (P.O.S.T.). These advanced training courses are part of the Los Angeles County Fire Department, Los Angeles County Lifeguard, Los Angeles Sheriff Department, and Los Angeles Police Department.

Registration for the following courses are limited to students who have successfully completed the prerequisites, or provide evidence of minimum skills necessary to be successful in the course, that are listed in the course outlines or record. Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. For more information on the minimum skills validation for these course contact the College's Academic Affairs office. The courses listed below may be repeated if used for legally mandated training and are offered pass/no-pass only unless otherwise noted.

### FIRE TECHNOLOGY ADVANCED TRAINING (FIRET)

#### FIRET 001 FALL FIRE FIGHTER IN-SERVICE TRAINING

Units: 0.25 - 4.00

44.00 hours lecture, 36.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

#### FIRET 003 SPRING FIRE FIGHTER IN-SERVICE TRAINING

Units: 0.25 - 4.00

44.00 hours lecture, 36.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**FIRET 004 SUMMER FIRE FIGHTER IN-SERVICE TRAINING**

Units: 0.25 - 4.00

44.00 hours lecture, 36.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**FIRET 005 AERIAL APPARATUS OPERATIONS**

Units: 1.00

12.00 hours lecture, 28.00 hours lab

Covers preventive maintenance and operations of an aerial apparatus, and deployment and operation of an elevated master stream.

**FIRET 006 FIRE APPARATUS DRIVER/ OPERATOR – TILLERED APPARATUS**

Units: 1.00

11.00 hours lecture, 29.00 hours lab

Covers operation of a fire department aerial apparatus equipped with a tiller, including positioning and stabilizing the apparatus. Instruction includes practical driving exercises.

**FIRET 007 FIRE APPARATUS DRIVER/ OPERATOR – WILDLAND FIRE APPARATUS OPERATIONS**

Units: 0.25

7.00 hours lecture, 16.00 hours lab

Covers preventive maintenance and operation of a wildland fire apparatus and production of an effective fire stream.

**FIRET 008 FIRE APPARATUS DRIVER/ OPERATOR - WATER TENDER OPERATIONS**

Units: 0.25

8.25 hours lecture, 8.00 hours lab

Covers water tender preventive maintenance and operations, including routine tests, inspections, and servicing functions unique to a water tender; maneuvering and positioning a water tender at a water shuttle fill site; and establishing, maneuvering, and positioning at a water shuttle dumpsite.

**FIRET 009A FIRE INVESTIGATION 1A – BASIC FIRE INVESTIGATION**

Units: 2.00

39.50 hours lecture

Provides information on securing the fire scene and determining the origin and cause of the fire. Topics include responsibilities of a fire investigator, securing the fire ground, conducting an exterior and interior survey, analyzing fire patterns, interpreting individual fire patterns, discriminating the effects of explosions, examining and removing fire debris, reconstructing the area of origin, inspecting the performance of building systems.

**FIRET 009B FIRE INVESTIGATION 1B – EVIDENCE AND DOCUMENTATION**

Units: 1.50

33.50 hours lecture

Provides information on scene documentation and evidence collection/preservation. Topics include photographing the scene, diagramming the scene, constructing investigative notes, processing evidence and establishing chain of custody, processing victims and fatalities, selecting evidence for analysis, maintaining a chain of custody, preparing a fire investigation report, and disposing of evidence.

**FIRET 009C FIRE INVESTIGATION 1C – EVIDENCE AND DOCUMENTATION**

Units: 2.00

40.00 hours lecture

Provides information on legal considerations for a court proceeding. Topics include coordinating expert resources, formulating an opinion, presenting investigative findings, and testifying during legal proceedings.

**FIRET 010 FIRE APPARATUS DRIVER/ OPERATOR GENERAL**

Units: 2.00

32.00 hours lecture, 8.00 hours lab

Presents techniques and practice in driving emergency vehicles, basic maintenance and pre-trip inspections. This course applies to the requirements for driver/operator as established by the California State Board of Fire Services.

**FIRET 011 FIRE APPARATUS DRIVER/ OPERATOR PUMP**

Units: 1.75

24.00 hours lecture, 16.00 hours lab

*Prerequisite: FIRET-010*

Presents updated content reflecting the 2009 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. Focusing on methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps.

**FIRET 012 FIRE APPARATUS DRIVER/ OPERATOR TILLER TRUCK**

Units: 1.50

20.00 hours lecture, 20.00 hours lab

*Prerequisite: FIRET-011*

Covers truck operations and driver responsibilities, recognized standards, and related laws for fire apparatus.

**FIRET 013 FIRE COMMAND 1A**

Units: 2.00

40.00 hours lecture

Introduces the principles of command, an overview of the concepts of command safety and the risk management process, pre-incident planning considerations, and command considerations at the fire incident. Addresses company officer initial actions at an incident including the development of incident priorities, strategy, and tactics, information on the roles and responsibilities of a company officer for post-incident actions.

**FIRET 014 FIRE COMMAND 1B**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-013*

Introduces tactics, strategies, and scene management for multi-casualty incidents, hazardous materials incidents, and wildland fires.

**FIRET 015 FIRE COMMAND 1C**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-013*

Prepares structural company officers for wildland urban interface command operations.

**FIRET 016 INSTRUCTOR 1**

Units: 2.00

40.00 hours lecture

This is the first of a three-course series. Topics include methods and techniques for training, selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency.

**FIRET 017 INSTRUCTOR 2**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-016*

The second course in the instructor series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria methods to evaluate teaching and learning efficiently.

**FIRET 018 INSTRUCTOR 3**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-017*

This is the third of a three-course series. Topics include a variety of methods and techniques for developing lesson plans and tests in accordance with the latest concepts in career education.

**FIRET 019 ETHICAL LEADERSHIP IN THE CLASSROOM**

Units: 0.25

8.00 hours lecture

Provides concepts and theories of the ethical decision making process. Helps recognition of the signs of ethical dilemma, identifies advantages and disadvantages of ethical behavior and reviews examples of classroom situations in which instructors used their leadership role to either encourage or discourage ethical behavior. Presents State Fire Training's Instructor Code of Ethics/Conduct.

**FIRET 020 I-200 INCIDENT COMMAND SYSTEM**

Units: 0.25

12.00 – 16.00 hours lecture

Introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions, and transfers.

**FIRET 021 I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM (ICS)**

Units: 0.50

24.00 hours lecture

Expands knowledge of ICS organization and operation with regard to supervisory roles on expanding or Type 3 incidents. Includes ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, incident resource management, planning process, demobilization, transfer of command, and close out.

**FIRET 022 I-400 ADVANCED ICS**

Units: 0.25

16.00 hours lecture

Present the theories and techniques needed to manage large single-agency and complex multi-agency/multi-jurisdictional responses. Topics include fundamentals for command and general staff, major and/or complex incident/event management, area command and multi-agency coordination.

**FIRET 023 GPS LAND NAVIGATION TECHNICIAN**

Units: 0.50

16.00 hours lecture, 8.00 hours lab

Introduces land navigation techniques using a map and compass as well as navigation using a GPS unit. The lecture based class will conclude with a field exercise where students will demonstrate knowledge and skills learned.



**FIRET 024 L-280 FOLLOWERSHIP TO LEADERSHIP**

Units: 0.25

16.00 hours lecture

Introduces fundamental leadership concepts of the wildland fire service, focusing on the framework, values and principles that guide wildland fire leaders in providing leadership across a broad range of missions.

**FIRET 025 INCIDENT MANAGEMENT OF MAJOR FIRES**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-021*

Provides knowledge, skills, and abilities for those who are responsible for command and control of dynamic and complex fireground emergencies.

**FIRET 026 S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR**

Units: 1.00

32.00 hours lecture

Second course in a series designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations and predict fire behavior.

**FIRET 027 S-390 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS**

Units: 0.50 – 2.00

10.00 – 24.00 hours lecture, 8 hours lab

Develops knowledge and skills required for effective fire behavior predictions.

**FIRET 028 INCIDENT MANAGEMENT OF THE FIREFIGHTER EMERGENCY**

Units: 1.50

28.00 hours lecture

*Prerequisite: FIRET-02 and FIRET-013 or FIRET-123*

Introduces incident management terminology and methodology employed during a fire fighter emergency. Classroom simulations based upon case studies allow students to participate in simulated incident command positions during a fire fighter emergency.

**FIRET 029 S-200 INITIAL ATTACK INCIDENT COMMANDER**

Units: 0.25

10.00 hours lecture, 6.00 hours lab

Prepares the student to function as an initial attack incident commander at the ITCT4 level in the incident commander system. Meets national wildfire coordinating group curriculum criteria. Prepares students for employment with wildland fire management agencies and municipal fire departments.

**FIRET 030 WILDLAND FIRE CHAINSAWS**

Units: 1.00

20.00 hours lecture, 10.00 - 16.00 hours lab

Provides the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surrounding similar to fireline situations.

**FIRET 031 S-215 FIRE OPERATIONS IN THE URBAN INTERFACE**

Units: 0.50

16.00 hours lecture, 8.00 hours lab

Designed to assist fire fighters in making tactical decisions when confronting wildland fires that threaten wildland/urban interface.

**FIRET 032 S-223 FIRELINE EMT**

Units: 0.25

16.00 hours lecture

*Prerequisite: FIRET-021 and FIRET-023*

Designed to meet the training needs of an incident FEMT as outlined in the Field Operations Guide, ICS 420-1, Firescope California.

**FIRET 033 S-230 CREW BOSS/S-231 ENGINE BOSS**

Units: 0.75

24.00 hours lecture, 8.00 hours lab

*Prerequisite: FIRET-026*

Presents information and skills associated with the Crew/Engine Boss position. Presents training from initial dispatch through demobilization to the home unit. Topics include engine and crew capabilities, information sources, fire size-up considerations, tactics, and post incident responsibilities.

**FIRET 035 S-219 IGNITION OPERATIONS**

Units: 0.75

16.00 hours lecture, 16.00 hours lab

Provides training in the functional roles and responsibilities connected with firing operations. Topics include: planning, ignition procedures and techniques, and equipment applicable to wildland and prescribed fire. Addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation.

**FIRET 036 S-244 FIELD OBSERVER/ S-245 DISPLAY PROCESSOR**

Units: 2.00

32.00 hours lecture, 8 hours lab

Designed to meet the training needs of a potential field observer (FOBS) and display processor. Describes navigation, mapping, and observation techniques as outlined in the Wildland Fire Qualification System Guide.

**FIRET 037 WILDLAND FIRE DRILLS – SPRING/GRASS**

Units: 0.15 – 0.25

2.00 – 4.00 hours lecture, 4.00 – 8.00 hours lab

Provides training that will reinforce communication and tactical practices between commanding officers and tactical forces utilizing live-fire and mentors in a controlled Wildland environment.

**FIRET 038 L-965 RESOURCE/DMOB UNIT LEADER**

Units: 1.50

32.00 hours lecture

*Prerequisite: FIRET-020*

Introduces tools and techniques used to perform the duties of resource unit leader (RESL), and demobilization unit leader (DMOB).

**FIRET 039 STATUS CHECK-IN RECORDER**

Units: 0.50

16.00 hours lecture

*Prerequisite: FIRET-020*

Introduces tools and techniques used to perform the duties of a status check-in recorder (SCKN). Provides an overview of what a student can expect if dispatched to an incident.

**FIRET 041 S-270 BASIC AIR OPERATIONS**

Units: 0.25

16.00 hours lecture

Introduces principles of aviation management and safety, including agency aircraft, tactical and logistical uses of aircraft, and requirements for take-off and landing areas.

**FIRET 042 S-271 HELICOPTER CREW MEMBER**

Units: 1.50

32.00 hours lecture

Provides training in all areas of the tactical and logistical use of helicopters by the fire service. Introduces air crew members to operations and provides a foundation in safe procedures.

**FIRET 044 S-330 STRIKE TEAM/TASK FORCE LEADER**

Units: 0.75

32.00 hours lecture

Provides tactics and strategy as it relates to the management of a strike team or task force and meets the S-330 training requirements of the California Incident Command Certification System (CICCS) for the position of Strike Team/Task Force Leader-All Risk.

**FIRET 046 L-964 SITUATION UNIT LEADER**

Units: 0.25 – 4.00

4.00 – 66.00 hours lecture, 14.00 hours lab

Designed to meet the training needs of a situation unit leader (SITL) as outlined in the Wildland Fire Qualification System Guide (PMS 310-1).

**FIRET 047A FIRE INSPECTOR 1A – DUTIES AND ADMINISTRATION**

Units: 1.00

24.00 hours lecture

Provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, ethical conduct, permit or plan review, investigating common complaints, and participating in legal proceedings.

**FIRET 047B FIRE INSPECTOR 1B – FIRE AND LIFE SAFETY**

Units: 1.00

24.00 hours lecture

Provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

**FIRET 047C FIRE INSPECTOR 1C – FIELD INSPECTION**

Units: 1.00

24.00 hours lecture

Provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**FIRET 047D FIRE INSPECTOR 1D – FIELD INSPECTION CALIFORNIA SPECIFIC**

Units: 0.50

16.00 hours lecture

Provides students with a basic knowledge of field inspection roles and responsibilities specific to California of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**FIRET 048A FIRE INSPECTOR 2A – FIRE PREVENTION ADMINISTRATION**

Units: 0.50

16.00 hours lecture

*Prerequisite: FIRET-047A, 047B, 047C, 047D*

Provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a Fire Inspector II including processing permit and plan review applications, enforcing permit regulations, investigating complex complaints, recommending modifications to codes and standards, recommending policies and procedures for inspection services, generating written appeals correspondence, initiating legal action, evaluating inspection reports, and proposing technical reference material acquisition.

**FIRET 048B FIRE INSPECTOR 2B – FIRE AND LIFE SAFETY REQUIREMENTS**

Units: 1.00

24.00 hours lecture

*Prerequisite: FIRET-048A*

Provides students with a basic knowledge of fire and life safety requirements related to the roles and responsibilities of a Fire Inspector II including occupancy classification, egress elements, emergency plans and procedures, occupant loads, building construction and fire growth potential.

**FIRET 048C FIRE INSPECTOR 2C – INSPECTING NEW AND EXISTING FIRE AND LIFE SAFETY SYSTEMS AND EQUIPMENT**

Units: 0.50

16.00 hours lecture

*Prerequisite: FIRET-048A*

Provides students with a basic knowledge of inspection requirements related to the roles and responsibilities of a Fire Inspector II including inspection of life safety systems and building services equipment, fire protection systems, and emergency access criteria.

**FIRET 048D FIRE INSPECTOR 2D – HAZARDOUS MATERIALS, OPERATIONS, AND PROCESSES**

Units: 1.50

32.00 hours lecture

*Prerequisite: FIRET-048A*

Provides students with a basic knowledge of hazardous materials, operations, and processes related to the roles and responsibilities of a Fire Inspector II including hazardous conditions, flammable and combustible liquids and gases, and hazardous materials

**FIRET 056 L-954 ALL HAZARD SAFETY OFFICER**

Units: 1.5

32.00 hours lecture

Designed to meet the training needs of the safety officer position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations.

**FIRET 061 J-342 DOCUMENTATION UNIT LEADER**

Units: 0.15

8.00 hours lecture

Introduces procedures for mobilization and demobilization on an incident, duplication of the IAP and requirements for maintaining incident records.

**FIRET 063 J-158 RADIO OPERATOR/J-257 INCIDENT COMMAND CENTER MANAGER**

Units: 0.25

16.00 hours lecture

Provides instruction and necessary skills associated with the radio operator/Incident command center manager. Topics include mobilization, transfer of information, communications equipment, and demobilization.

**FIRET 064 S-300 EXTENDED ATTACK**

Units: 0.25

16.00 hours lecture

Provides training to meet needs of the incident commander type 3 (ICT3). Focus is on leadership and command as they relate to the ICT3 position.

**FIRET 065 CONFINED SPACE RESCUE TECHNICIAN CONTINUING EDUCATION**

Units: 0.15

4.00 hours lecture, 4.00 hour lab

Designed for the continuing education of a confined space rescue technician. Prepares student for confined space emergency response.

**FIRET 066 TRENCH RESCUE TECHNICIAN**

Units: 0.50

16.00 hours lecture, 8.00 hour lab

Provides fire service personnel with hands-on application of the techniques necessary to safely affect a rescue from an excavation or trenching cave-in. Topics include: critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety procedures.

**FIRET 067 S-341 GIS SPECIALIST FOR INCIDENT MANAGEMENT**

Units: 1.00

24.00 hours lecture

Provides training to meet the needs of a geographic information systems specialist to manage the information needs of all-hazard incidents.

**FIRET 068 FIRE BEHAVIOR – STRUCTURE FIRE ATTACK**

Units: 0.15

4.00 hours lecture, 4.00 hour lab

Presents hazards and situational tactics of structure firefighting. Focuses on strategies, key skills and hazardous conditions encountered on a structure fire.

**FIRET 069 DRIVER ENRICHMENT TRAINING**

Units: 0.25

8.00 hours lecture

Prepares students to operate an emergency motor vehicle in order to effectively save and protect lives, property, and the environment.

**FIRET 070 RESCUE SYSTEMS I**

Units: 1.00

16.00 hours lecture, 24.00 hours lab

Provides training in basic search and rescue skills under the California Urban Search and Rescue operational levels.

**FIRET 071 RESCUE SYSTEMS 2**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags, and USAR ICS.

**FIRET 072 RESCUE SYSTEMS 3**

Units: 0.50

2.00 hours lecture, 22.00 hours lab

Provides advanced training in structural collapse rescue systems. Topics include safety techniques, rescue system equipment, and structural trends.

**FIRET 073 CONFINED SPACE RESCUE**

Units: 0.25 – 2.00

4.00 - 20.00 hours lecture, 4.00 – 20.00 hours lab

Provides intensive hands-on training to prepare firefighters to respond to confined space emergencies. Topics include identifying confined spaces, permit-required confined spaces, hazards associated with permit required confined space, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

**FIRET 074 RIVER AND FLOOD RESCUE 1**

Units: 0.50

8.00 hours lecture, 16.00 hours lab

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery.

**FIRET 075 LOW ANGLE ROPE RESCUE**

Units: 0.50

4.00 hours lecture, 20.00 hours lab

Provides instruction in the techniques and methods for using rope, webbing, hardware friction devices, and litters in low angle rescue situations.

**FIRET 077 ROPE RESCUE TECHNICIAN**

Units: 1.00

10.00 hours lecture, 30 hours lab

Provides the requirements for in-service certification of firefighters in high angle rescue situations.

**FIRET 078 RIVER FLOOD CE**

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Provides additional training in river flood rescues. Consists of various selected sections of River Flood 1 and 2. Topics include recognition and avoidance of common river hazards, execution of self-rescue techniques, and advanced rescue methods.

**FIRET 079 RIVER AND FLOOD RESCUE 2**

Units: 0.75

8.50 hours lecture, 12.50 hours lab

Focuses on recognition and avoidance of common river hazards, execution of self rescue techniques, advanced rescue methods used in team dynamics, victim rescues and scenarios based on real life rescues.

**FIRET 080 IN-SERVICE EMS**

Units: 0.25 – 4.00

8.00 – 24.00 hours lecture, 8.00 – 16.00 hours lab

Provides training in emergency medical skills for public safety personnel. Covers continuing education training in the areas of first aid, CPR, first responder, EMT IA, EMT, NA/FS, EMT II, paramedic, paramedic in-service training, and automatic defib equipment procedures and operations.

**FIRET 081 HEAVY RESCUE TECHNICIAN**

Units: 1.00

12.00 hours lecture, 28.00 hours lab

Provides skills needed by a heavy rescue technician. Focuses on heavy rescue techniques, advanced rescue methods used in team dynamics, and scenarios based on real life rescues.



**AR-339/S-339 DIVISION/GROUP SUPERVISOR**

Units: 1.25

24.00 hours lecture, 8.00 hours lab

Prepares students to perform in the role of Division/ Group Supervisor and provides instruction in support of the specific tasks of the Division on wildfire incidents. Topics include division/group management, organizational interaction, division level and all-hazard operations.

**FIRET 083 SWIFTWATER HELO**

Units: 0.25 – 0.50

2.00 hours lecture, 18.00 – 24.00 hours lab

*Prerequisite: FIRET-079*

Designed to assist in the Awareness Level training of Swiftwater Helicopter Rescue Air Crew Members (ACM). Promotes standardization of Search and Rescue (SAR) procedures. Content includes a mixture of military and civilian practices, procedures and techniques.

**FIRET 084 IAFF FIRE GROUND SURVIVAL**

Units: 0.50

8.00 hours lecture, 24.00 hours lab

Provides the step-by-step tools to use in a MAYDAY situation or leading to the rescue, including the use of mnemonics, case studies, and life saving techniques needed to facilitate a successful MAYDAY rescue.

**FIRET 086 PERSONAL WATERCRAFT/ INFLATABLE RESCUE BOAT**

Units: 0.75

8.00 hours lecture, 32.00 hours lab

*Prerequisite: FIRET-079*

Focuses on proper watercraft maintenance, safety, and rescue. Provides operation techniques on rigid-hulled and inflatable small vessels in river and moving water conditions.

**FIRET 087 FIRE MANAGEMENT I**

Units: 2.00

40.00 hours lecture

Presents the skills and responsibilities required of first level supervisors. Designed to prepare the student to transition from fire fighter to fire officer.

**FIRET 088 FIRE PREVENTION I**

Units: 1.50

32.00 hours lecture

Provides a basic knowledge of the Company Officer Certification track and capstone task book process. Reviews skills related to the company officer's role in the fire prevention, the relationship between line safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection.

**FIRET 089 FIRE CAPTAIN ACADEMY**

Units: 3.25

56.00 hours lecture, 24.00 hours lab

*Prerequisite: FIRET-033*

Prepares students to operate as a company leader and meet the challenges in managing, supervising, and training professional firefighters at the Fire Captain level. Encompass classroom training, in-field drills, and online pre-course work covering topics including Emergency Medical Services, Structure Fire Operations, Wildland Fire Operations, and Management/Supervision/Leadership concepts.

**FIRET 090 COUNTY OF LOS ANGELES FIRE DEPARTMENT EXPLORER ACADEMY**

Units: 2.75 – 6.00

24.00 – 59.00 hours lecture, 72.00 – 177.00 hours lab

Introduces various manipulative skills associated with fire department activities such as, but not limited to; hydrant operation, hose evolutions, ladder evolutions, breathing apparatus evolutions, and tying of department approved knots. Additionally, Explorers will learn about basic fire behavior, fire chemistry and physics, classes of fires, and extinguishing techniques.

**FIRET 091 HAZMAT – FIRST RESPONDER OPERATIONAL REFRESHER**

Units: 0.25

3.50 hours lecture, 4.50 hours lab

This is a 3 module FRO refresher course. Students will participate in three distinct scenarios designed to engage the various knowledge and skills required of the First Responder Operational. During these scenarios, the student will develop and implement the strategy, tactics, and tasks necessary to respond to an over-turned tanker (306/406). Experiencing a hazardous materials leak, they will formulate and implement the strategies, tactics, and tasks necessary to rescue simulated injured workers inside a warehouse. Students will develop and implement the strategy, tactics, and tasks necessary to perform required emergency operations in a simulated hazardous situation.

**FIRET 092 COMMUNICATIONS SPECIALIST**

Units: 1.75

29.00 hours lecture, 19.00 hours lab

Trains personnel as Task Force Communications Specialists for DHS/FEMA's 28 US&R Task Force. Examines the communications specialist's responsibilities.

**FIRET 102 EMERGENCY MEDICAL  
TECHNICIAN TRAINING PROGRAM**

Units: 8.00

CSU 105.00 hours lecture, 88.00 hours lab

Prepares students for certification as an Emergency Medical Technician, including basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Includes ambulance ride along.

**FIRET 110 HAZARDOUS MATERIALS –  
TECHNICIAN I**

Units: 8.00

CSU 103.00 hours lecture, 57.00 hours lab

Provides the instruction necessary to perform the duties as a Hazardous Materials Technician as referenced in sub-section 5192, (q)(6) of Title 8 CCR and 29 CFR 1910.120 Sub-section (q)(6) in Modules A-D.

**FIRET 120 COMPANY OFFICER 2A:  
HUMAN RESOURCE MANAGEMENT FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRET 121 COMPANY OFFICER 2B:  
GENERAL ADMINISTRATIVE FUNCTIONS  
FOR COMPANY OFFICERS**

Units: 1.00

CSU 20.00 hours lecture

Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRET 122 COMPANY OFFICER 2C: FIRE  
INSPECTIONS AND INVESTIGATION FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRET 123 COMPANY OFFICER 2D: ALL-  
RISK COMMAND OPERATIONS FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting incident size-up, developing and implementing an initial plan of action involving a single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis. This course is designed for Firefighters who have met the educational requirements for Fire Fighter I, and completed the ICS-200.B: Incident Command System for Single Resources and Initial Action Incident and Hazardous Material Incident Commander courses (as offered by the California Specialized Training Institute).

**FIRET 124 COMPANY OFFICER 2E:  
WILDLAND INCIDENT OPERATIONS FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

*Prerequisite: FIRET-123*

Provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II, and completed the S-290 Intermediate Fire Behavior course (classroom delivery).

**FIRET 125 CHIEF FIRE OFFICER 3A:  
HUMAN RESOURCES MANAGEMENT FOR  
CHIEF FIRE OFFICERS**

Units: 1.00

CSU 26.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 126 CHIEF FIRE OFFICER 3B:  
BUDGET AND FISCAL RESPONSIBILITIES  
FOR CHIEF FIRE OFFICERS**

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 127 CHIEF FIRE OFFICER 3C:  
GENERAL ADMINISTRATIVE FUNCTIONS  
FOR CHIEF FIRE OFFICERS**

Units: 1.00

CSU 24.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 128 CHIEF FIRE OFFICER 3D:  
EMERGENCY SERVICE DELIVERY  
RESPONSIBILITIES FOR CHIEF FIRE  
OFFICERS**

Units: 1.00

CSU 24.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 129 EXECUTIVE CHIEF FIRE  
OFFICER 4A: HUMAN RESOURCES  
MANAGEMENT FOR EXECUTIVE CHIEF  
FIRE OFFICERS**

Units: 1.50

CSU 28.00 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides information on the use of human resources for the Executive Chief Fire Officer to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**FIRET 130 EXECUTIVE CHIEF FIRE  
OFFICER 4B: COMMUNITY AND  
GOVERNMENT RELATIONS FOR  
EXECUTIVE CHIEF FIRE OFFICERS**

Units: 0.50

CSU 10.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently while assuming a leadership role in community events.

**FIRET 131 EXECUTIVE CHIEF FIRE  
OFFICER 4C: ADMINISTRATION FOR  
EXECUTIVE CHIEF FIRE OFFICERS**

Units: 1.50

CSU 30.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides information on administrative functions for the Executive Chief Fire Officer, including the implementation of department policies and procedures, evaluating and projecting training requirements, and developing a plan for a capital improvement project or program

**FIRET 132 EXECUTIVE CHIEF FIRE  
OFFICER 4D: EMERGENCY SERVICES  
DELIVERY FOR EXECUTIVE CHIEF FIRE  
OFFICERS**

Units: 2.00

CSU 38.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform emergency services delivery safely, effectively, and competently.

**FIRET 133 EXECUTIVE CHIEF FIRE  
OFFICER 4E: HEALTH AND SAFETY FOR  
EXECUTIVE CHIEF FIRE OFFICERS**

Units: 0.50

CSU 14.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides the health and safety skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently.

**FIRE TECHNOLOGY ADVANCED  
TRAINING - LIFEGUARD (FIRETL)****FIRETL 001 OCEAN LIFEGUARD ACADEMY**

Units: 4.00

54.00 hours lecture, 56.00 hours lab

Prepares the student for employment as an ocean lifeguard. Major topics include: CPR, first aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, and environmental hazard identification.

**FIRETL 002 LIFEGUARD CADET**

Units: 2.00

40.00 hours lecture

Provides selected Junior Lifeguards interested in becoming Ocean Lifeguards with more extensive training through supplemental curriculum items and tower internships.

**FIRETL 003 OCEAN LIFEGUARD RECHECK  
INSTRUCTOR TRAINING**

Units: 0.50 – 1.50

16.00 – 32.00 hours lecture

Provides required annual recertification for returning lifeguards. Topics include teaching guidelines and program policy for recheck instructors, department updates, teaching techniques, review of CPR changes, running skills stations, and the recheck agenda.

**FIRETL 004 LIFEGUARD ACADEMY  
INSTRUCTOR TRAINING**

Units: 1.50

30.00 hours lecture, 10.00 hours lab

Training for Lifeguard Training Academy instructors. Topics include teaching techniques, lecture preparation, Ocean Lifeguard Training Manual review, and candidate discipline.

**FIRETL 005 ANNUAL OCEAN LIFEGUARD  
RECERTIFICATION/INSERVICE -  
PERMANENT**

Units: 0.25

8.00 hours lecture, 2.00 hours lab

Provides annual recheck for all permanent lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

**FIRETL 006 ANNUAL OCEAN LIFEGUARD  
RECERTIFICATION/INSERVICE -  
RECURRENT**

Units: 0.25

8.00 hours lecture, 4.00 hours lab

Provides annual recheck for all recurrent Lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

**FIRETL 007 JUNIOR LIFEGUARD  
INSTRUCTOR CERTIFICATION**

Units: 2.00

40.00 hours lecture

Provides all new and returning Junior Lifeguard instructors with required annual certification. Covers teaching guidelines and program policy for the upcoming summer program. Topics include ocean and beach safety, lifeguard skills, ocean conditions, basic first aid and CPR.

**FIRETL 008 ADVANCED DIVER INSERVICE  
TRAINING**

Units: 4.00

54.00 hours lecture, 54.00 hours lab

Provides inservice training for Underwater Rescue and Recovery Unit divers, as well as for auxiliary and guest divers who are working towards meeting the requirements for the Rescue and Recovery Unit. Topics include diver safety, underwater search techniques, victim and property recovery, and maintaining the underwater crime scene.

**FIRETL 009 PERSONAL WATERCRAFT  
SURF RESCUE INSTRUCTOR**

Units: 0.75

10.00 hours lecture, 20.00 hours lab

Provides training and certification for instructors of personal watercraft rescue. Major topics include pre and post operations techniques, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures. After successful completion of this course students become certified PWC Surf Rescue class instructors.

**FIRETL 010 BOAT AND MARINE  
FIREFIGHTING**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Covers basic firefighting tactics and strategies particular to marine, boat and other watercraft fires.

**FIRETL 011 PERSONAL WATERCRAFT  
SURF RESCUE - BASIC**

Units: 1.00

10.00 hours lecture, 30.00 hours lab

Introduces Personal Watercraft Surf Rescue. Major topics include pre- and post-operations techniques, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

**FIRETL 013 RESCUE BOAT OPERATOR**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Introduces basic rescue boat operations for emergency rescue personnel. Topics include ocean navigation, boat handling, rescues at sea, weather and emergency communications.

**FIRETL 014 CPR INSTRUCTOR  
CERTIFICATION**

Units: 0.50

16.00 hours lecture, 4.00 hours lab

Reviews CPR Guidelines as well as effective teaching and testing techniques. Upon completion students are certified to teach CPR.

**FIRETL 015 EMT RECERTIFICATION FOR  
LIFEGUARDS - PERMANENT**

Units: 0.50

10.00 hours lecture, 10.00 hours lab

Provides an intensive review of primary EMT training for permanent lifeguards.

**FIRETL 016 EMT RECERTIFICATION FOR  
LIFEGUARDS - RECURRENT**

Units: 0.50

12.00 hours lecture, 12.00 hours lab

Provides an intensive review of primary EMT training for recurrent lifeguards.



**FIRETL 017 OCEAN LIFEGUARD SPECIALIST ACADEMY**

Units: 3.00

60.00 hours lecture, 20.00 hours lab

Prepares seasonal lifeguards for their role as ocean lifeguard specialists. Major topics include: Sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, response to terrorism, a review of our general orders and an intro to information management.

**FIRETL 018 LIFEGUARD CAPTAIN ORIENTATION**

Units: 0.50

10.00 hours lecture, 10.00 hours lab

Prepares ocean lifeguard specialists for their role as captains. Major topics include: Sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, scheduling, performance evaluations, a review of general orders and an intro to information management.

**FIRETL 019 BASIC BOATING SKILLS AND OPERATIONS**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Prepares potential rescue boat deckhands with minimum instruction to operate safely as a deckhand aboard a Los Angeles County Rescue Boat. Topics covered include equipment inventory, electronics, damage control, radio communications, radar operation, engine and boat maintenance, towing, free diving, and rescue procedures.

**FIRETL 020 EMERGENCY SAND DRIVING**

Units: 0.25

8.00 hours lecture, 2.00 hours lab

Provides training for lifeguards in safe beach driving. Major topics include: routine beach driving, hazards of driving on the beach, proper driving maneuvers, safely responding to code R on the beach, vehicle maintenance, liabilities and public perception.

**FIRETL 021 PARAMEDIC CONTINUING EDUCATION**

Units: 0.25

8.00 hours lecture, 2.00 hours lab

Updates training for active paramedics who have completed and maintained EMT-Paramedic Licensure in the State of California and are accredited in Los Angeles County.

**FIRETL 025 LIFEGUARD IN-SERVICE TRAINING**

Units: 0.50

8.00 hours lecture, 8.00 hours lab

Provides updated information and skills in the areas of lifeguard equipment, specialized emergency operations, current department policy and procedures, and rescue.

**LAW ENFORCEMENT, POLICE DEPARTMENT ADVANCED TRAINING - (LEPD)****LEPD 010 LEARNING TO LEARN**

Units: 0.25

8.00 hours lecture

Provides the concepts of learning as an active and dynamic activity and sets the tone for the future course work and learning experiences.

**LEPD 013 DETECTIVE SYMPOSIUM**

Units: 0.50

10.00 hours lecture

Provides the student with investigative techniques/skills necessary to investigate and prosecute the crime of murder. The course will also focus on the investigation of kidnap for murder, terrorism, mass murder, search warrant procedures, crimes against children, and the case study of a high-profile case.

**LEPD 014 SPECIAL WEAPONS AND TACTICS**

Units: 11.00

74.00 hours lecture, 390.00 hours lab

Introduces the concepts, principles and skills needed to perform the duties of a Special Weapons and Tactics Officer, including firearms training, high-risk entries, hostage rescue, defense tactics and crisis negotiations.

**LEPD 015 CROWD CONTROL**

Units: 0.25

6.00 hours lecture, 3.00 hours lab

Provides students the opportunity to review the policy, procedures and laws related to public assemblies, crowd management and control.

**LEPD 016 FIRST AID/CPR FOR FIRST RESPONDERS INTERMEDIATE**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides the necessary skills and knowledge for administering first aid at an intermediate level as a first responder.

**LEPD 017 CRISIS NEGOTIATION UPDATE**

Units: 0.50

8.00 hours lecture

Provides the knowledge, tactics, advanced techniques and skills needed to manage a hostage/barricade suspect incident, focusing on updating and debriefing the members of a Crisis Negotiation Team by reinforcing verbal and physical tactics used to manage a hostage/barricade suspect incident.

**LEPD 018 USE OF FORCE UPDATE**

Units: 0.25

6.00 hours lecture, 3.00 hours lab

Provides in-service officers with a review and reinforcement of command and control, sound tactics, force options, and de-escalation techniques.

**LEPD 022 WITNESS PROTECTION**

Units: 0.15

5.00 hours lecture, 5.00 hours lab

Provides a review of the skills necessary to perform a witness protection detail while assigned to a field platoon.

**LEPD 023 1-DAY NETWORK COMMUNICATION SYSTEM (NECS) SCHOOL**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Covers necessary keyboard operations and functions while utilizing the Network Communication System (NECS) to access various systems and databases, as well as policies and procedures that regulate access of information systems and the use of information received.

**LEPD 024 DISPATCHER CUSTOMER SERVICE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Introduces the communication skills and knowledge necessary for public safety dispatchers.

**LEPD 025 FIREARMS SHOTGUN SLUG**

Units: 0.50

10.00 hours lecture, 10.00 hours lab

Develops the skills necessary to manipulate the Remington 870 shotgun and qualify with slug ammunition.

**LEPD 026 FIREARMS/SEMI-AUTO PISTOL TRANSITION**

Units: 0.25

3.00 hours lecture, 13.00 hours lab

Provides the student with the knowledge, techniques, and skills required to safely manipulate and qualify with the striker fired pistol.

**LEPD 028 ATV RIDER-LAW ENFORCEMENT**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the skills and techniques required to operate an All Terrain Vehicle (ATV) in a law enforcement environment.

**LEPD 029 PROFESSIONAL RESOURCE OFFICER ASSISTANCE CIVIL TRIAL (PROACT)**

Units: 0.15

8.00 hours lecture

Designed to provide law enforcement officers with techniques and resources to reduce the stress experienced by officers and their families who find themselves involved in a work-related civil lawsuit. Curriculum includes subject matter experts in the field of psychological processes, employee assistance programs, financial planning, and police civil litigation.

**LEPD 030 BICYCLE RAPID RESPONSE TEAM**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Presents the function and application of a police bicyclist involved in rapidly deploying to trouble areas.

**LEPD 031 MACTAC SQUAD LEADER**

Units: 0.15

5.00 hours lecture, 5 hours lab

*Prerequisite: LEPD-049*

Provides students with basic skills in leading a Multi-Assault, Counter Capabilities Squad to a proficient level that will enable the student to immediately deploy a contact team or squad.

**LEPD 032 MOTORCYCLE INDIVIDUAL PROFICIENCY NIGHT ROAD UPDATE**

Units: 0.15

5.00 hours lecture, 5.00 hours lab

Introduces the basic fundamentals, emergency procedures, protocols, and advanced skills needed for riding a motorcycle at night.

**LEPD 033 TACTICAL DISPATCH CONCEPTS**

Units: 0.15

8.00 hours lecture

Introduces exposure to Tactical Dispatching concepts for use when at the Communications Center, at a Command Post, and/or when at the scene with a Special Weapons and Tactics (SWAT) Unit. Topics include tactical incidents, equipment used, and communication techniques.

**LEPD 034 FIREARMS TACTICAL RIFLE UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the opportunity to recertify their use of the tactical rifle. Reviews techniques of the department issued patrol rifle and includes topics such as patrol rifle skills, department policy, and legal updates.

**LEPD 035 FIELD TRAINING OFFICER**

Units: 2.00

40.00 hours lecture

Provides students with training techniques, and methodologies for officers assigned to train and supervise new field trainees.

**LEPD 036 PEAK PERFORMANCE FOR LAW ENFORCEMENT**

Units: 0.15

9.00 hours lab

Provides agency personnel with tools necessary to be more effective in their direct communications with clients (co-workers, citizens, etc.).

**LEPD 037 MOTORCYCLE OFFICER UPDATE**

Units: 0.15

5.00 hours lecture, 5.00 hours lab

Designed to provide proper motorcycle riding and control techniques to enhance the officer's ability to avoid accidents and injuries.

**LEPD 038 DRUG ALCOHOL RECOGNITION UPDATE**

Units: 0.15 – 5.00

8.00 – 85.00 hours lecture

Provides the student with a historical perspective of laws covering persons driving under the influence of alcohol/drugs. Introduces an update to DUI statistics, enforcement techniques, and common field sobriety testing techniques.

**LEPD 039 FIREARMS SHOTGUN SLUG UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Designed to update skills necessary to use a department issued shotgun with slug ammunition. Topics include department policy and procedure, and shotgun manipulations.

**LEPD 040 INVESTIGATIVE SUPERVISORY OPERATIONS**

Units: 0.50

24.00 hours lecture

Introduces the student to the leadership concepts, principles, and techniques for effective supervisory investigations. The course will focus on the investigative supervisors role in managing and investigating criminal investigations.

**LEPD 041 CAL GANG**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the fundamental training in techniques and skills necessary to navigate through the Cal-Gang System.

**LEPD 042 ABC'S OF CALL TAKING**

Units: 0.15

8.00 hours lecture

Provides the student with proper call-taking techniques to employ as a public safety dispatcher.

**LEPD 043 UNDERCOVER OPERATIONS**

Units: 0.15

8.00 hours lecture

Introduces the Undercover Operations unit within a police department, includes policies, procedures, and use of force options.

**LEPD 044 DRIVER TRAINING PSP (EVOC) UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides behind the wheel instruction in low and high speed emergency vehicle operations, fundamentals of vehicle control, and appropriate employment of pursuit immobilization techniques.

**LEPD 045 FIREARMS TACTICAL RIFLE**

Units: 0.75

4.75 hours lecture, 31.25 hours lab

Provides students with the ability to safely deploy the patrol rifle in an urban environment and the ability to rapidly respond to active shootings in progress.

**LEPD 046 FIREARMS/SHOTGUN TRANSITION**

Units: 0.15

3.00 hours lecture, 5.00 hours lab

Provides an introduction and overview of current agency issued duty shotgun.

**LEPD 047 BASIC COLLISION INVESTIGATION**

Units: 2.00

34.00 hours lecture, 4.00 hours lab

Provides the fundamentals of traffic collision investigation, including basic reporting requirements, determination of the cause of collisions, and traffic control and enforcement.

**LEPD 048 DISPATCHER: ETHICS AND INTEGRITY**

Units: 0.15

8.00 hours lecture

Explores the dynamics of ethical decision making and assists with developing a methodology for examining ethical issues as a police department employee.

**LEPD 049 MULTI-ASSAULT COUNTER TERRORISM CAPABILITIES (MACTAC)**

Units: 0.15

1.50 hours lecture, 8.50 hours lab

Develops the student's basic skills in Multi-Assault Counter Terrorism Action Capabilities (MACTAC) to a proficient level that enables the student to immediately deploy a contact team or squad able to locate and neutralize violent assaults and/or terrorist acts

**LEPD 050 CIVILIAN SUPERVISOR SCHOOL**

Units: 4.00

80.00 hours lecture

*Recommended Preparation: LEPD-010*

Provides civilian supervisors with the necessary tools to effectively lead and manage both sworn and civilian employees. This class is recommended for LAPD supervisors or students preparing for a LAPD supervisory position, and that have a nomination from a Commanding Officer.

**LEPD 051 PUBLIC SAFETY DISPATCHER BASIC**

Units: 6.00

102.00 hours lecture, 18.00 hours lab

Covers the basic roles, responsibilities, and duties of a public safety dispatcher. Provides training in the skills and knowledge needed for practical application in the law enforcement communication center.

**LEPD 052 JUVENILE PROCEDURES SCHOOL**

Units: 0.75

32.00 hours lecture

Presents information for agency personnel newly assigned to juvenile matters.

**LEPD 053 VICE SCHOOL**

Units: 2.00

40.00 hours lecture

Provides an overview of vice operations, unit operations, procedures and responsibilities, and risk management issues for investigators.

**LEPD 054 GANG AWARENESS BASIC**

Units: 0.50

32.00 hours lecture

Prepares all gang impact team members assigned to GED/CLEAR to gather gang-related intelligence and information, identify gang crime patterns, monitor gang activity, and implement crime suppression strategies.

**LEPD 055 BUILDING THE COMMUNITY LEADER**

Units: 1.50

30.00 hours lecture, 10.00 hours lab

Provides the knowledge, techniques, and leadership skills necessary for building positive community relations and engaging the public with empathy and understanding.

**LEPD 056 LAW ENFORCEMENT PROTECTIVE MEASURES**

Units: 0.15

8.00 hours lecture

Provides the knowledge and skills needed to respond to and manage incidents involving acts of terrorism, including the concepts of terrorist threats, terrorist activities, weapons of mass destruction, potential targets of terrorism, incident command and law enforcement response actions, and prevention methods.

**LEPD 057 WEAPONS OF MASS DESTRUCTION**

Units: 0.15 – 0.50

8.00 – 24.00 hours lecture

Explores the scope and nature of weapons of mass destruction (WMD) and hazardous materials, including Incident Command Systems (ICS) protocol.

**LEPD 058 WARRANT SERVICES TACTICS**

Units: 0.15

8.00 hours lecture

Provides information to officers to evaluate and assess the correct tactical approach on the service of various warrants.

**LEPD 059 PATROL OFFICER AUTO THEFT INVESTIGATION**

Units: 0.15

8.00 hours lecture

Provides patrol officers with the necessary tools and knowledge when handling auto theft investigations.

**LEPD 060 DRUG AND ALCOHOL RECOGNITION (IDAP)**

Units: 2.00

40.00 hours lecture

Provides peace officers with the knowledge, skills, and abilities to effectively increase the deterrence of Driving Under the influence (DUI) violations, resulting in a reduction of the number of collisions, deaths, and injuries caused by impaired drivers.

**LEPD 061 NARCOTICS SCHOOL**

Units: 2.00

40.00 hours lecture

Designed for field officers and intended to provide the most current information available concerning drug identification and narcotics investigations. POST certified and CPT awarded.

**LEPD 062 DRUG RECOGNITION EXPERT RECERTIFICATION**

Units: 0.15 – 4.00

8.00 – 80.00 hours lecture

Provides the student with updated material relating to narcotics and current drug trends. Reviews the legal environment and DWI statistics.



**LEPD 063 DRUG INFLUENCE 11550 H&S**

Units: 0.25 – 5.00

8.00 – 85.00 hours lecture

Provides an introduction to enforcement of 11550 H/S, Under the Influence of Controlled Substances.

**LEPD 064 OFFICER SAFETY FIELD TACTICS UPDATE**

Units: 0.75

12.00 hours lecture, 20.00 hours lab

Provides students with an increased knowledge of department policy and procedures. Ensures students are updated on changes in tactical options available and increases their ability to articulate policy. Ensures training is consistent with Use of Force Policy and force options.

**LEPD 065 ARREST AND CONTROL INSTRUCTOR PART 1**

Units: 0.25 – 5.00

8.00 – 85.00 hours lecture

Provides basic concepts and method application of arrest and control techniques including joint locks, pugilistic, and ground control techniques as required by an arrest and control instructor.

**LEPD 066 DRUG RECOGNITION EXPERT INSTRUCTOR**

Units: 2.00

40.00 hours lecture

Designed to prepare students for the drug evaluation instructor role. Topics include adult learning styles, delivery of instruction, and DRE course content.

**LEPD 067 OFFICER SAFETY FIELD TACTICS INSTRUCTOR**

Units: 2.00

40.00 hours lecture

Provides training in skills necessary to become an Officer Safety/Field Tactics Instructor.

**LEPD 068 MAJOR ASSAULT CRIMES INVESTIGATION**

Units: 2.00

40.00 hours lecture

Provides students with an overview of the investigative process and skills required to complete a major assault crimes (domestic violence/sexual assault) investigation.

**LEPD 069 TRAFFIC COLLISION TRAINING UPDATE**

Units: 0.25

5.00 hours lecture, 11.00 hours lab

Designed to re-familiarize the collision investigator with current policies and procedures. Builds upon curriculum taught in the Basic Collision Investigation course and field situations.

**LEPD 070 AUDITING POLICE DEPARTMENTS**

Units: 1.00

24.00 hours lecture

Provides students with skills necessary for auditing police departments. Focuses on risk assessment, audit planning procedures, and sampling techniques.

**LEPD 071 RADAR LASER OPERATOR SCHOOL**

Units: 0.15

8.00 hours lecture

Provides an overview of radar laser operation standards and procedures of usage for law enforcement. Topics include scientific principles, operational considerations, device operation, and legal considerations.

**LEPD 072 ARREST AND CONTROL INSTRUCTOR UPDATE**

Units: 0.50

24.00 hours lecture

Provides students with the opportunity to refresh and update training skills necessary to maintain Arrest and Control Instructor Certification.

**LEPD 073 ARREST AND CONTROL TECHNIQUES UPDATE**

Units: 0.25

16.00 hours lecture

Provides instruction and practice in the arrest and control procedures, including basic joint locks, walk-downs, and takedowns in arrest and control.

**LEPD 074 ICS-300: INTERMEDIATE ICS FOR EXPANDING INCIDENTS**

Units: 1.00

20.00 hours lecture

Expands knowledge of ICS organization and operation with regard to supervisory roles on expanding or type 3 incidents. Includes ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, incident resource management, planning process, demobilization, transfer of command, and close out.

**LEPD 075 FIELD TRAINING OFFICER UPDATE**

Units: 0.25 – 1.50

8.00 - 32.00 hours lecture

Covers the current skills, procedures, techniques and policies necessary to be a Field Training Officer.

**LEPD 076 INTERNAL AFFAIRS INVESTIGATIONS**

Units: 2.00

40.00 hours lecture

Designed to prepare internal affairs investigators and station or agency personnel complaint investigators to work successfully in the complaint investigation environment.

**LEPD 077 WMD – LAW ENFORCEMENT RESPONSE ACTIONS**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the knowledge and skills to execute response actions as a law enforcement official during an incident concerning weapons of mass destruction.

**LEPD 078 FIREARMS TACTICAL (ADVANCED)**

Units: 0.15 - 4.00

2.00 - 18.00 hours lecture, 6.00 - 54.00 hours lab

Provides firearm safety rules, advanced tactics and techniques in the use of a handgun and shotgun, advanced weapon manipulation skills, combat shooting, and marksmanship proficiency.

**LEPD 079 LEADERSHIP EMPLOYEE RELATIONS**

Units: 0.25 – 1.00

8.00 - 24.00 hours lecture

Provides students with the knowledge and skills to execute response actions as a law enforcement official during an incident concerning weapons of mass destruction.

**LEPD 080 RADAR OPERATOR COURSE**

Units: 1.50

20.00 hours lecture, 12 hours lab

Introduces the student to the policies, procedures, techniques, and laws related to the use of radar equipment for traffic enforcement.

**LEPD 081 FIREARMS LONG RIFLE INSTRUCTOR (RITS)**

Units: 2.00

10.00 hours lecture, 30.00 hours lab

Provides students an opportunity to develop the training skills necessary to become Firearms-Long Rifle instructors.

**LEPD 082 FIREARMS SEMI-AUTOMATIC PISTOL 1911**

Units: 0.50

10.00 hours lecture, 20.00 hours lab

Designed to prepare students for safe and proficient operation of a semi-automatic pistol. This includes the proper manipulation, marksmanship, maintenance, parts replacement, care, and cleaning of this weapon system.

**LEPD 083 BICYCLE PATROL SCHOOL**

Units: 2.00

8.00 hours lecture, 32.00 hours lab

Provides students with the basic fundamentals, knowledge, and skills required for bicycle patrol in a law enforcement environment.

**LEPD 084 DRIVER AWARENESS INSTRUCTOR COURSE**

Units: 0.50

12.00 hours lecture, 12.00 hours lab

Provides the student with current information relating to their duties as driving Instructors. Focuses on the latest driving methods.

**LEPD 085 SURVEILLANCE TECHNIQUES**

Units: 0.50

24.00 hours lecture

Provides students with a basic understanding of surveillance concepts and techniques.

**LEPD 086 ARREST AND CONTROL INSTRUCTOR PART 2**

Units: 2.00

40.00 hours lecture

*Prerequisite: LEPD-065*

Reviews techniques taught in the Basic Arrest and Control course as well as adult learning methods, model teaching of techniques, and legal issues facing instructors. Prepares instructors to teach the 40 hour Basic Arrest and Control course.

**LEPD 087 FIREARMS TACTICAL SHOTGUN INSTRUCTOR**

Units: 2.00

20.00 hours lecture, 20.00 hours lab

Provides students with the skills required to safely deliver department standardized shotgun instruction. Topics include training methods, shotgun manipulations, and department policy.

**LEPD 088 DRUG RECOGNITION EXPERT SCHOOL**

Units: 3.00

56.00 hours lecture

Provides detailed instruction on the recognition of persons under the influence of alcohol and/or drugs. Includes the recording and preservation of evidence for presentation in court.

**LEPD 089 PC 832 ARREST ONLY**

Units: 2.00

40.00 hours lecture

Provides the student with the knowledge, skills, and laws necessary to conduct arrests that comply with California law, including aspects of community relations, cultural diversity, use of force, crimes against the justice system, laws of arrest, use of the baton and search and seizure.

**LEPD 090 MOTORCYCLE TRAINING**

Units: 4.00

20.00 hours lecture, 60.00 hours lab

Provides students with the techniques of riding dual purpose motorcycles safely on and off-road. Includes slow cone patterns training and off-road riding skills. Also provides instruction and practical application in pullover and approach, live fire exercise, emergency braking and collision avoidance maneuver techniques.

**LEPD 091 FIREARMS TACTICAL SHOTGUN**

Units: 0.50

4.00 hours lecture, 20.00 hours lab

A fundamental course in the use of the Benelli shotgun utilizing knowledge, skills, techniques, and tactical decision making in the use of the shotgun.

**LEPD 092 HANDGUN INSTRUCTOR SCHOOL (HITS)**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Provides students with the techniques necessary to teach firearms handgun school. Reviews teaching methodology and foundational handgun skills.

**LEPD 093 FIREARMS SEMI-AUTO HANDGUN DE-COCKER TRANSITION**

Units: 0.25

10.00 hours lecture, 20.00 hours lab

Provides training so officers will be able to safely and proficiently operate and care for a traditional double action semi-automatic pistol with de-cocking levers.

**LEPD 094 BICYCLE PATROL SCHOOL UPDATE**

Units: 0.15

5.00 hours lecture, 5.00 hours lab

*Prerequisite: LEPD-083*

Reviews bicycle handling skills, legal aspects of bicycle patrol enforcement, laws and civil liability.

**LEPD 095 INTERVIEW AND INTERROGATION**

Units: 2.00

40.00 hours lecture

Provides students with interrogation tools that can be employed or amended depending on the psychology, non-verbal cues, or actions of the suspect.

**LEPD 096 MENTAL HEALTH INTERVENTION**

Units: 0.25 – 2.00

8.00 - 36.00 hours lecture

Introduces the necessary skills and ability to identify people with mental illness and effectively assess, communicate, intervene, manage field encounters, and prepare accurate documentation.

**LEPD 097 MOTORCYCLE TRAINING INSTRUCTOR**

Units: 2.50

25.00 hours lecture, 55.00 hours lab

Introduces the concepts and skills necessary to become motorcycle instructors, including training techniques to properly demonstrate and complete all of the motor exercises used in the Basic Motorcycle Course.

**LEPD 098 AIRCREW COURSE**

Units: 2.00

40.00 hours lecture

Introduces the concepts, skills and responsibilities necessary to become a Tactical Flight Officer (TFO).

**LEPD 100 BASIC ACADEMY**

Units: 24.00

CSU 550 hours lecture, 370 hours lab

Provides training in basic law enforcement tactics and techniques specifically used by the Los Angeles Police Department. Examines community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship. Letter grade.

**LEPD 110 SUPERVISOR SCHOOL**

Units: 4.00 - 8.00

CSU 76.00 - 152.00 hours lecture, 4.00 - 8.00 hours lab

Provides the student with fundamental concepts and principles of effective supervision. Focuses on management, reporting, and procedure techniques required in the field.

**LEPD 111 LEADERSHIP PART I**

Units: 2.00

CSU 40.00 hours lecture

Introduces the role of the supervisor in the area of leadership. Presents modern behavioral science theories to enhance student's understanding of human motivation, satisfaction, and performance.

**LEPD 112 LEADERSHIP PART II**

Units: 0.75

CSU 32.00 hours lecture

Provides framework to help supervisors organize their knowledge and experience into effective leader actions and integrate the course content into daily leadership practices.

**LEPD 113 LEADERSHIP PART III**

Units: 2.00

CSU 40.00 hours lecture

Presents challenges to develop and achieve personal potential and integrate the course content into daily leadership practices.

**LEPD 114 LEADERSHIP PART IV**

Units: 1.50

CSU 32.00 hours lecture

*Prerequisite: LEPD-113*

Presents an overview of leadership styles and how as a supervisor those styles impact daily work.

**LEPD 118 BASIC COURSE MODULE II**

Units: 8.50

CSU 150 hours lecture, 40 hours lab

*Prerequisite: Successful completion of the level III module and must be current (within three years) in: 1) First Aid/CPR training prescribed by the Emergency Medical Services Authority set forth in the California Code of Regulations Title 22 (100026(b)) and Penal Code 13518; and 2) Arrest & Firearms (PC 832) training requirements. Module III End-of-Course Proficiency Test must have been taken and passed prior to being admitted to the course.*

Provides effective leadership skills, components of leadership, responsibilities of leaders, and the impact of their leadership.

**LEPD 120 WATCH COMMANDER SCHOOL**

Units: 2.00

CSU 40.00 hours lecture

Introduces the various responsibilities associated with the watch commander position.

**LEPD 121 DETECTIVE SCHOOL**

Units: 2.00 – 4.00

CSU 40.00 – 80.00 hours lecture

Provides detectives and detective trainees with information necessary to perform their assignments. Topics include report writing, crime scenes, evidence, surveillance, warrants, interview and interrogation, case presentation, and courtroom testimony.

**LEPD 122 COMMAND OFFICER DEVELOPMENT**

Units: 0.25 – 5.00

CSU 8.00 – 34.00 hours lecture, 8.00 – 110.00 hours lab

Introduces skills necessary to effectively manage the new role and the expectation of a commanding officer.

**LEPD 123 BASIC HOMICIDE SCHOOL (PRESLEY)**

Units: 2.00

CSU 36.00 hours lecture, 4.00 hours lab

Provides the training needs of detectives responsible for investigation homicides.

**LEPD 140 ICI CRIMINAL INVESTIGATION CORE COURSE**

Units: 4.00

CSU 80.00 hours lecture

Provides training for law enforcement personnel assigned to follow-up investigations. The Core Course contains curriculum generic to all investigation specialties.

**LEPD 141 ICI BURGLARY**

Units: 2.00

CSU 40.00 hours lecture

Designed for the training needs of investigators assigned to investigate burglary, theft, and receiving stolen property crimes. Provides students with the duties and responsibilities frequently faced during these types of investigations.

**LEPD 142 ICI VEHICLE THEFT FOUNDATION**

Units: 2.00

CSU 40.00 hours lecture

Provides officers assigned to the vehicle theft investigation unit with the necessary information and techniques to conduct investigations.

**LEPD 143 ICI HOMICIDE INVESTIGATION**

Units: 2.00 - 4.00

CSU 40.00 - 80.00 hours lecture

Introduces laws and investigative theories and methodologies for students to achieve the skills required to perform a homicide investigation.

**LEPD 144 ICI SEXUAL ASSAULT INVESTIGATION**

Units: 2.00

CSU 40.00 hours lecture

Presents a five-module course over the length of 40 hours, focusing on sexual offender typology, victim advocacy, collection of evidence, investigative procedures, and medical and forensic exams are covered extensively.

**LEPD 145 ICI GANG INVESTIGATION FOUNDATION SPECIALTY COURSE**

Units: 2.00

CSU 40.00 hours lecture

Designed to develop law enforcement personnel capable of investigating and testifying in gang related criminal trials.

**LEPD 200 ACADEMY INSTRUCTOR CERTIFICATION COURSE LEVEL 1**

Units: 2.00

CSU 40.00 hours lecture

Introduces the principles, concepts, theories, and skills required to qualify as a Police Academy Instructor according to POST standards.



**LAW ENFORCEMENT, SHERIFF DEPARTMENT  
ADVANCED TRAINING - (LESD)**

**LESD 006 CUSTODY SQUAD TACTICS**

Units: 0.15

8.00 hours lab

Provides students with the knowledge and skills necessary to quell riots in the custody environment.

**LESD 007 CUSTODY OPERATIONS FORCE  
POLICY**

Units: 0.15

8.00 hours lab

Provides students with the knowledge and skills necessary to apply department policies during incidents involving the use or witness to use of force.

**LESD 008 EMERGENCY RESPONSE TEAM**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides students with the knowledge and skills necessary to quell riots in the role of the emergency response team member.

**LESD 010 ARREST CONTROL/DRIVER  
TRAINING (PSP)**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides continued professional training in P.O.S.T. perishable skills.

**LESD 011 TACTICAL COMMUNICATIONS**

Units: 0.15 - 5.00

8.00 - 80.00 hours lecture

Introduces the basic communication skills needed to effectively communicate with inmates in a custody setting.

**LESD 012 FIRST AID RECERTIFICATION**

Units: 0.15 – 1.50

8.00 - 80.00 hours lab

Provides updated training in the methods of identifying and responding to an emergency medical situation.

**LESD 013 JAIL GANGS**

Units: 0.15

8.00 hours lecture

Introduces the history, culture, identification, communications, and improvised weapons used by gangs in a custody environment.

**LESD 014 PRISONER TRANSPORTATION  
SECURITY**

Units: 0.15 – 4.00

8.00 – 68.00 hours lecture

Familiarizes students with department rules and regulations in the transporting of prisoners and their safety.

**LESD 015 JAIL INTELLIGENCE  
GATHERING**

Units: 0.15

8.00 hours lecture

Familiarizes students with the principles of analytical interviewing to enhance their ability and success during interviews in the custody environment.

**LESD 016 BASIC REPORT WRITING  
SKILLS**

Units: 0.15

8.00 hours lecture

Provides students with the basic report writing skills needed to investigate and write reports. Uses written exercises and practical application to assist the students in basic report writing skills and techniques.

**LESD 017 FIRST AID/CPR UPDATE**

Units: 0.15

8.00 hours lab

Provides the knowledge and skills for Basic First Aid techniques, Cardio Pulmonary Resuscitation, AED, Tactical Casualty Care, and relevant policies/procedures.

**LESD 018 SUPERVISORY LINE DEPUTY -  
SUPERVISORY COURSE**

Units: 0.25

14.00 hours lecture, 2.00 hours lab

Introduces the essential supervisory principles and concepts that lead students to accomplish daily supervisory tasks. The students will develop skills that will assist them in problem solving and critical decision making.

**LESD 019 ANGER MANAGEMENT AND  
EFFECTIVE COMMUNICATION**

Units: 0.15

8.00 hours lecture

Provides advanced skills and techniques to enable students to effectively communicate and deal with aspects of anger and practice anger management.

**LESD 020 FIREARMS/TACTICAL RIFLE**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides instruction on department approved use of the AR-15 rifle.

**LESD 021 ADVANCED REPORT WRITING**

Units: 0.15

8.00 hours lecture

Designed to enhance the student's investigative and report writing skills. Provides a description of supplemental reports and report writing rules.

**LESD 022 COURTROOM TESTIMONY**

Units: 0.15

8.00 hours lecture

Provides an overview of the courtroom testimony process. Focuses on courtroom dynamics and the verbal presentation of factual information.

**LESD 023 BASIC DRUG RECOGNITION, INVESTIGATION, AND REPORT WRITING**

Units: 0.15

8.00 hours lecture

Develops the skills necessary for basic drug investigations in a custodial setting. Introduces symptomology for persons under the influence of the most commonly abused drugs.

**LESD 024 SQUAD TACTICS AND RIOT TRAINING**

Units: 0.15

4.00 hours lecture, 4 hours lab

Designed to prepare students with departmentally approved emergency response procedures for riot situations in the custody environment. Provides detailed information pertaining to tactical formations in squad and platoon size deployments.

**LESD 025 DISASTER AND TRIAGE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Introduces emergency triage techniques using the Simple Triage and Rapid Transport system, when responding to a major disaster.

**LESD 026 TEAM CELL EXTRACTIONS**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Familiarizes students with tactics, equipment, special weapons, and force used to extract an inmate. Examines risk management, state and federal laws of authority, force policy, use of less than lethal weapons, and deployment of chemical agents as it relates to cell extractions.

**LESD 027 GROUND DEFENSE TRAINING**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides the techniques to perform ground defense tactics in an adult corrections environment. Topics include force policy, searching, anger management, and take down techniques.

**LESD 028 BASIC JAIL SPECIFIC RESTRAINT TECHNIQUES**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Designed to provide students with jail specific restraint techniques. Main topics include various ways to control a resistant inmate resulting in apprehension with minimal injury.

**LESD 029 FIREARMS/SEMI-AUTOMATIC PISTOL**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides training in basic semi-automatic handgun manipulations. Trains students in the nomenclature, function and use of the duty handgun.

**LESD 030 ADULT CORRECTIONS OFFICER SUPPLEMENTAL CORE COURSE**

Units: 3.00

54 hours lecture, 17.00 hours lab

Provides the student with the skills and knowledge necessary to perform the basic functions of an entry level corrections officer in a custody environment, including inmate management and supervision, inmate conduct and psychology, booking and release procedures, inmate contraband, processing and releasing, security of inmates, medical screening, and emergency response procedures.

**LESD 031 SPECIAL WEAPONS TRAINING**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Designed to familiarize students with policy, nomenclature, and the operation and tactical deployment considerations of special weapons used in the correctional environment.

**LESD 032 CRITICAL DECISION MAKING**

Units: 0.15

8.00 hours lecture

Provides students with critical decision making concepts related to use of force policy. Topics include use of force, searching, handcuffing, and tactical communication techniques.

**LESD 033 IDENTIFYING AND INTERACTING WITH MENTALLY ILL INMATES**

Units: 0.15

8.00 hours lecture

Designed to help students identify signs and symptoms associated with both mentally ill and developmentally disabled inmates. Improves the students' crisis intervention skills, resulting in effective communication and better understanding of inmates who are mentally ill, developmentally disabled or in crisis, ultimately improving overall safety.

**LESD 034 EDGED WEAPON DEFENSE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides edged weapon and blunt instrument defense training. Topics include use of force policy, searching and handcuffing, take down techniques, and critical decision making.

**LESD 035 CUSTODY TRAINING OFFICER SCHOOL**

Units: 1.00

24.00 hours lecture

Designed to assist students with current techniques required of a qualified custody training officer. Topics include the role of the custody training officer, learning supervision, leadership, and communication skills.

**LESD 036 HOSTAGE RESCUE FOR CUSTODY ENVIRONMENTS**

Units: 0.15

8.00 hours lecture

Provides training for the custody officer to respond to a hostage situation in the custody environment and perform a rescue based on department tactics.

**LESD 037 CONTROL, ESCORT, RESTRAIN AND TAKEDOWN (CERT) SERIES #2**

Units: 0.15

8.00 hours lecture

Introduces handcuffing a resistive and or assaultive person, from a standing, kneeling and grounded position, after establishing control via restraint techniques previously learned in CERT series #1. These techniques were selected as a means of maintaining control while minimizing the potential for injury to the subject.

**LESD 038 CONTROL, ESCORT, RESTRAIN AND TAKEDOWN (CERT) SERIES #3**

Units: 0.15

8.00 hours lecture

Instructs deputy and custody assistant personnel in managing a safe tactical distance when confronted with a resistive or assaultive person while minimizing the potential for injury.

**LESD 039 TASER INSTRUCTOR**

Units: 0.50

12.00 hours lecture, 4.00 hours lab

Provides operational theory and practical training to instructors on effective operation of the taser.

**LESD 040 FORCE REFRESHER**

Units: 0.15

5.00 hours lecture, 3.00 hours lab

Introduces the student to the departments use of force policy, control, search, and handcuffing, situational use of force options chart, and carotid restraint techniques.

**LESD 041 ADULT CORRECTIONS OFFICER CORE COURSE**

Units: 13.00

180.00 hours lecture, 132.00 hours lab

Covers the required knowledge and skills for the entry-level corrections officer assigned to a custody position for the first time.

**LESD 042 LEADERSHIP MENTORING AND ETHICS**

Units: 0.15

8.00 hours lab

Provides law enforcement leadership with the knowledge and skills necessary to facilitate discussions, mentor subordinates, and combat unethical behavior by example.

**LESD 044 ETHICS/CRIME SCENE AND EVIDENCE PRESERVATION**

Units: 0.25

8.00 hours lecture

Provides students with the knowledge and skills necessary to make sound decisions in accordance with department policies and properly handle a crime scene and evidence collection inside a custody division facility.

**LESD 100 BASIC COURSE - INTENSIVE**

Units: 24.00

CSU 220 hours lecture, 660 hours lab

Provides training in basic law enforcement tactics and techniques specifically used by the Los Angeles Sheriff Department. Examines community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship. Letter grade.

**RADIO, TELEVISION  
AND FILM***(See Media Entertainment Arts)*

# REAL ESTATE

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

The Real Estate program involves the study of California real estate principles, practices, procedures, and law. It offers courses mandated by the California Bureau of Real Estate (CalBRE) to prepare those who desire a career in real estate.

Students must successfully complete and pass the Real Estate Principles class (REAL-100), the Real Estate Practices class (REAL 101), and one additional class (of the student's choosing from the approved list) in the Real Estate Department to academically qualify for the California Real Estate Sales license and examination. These classes may also be applied to the academic requirement for the California Real Estate Broker license and examination.

On successful completion of the full program, the student will be academically qualified to apply to take the California Real Estate Broker examination.

Target occupations for this course of study include real estate sales, real estate broker, mortgage broker, property manager, loan broker, and escrow officer.

Students are advised to check current California Bureau of Real Estate or other applicable agency academic requirements prior to registering for any course to ensure that it satisfies current requirements as a mandatory or elective course for the Real Estate Sales or Real Estate Broker licenses. The CalBRE and other applicable agency requirements change periodically and the Real Estate Program does not warrant that the listed courses meet current requirements.

### Degree and Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge required for the California Bureau of Real Estate examination for real estate sales and real estate broker licenses.

Program Requirements:

Units Required: 26

	Units
REAL-100 Real Estate Principles .....	3.0
REAL-101 Real Estate Practices .....	3.0
REAL-105 Real Estate Financing .....	3.0
REAL-115 Legal Aspects of Real Estate.....	3.0
REAL-120 Real Estate Appraisal I.....	3.0
BUS-201 Principles of Accounting I .....	5.0

*Plus six units from the following:*

BUS-211 Business Law .....	3.0
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OR

REAL-121 Real Estate Appraisal II .....	3.0
REAL-130 Escrow Procedures and Processing.....	3.0

## REAL 100 REAL ESTATE PRINCIPLES

Units: 3.00

CSU 54.00 hours lecture

Introduces real estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate sales license exam.

## REAL 101 REAL ESTATE PRACTICES

Units: 3.00

CSU 54.00 hours lecture

Examines the theoretical and practical aspects of office operation systems, ethics, obtaining and processing listings, fundamentals of escrow, financing and appraisal within the real estate industry. A State of California required course for the real estate sales license.

## REAL 105 REAL ESTATE FINANCING

Units: 3.00

CSU 54.00 hours lecture

Overview of real estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Bureau of Real Estate salesperson electives and is required of applicants for the Real Estate broker examination.

## REAL 115 LEGAL ASPECTS OF REAL ESTATE

Units: 3.00

CSU 54.00 hours lecture

Examines California real estate law emphasizing practical applications, including sources of real estate law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyances, and security devices.

## REAL 120 REAL ESTATE APPRAISAL I

Units: 3.00

CSU 54.00 hours lecture

Examines real estate appraisals, the appraisal process, as well as the different approaches, methods, and techniques used to determine the value of real property, while emphasizing residential and single unit property. Approved by the California Bureau of Real Estate for sales and broker's educational requirements.



**REAL 121 REAL ESTATE APPRAISAL II**

Units: 3.00

CSU 54.00 hours lecture

Provides an advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Approved by the California Bureau of Real Estate for the sales and broker's license.

**REAL 130 ESCROW PROCEDURES AND PROCESSING**

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of the real estate escrow process emphasizing the procedures used in the State of California. Can be used to satisfy the California Bureau of Real Estate's requirement for both salespersons and brokers.



# RECREATION MANAGEMENT

**Associate in Arts Degree: Recreation Management**

An Associate in Arts degree in Recreational Management involves classes and field experiences which assist the student to prepare for work in the recreation and leisure industry. Recreational managers are responsible for planning and assisting in a variety of programs and overseeing the daily operations of recreational facilities for public agencies (federal, state, county or municipal), private non-profit agencies and business. The diverse curriculum exposes students to the wide range of possibilities for work and career within recreation and leisure industry. Course work includes courses on recreation and contemporary society, outdoor recreation, therapeutic recreation for special populations, and planning programs and events.

Degree Student Learning Outcome:

Students will be able to:

Analyze the motives, values, and benefits to the individual as well as society, that are associated with recreation and leisure experiences.

**Program Requirements:**

Units Required: 23-24

	Units
REC-100	Leisure for Life.....3.0
REC-101	Recreation and Leisure in Contemporary Society.....3.0
REC-102	Planning Programs and Events for Recreation Experiences.....3.0
REC-104	Introduction to Therapeutic Recreation and Special Populations.....3.0
<i>Plus four courses from the following for eleven to twelve units:</i>	
REC-103	Outdoor Recreation and the Natural Environment.....3.0
REC-105	Leadership in Recreation and Leisure Services.....3.0
KPET-120	Emergency Procedures.....2.0
KPET-217	Sports Management.....3.0
HRMGT-101	Introduction to the Hospitality Industry.....3.0
SOCI-233	Sociological Issues of Life and Longevity.....3.0

*Recommended electives:*

BUS-110	Principles of Management.....	3.0
PSYCH-172	Developmental Psychology .....	3.0
<i>OR</i>		
PSYCH-172H	Developmental Psychology - Honors .....	3.0

### **REC 100 LEISURE FOR LIFE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the nature and scope of leisure and the influence of leisure pursuits for personal and social growth. Examines the relationship between personal leisure lifestyle behaviors and wellness. Topics include the development of personal leisure values, assessment of leisure benefits and leisure time management and planning.

### **REC 101 RECREATION AND LEISURE IN CONTEMPORARY SOCIETY**

Units: 3.00

CSU 54.00 hours lecture

Investigates the contributions of play, leisure and recreation to the social, psychological and economic well-being of individuals and groups, incorporating local, regional, national and international perspectives.

### **REC 102 PLANNING PROGRAMS AND EVENTS FOR RECREATION EXPERIENCES**

Units: 3.00

CSU 54.00 hours lecture

Presents the principles and practice of effective recreational leadership including program and event planning as it relates to play, recreation, and leisure experiences.

### **REC 103 OUTDOOR RECREATION AND THE NATURAL ENVIRONMENT**

Units: 3.00

CSU 54.00 hours lecture

Examines recreation in the outdoor and natural environment including the emergence of outdoor recreation in the United States, the benefits attributed to outdoor experiences and management policies and practices related to recreation in natural environments. Field trips may be required.

### **REC 104 INTRODUCTION TO THERAPEUTIC RECREATION AND SPECIAL POPULATIONS**

Units: 3.00

CSU 54.00 hours lecture

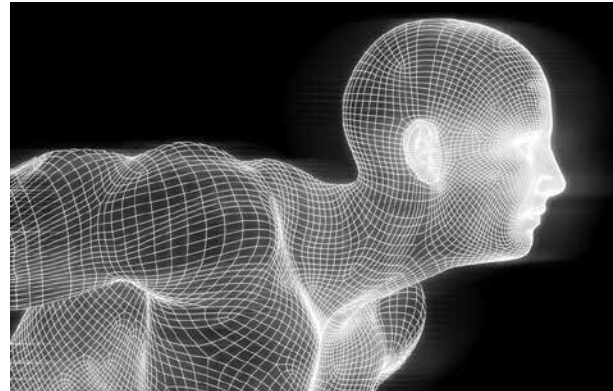
Introduces the characteristics and needs of individuals with disabilities and special populations as they relate to the delivery of recreation and leisure services, including the nature and function of recreation in rehabilitation agencies and therapeutic recreation settings, plus planning and adapting recreational programs in various settings.

### **REC 105 LEADERSHIP IN RECREATION AND LEISURE SERVICES**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the foundations of leadership and management skills integral for recreational leaders, emphasizing leadership theories and developing competencies and skills for effective leadership. Examines leadership roles in various recreation and leisure settings.



# SIGN LANGUAGE

## Associate in Arts Degree: American Sign Language Interpreting

The American Sign Language Interpreting program is a comprehensive two-year program designed to award students with an Associate in Arts degree in American Sign Language Interpreting. The degree will provide students with transfer opportunities to a four-year college or university as well as equip them with the necessary skills for entry-level positions within the field of interpreting.

Students may take American Sign Language courses to satisfy the General Education language requirement. They may also take the courses for pleasure or practical usage in communication with the deaf community, as well as to prepare for a profession that will require communication competence in the language. Enrollment in the courses will provide students with opportunities to develop their linguistic skills as well as their cultural awareness.

Interpreters work in a variety of settings. These include, but are not limited to: educational, legal, medical, religious, community, theater, rehabilitation, and freelance.

Students with an American Sign Language Interpreting degree will develop the following competencies:

- \* Advanced American Sign Language skills
- \* Knowledge of the Code of Ethics for Interpreters
- \* Knowledge of principles, practices, and procedures of interpreting
- \* Knowledge of deaf culture
- \* Knowledge of interpreting techniques
- \* Interpreting skills (English to ASL)
- \* Transliterating skills (English to MCE)
- \* American Sign Language/MCE to English skills
- \* Cultural bridging techniques
- \* Idiomatic and specialized vocabulary skills
- \* Knowledge of specialized settings and applied techniques
- \* Fingerspelling skills: Expressive and receptive
- \* Historical knowledge of American Sign Language, deaf culture, and interpreting
- \* Knowledge of the structure of American Sign Language

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an interpreter.

### Program Requirements:

Units Required: 38

	Units
SIGN-103	American Sign Language III ..... 4.0
SIGN-104	American Sign Language IV ..... 4.0
SIGN-110	American Deaf Culture ..... 3.0
SIGN-112	Interpreting: Principles and Practices ..... 3.0
SIGN-200	Specialized Signs and Settings ..... 3.0
SIGN-201	Interpreting I ..... 3.0
SIGN-202	Transliterating I ..... 3.0
SIGN-203	Sign to English Interpreting/Transliterating I ..... 3.0
SIGN-204	Interpreting II ..... 3.0
SIGN-205	Transliterating II ..... 3.0
SIGN-206	Sign to English Interpreting/Transliterating II ..... 3.0

*Plus a minimum of three units from the following a minimum of 1 unit of CWE-188SIGN is required:*

CWE-188SIGN	Cooperative Work Experience Education ..... 1.0
ENGL-111	Introduction to Linguistics ..... 3.0
SIGN-111	Fingerspelling ..... 2.0
SIGN-113	Creative Uses of Sign ..... 3.0
SIGN-114	Working and Socializing with People ... Who are Deaf-Blind ..... 4.0

### Certificate of Specialization: Deaf-Blind Support Service Provider

Students completing this certificate will be equipped with advanced skills in American Sign Language. An emphasis will be placed on deaf and deaf-blind culture, allowing them to work and socialize successfully with deaf-blind individuals and other professional service providers.

### Degree and Certificate Student Learning Outcome:

Students will learn about the deaf and deaf-blind cultures with an emphasis on communication and guiding techniques, equipping them to work and socialize with deaf-blind people.

Program Requirements:

Units Required: 15

	Units
SIGN-104	American Sign Language IV ..... 4.0
SIGN-110	American Deaf Culture ..... 3.0
SIGN-114	Working and Socializing with People ... Who are Deaf-Blind ..... 4.0
SIGN-200	Specialized Signs and Settings ..... 3.0
CWE-188SIGN	Cooperative Work Experience Education ..... 1.0

**SIGN 101 AMERICAN SIGN LANGUAGE I**

Units: 4.00

UC:CSU 72.00 hours lecture

Presents the fundamentals of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Corresponds to the first two years of ASL offered in the high school. Field assignment required.

**SIGN 102 AMERICAN SIGN LANGUAGE II**

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite: SIGN-101.*

Continues the 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, conversational skills, cultural awareness, grammatical features and vocabulary development. Field assignments required.

**SIGN 103 AMERICAN SIGN LANGUAGE III**

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite: SIGN-102*

Continues the study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an increased emphasis on complex vocabulary, grammatical structures, and cultural awareness. Field assignments required.

**SIGN 104 AMERICAN SIGN LANGUAGE IV**

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite: SIGN-103*

An advanced study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an emphasis placed on fluency and refinement of complex vocabulary, grammatical structures, and cultural awareness. Students gain a greater ability to utilize various verb types, temporal markers, adverbial and adjectival structures. Field assignments required.

**SIGN 110 AMERICAN DEAF CULTURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Studies various aspects of American deaf culture, including the description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people. Field assignments required.

**SIGN 111 FINGERSPELLING**

Units: 2.00

CSU 36.00 hours lecture

*Prerequisite: SIGN-102*

Develops basic skills in receptive and expressive fingerspelling. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language.

**SIGN 112 INTERPRETING: PRINCIPLES AND PRACTICES**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-102*

Introduces the field of sign language interpreting including the history of interpreting, models of interpretation, professional standards, code of ethics, interpreter assessments, credentialing, roles and responsibilities.

**SIGN 113 CREATIVE USES OF SIGN**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-103*

Introduces students to artistic expressions of American Sign Language including poetry, storytelling, play on signs, songs, puns, jokes, handshape stories, and theatrical presentation of signs. Perspective, movement, characterization, form, and technique will be explored.

**SIGN 114 WORKING AND SOCIALIZING WITH PEOPLE WHO ARE DEAF-BLIND**

Units: 4.00

CSU 72.00 hours lecture

*Prerequisite: SIGN-103*

Provides interpreters and interpreting students with an introductory level overview of working with deaf-blind people. Students will become familiar with features of the deaf-blind community, learn common etiologies of deaf-blindness, learn basic communication and guiding skills for use with deaf-blind people, and experience a variety of situations simulating deaf-blindness. Field trip may be required.

**SIGN 200 SPECIALIZED SIGNS AND SETTINGS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-104, 110 and 112*

Introduces students to specialized signs for vocabulary and specialized terminology presented in a variety of environments including educational, religious, medical, legal, and theatrical. Special settings (deaf-blind, tactile, oral, teaming, and video-relay) will be analyzed and interpreting techniques will be applied.



**SIGN 201 INTERPRETING I**

Units: 3.00  
 CSU 54.00 hours lecture  
*Prerequisite: SIGN-104, 110 and 112*  
 Introduces the process of consecutive interpreting including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into American Sign Language.

**SIGN 202 TRANSLITERATING I**

Units: 3.00  
 CSU 54.00 hours lecture  
*Prerequisite: SIGN-104, 110 and 112*  
 Introduces the process of consecutive transliteration, analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

**SIGN 203 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING I**

Units: 3.00  
 CSU 54.00 hours lecture  
*Prerequisite: SIGN-104, 110 and 112*  
 Introduces the skills required for accurate Sign to English interpretation/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing common techniques and difficulties.

**SIGN 204 INTERPRETING II**

Units: 3.00  
 CSU 54.00 hours lecture  
*Prerequisite: SIGN-201*  
 Develops advanced, simultaneous interpreting skills, including the skills for analyzing, processing, and interpreting English meaning and conveying it simultaneously into American Sign Language.

**SIGN 205 TRANSLITERATING II**

Units: 3.00  
 CSU 54.00 hours lecture  
*Prerequisite: SIGN-202*  
 Develops the advanced process of simultaneous transliterating, including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.  
 SIGN 206 SIGN TO ENGLISH

**SIGN 206 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING II**

Units: 3.00  
 CSU 54.00 hours lecture  
*Prerequisite: SIGN-203*  
 Develops the advanced skills and knowledge for accurate simultaneous Sign to English interpretation/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing solutions to common difficulties.

**SOCIAL SCIENCE**

**Associate in Arts Degree: Social Science**

Social Science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary view, as well as historical roots and evolving perspectives. This degree takes an interdisciplinary approach to the field and is designed to provide an overview of the broad range of courses that constitute and are available in the social sciences.

**Degree Student Learning Outcome:**

Students will be able to analyze current and historical individuals or groups using concepts and theories from the social sciences.

**Program Requirements:**

Units Required: 24

Units

*Three units from the following:*

PSYCH-101	Introduction to Psychology .....	3.0
PSYCH-101H	Introduction to Psychology - Honors .....	3.0
PSYCH-172	Developmental Psychology .....	3.0
PSYCH-172H	Developmental Psychology - Honors .....	3.0

*Plus three units from the following:*

ANTHRO-103	Cultural Anthropology .....	3.0
ANTHRO-103H	Cultural Anthropology - Honors .....	3.0
ANTHRO-210	Indians of California.....	3.0

*Plus three units from the following:*

SOCI-101	Introduction to Sociology .....	3.0
SOCI-101H	Introduction to Sociology - Honors .....	3.0
SOCI-207	Social Problems.....	3.0

*Plus three units from the following:*

HIST-101	History of Western Civilization: The Pre-Industrial West.....	3.0
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OR

HIST-101H	History of Western Civilization: The Pre-Industrial West..... - Honors.....	3.0
HIST-102	History of Western Civilization: The Modern Era.....	3.0
HIST-161	World History I.....	3.0

Plus three units from the following:

POLISC-230	Political Theory .....	3.0
POLISC-250	Comparative Government and Politics .....	3.0
POLISC-270	International Relations.....	3.0

Plus nine units from the following:

BUS-126	Managing Diversity in the Workplace.....	3.0
COMS-260	Communication and Gender.....	3.0
ECON-201	Macroeconomics .....	3.0
<i>OR</i>		
ECON-201H	Macroeconomics - Honors.....	3.0
GEOG-102	Cultural Geography .....	3.0
HIST-120	The Role of Women in the History of the United States.....	3.0
<i>OR</i>		
HIST-120H	The Role of Women in the History of the United States - Honors.....	3.0
HIST-240	Latin American Civilization.....	3.0
PSYCH-235	Psychology of Gender Roles.....	3.0
PSYCH-240	Abnormal Psychology.....	3.0
PSYCH-272	Adult Development and Aging .....	3.0
SOCI-103	Intimate Relationships and Families .....	3.0
<i>OR</i>		
SOCI-103H	Intimate Relationships and Families - Honors .....	3.0
SOCI-105	Multiculturalism in the United States .....	3.0
SOCI-200	Introduction to Women's Studies.....	3.0
<i>OR</i>		
SOCI-200H	Introduction to Women's Studies Honors.....	3.0
SOCI-233	Sociological Issues of Life and Longevity .....	3.0
SOCI-250	Introduction to Criminology.....	3.0

# SOCIOLOGY

The Sociology major is designed to prepare students for further studies in the discipline which will lead to the B.A., M.A., and/or Ph.D. degrees. The Associate in Arts degree in Sociology will provide an introduction to the major theoretical perspectives, research methodologies, and related sub-areas associated with the field. The degree incorporates the primary courses required for the bachelor's degree at many four-year colleges and universities, as well as establishes the foundation needed for later graduate studies. Students can also pursue the A.A. degree in Sociology, yet decide not to attain the bachelor's degree. The field of sociology provides students with a broad based knowledge of human behavior and social interaction, which is transferable to a multitude of areas, including education, law, medicine, government, administration of justice, and organizations.

## Associate in Arts Degree: Sociology for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

- 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a "C" or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU

system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Sociology. Additional majors are being developed. Please see a counselor for more information.

**Degree Student Learning Outcome:**

Students will be able to analyze a social issue using sociological concepts.

**Program Requirements:**

Units Required: 18-19

	Units
SOCI-101 Introduction to Sociology .....	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology - Honors ..	3.0
<i>Plus six units from the following:</i>	
SOCI-102 Introduction to Sociological Research Methods .....	3.0
MATH-140 Introductory Statistics .....	4.0
<i>OR</i>	
MATH-140H Introductory Statistics - Honors .....	4.0
<i>OR</i>	
PSYCH-104 Statistics for the Behavioral Sciences .....	3.0
<i>OR</i>	
SOCI-137 Statistics for the Social Sciences.....	3.0
<i>Plus six units from the following:</i>	
PSYCH-109 Social Psychology .....	3.0
<i>OR</i>	
SOCI-110 Self and Society.....	3.0
SOCI-103 Intimate Relationships and Families .....	3.0
<i>OR</i>	
SOCI-103H Intimate Relationships and Families - Honors .....	3.0
SOCI-106 Introduction to Race and Ethnicity...3.0	
SOCI-200 Introduction to Women's Studies.....3.0	
<i>OR</i>	
SOCI-200H Introduction to Women's Studies - Honors.....	3.0
SOCI-207 Social Problems.....	3.0
SOCI-250 Introduction to Criminology.....	3.0
<i>Plus three units from the following that have not already been selected from the courses listed above:</i>	
PSYCH-109 Social Psychology .....	3.0
SOCI-103 Intimate Relationships and Families .....	3.0

*OR*

SOCI-103H Intimate Relationships and Families - Honors .....	3.0
SOCI-105 Multiculturalism in the United States .....	3.0
SOCI-106 Introduction to Race and Ethnicity...3.0	
SOCI-107 Introduction to Chicana/o Studies....3.0	
SOCI-108 Thinking Critically About Social Issues .....	3.0
SOCI-110 Self and Society.....	3.0
SOCI-130 Introduction to LGBTQ+ Studies .....	3.0
SOCI-200 Introduction to Women's Studies.....3.0	
<i>OR</i>	
SOCI-200H Introduction to Women's Studies Honors.....	3.0
SOCI-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
SOCI-250 Introduction to Criminology.....	3.0

**Associate in Arts Degree: Sociology**

**Degree Student Learning Outcome:**

Students will be able to analyze a social issue using sociological concepts.

**Program Requirements:**

Units Required: 24

	Units
SOCI-101 Introduction to Sociology .....	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology - Honors ..3.0	
<i>Plus the following:</i>	
SOCI-102 Introduction to Sociological Research Methods .....	3.0
SOCI-108 Thinking Critically About Social Issues .....	3.0
<i>Plus 12 units from the following:</i>	
SOCI-103 Intimate Relationships and Families .....	3.0
<i>OR</i>	
SOCI-103H Intimate Relationships and Families - Honors .....	3.0
SOCI-105 Multiculturalism in the United States .....	3.0
SOCI-106 Introduction to Race and Ethnicity...3.0	

SOCI-107	Introduction to Chicana/o Studies.....	3.0
SOCI-110	Self and Society.....	3.0
SOCI-130	Introduction to LGBTQ+ Studies .....	3.0
SOCI-200	Introduction to Women's Studies.....	3.0

OR

SOCI-200H	Introduction to Women's Studies Honors.....	3.0
SOCI-205	Society and the Environment.....	3.0
SOCI-207	Social Problems.....	3.0
SOCI-208	Sociology of Death and Dying .....	3.0
SOCI-210	Sociology of Deviance, Crime and Social Control.....	3.0
SOCI-230	Sociology of Sexualities.....	3.0
SOCI-233	Sociological Issues of Life and Longevity .....	3.0
SOCI-250	Introduction to Criminology.....	3.0

Plus three units from the following:

SOCI-137	Statistics for the Social Sciences.....	3.0
MATH-140	Introductory Statistics	4.0
MATH-140H	Introductory Statistics - Honors .....	4.0

### **SOCI 101 INTRODUCTION TO SOCIOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 110

Examines small group interactions and cultural patterns of American and other societies using the conceptual, theoretical, and methodological principles and applications to explain how values, roles, norms, social interaction, and social inequality as well as other concepts influence individuals, groups and society.

### **SOCI 101H INTRODUCTION TO SOCIOLOGY - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 110

Examines small group interactions and cultural patterns of American and other societies using the conceptual, theoretical, and methodological principles and applications to explain how values, roles, norms, social interaction, and social inequality as well as other concepts influence individuals, groups and society. Additional reading, writing, and research techniques are required.

### **SOCI 102 INTRODUCTION TO SOCIOLOGICAL RESEARCH METHODS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 120

*Prerequisite: SOCI-101 or SOCI-101H*

*Recommended Preparation: SOCI-137*

Introduces empirical scientific methods used in contemporary sociological research with focus on ethics, theory, hypotheses, variables, quantitative and qualitative research design (e.g., observational, experimental, case study, and comparative historical), data collection, and data analysis using SPSS.

### **SOCI 103 INTIMATE RELATIONSHIPS AND FAMILIES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 130

Examines the various forms of intimate partner relationships that exist within a diverse, multicultural society. Social, cultural, and political constructs that apply to the definition, status and legality of human partnerships are analyzed.

### **SOCI 103H INTIMATE RELATIONSHIPS AND FAMILIES - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 130

Examines the various forms of intimate partner relationships that exist within a diverse, multicultural society. Social, cultural, and political constructs that apply to the definition, status, and legality of human partnerships are analyzed. Additional reading, writing and research techniques are required.

### **SOCI 104 INTRODUCTION TO SOCIAL JUSTICE STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces social justice theories and the historical and contemporary responses to inequality and injustice. The role of imbalances of power in society, social movements, culture, politics and institutions will be discussed. The course also explores a broad range of issues including notions of inequality based on race, class, gender, sexuality, sexual orientation, and issues related to environmental and criminal justice and human rights.

### **SOCI 105 MULTICULTURALISM IN THE UNITED STATES**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores several levels of cultural diversity in the context of a complex, modern society, while developing the skills to understand and live in an increasingly multicultural U.S. society.



**SOCI 106 INTRODUCTION TO RACE AND ETHNICITY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 150

Presents the sociological analysis of race, ethnicity, and racism while examining the cultural, historical, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, and patterns of interaction between various racial and ethnic groups.

**SOCI 107 INTRODUCTION TO CHICANA/O CULTURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the study of cultural, economic, educational and political issues as they impact the Chicana/o in the U.S. Includes a study of the contributions that Chicana/os have made in these areas.

**SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Compares and contrasts the content, meaning and interpretation of social phenomena as reported by the media and scientific community. Literary criticism, logic, argumentation, and persuasion are used to analyze the content and validity of social issues. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.

**SOCI 110 SELF AND SOCIETY**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines ways in which culture and socialization affect individual conduct, including social structures and social institutions, and their effect on the development of self identity, attitudes, values and norms of social behavior.

**SOCI 130 INTRODUCTION TO LGBTQ+ STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces students to the study of social issues related to LGBTQ+ identities.

**SOCI 137 STATISTICS FOR THE SOCIAL SCIENCES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 125

*Prerequisite: MATH-070 or MATH-075*

Examines methods used in the social sciences to gather quantitative data and to compute, interpret, apply, and present statistical analyses via the use of SPSS software. UC credit limitation: ECON-291, MATH-140, MATH-140H, PSYCH-104 and SOCI-137 combined, maximum credit one course.

**SOCI 200 INTRODUCTION TO WOMEN'S STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SJS 120, SOCI 140

Provides an overview of the academic field of women's studies, including the social and cultural consequences of living in a "gendered world." Socialization, communication, politics, crime, sexuality, and religion are examined, as well as the historical and cross-cultural aspects of gender relationships.

**SOCI 200H INTRODUCTION TO WOMEN'S STUDIES HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SJS 120, SOCI 140

Provides an overview of the academic field of women's studies, including the social and cultural consequences of living in a "gendered world." Socialization, communication, politics, crime, sexuality, and religion are examined, as well as the historical and cross-cultural aspects of gender relationships. Additional reading, writing, and research techniques are required.

**SOCI 205 SOCIETY AND THE ENVIRONMENT**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the interconnections between the social and biological features of society, as well as the sociological ramifications of environmental policies and cultural practices.

**SOCI 207 SOCIAL PROBLEMS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 115

Applies sociological principles and the research process to identify and analyze contemporary social problems, both nationally and globally, while considering the role of power and ideology in the definition of social problems, their causes and consequences, and solutions and interventions.

**SOCI 208 SOCIOLOGY OF DEATH AND DYING**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 Examines the cultural, social, and political meanings of death as it exists within the United States and abroad while analyzing the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by society.

**SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 Provides a sociological explanation of deviance, crime, and social control found within the United States, including the societal norms, values, and beliefs that influence socially constructed definitions of deviant behavior.

**SOCI 230 SOCIOLOGY OF SEXUALITIES**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 Explores sociological perspectives, theories, and research of sexuality from historical and contemporary social, cultural, and gendered contexts in a diverse society.

**SOCI 233 SOCIOLOGICAL ISSUES OF LIFE AND LONGEVITY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 Examines the life course of older adults and the aging process, including the cultural, social, and political influences that shape concepts of growing old.

**SOCI 250 INTRODUCTION TO CRIMINOLOGY**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID SOCI 160  
 Explores the scientific study of crime and criminality and the definition of crime and its violations as well as the laws and methods used to control criminal behavior. Formerly SOCI-150.

**SOLAR**

**Certificate of Specialization: Solar Energy Technician**

The Solar Energy Technician certificate of specialization is designed to provide entry level skills to students seeking employment as an installer of solar panels or solar thermal systems. Students will gain a broad knowledge of alternative energy, system design and installation techniques. The program will prepare students for the North American Board of Certified Energy Practitioners (NABCEP) exams in Entry-Level Solar Thermal and Entry-Level Photovoltaic.

Certificate Student Learning Outcome:  
 Students will be able to demonstrate proficiency in the core skills and knowledge required to design and install basic solar electrical (photovoltaic) systems, and basic solar thermal systems.

Program Requirements:

Units Required: 8

	Units
SOLAR-050 Photovoltaic Systems .....	5.0
SOLAR-101 Introduction to Energy Technology .....	3.0

**SOLAR 050 PHOTOVOLTAIC SYSTEMS**

Units: 5.00  
 54.00 hours lecture, 108.00 hours lab  
*Prerequisite: SOLAR-101*  
 Presents the principles of photovoltaics, including site evaluation, system design, performance simulation, permitting, installation, and rebates and financial incentives. Prepares students for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Photovoltaics Examination.

**SOLAR 101 INTRODUCTION TO ENERGY TECHNOLOGY**

Units: 3.00  
 CSU 54.00 hours lecture  
 Introduces major types of energy and their sources and interrelationships while exploring concepts of renewability, sustainability, and environmental impacts.

**SOLAR**

# THEATRE

The Theatre program at College of the Canyons is designed to provide students with the lower-division major preparation for transfer to a four-year university with a major in Theatre.

Career opportunities for theatre professionals are diverse and serve people at all stages of life, in settings that touch our lives almost daily: live theatrical presentations and performances, recorded medium (including: film, television, radio, video, computer games), large public events and conventions, recreation, art and education programming in both the private and public sectors and amusement parks and attractions. Participation in these settings include, performers, designers, writers, directors, and managers.

## Associate in Arts Degree: Theatre Arts for Transfer

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students must earn a “C” or better in all courses required for the major or area of emphasis.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on

university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Theatre Arts. Additional majors are being developed. Please see a counselor for more information.

### Degree Student Learning Outcome:

Students will be able to:

- Demonstrate a basic level of competency as a performer or technician (stagecraft, make-up design, costume construction or stage lighting technology) performing the duties of either in a realized production.
- Analyze and critique dramatic literature and/or performance.

### Program Requirements:

Units Required:18

Choose three units from the following:

	Units
THEATR-110 Understanding Theatre.....	3.0
<i>OR</i>	
THEATR-110H Understanding Theatre – Honors.....	3.0
<i>OR</i>	
THEATR-220 Theatre History I.....	3.0
<i>Plus three units from the following:</i>	
THEATR-140 Acting Fundamentals.....	3.0
<i>Plus three units from the following:</i>	
THEATR-180A Rehearsal/Performance (Drama): Ensemble .....	1.5 – 4.0
THEATR-180B Rehearsal/Performance (Drama): Supporting Role.....	1.5 – 4.0
THEATR-180C Rehearsal/Performance (Drama): Principal.....	1.5 – 4.0
THEATR-181A New Play Development and Production – Beginning .....	1.5 – 4.0
THEATR-181B New Play Development and Production – Intermediate .....	1.5 – 4.0
THEATR-181C New Play Development and Production – Advanced.....	1.5 – 4.0
THEATR-182A Rehearsal/Performance (Comedy): Ensemble.....	1.5 – 4.0
THEATR-182B Rehearsal/Performance (Comedy): Supporting Role....	1.5 – 4.0
THEATR-182C Rehearsal/Performance (Comedy): Principal.....	1.5 – 4.0
THEATR-184A Rehearsal/Performance (Musical Theatre): Ensemble.....	1.5 – 4.0
THEATR-184B Rehearsal/Performance (Musical Theatre): Supporting Role .....	1.5 – 4.0

THEATR-184C	Rehearsal/Performance (Musical Theatre): Principal.....	1.5 – 4.0
THEATR-186A	Technical Theatre I (Beginning) .....	1.5 – 4.0
THEATR-186B	Technical Theatre II (Intermediate) .....	1.5 – 4.0

*Plus nine units from the following:*

THEATR-120	Stagecraft .....	3.0
THEATR-130	Fundamentals of Costume Design .....	3.0
THEATR-141	Scene Performance.....	3.0
THEATR-210	Script Analysis .....	3.0

### Associate in Arts Degree: Theatre

#### Degree Student Learning Outcome:

Students will be able to demonstrate performance techniques and proficiency in one or more technical area.

#### Program Requirements:

Units Required: 20.5 - 21

		Units
THEATR-110	Understanding Theatre.....	3.0
	<i>OR</i>	

THEATR-110H	Understanding Theatre – Honors.....	3.0
THEATR-140	Acting Fundamentals.....	3.0

*Plus one and a half - two units from the following:*

THEATR-180A	Rehearsal/Performance (Drama): Ensemble .....	1.5 – 4.0
THEATR-180B	Rehearsal/Performance (Drama): Supporting Role.....	1.5 – 4.0
THEATR-180C	Rehearsal/Performance (Drama): Principal.....	1.5 – 4.0
THEATR-182A	Rehearsal/Performance (Comedy): Ensemble.....	1.5 – 4.0
THEATR-182B	Rehearsal/Performance (Comedy): Supporting Role....	1.5 – 4.0
THEATR-182C	Rehearsal/Performance (Comedy): Principal.....	1.5 – 4.0
THEATR-184A	Rehearsal/Performance (Musical Theatre): Ensemble..	1.5 – 4.0
THEATR-184B	Rehearsal/Performance (Musical Theatre): Supporting Role .....	1.5 – 4.0
THEATR-184C	Rehearsal/Performance (Musical Theatre): Principal.....	1.5 – 4.0

THEATR-186A	Technical Theatre I (Beginning) .....	1.5 – 4.0
THEATR-186B	Technical Theatre II (Intermediate) .....	1.5 – 4.0

*Plus ten units from the following:*

THEATR-061	Auditioning for Stage, Film and Television.....	2.0
THEATR-126	Improvisation .....	2.0
THEATR-127	Improvisational Performance.....	2.0
THEATR-141	Scene Performance.....	3.0
THEATR-144	Acting for the Camera.....	3.0
THEATR-161	Musical Theatre Techniques.....	2.0
THEATR-162	Musical Theatre Techniques II.....	2.0
THEATR-196	Theater Festival Competition .....	1.5
	Preparation .....	
THEATR-210	Script Analysis .....	3.0
THEATR-220	Theatre History I.....	3.0
THEATR-221	Theatre History II.....	3.0
THEATR-240	Acting Shakespeare .....	3.0
THEATR-241	Movement of the Performer.....	3.0
THEATR-242	Voice of the Performer.....	3.0

*Plus three units from the following:*

THEATR-120	Stagecraft .....	3.0
THEATR-130	Fundamentals of Costume Design .....	3.0

### Associate in Arts Degree: Theatre – Performance

An Associate in Arts degree in Theatre – Performance offers courses in both theory and practice. Students acquire an immediately useful set of theatre skills, including acting, voice, movement, and script-analysis, while working with a wide spectrum of production experiences in which to practice them. Courses in history, theory and criticism place the art of theatre in its larger historical context.

The performance major will acquire a strong foundation in theatre and the dramatic form. Requirements for the major include all aspects of the dramatic event: creation, rehearsal, and performance. Practical experience is gained in a number of performance spaces and genres. Students are provided with the opportunity to participate in a professional setting, giving the student an understanding of the theatrical production and dramatic experience.

#### Degree Student Learning Outcome:

Students will be able to demonstrate advanced performance techniques.

#### Program Requirements:

Units Required: 23



		Units
THEATR-110	Understanding Theatre.....	3.0
	<i>OR</i>	
THEATR-110H	Understanding Theatre – Honors.....	3.0
THEATR-140	Acting Fundamentals.....	3.0
THEATR-141	Scene Performance.....	3.0
	<i>Plus three units from the following:</i>	
THEATR-120	Stagecraft.....	3.0
THEATR-130	Fundamentals of Costume Design.....	3.0
	<i>Plus three units from the following:</i>	
THEATR-180A	Rehearsal/Performance (Drama): Ensemble.....	1.5 – 4.0
THEATR-180B	Rehearsal/Performance (Drama): Supporting Role.....	1.5 – 4.0
THEATR-180C	Rehearsal/Performance (Drama): Principal.....	1.5 – 4.0
THEATR-181A	New Play Development and Production – Beginning.....	1.5 – 4.0
THEATR-181B	New Play Development and Production – Intermediate.....	1.5 – 4.0
THEATR-181C	New Play Development and Production – Advanced.....	1.5 – 4.0
THEATR-182A	Rehearsal/Performance (Comedy): Ensemble.....	1.5 – 4.0
THEATR-182B	Rehearsal/Performance (Comedy): Supporting Role.....	1.5 – 4.0
THEATR-182C	Rehearsal/Performance (Comedy): Principal.....	1.5 – 4.0
THEATR-184A	Rehearsal/Performance (Musical Theatre): Ensemble.....	1.5 – 4.0
THEATR-184B	Rehearsal/Performance (Musical Theatre): Supporting Role.....	1.5 – 4.0
THEATR-184C	Rehearsal/Performance (Musical Theatre): Principal.....	1.5 – 4.0
THEATR-186A	Technical Theatre I (Beginning).....	1.5 – 4.0
THEATR-186B	Technical Theatre II (Intermediate).....	1.5 – 4.0
	<i>Plus eight units from the following:</i>	
THEATR-061	Auditioning for Stage, Film and Television.....	2.0
THEATR-126	Improvisation.....	2.0
THEATR-127	Improvisational Performance.....	2.0
THEATR-144	Acting for the Camera.....	3.0

THEATR-161	Musical Theatre Techniques.....	2.0
THEATR-162	Musical Theatre Techniques II.....	2.0
THEATR-196	Theater Festival Competition Preparation.....	1.5
THEATR-210	Script Analysis.....	3.0
THEATR-240	Acting Shakespeare.....	3.0
THEATR-241	Movement for the Performer.....	2.0
THEATR-242	Voice for the Performer.....	2.0

*Recommended electives:*

THEATR-061	Auditioning for Stage, Film and Television.....	2.0
THEATR-126	Improvisation.....	2.0
THEATR-161	Musical Theatre Techniques.....	2.0
THEATR-241	Movement for the Performer.....	2.0
THEATR-242	Voice for the Performer.....	2.0

### THEATR 060 THE BUSINESS OF ACTING

Units: 3.00

54.00 hours lecture

Provides an introduction to acting as a business and approaches to becoming a working professional in the entertainment industry, including pictures, resumes, new technologies, agents, unions, interviewing, auditioning and marketing.

### THEATR 061 AUDITIONING FOR STAGE, FILM AND TELEVISION

Units: 2.00

18.00 hours lecture, 54.00 hours lab

Presents processes for professional work in theatre, television and film, including selection, preparation and performance of material with which to audition.

### THEATR 100 THEATRE APPRECIATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys theatre by exploring the creation and presentation of theatrical performances. Students are required to attend on-campus and regional live performances.

### THEATR 110 UNDERSTANDING THEATRE

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR-111

Analyzes theatre and the theatrical event from the audience perspective, including the functions of the producer, architect, playwright, director, actors, designers, and critics. Students will be required to attend live theatre productions.

**THEATR 110H UNDERSTANDING THEATRE - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

-C-ID THTR-111

*Recommended Preparation: ENGL-101 or ENGL-101H*

Analyzes theatre and the theatrical event from the audience perspective, including the functions of the producer, architect, playwright, director, actors, designers, and critics. Students will be required to attend live theatre productions. Literary and production analysis skills will differentiate this honors course from the non-honors version.

**THEATR 120 STAGECRAFT**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID THTR-171

Provides the theory and practical application of technical elements for the stage including scenic design, construction, painting, rigging, safety practices, methods of shifting scenery, theatrical lighting and programming, and theatrical audio equipment.

**THEATR 126 IMPROVISATION**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces the principles and practice of theatrical improvisation. Focusing on the development of spontaneity, physicalization and interaction as they pertain to the creation of improvised character and ensemble performance techniques.

**THEATR 127 IMPROVISATIONAL PERFORMANCE**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-126*

Further develops improvisational skills, including spontaneity, physicalization, character and ensemble. Improvisational techniques are directed towards live performance. Requires public performance.

**THEATR 130 FUNDAMENTALS OF COSTUME DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID THTR 174

Presents costume history, design and basic construction techniques as an introduction to basic theatrical costuming. Materials, tools, fabrics and their various uses will be investigated.

**THEATR 140 ACTING FUNDAMENTALS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR 151

Introduces principles, practices and techniques of acting as an artistic discipline.

**THEATR 141 SCENE PERFORMANCE**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID THTR-152

*Prerequisite: THEATR-140.*

Designed for more advanced theater students to further develop voice, movement and the ability to analyze dramatic text and characters through extended scene work.

**THEATR 144 ACTING FOR THE CAMERA**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-126 or THEATR-140*

Presents the fundamental techniques required in acting before the camera, including guidelines for following the specific demands of the camera.

**THEATR 150 INTRODUCTION TO LIGHTING DESIGN**

Units: 3.00

UC:CSU 45.00 hours lecture, 27.00 hours lab

C-ID THTR 173

Introduces the theory and practice of designing lighting for a live theatrical production. Emphasizes equipment, control, color and their relationship to design. Field trip may be required.

**THEATR 161 MUSICAL THEATRE TECHNIQUES**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: THEATR-140 and MUSIC-140*

Develops vocal skills, choreographic movement and acting techniques for musical theatre, including exercises, solo and fully-staged scenes.

**THEATR 162 MUSICAL THEATRE TECHNIQUES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-161**Recommended Preparation: MUSIC-141*

Explores continued study of vocal skills, movement and acting techniques for musical theatre, including exercises, solo, duet, fully staged scenes, and preparation of audition portfolio.

**THEATR 180A REHEARSAL/  
PERFORMANCE (DRAMA): ENSEMBLE**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
C-ID THTR 191*Prerequisite: Audition**Recommended Preparation: THEATR-140*

Explores a dramatic production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the ensemble actor. Public performance required.

**THEATR 180B REHEARSAL/  
PERFORMANCE (DRAMA): SUPPORTING  
ROLE**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
C-ID THTR 191*Prerequisite: Audition*

Explores a dramatic production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques. This particular course is for those cast in supporting roles. Formerly THEATR-190A.

**THEATR 180C REHEARSAL/  
PERFORMANCE (DRAMA): PRINCIPAL**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
C-ID THTR 191*Prerequisite: Audition*

Explores a dramatic play through lecture, rehearsals and performance, including textual analysis, historical research, connecting text to dramatic action, culminating in public performances. This course is for those cast in a principal/leading role. Formerly THEATR-190D.

**THEATR 181A NEW PLAY DEVELOPMENT  
AND PRODUCTION – BEGINNING**

Units: 1.50-4.00

CSU 18.00 hours lecture, 27.00-162.00 hours lab

*Prerequisite: Audition*

Provides for the exploration, development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers close examination of the new play development process using improvisation, ensemble and devised theatre development techniques. Public performance required.

**THEATR 181B NEW PLAY DEVELOPMENT  
AND PRODUCTION – INTERMEDIATE**

Units: 1.50-4.00

CSU 18.00 hours lecture, 27.00-162.00 hours lab

*Prerequisite: THEATR-181A and Audition*

Provides for intermediate-level exploration, development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers students the ability to take on a limited leadership role of the new play development process using improvisation, ensemble and devised theatre development techniques. Public performance required.

**THEATR 181C NEW PLAY DEVELOPMENT  
AND PRODUCTION – ADVANCED**

Units: 1.50-4.00

CSU 18.00 hours lecture, 27.00-162.00 hours lab

*Prerequisite: THEATR-181B and Audition*

Provides for advanced level development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers students the ability to take on a significant leadership role of the new play development process using improvisation, ensemble and devised theatre development techniques. Public performance required.

**THEATR 182A REHEARSAL/  
PERFORMANCE (COMEDY): ENSEMBLE**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
C-ID THTR 191*Prerequisite: Audition*

Explores a comedic play through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to comedic action on stage, and developing vocal and breath techniques for handling heightened text. Culminates in public performances of the play. This particular course is for those cast in ensemble, chorus or minor roles. Formerly THEATR-190C.

**THEATR 182B REHEARSAL/  
PERFORMANCE (COMEDY): SUPPORTING  
ROLE**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
C-ID THTR 191*Prerequisite: Audition*

Explores a comedic play through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to comedic action on stage, and developing vocal and breath techniques for handling text. Culminates in public performances of the play. This particular course is for those cast in supporting roles. Formerly THEATR-190B.

**THEATR 182C REHEARSAL/  
PERFORMANCE (COMEDY): PRINCIPAL**

Units: 1.50-4.00

CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 C-ID THTR 191

*Prerequisite: Audition*

Explores a comedic play through lecture, rehearsals and performance, including textual analysis, historical research, connecting text to dramatic action, culminating in public performances. This course is for those cast in a principal/leading role.

**THEATR 184A REHEARSAL/  
PERFORMANCE (MUSICAL THEATRE):  
ENSEMBLE**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 C-ID THTR 191

*Prerequisite: Audition*

Explores a musical theatre production for the beginning collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the beginning actor. Public performance required.

**THEATR 184B REHEARSAL/  
PERFORMANCE (MUSICAL THEATRE):  
SUPPORTING ROLE**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 C-ID THTR 191

*Prerequisite: Audition*

Explores a musical theatre production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the supporting actor. Public performance required. Formerly THEATR-190.

**THEATR 184C REHEARSAL/  
PERFORMANCE (MUSICAL THEATRE):  
PRINCIPAL**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 C-ID THTR 191

*Prerequisite: Audition*

Explores a musical theatre production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the actor cast in a principal role. Public performance required. Formerly THEATR-193.

**THEATR 186A TECHNICAL THEATRE I  
(BEGINNING)**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 C-ID THTR 192

*Prerequisite: Audition & Interview**Recommended Preparation: THEATR-120 and THEATR-130*

Provides beginning technical theatre student the opportunity to provide support for productions through the installation and operation of scenery, props, lights, sound, and wardrobe for the complete run of a theatrical production.

**THEATR 186B TECHNICAL THEATRE II  
(INTERMEDIATE)**

Units: 1.50-4.00

UC:CSU 18.00 hours lecture, 27.00-162.00 hours lab  
 C-ID THTR 192

*Prerequisite: THEATR-186A*

Provides the intermediate technical theatre student the opportunity to provide support for productions through the installation and operation of scenery, props, lights, sound, and wardrobe for the complete run of a theatrical production. Formerly THEATR-191.

**THEATR 195 SOLO PERFORMANCE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: THEATR-140 and/or THEATR-126*

Introduces the essential elements of an original solo show, including writing, giving and receiving feedback, rewriting, rehearsal and performance.

**THEATR 196 THEATER FESTIVAL  
COMPETITION PREPARATION**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

May be taken four times for credit

*Prerequisite: Audition/Interview*

Preparation of theatre students for attendance and competition at the Kennedy Center American College Theater Festival. Participation in festival workshops and attendance at adjudication or competition events at the regional festival is required.

**THEATR 210 SCRIPT ANALYSIS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR 114

*Recommended Preparation: THEATR-110*

Presents principles and methods employed by actors, directors and designers to analyze dramatic literature as scripts for theatrical performance.



**THEATR 220 THEATRE HISTORY I**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 C-ID THTR-113  
 Surveys theatre from ancient times through the 18th century.

**THEATR 221 THEATRE HISTORY II**

Units: 3.00  
 UC:CSU 54.00 hours lecture  
 A study of theatre as a product and reflection of its time, from the late 18th century to the present. Examination and analysis of the effects of the audiences upon playwright, actor, director and settings.

**THEATR 240 ACTING SHAKESPEARE**

Units: 3.00  
 UC:CSU 36.00 hours lecture, 54.00 hours lab  
*Prerequisite: THEATR-140.*  
 Explores Shakespeare's plays and poetry from a performance perspective, through research, exercises, monologues and scene study.

**THEATR 241 MOVEMENT FOR THE PERFORMER**

Units: 2.00  
 UC:CSU 18.00 hours lecture, 54.00 hours lab  
 Develops the performer's instrument as it pertains to the body through stretching and strengthening exercises, awareness, relaxation, flexibility, and responsiveness.

**THEATR 242 VOICE FOR THE PERFORMER**

Units: 2.00  
 UC:CSU 18.00 hours lecture, 54.00 hours lab  
 Introduces fundamentals of voice for the performer in order to communicate openly and effectively, including tonal production, vocal quality, and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character, and the text.



# WATER SYSTEMS TECHNOLOGY

**Associate in Science Degree and Certificate of Achievement: Water Systems Technology**

Water Systems Technology is the study of water treatment processes, distribution processes, and wastewater processes. The program is designed to prepare students seeking a career in drinking water treatment and distribution or wastewater. The Water Systems Technology program also provides instruction for water and wastewater industry personnel interested in career advancement as well as continuing education opportunities for State certified Water Treatment and Water Distribution Operators for certification renewal. Coursework will help prepare students for various certification examinations given by the State of California Water Resources Control Board. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, wastewater treatment concepts, chemical dosage techniques, water distribution, water chemistry, water quality, water mathematical calculations and other skills needed throughout this vital industry. The students completing the program can become employed as a distribution operator, water treatment plant operator, water service representative, water quality specialist, wastewater collection worker and/or wastewater treatment operator.

**Degree and Certificate Student Learning Outcome:**  
 Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the water industry.

**Program Requirements:**

Units Required: 21

	Units
WATER-020 Introduction to Water Systems Technology .....	3.0
WATER-030 Waterworks Mathematics .....	3.0
WATER-031 Advanced Waterworks Mathematics .....	3.0
WATER-032 Water Supply .....	3.0
WATER-035 Water Quality .....	3.0
<i>Plus six units from the following:</i>	
WATER-040 Water Distribution Operator I .....	3.0
WATER-041 Water Distribution Operator II .....	3.0
<i>OR</i>	
WATER-050 Water Treatment Plant Operation Processes I .....	3.0

WATER-052	Water Treatment Plant Operation Processes II.....	3.0
	<i>OR</i>	
WATER-060	Wastewater Treatment and Disposal I.....	3.0
WATER-061	Wastewater Treatment and Disposal II.....	3.0

### **WATER 020 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY**

Units: 3.00

54.00 hours lecture

Explores the entire Water Systems Technology program, which includes the class and degree offerings. Reviews the State Water Resources Control Board Division of Drinking Water operator certification requirements. Various topics include water supply, water quality, drinking water treatment and distribution, wastewater and recycled water and other related topics.

### **WATER 030 WATERWORKS MATHEMATICS**

Units: 3.00

54.00 hours lecture

Introduces basic mathematical principles related to drinking water distribution and treatment systems and wastewater treatment plants; including areas, volumes, pressure, flow rates, unit conversion, chemical dosage, detention time, and filtration rates. Focuses on mathematical computations within the expected range of knowledge on the State Water Resources Control Board exams for Drinking Water Distribution 1 and 2, Drinking Water Treatment 1 and 2, and Wastewater Treatment 1 and 2.

### **WATER 031 ADVANCED WATERWORKS MATHEMATICS**

Units: 3.00

54.00 hours lecture

*Prerequisite: WATER-030*

Examines advanced study of mathematical principles related to pump hydraulics: horsepower, flow rates, pump curves, chemical dosages, detention time, filtration and backwash rates, CT calculations and various utility management analyses related to budget preparations, water rate structures, and demand design forecasting. Focuses on mathematical computations within the expected range of knowledge on the State of California Water Resources Control Board exams for Drinking Water Distribution 3, 4, and 5, Drinking Water Treatment 3 and 4, and Wastewater Treatment 3 and 4.

### **WATER 032 WATER SUPPLY**

Units: 3.00

54.00 hours lecture

*Recommended Preparation: WATER-020*

Examines the sources of drinking water supplies, with special emphasis on water in California. Explores the uses of water, including residential, commercial/ industrial/institutional, and landscaping demands. It also examines the roles and methods of conservation on water demand management.

### **WATER 035 WATER QUALITY**

Units: 3.00

54.00 hours lecture

Examines basic principles of chemistry and microbiology, and applies them to drinking water quality and related state and federal regulations.

### **WATER 040 WATER DISTRIBUTION OPERATOR I**

Units: 3.00

54.00 hours lecture

*Recommended Preparation: WATER-030*

Introduces basic concepts and processes of drinking water distribution systems, including a general background of drinking water sources, regulations, water system design, and various distribution system appurtenances. Assists in the preparation of State of California Water Resources Control Board Operator Certification Exams for Grades I and II.

### **WATER 041 WATER DISTRIBUTION OPERATOR II**

Units: 3.00

54.00 hours lecture

*Recommended Preparation: WATER-040 or four years of employment in a water treatment plant, water distribution system or hold a valid Grade I license.*

Presents intermediate to advanced principles of water distribution. Assists in preparation for Grade III & IV Water Distribution Operator's Certificate examination given by the State of California Water Resources Control Board.

### **WATER 050 WATER TREATMENT PLANT OPERATION PROCESSES I**

Units: 3.00

54.00 hours lecture

*Recommended Preparation: WATER-030 & WATER-035*

Presents the basic operating principles and techniques of the conventional surface water treatment processes of coagulation, flocculation, sedimentation, and filtration, plus those of disinfection processes. Assists in preparation for Grade T1 and T2 Water Treatment Plant Operator's Certificate examination given by the State of California Water Resources Control Board.

**WATER 052 WATER TREATMENT PLANT OPERATION PROCESSES II**

Units: 3.00  
54.00 hours lecture

*Recommended Preparation: WATER-031 and 050.*

Examines advanced topics in conventional surface water treatment processes and disinfection, as well as non-conventional treatment processes. Assists in preparation for Grade T3 and T4 Water Treatment Plant Operator's Certificate examination given by the State of California Water Resources Control Board.

**WATER 060 WASTEWATER TREATMENT AND DISPOSAL I**

Units: 3.00  
54.00 hours lecture

Presents the basic operating principles and techniques of conventional wastewater treatment processes including preliminary treatment, primary treatment, and secondary treatment, as well as wastewater quality assessment, wastewater collection, and wastewater disposal. Assists in preparation for Grade 1/2 Wastewater Treatment Plant Operator Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.

**WATER 061 WASTEWATER TREATMENT AND DISPOSAL II**

Units: 3.00  
54.00 hours lecture

*Recommended Preparation: WATER-060*

Examines advanced topics in conventional wastewater treatment processes including alternative secondary treatment methods, tertiary treatment, disinfection and dechlorination, solids handling, water recycling, and industrial waste management. Assists in preparation for Grade 2 Wastewater Treatment Plant Operator Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.



**WELDING**

**Associate in Science Degree and Certificate of Achievement: Welding Technology**

Welding Technology is a career education program designed to prepare students for a variety of entry-level positions in today's welding and fabrication related industries. Course offerings range from very basic welding fundamentals to the most technically advanced. Students gain skills in safety procedures, applied theory, metal fabrication, and related welding processes. Emphasis is placed on individual instruction. Instructors are AWS Certified Welding Inspectors/Educators. Welding curriculum is aligned with the American Welding Society SENSE Entry Welder Program. Students can earn welder certifications in accordance with the American Welding Society (AWS), The Los Angeles Department of Building and Safety (LADBS), and The American Society of Mechanical of Engineers (ASME). Upon successful completion of the program, students are prepared to enter into the following career opportunities: welder, welding inspector, welding technician/fitter, pipe fitter/welder, and metal fabricator.

**Degree and Certificate Student Learning Outcome:**  
Students will be able to demonstrate proficiency in industry-recognized principles and practices as they apply to today's welding and metal fabrication industries.

**Program Requirements:**  
Units Required: 30

Units

*Complete fifteen units from one of the four options below:*

WELD-101A	Introduction to Shielded Metal Arc Welding .....	2.5
WELD-101B	Intermediate Shielded Metal Arc Welding .....	2.5
WELD-101C	Advanced Shielded Metal Arc Welding .....	2.5
WELD-104	Introduction to Gas Tungsten Arc Welding .....	2.0
WELD-105	Advanced Gas Tungsten Arc Welding .....	2.0
WELD-165	Pipe Welding Fundamentals.....	3.0
CWE-188WELD	Cooperative Work Experience Education.....	1.0 - 4.0

OR

WELD-092	Introduction to Metal Fabrication .....	2.0
WELD-093	Intermediate Metal Fabrication .....	2.0
WELD-094	Advanced Metal Fabrication .....	2.0
WELD-101A	Introduction to Shielded Metal Arc Welding .....	2.5
WELD-104	Introduction to Gas Tungsten Arc Welding .....	2.0
WELD-105	Advanced Gas Tungsten Arc Welding.....	2.0
CWE-188WELD	Cooperative Work Experience Education.....	1.0 - 4.0

OR

WELD-120	Industrial Welding I .....	5.0
WELD-122	Industrial Welding II .....	5.0
WELD-124	Industrial Welding III .....	5.0

OR

WELD-101A	Introduction to Shielded Metal Arc Welding .....	2.5
WELD-101B	Intermediate Shielded Metal Arc Welding .....	2.5
WELD-101C	Advanced Shielded Metal Arc Welding .....	2.5
WELD-114A	Introduction to Robotic Welding Automation .....	2.5
WELD-114B	Intermediate Robotic Welding Automation .....	2.5
WELD-114C	Advanced Robotic Welding Automation .....	2.5

*Required electives:*

WELD-080	Non-Destructive Testing .....	3.0
WELD-130	Welding Metallurgy .....	3.0
WELD-132	Blueprint Reading for Welders and Fabricators.....	3.0
MFGT-090	Measurements and Computations .....	3.0
ENGL-104	Technical Reading and Writing .....	3.0

OR

ENGL-204	Technical Report Writing.....	3.0
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*Recommended electives:*

WELD-096	Welding Certification and License Preparation .....	3.0
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**Certificate of Specialization: Gas Tungsten Arc Welding**

The Welding Technology Certificate of Specialization in Gas Tungsten Arc Welding (GTAW) provides training to gain the technical and applied skills to perform advanced welding tasks. Course work includes a comprehensive study with an emphasis on application of advanced welding techniques and industry practices. Program completers are prepared for entry-level employment into industries such as aerospace, motorsports, petrochemical, and general fabrication.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate advanced level skills to produce quality welds in multiple welding positions using the gas tungsten arc welding process.

**Program Requirements:**

Units Required: 16.5

	Units	
WELD-112A	Introduction to Gas Tungsten Arc Welding .....	2.5
WELD-112B	Intermediate Gas Tungsten Arc Welding .....	2.5
WELD-113C	Advanced Gas Tungsten Arc Welding .....	2.5
<i>Required Electives:</i>		
WELD-080	Non-Destructive Testing .....	3.0
WELD-130	Welding Metallurgy .....	3.0
WELD-132	Blueprint Reading for Welders and Fabricators.....	3.0

**Certificate of Specialization: Pipe Fabrication/Welding**

The Welding Technology Certificate of Specialization in Pipe Fabrication/Welding provides training to gain technical and applied skills in the joining of carbon steel pipe. Coursework includes pipe layout fabrication and welding of pipe in the 1G, 2G, 5G, and 6G positions using shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW). Welder qualification performance exams in accordance with the American Petroleum Institute (API), American Society of Mechanical Engineers (ASME) and the American Welding Society are offered.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the ability to fabricate and weld carbon steel pipe joints in multiple positions that meet industry code acceptance criteria.

**Program Requirements:**

Units Required: 15

	Units	
WELD-113A	Introduction to Pipe Welding.....	4.0
WELD-113B	Pipe Layout and Fabrication.....	3.0
WELD-113C	Intermediate Pipe Welding .....	4.0
WELD-113D	Advanced Pipe Welding .....	4.0



**Certificate of Specialization: Robotic Welding Automation**

The Welding Technology Certificate of Specialization in Robotic Welding Automation provides training to gain the technical and applied skills required to perform advanced programming and operational tasks as per the American Welding Society standards and specifications for robotic welding.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate advanced-level skills to produce quality welds in the flat, horizontal, vertical, and overhead positions using the shielded metal arc welding process.

**Students will be able to:**

- Analyze the theory and skills necessary for performing advanced programming and operational tasks as per AWS Robotic Arc Welding standards.
- Safely operate common robotic welding automation systems while performing advanced programming and welding functions.

**Program Requirements:**

Units Required: 16.5

	Units
WELD-114A Introduction to Robotic Welding Automation.....	2.5
WELD-114B Intermediate Robotic Welding Automation.....	2.5
WELD-114C Advanced Robotic Welding Automation .....	2.5
<i>Required Electives:</i>	
WELD-080 Non-Destructive Testing .....	3.0
WELD-130 Welding Metallurgy .....	3.0
WELD-132 Blueprint Reading for Welders and Fabricators.....	3.0

**Certificate of Specialization: Shielded Metal Arc Welding**

The Welding Technology Certificate of Specialization in Shielded Metal Arc Welding (SMAW) is designed for those interested in welding structural steel. Course work includes a comprehensive study with an emphasis on application of fundamental welding techniques and industry practices. Program completers are prepared for entry level employment into industries such as steel construction and maintenance & repair, and general fabrication.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate advanced level skills to produce quality welds in the flat, horizontal, vertical, and overhead positions using the shielded metal arc welding process.

**Program Requirements:**

Units Required: 16.5

	Units
WELD-101A Introduction to Shielded Metal Arc Welding.....	2.5
WELD-101B Intermediate Shielded Metal Arc Welding.....	2.5
WELD-101C Advanced Shielded Metal Arc Welding.....	2.5
<i>Required Electives:</i>	
WELD-080 Non-Destructive Testing .....	3.0
WELD-130 Welding Metallurgy .....	3.0
WELD-132 Blueprint Reading for Welders and Fabricators.....	3.0

**WELD 080 NON-DESTRUCTIVE TESTING**

Units: 3.00

54.00 hours lecture

Surveys common non-destructive testing (NDT) theories and applications as they relate to industry recognized quality control systems. Emphasizes proper evaluation methods using eddy current test (ET), liquid dye penetrate test (PT), magnetic particle test (MT), radiographic test (RT), and ultrasonic test (UT). Field trips may be required. Units do not apply to the associate degree.

**WELD 092 INTRODUCTION TO METAL FABRICATION**

Units: 2.00

18.00 hours lecture, 54.00 hours lab

First in a three-part series of courses examining the principles and practices of metal fabrication including layout and design techniques, while emphasizing proper operation of drilling, cutting, threading, grinding, and related equipment. Students are exposed to basic design techniques used to fabricate basic metal projects.

**WELD 093 INTERMEDIATE METAL FABRICATION**

Units: 2.00

18.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-092*

Second in a three-part series of courses examining the principles and practices of metal fabrication, while emphasizing proper operation of bending, turning, cutting, milling and related equipment. Students are exposed to enhanced design techniques used to fabricate intermediate metal projects.

**WELD 094 ADVANCED METAL FABRICATION**

Units: 2.00

18.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-093*

Third in a three-part series of courses examining the principles and practices of metal fabrication, while emphasizing safe and proper operation of metal working equipment. Students construct complex projects that involve design, layout, machining, fabrication, and welding technology.

**WELD 096 WELDING CERTIFICATION AND LICENSE PREPARATION**

Units: 3.00

54.00 hours lecture

*Recommended Preparation: WELD-101C & WELD-120*

Presents practical applications and fundamental concepts to prepare students for the Los Angeles City Department of Building and Safety Department Examination (written) for structural steel.

**WELD 101A INTRODUCTION TO SHIELDED METAL ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

The first of a three-part series introducing the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW consumables & welding equipment, and proper welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program.

**WELD 101B INTERMEDIATE SHIELDED METAL ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-101A*

The second of a three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW consumables & welding equipment and enhanced welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program.

**WELD 101C ADVANCED SHIELDED METAL ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-101B*

The third of a three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW consumables & welding equipment and advanced level welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program.

**WELD 112A INTRODUCTION TO GAS TUNGSTEN ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

The first of a three-part series introducing fundamental theory and application of gas tungsten arc welding (GTAW). Emphasizes safety procedures, use of GTAW equipment, and proper techniques in accordance with the American Welding Society SENSE Entry-Level welder program.

**WELD 112B INTERMEDIATE GAS TUNGSTEN ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-112A*

The second of a three-part series providing further development in the theory and application of gas tungsten arc welding (GTAW). Emphasizes safety procedures, use of GTAW equipment and proper techniques in accordance with the American Welding Society SENSE Entry-Level welder program.

**WELD 112C ADVANCED GAS TUNGSTEN ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-112B*

The third of a three-part series providing advanced theory and applications of gas tungsten arc welding (GTAW). Emphasizes safety procedures, use of GTAW equipment and proper techniques in accordance with the American Welding Society SENSE Entry-Level program.

**WELD 113A INTRODUCTION TO PIPE WELDING**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-101C, Co-requisite: WELD-113B*

First in a series that provides fundamental theory and application of pipe welding using the shielded metal arc welding (SMAW) process. Procedures leading to skillfulness in weld-joint design, pre-weld fit up, basic metallurgy and related welding codes and standards are emphasized. Emphasis on weld positions 1G, 2G, 5G, and 6G using mild steel electrodes, in accordance with American Petroleum Institute API-1104.

**WELD 113B PIPE LAYOUT AND FABRICATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-101C, Co-requisite: WELD-113A*

Explores the fundamental concepts used in the layout and fabrication of pipe connections and fittings. Emphasis is placed on constructing pipe connections commonly used in the piping industry. Related math calculations and cutting techniques are utilized to prepare students for entry into pipe fitting related fields.

**WELD 113C INTERMEDIATE PIPE WELDING**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-113A**Recommended Preparation: WELD-112B*

Third in a series of courses in the further development of pipe welding skills and techniques as per API 1104 in addition to providing theory and application in pipe welding using gas tungsten arc welding (GTAW) of carbon steel pipe. Covers weld positions 1G, 2G, 5G, and 6G using uphill progression, in accordance with American Mechanical Engineering (ASME) Pressure and Vessel Codes.

**WELD 113D ADVANCED PIPE WELDING**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-113C*

Capstone course to continue development in advanced pipe welding skills. Includes theory and application of pipe welding of carbon steel pipe using gas metal arc welding (GMAW) in weld positions 2G, 5G, and 6G using downhill and uphill progression. Prepares students for pipe welding certifications in accordance with the American Society of Mechanical Engineers (ASME) and the American Welding Society (AWS).

**WELD 114A INTRODUCTION TO ROBOTIC WELDING AUTOMATION**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

The first of a three-part series introducing fundamental theory and hands-on application of robotic welding automation. Emphasizes safety awareness, programming techniques, and basic gas metal arc welding applications using six-axis robotic welding systems.

**WELD 114B INTERMEDIATE ROBOTIC WELDING AUTOMATION**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-114A*

The second of a three-part series introducing intermediate-level theory and hands-on application of robotic welding automation. Emphasizes safety awareness, programming techniques, and intermediate gas metal arc welding applications using six-axis robotic welding systems.

**WELD 114C ADVANCED ROBOTIC WELDING AUTOMATION**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-114B*

The third of a three-part series introducing advanced-level theory and hands-on application of robotic welding automation. Emphasizes safety awareness, programming techniques, and advanced GMAW welding applications using six-axis robotic welding systems.

**WELD 120 INDUSTRIAL WELDING I**

Units: 5.00

CSU 54.00 hours lecture, 108.00 hours lab

First in a three-part series providing theory and technical skills training towards completion of the American Welding Society SENSE Level I - Entry Welder program. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding and thermal cutting processes.

**WELD 122 INDUSTRIAL WELDING II**

Units: 5.00

CSU 54.00 hours lecture, 108.00 hours lab

*Recommended Preparation: WELD-120*

Second in a three-part series providing theory and technical skills training towards completion of the American Welding Society SENSE Level I - Entry Welder program. Focuses on gas metal arc welding in addition to development of flux cored arc welding skills. Examines related safety, mathematics, metallurgy, and weld-joint design associated with associated welding and thermal cutting processes.

**WELD 124 INDUSTRIAL WELDING III**

Units: 5.00

CSU 54.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-122*

Third in a three-part series providing theory and technical skills training towards completion of the American Welding Society SENSE Level I - Entry Welder program. Examines the gas tungsten arc welding process. Safety, mathematics, metallurgy, and weld-joint design are studied in detail. Provides the levels of proficiency needed for various certifications available in today's welding industry.

**WELD 130 WELDING METALLURGY**

Units: 3.00

CSU 54.00 hours lecture

Introduces basic metallurgy as applied to welding, emphasizing common heat treatment procedures, welding enhancement procedures, and thermal control of stress and strain in relation to ferrous and non-ferrous metals.

**WELD 132 BLUEPRINT READING FOR WELDERS AND FABRICATORS**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: MFGT-090*

Examines blueprint interpretation practices commonly used by welding and metal fabrication industries.

Exposure to common drawing types, symbols, views, lines, dimensions, and tolerances. Emphasizes the analysis of welding symbols as approved by the American Welding Society (AWS) and International Organization of Standardization (ISO).



**WINE STUDIES**

**Certificate of Specialization: Wine Studies**

The Wine Studies program is designed to provide students, desiring employment in the culinary or restaurant industry, with foundational knowledge and skills in world viticulture and wine styles. The curriculum provides introduction to wine appreciation, service and wine and food pairings. Upon completion of the program, students will have a well-developed wine palate and will be able to assist customers in wine selection.

**Certificate Student Learning Outcome:**

Students will be able to:

- Perform sensory evaluation on wines from a variety of world viticulture regions.
- Compare and contrast the world wine regions.

**Program Requirements:**

Units Required: 17

	Units
WINEST-085 Wines of California .....	2.0
WINEST-086 Wines of Italy .....	1.5
WINEST-087 Wines of France .....	1.5
WINEST-088 Wines of Australia & New Zealand ..	1.5
WINEST-089 Wines of Spain .....	1.5
WINEST-100 Wine Appreciation.....	3.0
WINEST-102 World Viticulture and Wine Styles ...	3.0
WINEST-104 Introduction to Wine in the Restaurant.....	3.0

**Certificate of Specialization: Hospitality Wine Service**

The Hospitality Wine Service program is designed to provide students with knowledge and skills related to providing exceptional wine service in restaurants, hotels and other culinary venues. The program provides introductory knowledge on world viticulture and wine styles but focuses on the food, business and service aspects of wine and the role of wine in the hospitality industry.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the wine service/hospitality/restaurant industry.

**WINE STUDIES**



**Program Requirements:**

Units Required: 6.5

	Units
WINEST-084 Wine Service and Hospitality.....	1.5
WINEST-085 Wines of California .....	2.0
WINEST-100 Wine Appreciation.....	3.0

**WINEST 084 WINE SERVICE AND HOSPITALITY**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Introduces the basics of wine service for the hospitality industry. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 085 WINES OF CALIFORNIA**

Units: 2.00

36.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of California including the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of California. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 086 WINES OF ITALY**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Introduces the major wine regions of Italy, grape varieties grown, and the wines produced. Includes the process of Italian wine making, the importance of wine in Italian cuisine and culture and the stature Italian wines have achieved worldwide. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 087 WINES OF FRANCE**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of France, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of France. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 088 WINES OF AUSTRALIA AND NEW ZEALAND**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wines of Australia and New Zealand, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of Australia and New Zealand. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 089 WINES OF SPAIN**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions, grape varieties, and types of wine production of Spain. Includes the wine styles and associated wine laws, structure and culture of Spain. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 100 WINE APPRECIATION**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the grape varieties and types of wine produced in the major wine regions of France, Italy, Germany, Spain, Australia, New Zealand, South America, and North America. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 102 WORLD VITICULTURE AND WINE STYLES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: WINEST-100 and students must be 21 years of age to enroll.*

Surveys the world of viticulture and the wine industry, including the history of viticulture, grapevine anatomy, worldwide grapes, and wine production, the making of wine and sensory evaluations. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 104 INTRODUCTION TO WINE IN THE RESTAURANT**

Units: 3.00


CSU 54.00 hours lecture

*Prerequisite: WINEST-100*

Examines the management of wine purchasing, storage, and selling for the culinary arts or restaurant management professional.

# Continuing Education

## Noncredit Classes

 PROGRAM	Certificate of Competency	Certificate of Completion	PROGRAM	Certificate of Competency	Certificate of Completion
Basic Arithmetic Skills	X		General Education Development Preparation		X
Digital Office		X	Introduction to Residential Building Trade Skills		X
ESL/Beginning Level	X		Spanish for Healthcare Workers		X
ESL/Intermediate Level	X				

The College's Continuing Education Department provides lifelong learning classes to residents of all ages with opportunities for professional development, skills development, and language acquisition. These courses are offered tuition-free and are supported by the State of California. Courses in noncredit may include the categories of English as a Second Language (ESL), Immigrant Education & Citizenship, College Success Skills, Substantial Disabilities, Parenting, Home Economics, Courses for Older Adults, Health and Safety Education, Short-Term Vocational Programs, and Workforce Preparation. Some courses may require a materials fee to be paid at the time of registration to cover the cost of supplies and materials given to students during the class. This fee does not cover the cost of any required textbooks.

### CAREER SKILLS

#### NC.CSKL 001 TIME MANAGEMENT

Units: 0.00

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities, and increasing demands. Practice prioritizing "Important" versus "Urgent" activities. Emphasis on analyzing current use of time, identifying organizational goals, roles and priorities, discovering gaps to achieving goals and apply time management tools to the gaps for completing important priorities first.

#### NC.CSKL 002 BUSINESS WRITING IN THE TECHNOLOGY AGE

Units: 0.00

Develops effective and professional business writing skills for electronic and hard-copy communication using business tone, organization and formatting, word choice and persuasion.

#### NC.CSKL 003 CRITICAL THINKING (PROBLEM SOLVING AND DECISION MAKING)

Units: 0.00

Develops analytical thinking, decision making and problem solving techniques. Apply judgment and insight to break problems into component parts and apply deductive reasoning.

#### NC.CSKL 004 CUSTOMER SERVICE

Units: 0.00

Applies practical strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.

#### NC.CSKL 005 NEGOTIATION

Units: 0.00

Applies collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

#### NC.CSKL 006 PERSONALITY STYLES

Units: 0.00

Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

#### NC.CSKL 007 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE

Units: 0.00

Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisor.

**NC.CSKL 008 WORKPLACE COMMUNICATION STRATEGIES**

Units: 0.00

Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

**COLLEGE SUCCESS SKILLS  
(BASIC SKILLS)**

**Certificate of Completion: General Education Development Preparation**

This certificate prepares students to take the General Education Development exam.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in reading, writing, science, social studies, mathematics, and the test taking strategies required to meet the GED requirements.

**Program Requirements:**

Units Required: 0

		Units
NC.BCSK-050	Test Taking Skills .....	0.0
NC.BCSK-100	GED Preparation .....	0.0
<i>OR</i>		
NC.BCSK-110	GED Preparation – Math/Science ...	0.0
<i>AND</i>		
NC.BCSK-120	GED Preparation – Language Arts/ Social Studies.....	0.0

**Certificate of Competency: Academic Skills**

Students who receive this certificate have demonstrated mastery of skills in English and mathematics at the elementary and secondary levels.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in English and mathematics skills at the elementary and secondary levels.

**Program Requirements:**

Units Required: 0

		Units
NC.BCSK-080	Academic Skills I .....	0.0
NC.BCSK-085	Academic Skills II .....	0.0

**Certificate of Competency: Basic Arithmetic Skills**

Introduces students to basic arithmetic skills including fractions, mixed numbers, and percentages. Completion of this certificate will help in preparing students for pre-algebra curriculum.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in basic arithmetic including whole numbers, decimals, fractions, mixed numbers, integers and percentages.

**Program Requirements:**

Units Required: 0

		Units
NC.BCSK-MA3	Noncredit Arithmetic I .....	0.0
NC.BCSK-MA4	Noncredit Arithmetic II .....	0.0

**NC.BCSK 050 TEST-TAKING SKILLS**

Units: 0.00

Explores skills necessary to become a successful test-taker including managing time, mitigating test anxiety, practicing academic integrity, and becoming familiar with various test types. This course may be offered open entry/open exit.

**NC.BCSK 080 ACADEMIC SKILLS I**

Units: 0.00

Develops basic reading, writing, and math skills through individualized, computer-assisted instruction. This course may be offered open entry/open exit.

**NC.BCSK 085 ACADEMIC SKILLS II**

Units: 0.00

Continues to develop reading, writing, and math skills through individualized, computer-assisted instruction. This course may be offered open entry-open exit.

**NC.BCSK 100 GED PREPARATION**

Units: 0.00

Designed to prepare students to pass the four sections of the General Educational Development test: Reading, Writing I and II (essay), Science, Social Studies and Mathematics. Students require basic computer literacy to utilize GED tutorial software. This course may be offered open entry/open exit.

**NC.BCSK 110 GED PREPARATION – MATH/SCIENCE**

Units: 0.00

Designed to prepare students to pass the Mathematical Reasoning and Science subtests of the GED exam. Students need computer literacy and basic numeracy skills. The two noncredit arithmetic classes, MA3 and MA4, are highly recommended prior, or in addition, to this class.

**NC.BCSK 120 GED PREPARATION – LANGUAGE ARTS/SOCIAL STUDIES**

Units: 0.00

Designed to prepare students to pass the Reasoning Through Language Arts and Social Studies subtests of the GED exam. Students need computer literacy and basic English writing skills.

**NC.BCSK E21 GRAMMAR AND SENTENCE WRITING**

Units: 0.00

Improves writing at the sentence level by focusing on grammar, punctuation, sentence boundaries and word usage. This course is offered in an open entry/open, open/exit format.

**NC.BCSK MA3 NONCREDIT ARITHMETIC I**

Units: 0.00

The first of a two-course sequence in basic arithmetic including whole numbers, decimals, and integers. This course may be offered in an open entry/open exit format.

**NC.BCSK MA4 NONCREDIT ARITHMETIC II**

Units: 0.00

The second course in a two-course sequence in basic arithmetic including fractions, mixed numbers, and percentages. This course may be offered in an open entry/open exit format.

**NC.TUTR 094 SUPERVISED TUTORING**

Units: 0.00

*Co-requisite: Enrollment as a COC student and referral of instructor/counselor*

Provides individualized and group activities designed to support success in the classroom setting. Includes learning style assessment and follow-up, study skills workshops, group tutorials, activities and assignments for individualized tutoring support. This course may be offered open entry/open exit. Offered pass/no-pass only.

**COMPUTER APPLICATIONS AND WEB TECHNOLOGIES**

**Certificate of Completion: Digital Office**

Introduces students to basic digital office technologies utilized in today’s modern workplace, including computer processes, Internet technologies, social media, word processing, spreadsheets, and communications software, such as e-mail, presentation, and information dissemination applications.

**Certificate Student Learning Outcome:**

Students will be able to examine, describe, and demonstrate the effective use of business computer applications as they relate to the modern office workplace.

**Program Requirements:**

Units Required: 0

	Units
NC.CAWT-10A Computing and Internet Fundamentals.....	0.0
NC.CAWT-10B Word Processing Basics.....	0.0
NC.CAWT-10C Spreadsheet Basics.....	0.0
NC.CAWT-10D Digital Communications for the Office .....	0.0

**NC.CAWT-10A COMPUTING AND INTERNET FUNDAMENTALS**

Units: 0.00

Introduces basic computer processes, operating systems, and Internet technologies, including file management and social media.

**NC.CAWT-10B WORD PROCESSING BASICS**

Units: 0.00

Introduces basic word processing skills, such as creating, editing, and formatting documents.

**NC.CAWT-10C SPREADSHEET BASICS**

Units: 0.00

Introduces basic spreadsheet functionality, such as creating, editing, formatting worksheets, and employing a variety of techniques for data analysis.

**NC.CAWT-10D DIGITAL COMMUNICATIONS FOR THE OFFICE**

Units: 0.00

Introduces applications for communications required in the typical office setting, such as Outlook, Acrobat, and PowerPoint.

**CONSTRUCTION TECHNOLOGY**

**Certificate of Completion: Introduction to Residential Building Trade Skills**

Explores building trade skills utilized in the construction of a residential wood frame structure. Includes safe operation of construction tools and equipment, site planning, carpentry, roofing, plastering, plumbing, electrical, drywall, painting, and tile.



**Certificate Student Learning Outcome:**

Students will be able to evaluate trades and career pathways utilized in constructing a single story wood frame structure, and apply basic knowledge to safely use appropriate equipment and tools necessary to construct a single story wood framed structure.

**Program Requirements:**

Units Required: 0

	Units
NC.CON.S-100A Introduction to Construction Technology (Structural).....	0.0
NC.CON.S-100B Introduction to Construction Technology (Non-Structural) .....	0.0

### NC.CON.S-100A INTRODUCTION TO CONSTRUCTION TECHNOLOGY (STRUCTURAL)

Units: 0.00

Explores the structural building trades utilized in the construction of a residential structure. Includes safe operation of construction tools and equipment.

### NC.CON.S-100B INTRODUCTION TO CONSTRUCTION TECHNOLOGY (NON-STRUCTURAL)

Units: 0.00

Explores the non-structural building trades utilized in the construction of a residential structure. Includes electrical, plumbing, insulation/weatherization, drywall, painting, finish carpentry, and tile setting.

## ENGLISH AS A SECOND LANGUAGE (ESL)

### Certificate of Competency: ESL/Beginning Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Beginning Low and Beginning High levels of English skills in reading, writing, speaking and listening.

**Certificate Student Learning Outcome:**

Students will be able to communicate in English through reading, writing, speaking, and listening at the Beginning High level.

**Program Requirements:**

Units Required: 0

	Units
NC.ESL-1A Beginning Low A.....	0.0
NC.ESL-1B Beginning Low B.....	0.0
NC.ESL-2A Beginning High A.....	0.0
NC.ESL-2B Beginning High B.....	0.0

### Certificate of Competency: ESL/Intermediate Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Intermediate Low and Intermediate High levels of English skills in reading, writing, speaking and listening.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in English through reading, writing, speaking and listening in English at the Intermediate High level.

**Program Requirements:**

Units Required: 0

	Units
NC.ESL-3A Intermediate Low A.....	0.0
NC.ESL-3B Intermediate Low B.....	0.0
NC.ESL-4A Intermediate High A.....	0.0
NC.ESL-4B Intermediate High B.....	0.0

### NC.ESL 1A BEGINNING LOW A

Units: 0.00

Develops basic English skills at the Beginning Low level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

### NC.ESL 1B BEGINNING LOW B

Units: 0.00

Prerequisite: NC.ESL-1A or Placement Test

Continues and expands the development of basic English skills at the Beginning Low level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary, and every-day life situations.

### NC.ESL 2A BEGINNING HIGH A

Units: 0.00

Prerequisite: NC.ESL-1B or Placement Test

Develops English skills at the Beginning High level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

### NC.ESL 2B BEGINNING HIGH B

Units: 0.00

Prerequisite: NC.ESL-2A or Placement Test

Continues and expands the development of English skills at the Beginning High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 3A INTERMEDIATE LOW A**

Units: 0.00

*Prerequisite: NC.ESL-2B or Placement Test*

Develops English skills at the Intermediate Low level through listening, speaking, reading and writing grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 3B INTERMEDIATE LOW B**

Units: 0.00

*Prerequisite: NC.ESL-3A or Placement Test*

Continues and expands English skills at the Intermediate Low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 4A INTERMEDIATE HIGH A**

Units: 0.00

*Prerequisite: NC.ESL-3B or Placement Test*

Develops English skills at the Intermediate High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 4B INTERMEDIATE HIGH B**

Units: 0.00

*Prerequisite: NC.ESL-4A or Placement Test*

Continues and expands English skills at the Intermediate High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary, and common situations.

**NC.VESL 01 COMMUNICATION FOR EMPLOYMENT**

Units: 0.00

64.00 hours lecture

*Recommended Preparation: NC.ESL-2B*

Introduces non-native speakers to basic written and verbal communication skills, as well as cultural knowledge necessary for employment in the United States. Focuses on traditional and web-based employment opportunity resources, completing job applications, writing simple resumes, and answering questions at job interviews. This course may be offered open entry/open exit. Offered pass/no-pass only.

**GENERAL STUDIES****NC.GNST 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES**

Units: 0.00

*Recommended Preparation: Students wanting to enroll in NC.GNST-050 must meet with the Director of DSPS or designee to determine if assessment is appropriate.*

Introduces the student to the learning disabilities assessment process and the resources available, including the California Community College eligibility model, achievement and cognitive testing, learning difficulties, support services, study strategies and accommodations. Offered pass/no-pass only.

**NC.GNST 081 COGNITIVE BASIC SKILLS - COMPUTER INSTRUCTION**

Units: 0.00

Strengthens and retrains cognitive skills in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer assisted instruction and adaptive technology. Designed specifically for students with a verifiable acquired brain injury. Offered pass/no-pass only.

**NC.GNST 082 INDIVIDUAL COMPUTER APPLICATIONS**

Units: 0.00

Designed to be a computer-assisted support for students with disabilities enrolled in coursework other than English and math. Students are able to utilize computer programs, assistive technology, and the Internet, in order to complete course assignments. Topics are taken from the student's regular course load, or from subject matter appropriate to the student's current or future employment. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner and selected software programs. Offered pass/no-pass only.

**NC.GNST 091 INDIVIDUAL STUDIES AND LANGUAGE SKILLS**

Units: 0.00

Designed for DSPS students as a support in mainstream English and language-related courses other than mathematics. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner and selected software programs. Computer applications are taken from topics based on the student's coursework to provide additional computer support or enhance basic skills. Offered pass/no-pass only.

**NC.GNST 092 INDIVIDUALIZED LEARNING ASSISTANCE - MATHEMATICS**

Units: 0.00

Designed for DSPS students who are enrolled in mainstream college math classes and whose disability result in educational limitations in math. The course offers small group tutoring for students. Students must be concurrently enrolled in either Math 058 Algebra Preparation I, Math 059 Algebra Preparation-Computer Assisted, Math 060 Elementary Algebra, or Math 070 Intermediate Algebra. Students will learn strategies to enhance math concepts and computation skills. Offered pass/no-pass only.

**IMMIGRANT EDUCATION****NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION**

Units: 0.00

Introduces the history and government of the United States, including an overview of the branches of government, the Constitution, and the Bill of Rights necessary to pass the U.S. Citizenship Examination. This course may be offered open entry/open exit. Offered pass/no-pass only.

**NURSING****NC.NURS 050 NURSE ASSISTANT TRAINING**

Units: 0.00

Presents the fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. Upon completion, the student will be eligible to take the California test for certification. Field trip required.

**NC.NURS 050L NURSE ASSISTANT TRAINING LAB**

Units: 0.00

Presents the fundamental nursing lab skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. Upon completion, the student will be eligible to take the California test for certification. Field trip required.

**NC.NURS 080 NURSING LEARNING CENTER**

Units: 0.00

Provides individualized and group activities for the practice of nursing in a controlled setting to promote proficiency in delivering nursing care in the clinical setting. Expands upon the theoretical concepts taught in nursing courses.

**SPANISH****Certificate of Completion: Spanish for Healthcare Workers**

Designed for health care workers who need to communicate effectively with Spanish-speaking patients and families. Intensive practice with Spanish vocabulary, interviews and specialized basic terminology used in the medical field.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in Spanish.

**Program Requirements:**

Units Required: 0

Units

NC.SPAN-021 Spanish for Healthcare Workers I.... 0.0

NC.SPAN-022 Spanish for Healthcare Workers II... 0.0

**NC.SPAN 021 SPANISH FOR HEALTHCARE WORKERS I**

Units: 0.00

Develops basic Spanish listening, speaking, and oral skills on specific topics related to healthcare professions.

**NC.SPAN 022 SPANISH FOR HEALTHCARE WORKERS II**

Units: 0.00

*Recommended Preparation: NC.SPAN-021*

Further develops Spanish listening speaking and oral skills on specific topics related to healthcare professions at the novice-high level.

# Faculty

**ACEVES, KELLY (2015)****Mathematics (Generalist) – Associate Professor**

Ph.D. Mathematics ..... Baylor University  
 M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics ..... Master's College

**ACOSTA, CLAUDIA (1998)****Spanish - Professor**

Ed.D. Education ..... Pepperdine University  
 M.A. Spanish ..... UC Riverside  
 B.A. Liberal Studies ..... CSU San Marcos

**ALMEDA, ANN JANE (2016)****Biology- Assistant Professor**

M.S. Physiological Science ..... UC Los Angeles  
 B.S. Biological Sciences ..... UC Irvine

**ALTENBERND, ERIK (2017)****History – Assistant Professor**

Ph.D. History ..... UC Irvine  
 M.A. History ..... CSU Long Beach  
 B.A. History ..... CSU Northridge

**ALVAREZ, LARRY (2017)****Administration of Justice - Assistant Professor**

J.D. Law ..... Taft Law School  
 M.A. Criminal Justice ..... Chadwick University  
 B.A. Sociology ..... Bridgewater State College

**AMADOR, JONATHAN (2001)****Radio/Television/Film - Professor**

M.F.A Fine Arts ..... California Institute of the Arts  
 B.F.A Music ..... California Institute of the Arts

**ANDERSON, JAMES (1991)****Chemistry - Professor**

M.S. Chemistry ..... CSU Fresno  
 B.S. Chemistry ..... UC Davis

**ANDRADE, MEHGEN (2008)****Psychology – Professor**

M.A. Psychology ..... CSU Sacramento  
 B.A. Psychology ..... Mills College

**ANDRUS, DAVID (2007)****Political Science – Professor**

J.D. Law ..... Southwestern University,  
 School of Law  
 B.A. Political Science ..... CSU Los Angeles

**ANGELINO, MARY (2017)****English – Assistant Professor**

M.F.A. Creative Writing ..... University of Arkansas  
 B.A. English ..... CSU Northridge

**ANTHONY, KEVIN (1999)****Hotel/Restaurant Management - Professor**

B.A. Political Science ..... Loyola Marymount  
 University



**APPLEN, BRITTANY (2007)****Sign Language – Professor**

M.A. Communication Studies ..... CSU Northridge  
 B.A. Deaf Studies ..... CSU Northridge

**ARNOLD, ERIC (2016)****Construction (Management & Construction Technology) – Assistant Professor**

B.S. Engineering ..... CSU Northridge

**BABER, TIMOTHY (2000)****Welding - Professor**

B.S. Business Administration/  
 Finance ..... CSU Northridge  
 A.S. Welding ..... College of the Canyons

**BAKER, JEFFREY (2007)****Animation – Professor**

B.A. Film ..... Pennsylvania State University

**BARNHOUSE, ERIN (2015)****Librarian (Collection Development and Technical and Online Services) Associate Professor**

M.A. Library and ..... San Jose State University  
 Information Science  
 B.A. English ..... Saint Mary-of-the-Woods College

**BATES, MARY (2002)****Geography – Professor**

M.A. Geography ..... CSU Northridge  
 B.A. Geography ..... CSU Northridge  
 A.A. Social Science ..... College of the Canyons

**BATHKE, TAMMY (2004)****Nursing - Professor**

M.S. Nursing ..... CSU Los Angeles  
 B.S. Nursing ..... Creighton University  
 B.S. Biology ..... UC Los Angeles  
 A.A. General Science ..... Santa Monica College

**BAYTARYAN, RUZANNA (2001)****Mathematics - Professor**

Ed.D. Higher Education ..Nova Southeastern University  
 Equivalent to: MS Electrical ..... Polytechnic  
 Engineering .....Institute, Armenia  
 Equivalent to: B.S. Electrical ..... Polytechnic  
 Engineering .....Institute, Armenia

**BEECHER, CONSUELO (2015)****Chemistry-Associate Professor**

Ph.D. Chemistry ..... UC Riverside  
 M.S. Chemistry ..... UC Riverside  
 B.S. Chemistry ..... CSU San Bernardino

**BLAKEY, CHRISTOPHER (2001)****Philosophy -Professor**

Ph.D. Philosophy ..... UC Riverside  
 M.A. Philosophy ..... CSU Los Angeles  
 B.S. Microbiology ..... California State Polytechnic  
 University, San Luis Obispo

**BLASBERG, REGINA (2006)****Civil Engineering – Professor**

M.S. Civil Engineering ..... UC Los Angeles  
 B.S. Civil Engineering ..... Loyola Marymount  
 University

**BOGNA, GINA (1998)****Acting Assistant Dean, Internships, Job Development, and Career Center**

M.S. Administration ..... CSU Bakersfield  
 B.S. Organizational Management ..... University  
 of LaVerne  
 A.S. Computer Business Applications ..... College of  
 the Canyons

**BOLANOS, SAMUEL (2016)****Computer Networking - Assistant Professor**

M.S. Electrical Engineering ..... Loyola Marymount  
 University

**BOLTZ, CHRISTOPHER (2016)****Technical Theater – Assistant Professor**

M.F.A. Theatrical Design ..... University of Southern  
 California  
 B.F.A. Theatre ..... University of Southern California

**BRANCH, STEPHEN (2000)****History - Professor**

M.A. American Studies ..... University of  
 Southern Florida  
 B.A. History ..... University of Southern Florida

**BRESHEARS, SARA (2018)****Librarian**

M.S. Library and Information Science ... San Jose State  
 University  
 B.A. English Honors ..... California State University,  
 Northridge

**BRILL, DAVID (2003)****Radio/Television/Film – Professor**

B.S. Journalism ..... University of Colorado

**BRILL-WYNKOOP, WENDY (1997)****Photography - Professor**

M.F.A Creative Photography ..... CSU Fullerton  
 B.F.A Photography ..... University of Southern  
 California

**BROGDON-WYNNE, PAMELA (1997)****Director EOPS/CARE - Professor**

Ed.D. Education ..... Nova Southeastern University  
 M.S. Guidance Counseling ..... Youngstown  
 State University  
 B.S. Education/Eng. .... Youngstown State University

**BROWN, KERRY (1998)****Counselor – Professor**

M.A. Education Psych./Counseling ..... CSU Northridge  
 B.A. Deaf Studies ..... CSU Northridge  
 A.A. Social Sciences ..... College of the Canyons

**BUCKLEY, JERRY (2013)****Assistant Superintendent/Vice President, Instruction**

Ed.D. Educational Leadership ..... CSU San Diego  
 M.A. Biology ..... CSU Fullerton  
 B.S. Biological Sciences ..... University of  
 Southern California

**BURGDORFER, JASON (2016)****Geography/Geology Assistant Professor**

M.A. Geography ..... The George Washington  
 University  
 B.A. Geography ..... UC Santa Barbara  
 A.A. History ..... College of the Canyons  
 A.S. Biological and  
 Physical Sciences ..... College of the Canyons

**BURIEL, JUAN (2007)****English – Professor**

Ph.D. Comparative Literature ..... UC Irvine  
 M.A. Comparative Literature..... UC Irvine  
 M.A. American Studies ..... University of New Mexico  
 B.A. American Studies ..... University of New Mexico  
 and Communication

**BURKE, KELLY (2005)****Biology – Professor**

M.S. Microbiology ..... University of Southern Florida  
 B.S. Biology ..... University of Tampa, Florida

**BURNETT, LESLIE (2000)****English - Professor**

Ph.D. English ..... University of Hawaii-Hanoa  
 M.A. Folklore & Mythology ..... UC Los Angeles  
 B.A. English ..... UC Los Angeles

**BUSTILLOS, MICHELLE****Culinary Arts – Assistant Professor**

A.A. Culinary Arts..... Los Angeles Trade Technical

**BUTTS, DANIELLE (1999)****Director, Transfer Center - Professor**

Ed.D. Education ..... Pepperdine University  
 M.S. Counseling ..... CSU Northridge  
 B.A. Deaf Studies/Special ..... CSU Northridge  
 Education

**CARRILLO, ADINA (2011)****Nursing – Professor**

M.S.N. Nursing ..... UC Los Angeles  
 B.S. Nursing..... CSU Fullerton  
 A.S. Nursing..... Rio Hondo College

**CARROLL, SANDY (2006)****Nursing – Professor**

Ed.D. Higher Education ..... California Lutheran  
 University  
 M.S. Nursing ..... Mount St. Mary's College  
 B.S. Nursing..... University of Texas, Arlington

**CHARI, JEANNIE (2007)****Biology Professor**

M.S. Biology..... CSU Northridge  
 B.S. Biology and Geography –  
 Ecosystems ..... UC Los Angeles

**CHENG-LEVINE, JIA-YI (2005)****Director, International Services and Programs**

Ph.D. English ..... Indiana University of Pennsylvania  
 M.A. English..... University of Georgia  
 B.A. English ..... Tamkang University

**CHU, HENCELYN (2014)****Director, Medical Laboratory Technologies Associate Professor**

Ph.D. Microbiology..... Oregon State University  
 B.A. Medical Technology ..... Andrews University

**CHUNG, CHRISTINA (2018)****Business Assistant Professor**

M.B.A. Business Administration..... CSU Northridge  
 B.A. Business Administration,  
 Human Resources Management..... CSU Northridge

**CIARDI, TERESA (2007)****Physical Science – Professor**

M.S. Physics ..... University of Wyoming  
 B.A. Astronomy & Physics ..... Boston University

**COLEMAN, KATHRYN (2015)****Sociology – Associate Professor**

M.A. Sociology..... CSU Northridge  
 B.A. Sociology ..... UC, Santa Barbara

**COLLIS, GARY (2017)****Business/Business Law – Assistant Professor**

J.D. Law..... Pepperdine University of Law  
 B.S. Business Administration..... University of Illinois

**CORBETT, MARY (2006)****Nursing – Professor**

M.S. Nursing..... University of Virginia  
 B.S. Nursing..... CSU Sacramento

**COTA, CHRISTOPHER (2002)****Physical Education/Head Coach Men's Baseball - Professor**

M.Ed. Physical Education ..... Azusa Pacific University  
 B.A. Physical Education..... CSU Northridge  
 A.S. Math/Science ..... College of the Canyons

**CRUZ, GUILLERMO (2001)****Economics - Professor**

M.A. Economics..... McGill University Quebec  
 B.S. Economics ..... University of Montreal

**CUDE, KELLY (2007)****Molecular Biology – Professor**

Ph.D. Biology ..... University of Washington  
 B.S. Genetics..... UC Davis

**DAVIS, DEANNA (1998)****English - Professor**

Ph.D. Philosophy/English ..... UC Los Angeles  
 M.A. English..... UC Los Angeles  
 B.A. English ..... UC Los Angeles

**DAYBELL, MARK (2000)****Multimedia – Professor**

M.F.A Art/Creative Photo..... CSU Fullerton  
 B.S. Applied Art & Design, Photo..... California State  
 Polytechnic University,  
 San Luis Obispo

**DELANEY, ERIN (2015)****English - Associate Professor**

M.A. English..... CSU Northridge  
 B.A. Honors in English..... CSU Northridge

**DELAVERA-SOLOMON, OLGA DIANE (1998)****Counselor - Professor**

M.Ed. Educational &  
 Counseling Psychology ..... University of  
 Missouri-Columbia  
 B.A. Psychology..... San Diego State University  
 A.A. Liberal Arts ..... Pierce College

**DEMERJIAN, MARLENE (1990)****Mathematics - Professor**

Ed.D. Higher Education .. Nova Southeastern University  
 M.A. Applied Mathematics ..... UC Los Angeles  
 B.S. Applied Mathematics..... UC Los Angeles  
 A.A. Mathematics..... Glendale Community College

**DERMODY, MICHAEL (1988)****History/Political Science - Professor**

M.A. History/Political Science ..... UC Riverside  
 B.A. History ..... UC Riverside

**DEVLAHOVICH, VINCENT (2007)****Geology - Professor**

Ed.D. Educational Leadership ..... CSU Northridge  
 M.S. Interdisciplinary Studies ..... CSU Northridge  
 B.S. Psychology ..... University of Utah

**DIMAKOS, ALEXANDRA (2015)****English - Associate Professor**

M.A. English ..... CSU Northridge  
 B.A. Honors in English ..... CSU Northridge

**DIMOCK, CHASE (2017)****English – Assistant Professor**

Ph.D. Comparative and ..... University of Illinois  
 World Literature  
 M.A. Comparative and ..... University of Illinois  
 World Literature

**DOMINGUEZ, CARMEN (2011)****Dean, School of Visual & Performing Arts**

Doctorate of Musical Arts, ..... John Hopkins  
 Conducting ..... University  
 M.M. Music ..... San Diego State University  
 B.A. Music ..... San Diego State University

**DOS REMEDIOS, ROBERT (1999)****Physical Education - Professor**

M.A. Physical Education ..... CSU Northridge  
 B.A. Social Sciences ..... UC Berkeley

**DOTTER, HEATHER (2018)****Nursing – Assistant Professor**

M.S. Nursing ..... Western Governors University  
 B.S. Nursing ..... Samuel Merritt University

**DREILING, RONALD (2000)****English - Professor**

M.A. English ..... University of Kansas  
 B.A. English & Philosophy ..... Washburn University

**DUNCAN, SYLVIA (2016)****Nursing (Medical/Surgical) - Assistant Professor**

M.S. Nursing Education ..... Excelsior College  
 B.S. Nursing ..... Excelsior College

**EDWARDS, REBECCA (2007)****Art - Professor**

M.F.A. Art ..... CSU Los Angeles  
 B.F.A. Art ..... San Francisco Art Institute

**EIKEY, REBECCA (2005)****Chemistry - Professor**

Ph.D. Chemistry ..... UC Los Angeles  
 M.S. Chemistry ..... UC Los Angeles  
 B.S. Chemistry ..... Chatham College

**ETHERIDGE-CRISWELL, SARAH (2015)****Anthropology - Associate Professor**

Ph.D. Public Health ..... Walden University  
 M.A. Anthropology ..... CSU Fullerton  
 B.A. Anthropology ..... Texas A&M University

**ETIENNE, PIERRE (2000)****French - Professor**

M.A. French Language & Literature ..... Tufts University  
 B.A. French & German ..... Middlebury College

**FAUDREE, NICOLE (2007)****Paralegal Studies - Professor**

J.D. Law ..... Pepperdine University  
 B.S. Education ..... University of Georgia

**FELDMAN, BERNARDO (1989)****Music - Professor**

Ph.D. Music Composition ..... UC Los Angeles  
 M.F.A. Fine Arts/Music ..... California Institute of the Arts  
 B.F.A. Fine Arts/Music ..... California Institute of the Arts

**FERGUSON, CHRISTOPHER (1999)****Computer Science - Professor**

M.S. Computer Science ..... CSU Northridge  
 B.S. Computer Science ..... CSU Northridge

**FEUERHELM, JANE (1995)****Director, Disabled Students Programs & Services - Professor**

Ph.D. Education ..... University of Southern California  
 M.A. Special Education -  
 Learning Disabilities ..... University of Northern  
 Colorado  
 B.A. Speech Pathology & ..... University of Denver  
 Audiology

**FIERO, DIANE (2004)****Assistant Superintendent/Vice President, Human Resources**

Ed.D. Organizational Leadership.. University of LaVerne  
 M.S. Human Resource Design ..... Claremont  
 Graduate University  
 B.S. Psychology ..... University of Houston

**FISHER, HOWARD (2000)****Physical Education/Head Coach, Men's Basketball - Professor**

M.A. Physical Education ..... UC Los Angeles  
 B.A. Physical Education/ ..... Whittier College  
 Recreation  
 A.A. Liberal Arts ..... LA Pierce College

**FLYNN, KATHY (1999)****Chemistry - Professor**

Ph.D. Inorganic Chemistry ..... UC Davis  
 M.S. Chemistry ..... San Diego State University  
 B.S. Chemistry ..... San Diego State University

**FOLEY, PATRICIA (2016)****Chemistry - Assistant Professor**

Ph.D. Chemical Engineering ..... Cornell University  
 B.S. Biochemistry ..... University of Nebraska  
 B.S. Biological Systems ..... University of Nebraska  
 Engineering

**FOOTE, AMY (2016)****Interim, Mathematics, Engineering, Science Achievement (MESA) Program Director**

M.S. Biology ..... California State University, Northridge  
 B.S. Marine Biology ..... California State University,  
 Northridge

**FORREST, JEFFREY (2016)**

**Vice President, Economic and Workforce Development**  
 MBA Finance .....Lindenwood College  
 BSBA Business Administration .....University of Missouri

**FRANKLIN, CHRISTI (2003)****Learning Disability Specialist – Professor**

Ph.D. Clinical Psychology ..... Fuller Theological Seminary  
 M.A. Christian Leadership ..... Fuller Theological Seminary  
 M.A. Psychology ..... Fuller Theological Seminary  
 M.A. Counseling Psychology ..... National University  
 B.A. Biology ..... Point Loma Nazarene College

**GARCIA, PATRICIA (2015)****Counselor - Associate Professor**

M.S. Counseling & Guidance ..... California Lutheran University  
 B.A. Latin American Studies ..... UC Los Angeles

**GELKER, NECIA (2007)****Art History - Professor**

Ph.D. Art History ..... University of Southern California  
 M.A. Art History ..... University of Southern California  
 B.A. Fine Arts (Art History) ..... University of Southern California

**GEORGE, TRICIA (2015)****English - Associate Professor**

Ph.D. Art History ..... University of Southern California  
 M.A. English ..... University of Illinois at Chicago  
 B.A. Industrial Engineering ..... Northwestern University

**GERDA, JOSEPH (1987)****Mathematics Professor**

M.A. Mathematics ..... University of Texas  
 M.S. Biomathematics ..... UC Los Angeles  
 B.A. Mathematics ..... University of Texas

**GIBSON, COLLETTE (1999)****Mathematics - Professor**

M.A. Mathematics ..... UC Los Angeles  
 B.S. Applied Mathematics ..... UC Los Angeles  
 A.S. Mathematics ..... College of the Canyons

**GILMORE, JAMES (2001)****Mathematics - Professor**

M.S. Mathematics ..... CSU Northridge  
 B.A. Mathematics ..... UC Berkeley

**GLAPA-GROSSKLAG, JAMES (1999)****Dean, Education Technology, Learning Resources & Distance Education**

M.A. History/Humanities ..... University of Chicago  
 B.A. History ..... Illinois Wesleyan University

**GOLBERT, MIRIAM (2001)****Biology - Professor**

Ed.D. Higher Education ..Nova Southeastern University  
 M.S. Biology ..... CSU Northridge  
 Equivalent to: B.S. Chemistry ..... National University of Cordoba, Argentina

**GOODMAN, JEREMY (2014)****Assistant Director, The Learning Center**

M.A. Mathematics ..... San Diego State University

**GRIBBONS, BARRY (1999)****Deputy Chancellor**

Ph.D. Education ..... University of California  
 M.S. Education ..... University of Southern California  
 B.A. Psychology ..... CSU Northridge  
 A.A. Psychology ..... College of the Canyons

**GRIGORYAN, ANZHELA (2008)****Mathematics – Professor**

M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics ..... CSU Northridge

**GUSSIN, PHIL (2012)****Political Science - Associate Professor**

Ph.D. Political Science ..... UC Los Angeles  
 M.A. Political Science ..... UC Los Angeles  
 M.A. Political Science ..... UC Berkley

**HALEY, PATRICIA (2005)****Emergency Medical Technician - Professor**

B.S.N Nursing ..... CSU Los Angeles

**HARRIS, ANGELA (2015)****Counselor (Financial Aid) – Associate Professor**

M.S. Counseling ..... CSU Northridge  
 B.A. Liberal Studies ..... CSU Northridge

**HARUTUNIAN, MICHAEL (1999)****English - Professor**

M.A. English ..... CSU Northridge  
 B.A. History ..... CSU Northridge  
 B.A. English Literature ..... CSU Northridge  
 A.A. General Education ..... College of the Canyons

**HAUSS, JENNIFER (2000)****English – Associate Professor**

Ph.D. English ..... University of Rhode Island  
 M.A. English ..... Salisbury University  
 B.A. English & Journalism ..... Radford University

**HELFIG, SHELDON (2002)****Sociology - Professor**

M.S.W. Social Work ..... University of Washington  
 M.A. Education ..... CSU Northridge  
 B.A. Psychology/Sociology ..... CSU Northridge

**HEPBURN, PETER (2013)****Head Librarian – Associate Professor**

M.L.S ..... McGill University  
 B.A. Political Science ..... University of Victoria

**HERNANDEZ, NICK (2017)****Political Science – Assistant Professor**

M.A. American Government/ ..... CSU Fresno  
 International Relations

**HILLIARD, LEE (2003)****Computer Networking - Professor**

M.S. Industrial Technology ..... CSU Fresno  
 B.S. Industrial Technology ..... CSU Fresno  
 A.S. Computer Networking ..... College of the Canyons



**HILST, BRANDON (2007)****Mathematics - Professor**

M.S. Mathematics ..... CSU Northridge  
 B.A. Mathematics..... The Master's College

**HINSHAW, SUSAN (1999)****Theatre - Professor**

M.F.A Theatre Arts-Acting ..... CSU Fullerton  
 B.A. Drama ..... University of Washington

**HITT-ZUNIGA, HOLLY (2017)****Interior Design – Assistant Professor**

M.S. Sustainable Design ..... Philadelphia University  
 B.S. Interior Design..... Woodbury University

**HOOPER, GARRETT (2008)****Counseling – Professor**

M.S. Counseling/MFT ..... CSU Northridge  
 B.A. Religious Studies ..... CSU Northridge

**HOOPER, LISA (2001)****Physical Education Professor / Head Coach Women's Volleyball**

M.A. Kinesiology ..... CSU Long Beach  
 B.S. Nutrition..... Pepperdine University

**HOUGHTON, RACHAEL (2009)****Nursing – Professor**

M.S.N. Nursing ..... UC Los Angeles  
 B.S.N. Nursing ..... UC Los Angeles  
 A.S. Nursing ..... College of the Canyons

**HOVDEN, JULIA (2014)****Counselor – Associate Professor**

M.S. Psychology ..... Pepperdine University  
 B.A. Liberal Studies ..... California State University,  
 Chico

**HOWE, RICHARD (2001)****Psychology - Professor**

M.A. General-Experimental  
 Psychology ..... CSU Northridge  
 B.A. Psychology..... CSU Northridge

**HUBBARD, MIKE (2016)****Mathematics - Assistant Professor**

M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics..... UC Santa Barbara

**HYATT, RHONDA (2008)****Recreation Management – Professor**

Ed.D. Education ..... UC Los Angeles  
 M.S. Physical Education ..... University of Arizona  
 B.S. Education..... University of Nevada,  
 Las Vegas

**IACENDA, TED (2013)****Physical Education/Head Coach, Football – Associate Professor**

M.S. Sports Management ..... US Sports Academy  
 B.A. University Studies ..... University of New Mexico

**ISKANDER, CHRISTINE (2017)****English – Assistant Professor**

M.S. Comparative ..... The University of Edinburgh  
 and General Literature  
 B.A. Comparative Literature ..... UC Irvine

**JADAON, VICTOR (1999)****Computer Information Technology - Professor**

M.S. Educational Technology ..... National University  
 B.S. Electrical Engineering ..... Golden State  
 University  
 B.S. Computer Science ..... National University

**JOHNSON, CHARLES (2000)****Mathematics - Professor**

M.S. Mathematics ..... California State Polytechnic  
 University, San Luis Obispo  
 B.S. Applied Mathematics..... UC Los Angeles

**JOHNSON, JULIANNE (2017)****History – Assistant Professor**

M.A. History ..... University of Nebraska at Kearney  
 B.A. Social Science ..... Western Governor's University

**JONES-CATHCART, ANDREW (2007)****Philosophy – Professor**

Ph.D. Philosophy ..... University of South Carolina  
 M.A. Philosophy ..... Boston College  
 B.A. Philosophy ..... Assumption College  
 A.A. Liberal Arts ..... Quinsigamond  
 Community College

**JOSLIN, MICHAEL (1991)****Dean, Student Services**

M.S. Counseling ..... CSU Northridge  
 B.A. Journalism..... CSU Northridge  
 A.A. Liberal Studies ..... Moorpark College

**KAISERMAN, ADAM (2013)****English – Associate Professor**

Ph.D. English ..... UC Irvine  
 M.A. English..... UC Irvine  
 B.A. English ..... UC Santa Barbara

**KAMINSKY, ADAM (2018)****Communication Studies (Forensics) Assistant Professor**

M.A. Communication Studies ..... California State  
 University, Northridge  
 B.A. Communication Studies ..... California State  
 University, Northridge

**KAMINSKY, ALISHA (2017)****Career Counselor Assistant Professor**

M.S. Counseling ..... Loyola Marymount University  
 B.A. Communication Studies ..... CSU Northridge

**KANE, BELINDA (1999)****Physical Education – Professor**

M.Ed. Physical Education ..... Azusa Pacific University  
 B.A. Physical Education /  
 Teaching & Coaching..... CSU Northridge

**KARLIN, RONALD (2000)****Librarian Bibliographic Instruction/Electronic****Resources - Professor**

M.L.S. Library & Information ..... UC Los Angeles  
 Science  
 BA Anthropology ..... University of Southern California

**KAWAMOTO, KEITH (2013)****Fire Technology – Associate Professor**

B.A. History..... University of Notre Dame

**KEMPLER, ADAM (1997)****English - Professor**

M.A. English Literature .....CSU Long Beach  
 B.A. English .....CSU Long Beach  
 A.A. General Education .....Orange Coast College

**KICENSKI, KARYL (2000)****Communications Studies/Speech - Professor**

Ph.D. Cultural Studies .....George Mason University  
 M.A. Speech Communication .....CSU Northridge  
 B.A. Speech Communication.....CSU Northridge

**KLEIN, DEBORAH (2013)****Nursing Associate Professor**

M.S.N. Nursing .....University of Phoenix  
 B.S.N. Nursing .....University of Phoenix  
 A.A. Nursing.....Pasadena City College

**KOVACEV-NIKOLIC, VIOLETA (2016)****Mathematics – Assistant Professor**

Ph.D Applied Mathematics..... University of Alberta,  
 Edmonton, Canada  
 M.S. Statistics ..... University of Alberta,  
 Edmonton, Canada  
 M.S. Applied and.....Western Michigan  
 Computational Mathematics University

**KRESSIN, ANN (2000)****Chemistry - Professor**

M.S. Chemistry ..... UC San Diego  
 B.S. Chemistry..... Marquette University

**KUBO, KATHY (2000)****Mathematics - Professor**

M.A. Mathematics .....UC Los Angeles  
 B.S. Business Administration..... UC Berkeley

**LABRIE, MICHELLE (2002)****Psychology - Professor**

M.A. Psychology ..... Pepperdine University  
 B.A. Psychology..... UC Santa Cruz  
 A.A. Social Science ..... College of the Canyons

**LAW, TONY (2018)****EOPS/CARE Counselor Assistant Professor**

M.S. Counseling Psychology ..... Mount St. Mary's  
 University  
 B.A. English .....CSU Fullerton

**LAWSON, JULIE (2007)****Music – Professor**

M.A. Music .....CSU Northridge  
 B.A. Music.....CSU Northridge

**LE, LUONG (1999)****Mathematics - Professor**

M.S. Mathematics ..... UC Riverside  
 B.S. Mathematics..... UC Davis  
 A.S. Mathematics..... College of the Canyons

**LEACH, MICHAEL (2007)****Communication Studies (Forensics) – Professor**

M.A. Speech Communication ..... CSU Los Angeles  
 B.A. English Literature .....CSU Northridge

**LEE, STEPHANIE (2008)****DSP&S Counselor – Professor**

Ph.D. Clinical Psychology.....Alliant University  
 M.A. Psychology .....Alliant University  
 M.A. Education/Educational..... CSU Northridge  
 Psychology  
 B.S. Biological Sciences..... UC Davis

**LEONARD, VICTORIA (1995)****Communication Studies - Professor**

M.A. Speech Communication .....CSU Northridge  
 B.A. Speech Communication.....CSU Northridge

**LING, SUSAN (2008)****Counselor – Professor**

M.S. College Counseling .....CSU Northridge  
 B.A. Journalism.....Long Island University

**LIPMAN, MELANIE (1998)****Computer Application & Web Technology - Professor**

M.S. Instructional Leadership/  
 Educational Admin ..... National University  
 B.S. Secretarial ..... Fairleigh Dickinson University  
 A.A. Liberal Arts .....Nassau Community College

**LLAGUNO, MARCO (2017)****Philosophy Assistant - Professor**

M.A. Philosophy.....CSU, Los Angeles  
 B.A. Philosophy .....CSU, Los Angeles

**LOAIZA, ALBERT (2011)****Counselor, Student Athletes – Professor**

M.S. Counseling ..... University of LaVerne  
 B.A. Sociology .....CSU San Bernardino

**LORIGAN, JAMES (2000)****Fine Art – Professor**

M.A. Art-Drawing & Painting .....CSU Fullerton  
 M.F.A. Painting, Drawing/ .....CSU Fullerton  
 Printmaking  
 B.A. Art.....CSU Fullerton

**LOZANO, DORA (2011)****Counselor (Foster Youth) –Professor**

M.S. Educational Counseling..... University of LaVerne  
 B.A. Public Administration.....CSU Dominguez Hills  
 A.A. General Studies .....Cerritos College

**LUNDIN, JUSTIN (2016)****Kinesiology/Physical Education - Assistant Professor**

M.S. Kinesiology .....CSU Northridge  
 B.S. Kinesiology.....CSU Northridge

**LYON, CHARLES (1998)****Dean, Physical Education, Kinesiology, and Athletics and Athletic Director**

M.A. Education Emphasis PE..... Azusa Pacific  
 University  
 B.A. Physical Education.....CSU Northridge  
 A.A. General Education ..... College of the Canyons

**MACPHERSON, WILLIAM (2016)****Music – Assistant Professor**

M.A. Music ..... San Diego State University  
 B.A. Music.....Berkley College

**MACLEAN, HEATHER (2001)****ESL - Professor**

M.A. TESOL..... Monterey Institute of  
International Studies  
B.A. German/Russian..... Bradford University

**MAHAN, TAMMY (2005)****Psychology - Professor**

M.A. Psychology..... CSU Bakersfield  
B.S. Psychology..... California State Polytechnic  
University, San Luis Obispo

**MAHN, MOJDEH (1996)****Associate Dean, Learning Resources/Director of TLC**

M.S. Mathematics..... CSU Northridge  
B.S. Mathematics..... CSU Northridge  
A.S. Math/Science..... College of the Canyons

**MAKEVICH, JOHN (2016)****Dean, Continuing and Community Education**

M.S. Atmospheric Sciences..... The University  
of Arizona  
B.S. Earth Sciences..... UC San Diego

**MALINOSKI, VALERIE (2003)****Nursing – Professor**

Ph.D. Nursing Practice..... Loma Linda University  
M.S.N Nursing..... UC Los Angeles  
B.S.N Nursing..... CSU Los Angeles  
A.A. Nursing..... LA Valley College

**MALLEY, LISA (2007)****Anthropology – Professor**

M.A. Anthropology..... CSU Fullerton  
B.A. Anthropology..... CSU Long Beach  
A.A. Anthropology..... Orange Coast College

**MANUEL, MARY (2015)****Director, Student Health and Wellness**

M.S. Nursing..... University of Phoenix  
B.S. Nursing..... University of Phoenix  
A.S. Liberal Art/RN..... Los Angeles Valley  
College

**MANJI, KIMI (2001)****Music - Professor**

M.A. Music..... Kansas State University  
B.A. Music..... Humboldt State University

**MARCELLIN, PHILIP (1998)****Physical Education - Professor**

M.Ed. Education/Physical Education/  
Athletic Administration..... University of Toledo  
B.S. Physical Education-Teaching/  
Coaching..... California State Polytechnic  
University San Luis Obispo

**MARENCO, ANNE (2007)****Sociology – Professor**

Ph.D. Sociology..... University of Southern California  
M.A. Sociology..... University of Southern California  
M.A. Family & Consumer Services..... CSU Northridge  
B.A. Family & Consumer Services..... CSU Northridge

**MARTIN, JOSE (2001)****Spanish - Professor**

Ph.D. Spanish..... UC Irvine  
M.A. Spanish..... UC Irvine  
B.A. Social Work..... University of Maryland

**MARTINEZ, DAVID (2006)****Engineering – Professor**

Ed.D. Education..... University of Southern California  
M.S. Ops. Research Engineering..... University of  
Southern California  
B.S. Industrial Engineering &..... UC Berkeley  
Operations Research

**MARTINEZ, GRACIELA (2015)****Counselor (CalWORKS) – Associate Professor**

M.S. Educational Counseling..... University of La Verne  
B.S. Human Services &  
Community Organization..... CSU Fullerton

**MATSUMOTO, SABURO (2007)****Mathematics - Professor**

Ph.D. Mathematics..... University of Michigan  
M.S. Mathematics..... Virginia Polytechnic  
Institute and State University

**MAXWELL, ROBERT (2001)****Business - Professor**

M.B.A Marketing..... Wichita State University  
B.A. Accounting..... Wichita State University

**MCCAFFREY, MICHAEL (2007)****Art - Professor**

M.F.A. Art & Design..... University of Illinois  
B.A. Painting..... Glasgow School of Art

**MCCUTCHEON, ANDREW (2012)****Dean, School of Humanities**

M.A. English..... Tulane University  
B.A. English..... University of Maryland  
A.A. English..... Frederick Community College

**MCFARLAND, RONALD (2015)****Dean, School of Applied Technologies**

PhD Computing Technology..... Nova Southeastern  
in Education..... University  
M.A. Counseling/Interdisciplinary..... Western New  
Studios..... Mexico University

**MCMAHON, HEIDI (2011)****Chemistry -Associate Professor**

M.S. Chemistry..... The University of Iowa  
B.S. Chemistry..... Minnesota State University  
Mankato

**MICHAELS, DAVID (2011)****Physics/Astronomy – Associate Professor**

M.S. Physics..... UC Davis  
B.S. Physics..... University of Arizona  
B.A. Psychology..... UC Santa Barbara

**MICHAELIDES, ANTHONY (2001)****Dean, Campus Services & Operations (Canyon Country Campus)**

M.S. Psychology..... CSU Los Angeles  
B.A. Behavioral Science..... California State  
Polytechnic University, Pomona

**MONOSOV, NADEZHDA (2017)****Psychology Assistant Professor**

M.A. Psychology..... California State University,  
Northridge  
B.A. Psychology..... California State University,  
Northridge

**MOSLEH, MAJID (2001)****Political Science - Professor**

Ph.D. Political Science.....University of Southern California  
 M.A. Political Science .....University of Southern California  
 B.A. Political Science/..... CSU Los Angeles  
 World Politics

**MUCHA, GREGORY (1999)****Mathematics - Professor**

M.S. Mathematics .....Purdue University  
 B.S. Education/Mathematics.....Indiana University

**NADDAFPOUR, ALI (2017)****Business/Accounting Assistant Professor**

M.B.A. Financial Management..... National University  
 B.B.A. Accountancy ..... National University

**NEWCOMER, CAITLIN (2017)****English Assistant Professor**

P.H.D English ..... Florida State University  
 M.F.A. English..... The Ohio State University  
 B.A. English ..... St. Mary's College of Maryland

**NGUYEN, ANH (2013)****Counselor (ISP) Associate Professor**

M.S. Counseling ..... California Lutheran University  
 M.A. Education Administration..... CSU Northridge  
 B.A. Political Science..... CSU Northridge

**OLIVER, JASON (2015)****Architecture – Associate Professor**

M.A. Architecture ..... University of Colorado, Denver  
 B.A. Environmental Design..... University of Colorado,  
 Boulder

**ONTHANK, SVETLANA (2000)****English - Professor**

Equivalent to: MA Philology  
 (Literature) & English.....International Education  
 Institute Russia

**ORTEGA, AIVEE (2014)****Counselor (3SP – Student Success and Support Programs) – Assistant Professor**

M.S. School Counseling ..... University of La Verne  
 B.A. Social Work..... Azusa Pacific University

**OTOO, SAMUEL (1992)****ESL - Professor**

Ed.D. Higher Education .....Nova Southeastern University  
 M.A. TESOL.....William Carey Int'l University  
 M.A. Education ..... Point Loma Nazarene College  
 M.A. TESOL.....Biola University  
 BA English ..... University of Cape Coast Ghana

**OTTO, DANIEL (2015)****Culinary Arts (Restaurant Operations) – Associate Professor**

A.A. Operational Studies ..... Le Cordon Bleu

**PALMER, ANAID (2001)****Mathematics - Professor**

Ed.D Higher Educational .....Nova Southeastern University  
 Leadership  
 M.S. Mathematics..... CSU Los Angeles  
 B.S. Mathematics..... CSU Los Angeles

**PARIS, JENNIFER (2017)****Early Childhood Education – Assistant Professor**

M.S. Family and Consumer ..... University of Nebraska  
 Sciences  
 B.A. Family and Consumer ..... Chadron State  
 Sciences/Child Development College

**PATRICH, JEREMY (2018)****Geography Assistant Professor**

M.A. Geography..... California State University,  
 Northridge  
 B.A. Geography ..... California State University,  
 Northridge  
 A.A. Transfer Studies..... College of the Canyons

**PENNINGTON, SHERRILL (1999)****History - Professor**

M.A. History ..... Columbia University  
 B.A. Secondary Education..... University of Missouri  
 B.A. History & Asian Studies..... Northwestern  
 University

**PEREZ, CONCEPCION (2007)****Counselor – Professor**

M.S. Counseling ..... CSU Northridge  
 B.A. Human Services..... CSU Fullerton

**PETERSON, GARY (1984)****Cinema/Physical Education – Professor**

M.A. Speech Communication ..... CSU Northridge  
 B.S. Speech Communication.....St. Cloud  
 State University  
 A.A. General Education ..... North Hennepin  
 Community College

**POWELL, MARY (2015)****English – Assistant Professor**

M.A. English..... Claremont Graduate University  
 B.A. English/Mathematics..... The Master's College

**POZO, LUCIA (2016)****Spanish – Assistant Professor**

M.A. Spanish ..... CSU Northridge

**RAJAN, SINGHI (2015)****Counselor- Associate Professor**

Master of Social Work.....CSU San Bernardino  
 B.A. Social Work..... CSU San Bernardino

**QUIRE, GARY (2018)****Business Assistant Professor**

M.B.A Business Administration.....University of  
 Redlands  
 B.S. Business and Management .....University of  
 Redlands

**RAMIREZ, HERNAN (2017)****Sociology - Assistant Professor**

Ph.D Sociology .....University of Southern California  
 B.A. Sociology ..... UC Los Angeles



**REARDON, APRIL (2016)**

EOPS/CARE Counselor - Assistant Professor  
 M.S. Educational Counseling..... University of LaVerne  
 B.S. Social Science ..... Chapman University  
 A.A Transfer Studies-CSU ..... College of the Canyons

**REQUEJO, THOMAS "SONNY" (2015)**

**Counselor- Associate Professor**  
 M.S. Counseling .....CSU Fresno  
 B.A. Psychology.....CSU Fresno

**RIECK, GARRETT (2018)**

**Noncredit Faculty Assistant Professor**  
 M.A. Kinesiology ..... California State University, Chico  
 B.A. Kinesiology..... California State University, Chico  
 A.A. Liberal Arts .....Santa Ana College

**RIFFEL, BRENT (2008)**

**History – Professor**  
 Ph.D. History..... University of Arkansas  
 M.A. History ..... University of Arkansas  
 B.A. History.....Hendrix College

**RIOS, LORI MARIE (2007)**

**Music – Professor**  
 M.A. Music ..... University of Nevada  
 B.A. Music..... CSU Los Angeles

**RIVEIRA, BENJAMIN (2015)**

**Computer Science Associate Professor**  
 M.S. Computer Science..... California State  
 University, Northridge  
 B.S. Computer Science ..... California State  
 University, Northridge  
 A.A. TV Production ..... Leeward Community College

**RIVEIRA, DEANNA (2001)**

**Psychology - Professor**  
 Ed.D. Higher Education ..... University of  
 Southern California  
 M.A. Clinical Psychology ..... Pepperdine University  
 B.A. Psychology..... University of Hawaii

**ROBINSON, PATRICIA (1999)**

**Faculty Director, Civic and Community Engagement  
 Initiatives**  
 Ph.D. Sociology ..... UC Davis  
 M.A. Sociology..... CSU Northridge  
 B.A. Sociology ..... CSU Northridge

**RORICK, TINA (2009)**

**Nursing – Associate Professor**  
 M.S.N. Nursing .....CSU Dominguez Hills  
 B.S.N. Nursing..... CSU Los Angeles

**ROSALES, RICARDO (2012)**

**Biology – Associate Professor**  
 M.S. Biology..... CSU Northridge  
 B.A. Biology ..... CSU Northridge

**RUIZ, WENDY (2017)**

**Early Childhood Education- Assistant Professor**  
 M.S. Child Development/ ..... University of LaVerne  
 Child Life  
 B.A. Child Development ..... CSU Northridge

**SANTI, GUIDO (2017)**

**Cinema/Film Studies - Assistant Professor**  
 M.A. Cinema- Television ..... University of Southern  
 California  
 B.A. Philosophy ..... University of Urbino, Italy

**SANVER-WANG, DILEK (2012)**

**Biology – Associate Professor**  
 M.S. Biology..... UC Irvine  
 B.S. Biology ..... UC Irvine  
 B.A. Integrative Biology ..... UC Berkley

**SCHALLERT, LAWRENCE (2013)**

**Assistant Director, Student Health & Wellness/Mental  
 Health Programs**  
 M.A. Social Work .....UC Los Angeles  
 B.A. Psychology..... Cal State University Sonoma

**SCHWANKE, CINDY (2007)**

**Culinary Arts – Professor**  
 A.A. Food Management  
 Production..... Los Angeles Mission College  
 Community College

**SEUBERT, ERICA (2018)**

**Biology Assistant Professor**  
 Ph.D. Biology ..... USC  
 B.S. Biology ..... Long Island University

**SHAKER, ELIZABETH (2005)**

**Counselor – Professor**  
 M.S. Education ..... University of Southern California  
 B.A. Psychology..... UC San Diego

**SHENNUM, AMY (2003)**

**Nursing – Professor**  
 M.S.N Nursing ..... University of Phoenix  
 B.S.N Nursing ..... University of Phoenix  
 A.S.N Nursing ..... State University of New York

**SHEPHERD, REBECCA (1996)**

**Psychology – Professor**  
 M.A. Psychology ..... University of Nebraska  
 B.S. Psychology..... UC Davis

**SHERARD, TRACEY (2001)**

**English – Professor**  
 Ph.D. English ..... Washington State University  
 M.A. English..... CSU San Francisco  
 B.A. English ..... CSU Fresno

**SHERRY, MICHAEL (2004)**

**Mathematics – Professor**  
 M.S. Math ..... CSU Northridge  
 B.S. Math ..... CSU Northridge

**SILVA, AMBIKA (2016)**

**Mathematics (Statistics Specialist) - Assistant Professor**  
 M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics..... UC Los Angeles

**SILVA, DUSTIN (2013)**

**Mathematics – Associate Professor**  
 M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics..... UC Los Angeles

**SIONKO, DIANE (2000)****Business - Professor**

M.B.A Management ..... UC Los Angeles  
 B.A. History ..... University of Buffalo

**SISON, DEBORAH (2005)****American Sign Language - Professor**

M.A. Special Education ..... CSU Northridge  
 B.A. Deaf Studies ..... CSU Northridge  
 A.A. Interpreting ..... LA Pierce College

**SMITH, PHYLISE (1999)****Dance – Professor**

M.A. Dance ..... UC Los Angeles  
 M.A. Public and Social Affairs ..... UC Santa Barbara  
 B.A. Political Science ..... UC Santa Barbara

**SORNBORGER, GARY (2007)****Auto Technology – Professor**

B.A. Industrial Arts ..... CSU Los Angeles  
 A.A. Liberal Arts ..... Los Angeles Pierce College

**STANICH, DIANA (1987)****Physical Education - Professor**

M.A. Physical Education/Dance ..... CSU Long Beach  
 M.B.A Business ..... University of La Verne  
 B.S. Kinesiology/Dance ..... UC Los Angeles

**STEARNS, DAVID (2018)****Theatre Arts Assistant Professor**

M.A. Public Administration ... California State University,  
 Northridge  
 B.A. Theatre/Acting ..... California Institute of the Arts  
 A.A. Theatre ..... Suffolk County Community College

**STEPHENS, CINDY (2001)****Early Childhood Education - Professor**

M.S. Counseling ..... CSU Northridge  
 B.A. Child Development ..... CSU Northridge  
 A.A. Interdisciplinary Studies ..... LA Valley College

**STEVENSON, DAVID (1999)****Communication Studies - Professor**

M.A. Information & Communication  
 Studies ..... CSU Chico  
 B.A. Information & Communication  
 Studies ..... CSU Chico

**STOKES-RICE, TAMMERA (2015)****Communication Studies - Associate Professor**

M.A. Communication Studies ..... CSU Northridge  
 B.A. Dance ..... Missouri State University

**STROZER, ALAN (2000)****Computer Applications & Web Technology - Professor**

M.S. Electronic Commerce ..... National University  
 B.A. Psychology ..... UC Los Angeles  
 A.A. Liberal Studies ..... Los Angeles City College

**SU, BOO (2001)****Economics - Professor**

Ph.D. Economics ..... Michigan State University  
 M.A. Economics ..... Michigan State University  
 B.A. Economics ..... Korea University

**TEACHOUT, MATTHEW (2005)****Mathematics – Professor**

M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics ..... CSU Northridge

**TERZIAN-ZEITOUNIAN ALENE (2002)****English – Professor**

M.A. English ..... CSU Northridge  
 M.F.A. Creative Writing ..... CSU Chico  
 B.A. English ..... CSU Northridge

**THEULE, RYAN (2007)****Vice President, Canyon Country Campus & Grants Development**

Ed.D. Education ..... University of Southern  
 California

M.A. Communication and  
 Culture ..... Trinity International University  
 M.A. History ..... Stanford University  
 B.A. History ..... Stanford University

**THOMPSON, JENNIFER (2018)****Librarian Development**

M.A. Library and Information Science ..... University of  
 North Carolina at Chapel Hill  
 B.A. French/English Literature ..... Swarthmore College

**THRASHER, DAVID (2014)****Welding Associate Professor**

California Community College Instructor Credential, ....  
 Welding

**TORGESON, ERIKA (2015)****Counselor (CCC) - Associate Professor**

M.S. Educational Counseling ..... University of Laverne

**TORRES, OMAR (2010)****Interim Associate Vice President of Academic Affairs**

M.S. Chemistry ..... UC Los Angeles  
 B.S. Chemistry ..... Texas A&M University

**VAN HOOK, DIANNE (1988)****Chancellor - President**

Ed.D. Educational Administration ..... University of  
 La Verne  
 M.S. Psychology/Counseling ..... University of La Verne  
 B.A. Sociology ..... CSU Long Beach  
 A.A. Liberal Arts ..... Long Beach City College

**VARGA, JOHN (1999)****History - Professor**

M.A. History ..... CSU Northridge  
 B.A. History ..... CSU Northridge  
 A.A. Sciences ..... Glendale Community College

**VO, ANH (2010)****Nursing – Associate Professor**

M.S.N. Nursing ..... CSU Los Angeles  
 B.S.N. Nursing ..... CSU Northridge

**WALDON, RUSSELL (2000)****Dean, School of Business**

J.D. Law ..... University of Notre Dame  
 B.A. Bus. Admin-International  
 Finance & Marketing ..... University of Miami

**WALLACE, LISA (2000)****English – Professor**

Ph.D. English ..... UC Irvine  
 M.A. English ..... UC Irvine  
 B.A. English ..... UC Irvine  
 B.A. Spanish ..... UC Irvine

**WALLER, TINA (2008)****Nursing Lab Coordinator – Professor**

M.S. Nursing ..... University of Phoenix  
 B.A. Psychology ..... CSU Northridge

**WARNER, HEAVEN (2017)****Business/Accounting Assistant Professor**

M.B.A. Business Administration... University of Houston  
 B.B.A. Accounting ..... University of Houston

**WESTON, BRIAN (2015)****Director, Distance and Accelerated Learning**

M.A. Public Administration/Public ..... CSU Northridge  
 Sector Management and Leadership  
 B.A. Psychology ..... CSU Northridge

**WHITE, GEORGE LEE (2015)****Photography (Commercial) – Associate Professor**

B.A. Photography ..... Art Center College of Design

**WICKLINE, PAUL (2008)****Dean, School of Social and Behavioral Sciences**

M.Ed. Education ..... Central Washington University  
 B.A. Education ..... Western Washington University

**WILDING, MICHAEL (1997)****Assistant Superintendent/Vice President, Student Services**

Ph.D. Education ..... UC Los Angeles  
 M.A. Recreation & Leisure Studies ..... CSU Northridge  
 B.A. Anthropology ..... CSU Northridge

**WILLIAMS, TARA (2017)****Chemistry – Assistant Professor**

Ph.D Synthetic Organic Chemistry ..... University of  
 Sussex  
 B.S. Chemistry ..... Florida State University

**WILLIAMS-PAEZ, PAMELA (2001)****Sociology – Professor**

M.A. Sociology ..... University of Washington  
 M.A. Theology ..... Fuller Seminary  
 B.S. Religious Studies ..... Multnomah College  
 A.A. Biblical Studies ..... Multnomah College

**WISSMATH, JOHN (2007)****Physical Education – Professor**

B.A. Physical Education ..... CSU Chico

**WOLF, JAMES (2000)****Biology – Professor**

M.S. Biology ..... CSU Northridge  
 B.A. Biology-Environmental ..... CSU Northridge

**WONSER, ROBERT (2017)****Sociology- Assistant Professor**

M.A. Sociology ..... CSU Northridge  
 B.S. Business Administration ..... CSU Northridge

**WOOD, MURRAY (2008)****Chief Development Officer – COC Foundation**

M.A. Social Service ..... Bryn Mawr  
 B.A. English ..... La Salle University

**YEH, LAUREN (2014)****Counselor (DSPS) – Associate Professor**

M.S. Counseling ..... UC Los Angeles  
 B.S. Psychology ..... UC Los Angeles  
 A.A. Psychology ..... Pasadena City College

**YOUNG, LORI (2017)****Paralegal Studies Assistant Professor**

Master of Professional ..... George Washington  
 Studies in Paralegal Studies ..... University  
 B.S. Paralegal Studies ..... Kaplan University  
 A.S. General Business ..... Antelope Valley College

**YOUNG, MICAH (2015)****Interim Dean, Mathematics, Sciences and Health Professions**

M.D. Medicine ..... University of Illinois at Chicago

**PROFESSORS EMERTI**

A faculty member who is retiring from the academic profession and who has provided dedicated service to the college, students and the profession, can be recognized as an Emeritus Professor. To be eligible for the status of Emeritus Professor, a faculty member's name is placed in nomination by his or her divisional colleagues. The nomination is then put before the Academic Senate for confirmation.

- Alduino Adelini.....Counseling
- Sue Albert..... Nursing
- Kathy Alfano .....NSF Create
- Edel Alonso .....Counseling/Education/Spanish
- Diane Ayres..... English
- Diane Baker..... Nursing
- William Baker\* ..... Theatre/Speech
- Roger Basham.....Anthropology/Sociology
- Dennis Bauwens..... Business
- James Boykin\* .....Biological Sciences
- Pamela Borrelli ..... Nursing
- Leslie Bretall .....Library
- Robert Brode .....Administration of Justice
- Lori Brown ..... Nursing
- Carl Buckel ..... Business/Cooperative Work Experience
- Daniel Catan\* ..... Music
- Cherie Choate ..... Mathematics
- Richard Clemence .....Administration of Justice
- Kathy Clements-Knapp..... Computer Information Technology
- Ted Collier\* ..... Political Science
- Pamela Coon..... Computer Information Systems
- Lee Corbin\* ..... Mathematics
- Jack Compton.....Welding
- Susan Cooper..... English
- Susan Cornner ..... English
- Doris Coy\* ..... Economics
- Linda Crosby ..... Early Childhood
- Susan Crowther.....MESA Director
- Fred D'Astoli\* ..... English
- Donna Davidson ..... English
- Sally Didrickson .....Nursing/Instruction
- Steven Dixon ..... Fire Tech
- P. Carter Doran\* ..... Instruction
- Robert Downs\* ..... Music
- John Drislane\* ..... English
- Erik Eriksson ..... Chemistry
- Douglas Forbes ..... Computer Science
- Robert Gilmore .....Counseling

- Audrey Green .....Academic Affairs
- George Guernsey\* ..... Mathematics
- Mildred Guernsey\* ..... Mathematics
- Irene Gunshinan ..... Child Development
- Kim Gurnee\* ..... English
- Violet Hamilton\* .....EOPS
- Donald Heidt..... English/German/Philosophy
- Mary Heidt ..... Nursing Science
- Donald Hellrigel .....Foreign Languages
- Linda Howry..... Nursing
- Elfie Hummel\* .....Foreign Languages
- Joan Jacobson .....Counseling
- Kevin Jenkins\* ..... Graphic Arts & Design
- Joanne Julian ..... Art
- Jan Keller..... Learning Resources
- James Kelleher..... Political Science
- Tom Lawrence .....Mathematics/Astronomy/Physics
- Walter Lebs\* ..... Drafting
- Betty Lewis ..... Nursing Science
- Betty Lid..... English
- Carole Long ..... Instruction
- Rebecca Lord\* ..... English
- Ann Lowe..... Nursing
- Helen Lusk\* ..... Nursing Science
- Len Mahoney..... Physical Education/Kinesiology/Athletics
- Valerie Malinoski ..... Nursing
- Ramachandra Manvi\* ..... Instruction
- Chellie Maple.....Counseling
- Richard Martinez ..... Anthropology
- Gloria McKimmey\* ..... Computer Information Technology
- Michael McMahan ..... Philosophy
- Dorothy Minarsch ..... Interior Design
- Floyd Moos ..... English
- Diane Morey .....Nursing, Health Education
- Dennis Morrow ..... Mathematics
- Norman (Gary) Mouck..... Mathematics
- Robert Patenaude ..... Mathematics
- Bruce Pelkey ..... International Services & Programs
- Mary Peterson ..... English
- Carolyn Powell.....Counseling
- Mark Rafter ..... Psychology
- Anton Remineh\* ..... Journalism
- Bradley Reynolds ..... History
- Russell Richardson..... Political Science
- Betty Rose ..... Biology
- James Ruebsamen..... Journalism



**FACULTY - PROFESSORS EMERTI**

George Rhys ..... Mathematics  
 Robert Segui..... Counseling  
 Robert Seippel\* ..... Electronics  
 Sydney Shanks..... Mathematics  
 Lee Smelser ..... Physical Education  
 Dale Smith..... Sociology  
 Nancy Smith ..... Psychology/Instruction  
 Mary Enos Smith ..... Nursing  
 Virginia Soriano ..... Nursing  
 Betty Spilker ..... English  
 Kenneth Stevens\* ..... Computer Center  
 Diane Stewart..... Continuing and Community Education  
 Sylvia Sullivan ..... CAD/ Drafting  
 Don Takeda..... Biology  
 Rachel "Lea" Templer..... Economics  
 Gretchen Thomson..... History  
 Robert Tolar..... Mathematics  
 Connie Tripp..... History  
 Isao Uesugi..... Librarian  
 Mary Valentine..... Sociology  
 Marilyn Van Aken ..... Student Health Center

Julie Visner ..... Counseling  
 Fran Wakefield ..... Counseling  
 Robert Walker..... Art  
 Joan Waller..... Child Development  
 Diana Watkins ..... Computer Information Systems  
 Kathleen Welch ..... Nursing  
 Stanley Weikert ..... Accounting/Business  
 Stan Wright..... Business  
 Winston Wutkee ..... Geography/Geology

*\* Deceased*

**FACULTY**



# Regulations and Policies



REGULATIONS AND POLICIES

**ACADEMIC FREEDOM****A. GENERAL PRINCIPLES ON ACADEMIC FREEDOM**

1. Freedom of speech is a right granted to all citizens by the First Amendment of the United States Constitution; it is vital to American standards of fairness and intelligent debate, and, therefore, it extends to the classroom environment for teachers and students.
2. A mature, democratic society functions best when its citizens are permitted and able to exercise their right to discuss, debate, disagree, challenge and engage in dialogue on all topics relating to the welfare of individuals and the larger community.
3. An institution of higher education in such a society is expected to enable its faculty, students and staff to comprehend and value the freedoms and responsibilities inherent in its national culture.
4. Only an academic environment that promotes an open and free exchange of ideas can properly develop the cognitive skills of critical inquiry which promote individual success and societal progress.
5. The College, as an institution of higher education, has an obligation to the community to promote the thoughtful introduction of a full gamut of ideas for discussion. This is facilitated by:
  - a. Establishing a policy promoting the principle of academic freedom and encouraging faculty and students to exercise this practice by developing and accepting opportunities for critical thinking and personal growth.
  - b. Ensuring that the policy of academic freedom successfully guarantees mutual respect by all participants in the educational environment, including the protection from the threat of political or personal attack. Such guarantees include the full scope of professional faculty obligations relative to assigning textbooks, presenting student learning activities, evaluating student performance or achievement and participating in the academic life of the community.

**B. ACADEMIC FREEDOM AND THE FACULTY**

1. Academic freedom in the course of instruction means that faculty members teaching in the District have the prerogative to present and explore all issues relevant to their disciplines which contribute to the education of students regarding the substance of each course's content and the student learning outcomes.
2. Quality teaching is understood to involve intellectual honesty and academic integrity in the presentation of subjects assigned. Such professional decorum requires the presentation of differing perspectives and interpretations with balanced intellectual rigor.

**C. ACADEMIC FREEDOM AND STUDENTS**

1. By accepting an academic course of study within the College system, students accept the principle that they will study in an environment that is designed to present the fullest range of academic insight in the subjects they are enrolled in, including contemporary and historical perspectives, and open, thoughtful examination of differing points of view in pursuit of knowledge within general and specific fields of study.
2. Academic freedom allows students to take reasoned exception to the concepts and conclusions presented in any course of study. Students are, however, responsible for learning the content of any course in which they are enrolled, and can expect to be tested on their knowledge of such information.

**D. DISTRICT RESPONSIBILITIES AND SUPPORT**

1. The District is committed to the full support of the principle of academic freedom within all its activities.
2. The District supports the freedom of all faculty to inquire, to teach controversial content, to model and encourage critical thinking, and to present all viewpoints within each discipline.
3. The District supports the freedom of all students to inquire, to have access to the full range of information available, to explore



difficult and controversial material, to develop and practice critical thinking skills, and to operate in a classroom climate free of intimidation and conducive to the free exchange of ideas is fully encouraged and expected.

4. Under the provisions of the California Education Code, the faculty have the right and the professional responsibility to assign grades. The District recognizes its obligation to ensure that faculty members will be allowed to exercise these responsibilities free from political influence, intimidation, or threat of lawsuit.

### **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY**

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity. Pursuant to the provisions of state and federal law, the District's Board of Trustees has adopted policies and procedures ensuring that its programs and activities are available to all persons without regard to national origin, religion, age, sex, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status or any other protected basis.

The Santa Clarita Community College District is committed to implementing the concept, intent, and spirit of providing equal employment and educational opportunity to all persons. Positive action will be taken by the administration, faculty, staff and students to ensure the implementation of this policy and to overcome any form of exclusion or discrimination, whether purposeful or inadvertent.

Additional information on these policies and procedures is available in the District's Equal Employment Opportunity Office (Human Resources); University Center (UCEN) 360; (661) 362-3424; TTY (661) 362-5178.

### **NON-DISCRIMINATION POLICY**

The Santa Clarita Community College District does not discriminate on the basis of national origin, religion, age, sex, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or any other protected basis in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the

College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints may be directed to the Assistant Superintendent/Vice President, Human Resources, University Center (UCEN) Room 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661) 362-3424. The college recognizes its obligation to provide overall program accessibility throughout the College for disabled persons. Contact the DSP&S Director to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F, HHH Bldg., Washington, D.C. 20201.

### **POLÍTICA CONTRA LA DISCRIMINACIÓN**

El Distrito de Colegios Comunitarios de Santa Clarita no discrimina por motivos de raza, credo religion, color, origen étnico o nacional, ascendencia, estado de migratorio, miembro de servicio militar, incapacidad física o mental, condición médica, estado civil, sexo, embarazo, edad, orientación sexual, identidad de género, o cualquier otra base protegida en conformidad con Título VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse al Assistant Superintendent/Vicepresidente de Recursos Humanos, del Centro Universitario, de la habitación 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil,



U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201.

## SEXUAL HARASSMENT POLICY

### I. POLICY STATEMENT

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in district programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the district's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The district will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

### II. APPLICABILITY

This policy applies to all applicants for employment and admission to district programs, officers and employees of the District, students, and persons who serve the district as its agents and are under the control of the district. It applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any district activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Specific adherence to this policy shall also be made an express term of every contracted services agreement entered into by the District.

### III. LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 (as amended by the 1991 Amendments to the Civil Rights Act), by Title IX of the Education Amendments of 1972, the California Fair Employment and Housing Act (FEHA), and California Education Code. Santa Clarita Community College District's Unlawful Discrimination and Affirmative Action Policy also prohibits sex discrimination.

### IV. DEFINITION

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical

behavior of a sexual nature where:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting the individual's welfare;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance, or creates an intimidating, hostile, offensive, or demeaning work or educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

A third party may also file a complaint under this policy if the sexual conduct of others in the work or educational environment has the purpose or effect of unreasonably interfering with the third party's welfare, work or academic performance.

Examples of prohibited behavior or prohibited acts that constitute sexual harassment may take a variety of forms. Examples of behavior generally viewed as sexual harassment when they are unwelcome include, but are not limited to:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; sexually suggestive or insulting sounds or gestures, including sucking noises, winking, and throwing kisses; unwelcome flirting or sexual propositions, invitations or solicitations; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature (direct or indirect threats or bribes for unwanted sexual activity); or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** (*activities that take place either inside or outside the institution*): 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, giving a neck or shoulder massage, stalking, 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 (including virtual platforms), electronic messaging, electronic media transmissions or other materials with sexual content

4. **Environmental:** An academic or work environment that is permeated with sexually-oriented talk, innuendoes, insults or abuse not relevant to the subject matter of the class or employment. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work. This may include, but is not limited to, consensual sexual relationships.

Romantic or sexual relationships between supervisors and employees, or between faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the faculty or staff member must evaluate the student's work or make academic decisions affecting the student or if a supervisor must evaluate the performance of an employee. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or other employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the district.

Sexual harassment may occur between peers. Unwelcome sexual behavior between peers under this definition is unacceptable in the District.

Examples of harassment can include, but are not limited to, all of the behaviors described above as well as the following behaviors:

- leaving obscene messages on campus computers;
- creating a sexually demeaning atmosphere, such as displaying posters and pictures that are sexist or otherwise demeaning to females or males;
- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;
  - o whistling or yelling obscenities at people walking by, or loudly discussing their sexual attributes and rating them;
  - o threatening rape;
  - o mooning, whereby individuals expose their buttocks aggressively;
  - o voyeurism
  - o exposing one's genitals;
  - o "streaking" - running naked in front of others;
  - o "sharking" - biting breasts, buttocks, or other private body parts;
  - o shouting obscenities;

The aforementioned lists of behaviors should be used to assist in identifying offensive behaviors but in no way should be construed as exhaustive lists of unacceptable acts. In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the records of the incident or incidents as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred. This definition recognizes two categories of sexual harassment:

1. **"Quid pro quo"** sexual harassment occurs when a person in a position of authority (supervisor and subordinate or teacher and student) makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. (Please note: the relationship may be an indirect one where the harasser has the power to direct others who have authority over the victim.) The perpetrator's intent or lack of intent to harass is not relevant to the determination of whether quid pro quo harassment occurred.
2. **"Hostile environment"** sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is physically threatening or humiliating. As with quid pro quo harassment, the perpetrator's intent or lack of intent to harass is not relevant to the determination of whether hostile environment harassment occurred.

## V. SEXUAL RELATIONSHIPS AND PROFESSIONAL CONDUCT

The basic reasons for which a community college district exists are the discovery and transmission of knowledge, activities which are founded upon the free and open exchange of ideas. Such activities flourish only in a climate uncluttered by exploitation, coercion, intimidation or reprisal. In order for productive learning and the work that supports it to occur, certain conditions should prevail on campus. It is for these reasons that members of the college community - faculty, students and staff personnel - should pursue their responsibilities guided by a strong commitment to basic ethical principles and professional codes of conduct.

Primary responsibility for maintaining high standards of conduct resides especially with faculty and supervisors, since they exercise significant authority and power over others. If the highest standards of professional conduct are to be maintained, however, all responsible members of the community of learning should understand that

sexual advances or comments by a faculty member or supervisor toward one of his or her students or employees may constitute unprofessional conduct. Such unprofessional conduct blurs professional boundaries, interferes with a climate conducive to the open exchange of ideas between persons, subverts the normal structure of incentives that spurs work and learning, and interjects attitudes and pressures which may undercut the basic reasons for which the district exists. In such cases, objectivity may be compromised or destroyed and competent evaluation threatened.

## VI. PROHIBITED SUPERVISORY OR MANAGERIAL BEHAVIOR

1. No supervisor, manager, administrator, or other authority figure may condition any employment, employee benefit or continued employment in the district on an applicant's or employee's acquiescence to any of the sexual behavior defined above.
2. No supervisor, manager, administrator, or other authority figure may retaliate against any applicant, or employee, or student because that person has opposed a practice prohibited by the Title VII of the Civil Rights Act of 1964 or the California Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigative agency.
3. No person shall destroy evidence relevant to an investigation of sexual discrimination.

### Behavior Prohibited by all persons

1. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall create a hostile or offensive work environment for any other person by engaging in any sexual harassment or by tolerating it on the part of any employee or student.
2. No supervisor, manager, administrator, faculty member, student, or any other person in the district shall assist any individual in doing any act which constitutes sexual discrimination against any employee or student of the district.

## VII. RESPONSIBILITIES

### A. College Community - Faculty, Students or Staff Personnel

If faculty, students or staff personnel believe that they have been subjected to sexual harassment or any unwanted sexual attention, they should:

- If possible, communicate the unwelcomeness of the behavior to the harasser.
- If practical, communicate to their supervisor (or instructor) that unwelcome sexual behavior has occurred. However, under no circumstances shall a faculty member, student or staff personnel of the district, who believes that she/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first

report that harassment to their supervisor (or instructor).

- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the district's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

### B. Administrators, Managers and Supervisors

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not there has been a written or formal complaint. Administrators, managers and supervisors must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the district's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

### C. Faculty

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus whether or not they are reported to them. Faculty members must:

- Ensure that harassment or inappropriate sexually oriented conduct is reported to an appropriate administrator or directly to the District's Affirmative Action Officer.
- Discuss sexual harassment policy with their students, as appropriate. Students should be informed of their rights under this policy.

### D. All Employees

All employees of the district shall:

- Report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

### VIII. NON-REPRISAL

No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

### IX. MALICIOUS, FALSE ACCUSATIONS

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, informal reprimand, formal reprimand, demotion, transfer, suspension, or dismissal.

### X. CONFIDENTIALITY

District administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Information will be revealed strictly on a need-to-know basis. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

## BP 532 STUDENT GRIEVANCES

### Introduction:

The purpose of this policy is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

### I. Definitions:

1. **Grievant** – (A) an individual who is enrolled in or registered with an academic program of the College; and/or has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; (B) a person no longer enrolled at the college where there is a grievable issue; (C) an individual who has submitted an application, however is not enrolled or registered with an academic program. Grievances by applicants shall be limited to a complaint regarding denial of admission.
2. **Days** - shall mean days when the college is in session, excluding Saturdays, Sundays, holidays, spring break, winter break, and summer and winter session days.
3. **Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.
4. **Grievance Officer** – For the purposes of this policy, the Dean of Students, or the CSSO shall serve as grievance officers.

5. **Standard of Evidence** - Should a grievance involve a formal hearing, the standard of proof in effect will be that of a “preponderance of evidence.” 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.
6. **Burden of Proof** - It is the responsibility of the grievant(s) to submit proof of alleged unfair or improper action.  
This Policy Does Not Apply to the Following:
  1. Challenge process for prerequisites, co-requisites, advisories and limitations on enrollment.
  2. Grievances pertaining to grades.
  3. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability.
  4. An appeal for residency determination.
  5. Eligibility, disqualification or reinstatement of financial aid.
  6. Student discipline
  7. Citations (for parking or other infractions)
  8. Freedom of the press
  9. Employee discipline
  10. Challenges of established District policies, e.g. board rules and administrative regulations.
  11. Financial claims against the District.

### II. TIME LIMITS:

1. The statute of limitations period for requesting a grievance hearing under this policy is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.
2. Pursuing an informal remedy for a grievance does not relieve the grievant of the responsibility of requesting a grievance hearing within one hundred twenty (120) calendar days of the incident giving rise to the grievance.
3. Appeal of the time limits, based upon documented extenuating circumstances, as defined in Board Policy, must be made to the Grievance Officer.

### III. INFORMAL RESOLUTION

Each grievant shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person(s) with whom the grievant has the grievance, or that person’s immediate supervisor if there is no reasonable opportunity to solve the problem with the individual(s) directly involved.



1. Specifically, the grievant(s) should, if appropriate, schedule a meeting about the issue(s) with the person with whom the grievant(s) has the grievance, and if necessary, schedule a meeting with the person's immediate supervisor and/or schedule a meeting with the appropriate college administrator. An "informal" discussion after class, or a chance meeting regarding the issue, does not constitute completion of step 1 of the informal process.
  2. If the matter is not resolved at step "1" above, the grievant will contact the College grievance officer for assistance. The grievant shall provide the grievance officer with a written statement of grievance and may provide any other information and documentation in support of the grievance. The statement of grievance shall specify the time, place, nature of the complaint, and the remedy or corrective action requested. If a grievant believes that a specific district policy has been violated, the grievant should specify the policy or policies alleged to have been violated. The grievance officer shall inform the grievant of their rights and responsibilities under this policy.
  3. The grievance officer will provide a copy of the statement of grievance to the respondent within ten (10) days of receipt of the grievance, or as soon thereafter as practicable.
  4. The grievance officer shall gather, copy and review pertinent information, records and documentation and communicate with all parties, and attempt to mediate an informal resolution.
2. If the above conditions are satisfied, the committee chairperson shall notify the grievance officer in writing, within five (5) days, that a grievance hearing will be held.
  3. If the grievance does not meet each of the requirements, the hearing committee chair shall notify the grievant in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five (5) days of the date the decision is made by the grievance hearing committee. The grievant may appeal this decision per Appeal, Part 1 of this policy.

#### **B. Composition of the Grievance Hearing Committee**

1. The grievance hearing committee shall be made up of five members of the campus community. Two members shall be faculty members appointed by the Academic Senate president. Two members shall be students appointed by the Associated Student Government president. One member shall be a classified staff member appointed by the president of the Classified Senate. One of the faculty members shall serve as chair. Alternates will be appointed as necessary. Three members of the above committee shall constitute a quorum. All members are entitled to vote on matters related to the grievance.
2. No person shall serve as a member of the hearing committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a fair manner. The grievant (s) or respondent(s) may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge, in writing, to the CEO who shall determine whether cause for disqualification has been shown. If the CEO feels that sufficient grounds for removal of a member of the grievance committee has been presented, the CEO shall remove the challenged member or members and ask that the appropriate person name a replacement.

#### **IV. FORMAL RESOLUTION**

If there is no informal resolution of the grievance, the grievant has a right to request a grievance hearing. This request must occur no later than one-hundred twenty (120) calendar days after the alleged incident.

##### **A. Meeting of the Grievance Hearing Committee**

1. Within fifteen (15) days following receipt of the request for a grievance hearing, or as soon thereafter as practicable, a Grievance Hearing Committee shall meet and decide if a grievance hearing will be held. The committee shall consider whether the grievant has met the following requirements:
  - a. The request contains allegations, which, if true, would constitute a grievance under this policy;
  - b. The grievant is a student, applicant or former student as defined by this policy.
  - c. The grievant has met the requirements of the grievance policy with respect to timeliness
  - d. The grievant has attempted to solve the matter informally;
  - e. The grievant(s) is personally and directly affected by the alleged grievance;
  - f. The remedy requested by the grievant is appropriate for the act that is alleged and is not frivolous; clearly without foundation, or clearly filed for the purposes of harassment.
  - g. The grievant has cooperated in the processing of the grievance.

##### **C. Formal Hearing Procedure**

1. The grievance officer will ensure that relevant information and documentation is made available at the hearing. Information requested will be provided in such a way that it does not violate the privacy rights of others.
2. The decision of the grievance hearing committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
3. The grievant may obtain the assistance of a person of his or her choice (at his or her own expense), except the grievant may not be represented by legal counsel.

4. The respondent may represent himself or herself; or the respondent may obtain the assistance of a person of his or her choice, except the respondent may not be represented by legal counsel.
  5. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  6. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  7. Unless the grievance hearing committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
  8. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 10 days prior to the date of the hearing.
  9. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
  10. The hearing shall be recorded by the grievance officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the grievance hearing committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the College or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.
  11. When the presentation of evidence is concluded, the hearing committee's deliberations shall be confidential and closed to all parties. The hearing committee's deliberations shall not be tape-recorded. Only those committee members present throughout the hearing may vote on the recommendations of the grievance hearing committee.
- D. Findings of the Grievance Hearing Committee**
1. Within twenty (20) days following the close of the hearing, the grievance hearing committee shall prepare and send a written decision to the grievant(s), respondent, and grievance officer.
  2. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above.
3. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any.
  4. The decision shall be based only on the record of the hearing, and not on matters outside of that record.
  5. The record will consist of the original grievance, any written response, and the oral and written evidence produced at the hearing.

#### IV. APPEAL

##### Part 1.

1. Any appeal relating to a grievance hearing committee decision that the statement of grievance does not present a grievance as defined in these procedures shall be made in writing to the CEO within ten (10) days of that decision.
2. The CEO shall review the statement of grievance and request for grievance hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The CEO's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

##### Part 2.

1. Any appeal related to the findings of the grievance hearing committee following a formal hearing shall be made, in writing, to the CEO within ten (10) days of that decision.
2. The CEO shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the CEO shall make a written recommendation regarding the outcome of the appeal.
3. The CEO may decide to sustain, reverse or modify the decision of the grievance hearing committee. The CEO's decision shall include a statement of reasons for the decision. The CEO's decision shall be final. The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the CEO's appeal decision shall be sent to the grievant, respondent, and the grievance.

#### COLLEGE OF THE CANYONS STATEMENT ON ACADEMIC INTEGRITY AND PLAGIARISM

Approved by Academic Senate in May, 2010

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. To facilitate a culture of academic integrity, College of the Canyons has defined plagiarism and academic dishonesty. Due process procedures have been established when plagiarism or academic dishonesty is suspected.

At College of the Canyons, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution.

When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the current instructor's knowledge and approval.

To be specific, below are some of the situations that will be considered plagiarism at College of the Canyons:

- Use information from any source, online or in print, in one's own writing without acknowledging the source in the content and in the reference page of the assignment;
- Simply list the sources in the reference page, without parenthetical citations in the body of the essay;
- Take more than one printed line of words consecutively from the source without putting quotation marks around them, even though the student has put the author's name in the parentheses or in the reference page;
- Turn in work done for other classes, regardless how big or small the assignment may be, without the current instructor's approval—this is considered "self-plagiarism," which is a form of academic dishonesty; or,
- Turn in work by another student, even by accident.

In addition, College of the Canyons has strict rules against using electronic devices during exams without the instructor's approval. To be specific, absolutely no cell phones or any electronic devices can be on the desk or in sight during test or exam without the instructor's approval. The presence of electronic devices in sight during exams may be considered as intention to cheat and will be processed as a form of academic dishonesty. Cases of alleged academic dishonesty, such as plagiarism or cheating, will be referred to the Dean of Student Services for investigation. See your syllabus for course specific policies, rules, and guidelines on plagiarism and academic dishonesty.

## DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

Institutional board policies and accompanying administrative procedures can be found at <http://www.canyons.edu/Offices/BOT>.

### 5529 STUDENT CONDUCT

#### 5529.1 Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons (the College) assume an obligation to abide by all College regulations.

1. has submitted an application to the College for the current or upcoming terms; or
2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching or training occurs, or;

3. has met the conditions for part one (1) or two (2) above in the immediately preceding semester or intersession.

#### 5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes, which must be College/District related and which may occur either on any District site or elsewhere off-site during a College-sponsored activity or event, or through any online interaction the student may have with another member of the campus community. In cases involving alleged rape, sexual assault, domestic violence, dating violence or stalking, in which both the alleged complainant and the accused are both students of the College, jurisdiction extends to matters which may occur either on or off campus, and not necessarily in conjunction with a College-sponsored activity or event.

This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction, including, but not limited to, cutting, defacing, vandalizing, or marking with graffiti, 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, or knowingly receiving stolen College or District property or private property on campus.
- B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to the College or one of its officials, or any fraud activity including, but not limited to, reversing credit card charges to avoid paying fees, or failure to make good on returned checks cashed by the College.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty, including, but not limited to: having other students or non-students take courses, tests, placement exams, or write papers; access to, or use of electronic devices, during exams; opening internet browsers while taking closed book, closed note proctored exams.
- D. Violation of classroom rules, as determined by each course syllabus, including, but not limited to, the use of cell phones, and other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, including, but not limited to the wearing of specified footwear and/or safety gear and/or protective clothing or uniforms, and other standards found in the course syllabus.
- E. Physical or verbal abuse, or harassment, including, but not limited to, sexual harassment, or any threat of force or violence including physical altercation, flaming, bashing, bullying, intimidation, harassment, sharking or any abusive, threatening, coercive, or hostile behavior, including online interaction, directed toward any member of the College, or members of his or her family, or a campus visitor, or any harassing or discriminatory behavior based on race, sex, sexual orientation, religion, age, national origin, disability, or any other status protected by law.

**F. Sexual Harassment**

Sexual harassment is defined as unwelcome conduct of a sexual nature that may include unwelcome sexual advances, requests for sexual favors, and/or other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment also encompasses nonsexual conduct, provided the behavior is unwelcome, is based on sex or sexual stereotyping, and has the effect of interfering with a student's ability to participate in or benefit from a school program, such as participation in athletics, employment or co-curricular activities.

Examples of sexual harassment include, but are not limited to:

- making sexual propositions or pressuring students and other member of the campus community for sexual favors;
- unwanted touching of a sexual, or non-sexual, nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, photographs, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students and other members of the campus community as to sexual activity or performance; or,
- circulating or showing e-mails or websites of a sexual nature
- requesting another person to provide nude photographs or photographs of a sexual or illicit nature of him/herself

**I. Sexual Exploitation**

Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:

1. Prostituting another person
2. Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
3. Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio know or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.
4. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
5. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire. (Education Code Section 76033)

**J. Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Alleged stalking activity includes, but is not limited to, that which occurs in person, through electronic devices, online, or through social media.

Examples of stalking include, but are not limited to:

- Following
- Obsessive behavior
- Unwanted and/or excessive phone calls or other forms of communication
- Unwanted letters or messages
- Unwanted gifts or threatening gifts
- Damage to property
- Appearance at places of residence, school, work
- Threats to person, family, or friends
- Inappropriate confrontations and approaches

**K. Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**L. Domestic Violence**

Includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with or has cohabitated with the victim as a spouse;
4. A person who is cohabitating with or has cohabitated with the victim other than as a spouse;
5. A person similarly situated to a spouse of the victim under California law; or
6. Any other person against an adult or youth victim who is protected from that person's acts under California law.

M. Misuse of any student contact information obtained in any manner, including, but not limited to, sending harassing, stalking, threatening, offensive, indecent, lewd, or obscene correspondence or photos either through email, texting or social media, or making harassing, stalking, threatening, offensive, indecent, lewd, or obscene phone calls to another student.

N. Misuse of email or engaging in other inappropriate forms of communication with College faculty or staff, including, but not limited to, communication by written notes, phone, voicemail, or any form of electronic communication.

O. Manufacture, use, possession, distribution, sale, offer to sell, furnishing, arranging or negotiating the sale of any drug or drug paraphernalia, or being under the influence of alcohol, narcotics, recreational drugs (whether legal or illegal), or other dangerous drugs, or the abuse of any lawfully prescribed medication which causes the student to be so



- impaired as to be a danger to oneself or others, or to be disruptive to the educational or administrative process, on campus, or off campus at any College-sponsored event, including day and night while the student is under the supervision of the College and its personnel, even when formal activities of the event (athletic event, conference, field trip, etc.) have ended.
- P. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College or District property, facilities, supplies or equipment, or vehicles, or unauthorized occupancy of any buildings or other facilities owned, rented, leased, or otherwise under the control of the College or District.
- Q. Disorderly, lewd, indecent, obscene, or offensive conduct on District-owned or controlled property or at College-sponsored or supervised functions, or engaging in expression which is libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.
- R. Possession, use, or sale of any weapons including, but not limited to, firearms, knives, explosives, dangerous chemicals, or other potentially harmful implements, substances, or objects, which could be classified as a weapon, or any imitation or replica weapons, which may cause alarm to the College community while on the College campuses or at a College or District-sponsored function without prior authorization of the Chief Executive Officer (CEO) or designee.
- S. 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.
- T. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function, or the open and persistent defiance of authority. This includes all extracurricular activities including, but not limited to, internships, service-learning activities, athletic events, conference travel, and field trips during all hours the student is under supervision of the College and its personnel.
- U. Violation of any order of the CEO or designee, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, website, social network, or by posting on an official bulletin board designated for this purpose.
- V. Soliciting or assisting another to undertake any act, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- W. Abusive behavior directed toward, or hazing of, a member of the College community, or any act, which injures, degrades, disgraces or tends to injure, degrade, or disgrace any fellow student or member of the campus community.
- X. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- Y. 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.
- Z. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any College-sponsored activity or event.
- AA. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- BB. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure.
- CC. Gambling on College or District property.
- DD. Willful or persistent smoking of tobacco products, or the use of an electronic cigarette, hookah pen or pipe, or similar device used to ingest flavored serums, with or without nicotine and which dispense vapors, in any area where smoking or use of vapor emitting electronic cigarettes, pens, pipes or similar devices has been prohibited by law or by regulation of the College or District.
- EE. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in College-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.
- FF. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.
- GG. Any attempt to misuse a campus parking permit issued by the College or District including, but not limited to, selling a College-issued student parking permit to another student, giving an expired student parking permit to another student, allowing a current or expired student parking permit to be borrowed by another student, making use of any stolen College-issued parking permit, creating

- or making any form of falsified or fake student or faculty/staff parking permit with the intent for use on a District campus.
- HH. Violations of California Vehicle Code or local traffic violations, which cause a threat to persons or property, or the orderly operation of the College by virtue of the nature or frequency of the violations.
- II. Failure to pay, in a timely manner, parking citations written by the College's Campus Safety Officers for parking violations, which occur on the College's campuses.
- JJ. False accusations or malicious charges against another student or member of the campus community.
- KK. Violation of federal, state, or local statute or ordinance, or District policy, rule, or regulation while on College property and during all hours, off campus, while the student is under the supervision of the College and its personnel.
- LL. Attempting to perform any actions that are cause for disciplinary action identified above.

### BP 5530 DISCIPLINARY ACTION

**5530.1** The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

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, loss, or injury incurred as a result of a violation of this policy. Restitution may take the form of appropriate service, monetary reimbursement, or materials replacement, as permitted by law.
3. **Fine**  
A fine, as established in the associated Administrative Procedures 5530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a hold on the student's records and ability to register, in any district program, for future terms.
4. **Official Reprimand**  
A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student. The student is further informed that records of reprimands are destroyed four years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

### 5. Loss of Privileges

Exclusion from extracurricular activities, removal from campus(es), removal from campus organizations, or denial of specified privileges for a designated period of time. An organization may also lose campus privileges, including, but not limited to, the forfeiture of official recognition by COC.

### 6. Disciplinary Probation

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than four (4) college years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

### 7. Removal by Instructor

- a. An instructor may remove a student from his/her class, including face-to-face, online, or through a learning management system, field trip, lab, or other educational program when the student has interfered with the instructional process (Education Code Section 76030). The duration will be for the day of the removal, at a minimum, and the next class meeting at the instructor's discretion. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.
- b. If the student who is being removed for two class meetings is a minor, the Dean or designee shall notify the parent or guardian of the student involved in the incident, and shall hold a conference regarding the suspension as soon as possible with the student, his or her parent or guardian and the faculty member, (Education Code 76032).

### 8. Disciplinary Suspension

- a. Disciplinary suspension consists of the temporary removal of the student from enrollment or participation in all College curricular, or extracurricular activities, as well as noncredit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops.
- b. A student may be suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms.
- c. A suspended student is not to occupy any portion of the campus or campuses, or learning management system, and is denied all College privileges including face-to-face, and online class attendance and privileges noted under "Disciplinary Probation."

- d. Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.
- e. Whenever a minor is suspended from a community college (all courses, programs, and activities), the parent or guardian shall be notified in writing by the Chief Executive Officer (CEO) or the president's designee (Education Code 76031).
- 9. Expulsion**  
Expulsion consists of the permanent and unconditional removal of the student from the College and all its programs. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the CEO (Education Code 76030). Notation of the expulsion may be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 5531.3(F) – Due Process.
- 10. Interim Suspension**  
Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.  
Interim Suspension shall be:
- Imposed by the CEO of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
  - Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
  - For not more than a maximum of ten (10) College days.
  - Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days of being placed on Interim Suspension.
  - Students found not culpable at the conclusion of an Interim Suspension may be provided an opportunity to make up all work missed for all courses in which they are enrolled in, at the time.
- 11. Administrative Hold**  
A hold placed on a student's records to prevent the student from re-enrolling in COC courses or the ability to receive any and all College services. This action shall be taken when a student has been suspended or expelled from the Santa Clarita Community College District. A hold may also be implemented after a student fails to attend a mandatory disciplinary hearing with the Dean or designee, and, depending upon the outcome of the hearing, the hold may be removed after the student has attended the required hearing. An administrative hold may also be placed upon a student's record if the student has excessive parking citations, or owes other fees or penalties determined to be a violation of this Code.
- 12. Campus Restraining Order (CRO)**  
The CRO shall prohibit named students from intentionally contacting, telephoning, texting, emailing, or otherwise disturbing the peace of others specifically named, for a specified period of time. A violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to further disciplinary action. A copy of the CRO will be provided to the alleged victim.
- 13. Reinstatement Process**
- Notwithstanding any other law, if an order requested by a community college district to protect a campus of a community college district or any person regularly present on a campus of that district is issued upon a finding of good cause by a court against a student of that community college district, and the order prevents that student from attending classes and maintaining his or her academic standing, the community college district may require the student to apply for reinstatement after the expiration of that order. If the District requires the student to apply for reinstatement, the District shall do so before the expiration of the protective order. If a student applies for reinstatement under this paragraph, a review with respect to the application shall be conducted by the Dean of Students (or designee). This review, at a minimum, shall include consideration of all of the following issues:
    - The gravity of the offense.
    - Evidence of subsequent offenses, if any.
    - The likelihood that the student would cause substantial disruption if he or she is reinstated.
  - The governing board of the community college district, or the person to whom authority is delegated pursuant to subdivision (f) of Education Code Section 76038, shall take one of the following actions after conducting a review under paragraph (a):
    - Deny reinstatement.
    - Permit reinstatement.
    - Permit conditional reinstatement and specify the conditions under which reinstatement will be permitted.

## BP 5531 DUE PROCESS - STUDENT DISCIPLINARY ACTION

### 5531.1 Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

In cases involving alleged rape, sexual assault, domestic violence, dating violence or stalking, in which both the alleged complainant and the accused are both students, of the College, as defined below, jurisdiction extends to matters which may occur either on or off campus, and which may not be limited to College events.

The following procedures outlined in sections 5531.3, 5531.4, and 5531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Due process rights, as outlined below, do not restrict or unnecessarily delay the Title IX protections for the complainant. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### 5531.2 Definition of Terms

- A. For the purposes of this policy, at the time an alleged violation occurs, a student is defined as an individual who:
  - 1. has submitted an application to the College for the current or upcoming terms; or
  - 2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching or training occurs, or;
- 3. has met the conditions for part one (1) or two (2) above in the immediately preceding semester or intersession.
- B. Complainant: The term “complainant” is defined as any individual who files a formal complaint that a student has allegedly violated one or more sections of the Student Code of Conduct.
- C. Respondent: The term “respondent” is defined as a student against whom a complaint has been filed and who is alleged to have violated one or more sections of the Student Code of Conduct.
- D. Accused: The term “accused” is defined as a student against whom a complaint has been filed and who is accused by a complainant of having committed one, or more, of the following acts: sexual assault or rape; sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence, or domestic violence, each of which is a violation of one or more sections of the Student Code of Conduct.
- E. 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.
- F. Days: For purposes of this Policy, the term “days” means normal business days and shall not include Saturdays, Sundays, or administrative holidays.
- G. Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 5531.4 for additional information.

### 5531.3 Due Process

- A. Referral of Cases: Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Office of the Dean of Students. The Dean (or designee) may require a written statement relative to the alleged

misconduct. The Dean of Students in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Office of the Dean of Students shall be made within thirty days following the discovery of the alleged misconduct. The CEO may grant exceptions to this timeline.

- B. Investigation and Notice to Student: Upon receiving notice of the alleged violation, the Dean of Students (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.
  - 1. In cases involving an allegation of sexual assault it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
    - a. The complainant was asleep or unconscious.
    - b. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
    - c. The complainant was unable to communicate due to a mental or physical condition.
  - 2. The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435 (staff), and BP 5531 (student), regardless of whether a complaint is filed with local law enforcement.
  - 3. All victims of rape, sexual assault, domestic violence, dating violence, or stalking, occurring on or off campus, shall be kept informed, through the Dean of Students Office, or the Office of Human Resources (depending on the status of the accused) of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality. The College will disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.
  - 4. With the exceptions noted in Administrative Procedure 3515 (Reporting of Crimes - Confidentiality), the District shall maintain in confidence the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking, occurring on or off campus, as defined above, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media represen-



- tatives about alleged domestic violence, dating violence, sexual assaults, or stalking, occurring on or off campus, shall be referred to the District's Public Information Office, which shall work with the Dean of Students or Vice President of Human Resources to assure that all confidentiality rights are maintained.
5. 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 (or designee) 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 Academic Affairs.
  6. The Dean (or designee) may refer the matter to other campus and/or community resources.
  7. The Dean (or designee) shall notify the student respondent in writing of the following:
    - a. 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;
      - 1) Temporary Campus Restraining Order (TCRO):  
In cases in which the Dean (or designee) has a reasonable suspicion to believe that an alleged violation of Policy 5529.2(D) and/or 5529.2(M) occurred, the Dean (or designee) may issue, in addition to the letter of notification, a Temporary Campus Restraining Order (TCRO). The TCRO shall prohibit named students from intentionally contacting, telephoning, texting, emailing, or otherwise disturbing the peace of others specifically named for a specified period of time. A TCRO shall not include a provision that terminates the respondent's student status as a student, nor shall it be construed as a finding of culpability on the part of any student respondent. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student respondent to disciplinary action without regard to the outcome of the case that occasioned the issuance of the TCRO. A copy of the TCRO will be provided to the alleged victim.
      - 2) a copy of the student conduct procedures; and
      - 3) that an interview with the Dean (or designee) must be scheduled within seven (7) days for the purpose of an initial hearing. The student respondent 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 respondent does not contact the Office of the Dean of Students within the seven (7) day period, or fails to keep any scheduled appointment, the Dean (or designee) may then place a Hold on the student respondent's College records and notify the student respondent that this action has been taken. Notification may be in the form of pre-notification by way of the summons letter which shall indicate a date certain by which the student respondent, must reply or keep an appointment in order to avoid the hold being placed on the student respondent's College records; or, in certain cases, notification of the placement of the hold shall be made at the time the summons and notice of allegations are mailed to the student respondent. Such hold will be removed only when the student respondent either appears at the Office of the Dean of Students (or designee) for a scheduled interview, or requests in writing that the case be referred directly to the Student Conduct Committee for a hearing.
- D. Initial hearing with the Dean:  
The Dean of Students (or designee) shall, at the initial hearing:
1. determine that the student respondent has received a copy of these procedures;
  2. discuss confidentiality; inform the student respondent 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 respondent as completely as possible the allegation, and the College policies allegedly violated, hear the student respondent's defense to such charges and;
  4. provide the student respondent 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 (or designee);
  5. provide the student respondent with copies of the documents relevant to the case, at the student respondent's request, and;
  6. counsel the student respondent regarding the campus discipline process as appropriate.
- E. Right of Student to be Accompanied at Initial Hearing
1. If the student respondent is accompanied by a person or persons (not affiliated with the allegation) of their choice at the initial hearing with the Dean (or designee), it shall be recognized that the student respondent has provided implied consent for the presence of a third party person at the initial hearing.
  2. At the initial hearing, the student respondent must represent him or herself. Any person accompanying the student respondent must not address the Dean (or designee)

3. The Dean (or designee) may excuse any person accompanying the student respondent, from the initial hearing, if the Dean (or designee) deems that person's presence is being disruptive to the hearing process.
- F. Disposition by the Dean of Students (or designee): After meeting with the student respondent, the Dean (or designee) may take one of several actions:
1. Insufficient Evidence:
 

If the Dean (or designee) concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In the cases of alleged violations of classroom and/or academic misconduct the Dean (or designee) will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Academic Affairs.
  2. Informal Agreement of Resolution:
 

In cases in which the Dean (or designee) determines that an Informal Agreement of Resolution is appropriate, the student respondent will be informed that this Resolution, while not a part of the student respondent permanent record, is binding. If the student respondent fails to abide by the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 5529.2(L), and may subject the student respondent 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 (or designee) to the student respondent to refrain from the behavior(s) described by the Dean (or designee) and/or restrictions regarding contact with others involved in the case.
      - 1) Required participation by the student respondent in educational programs and/or reconciliation processes, including mediation.
      - 2) Required participation by the student respondent as an unpaid volunteer in activities that serve the College and/or community.
      - 3) Retention of the case file and the Informal Agreement of Resolution in the Office of the Dean of Students for two (2) years from the date appearing on the Agreement. During those two (2) years, should the Dean (or designee) have a reasonable suspicion to believe that the student respondent has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be subject to College disciplinary action.
3. Formal Disciplinary Action:
  - a. If the student respondent does not admit culpability, and if the Dean (or designee) 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 respondent has violated College policy, the Dean (or designee) shall refer the case to the Student Conduct Committee for a hearing.
  - b. If the Dean (or designee) determines at the initial hearing to refer the case to the Student Conduct Committee for a hearing, the Dean (or designee) shall inform the respondent, at the conclusion of the initial hearing, of the range of sanctions the Student Conduct Committee may consider for the alleged violation by the respondent, based on sanctions imposed in similar cases.
  - c. If the student respondent does admit culpability, and if the Dean (or designee) concludes that there is sufficient evidence to sustain a finding of culpability, the Dean (or designee) may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarity Community College District Policy 5530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. Regardless of the action taken, the Dean (or designee) shall confirm his or her disposition of the case in a written notice mailed to the student respondent within ten (10) days of the action.
    - 1) In cases involving an allegation of sexual assault it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
      - i. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
      - ii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- G. Appeal of the Sanction Imposed by the Dean:
1. If the Dean (or designee) imposes a sanction of Suspension or recommends Expulsion, the student respondent may submit a written appeal of the imposed Suspension or Expulsion to the CEO within five (5) days of the date appearing on the Dean's (or designee's) written confirmation of his or her action. The imposition of a sanction of Suspension may be withheld during such appeal. The CEO's review of such appeal shall be in accordance with the provisions set forth in Section 5531.5, The CEO, below. The CEO's decision is final.

2. **Withdrawal of Consent to Remain on Campus:**  
The Dean (or designee) may notify a respondent that, for whom there is a reasonable belief that he/she may willfully disrupt the orderly operation of the campus, consent to remain on campus has been withdrawn. If the respondent is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Dean (or designee), a written report must be promptly made to the CEO.

The respondent from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the same procedure relating to interim suspensions except the hearing will be held under the authority of a student conduct dean other than the dean who imposed the withdrawal of consent to remain on campus. (Board Policy 5530.A.10)

Any respondent to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent to remain on campus has been withdrawn, except to attend a hearing on the appeal of the withdrawal of consent to remain on campus, is subject to arrest under Penal Code Section 626.4.

#### 5531.4 The Student Conduct Committee

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.
- B. The Student Conduct Committee shall be comprised of five members of the campus community. Two full-time faculty members, one of which shall act as chair; one classified staff member; and two students. Three members must be present to constitute a quorum. A classified staff member shall act as the Hearing Coordinator and provide appropriate administrative support to the process. Alternate members from each constituent group named above shall be identified and trained.
- C. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- D. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence, and the right to examine and cross-examine witnesses in an orderly manner. The student respondent may be advised by any person of the student respondent's choice, at the student respondent's own expense; however, the student respondent must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student respondent). 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.
- E. 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.
- F. No inference shall be drawn from the silence of the student respondent. 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 respondent shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- H. The hearing shall be closed to spectators unless a student, who is a respondent to the allegation, specifically requests a public hearing.
- I. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
  1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
  2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.
  3. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.
- J. **Responsibility for Presentation of Cases:**
  1. At the hearing, the student respondent must represent him or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student respondent's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.

2. The Committee Chair may excuse any advisor for the student respondent from a hearing, if the Chair deems the advisor is being disruptive to the hearing process.
  3. If the student respondent wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to him or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
  4. The College's representative shall be the Dean of Students or the Dean's designee. The Dean (or designee) shall present the case to the Committee; provide training to the Committee regarding due process; and act as a moderator during the hearing. The Dean (or designee) may consult with legal counsel.
  5. Committee members may ask questions of the student respondent witness(es), and other involved individuals in the case, until they are satisfied they have received all the relevant facts of the matter.
- K. Continuing Informal Resolution:  
Until the Student Conduct Committee makes its report to the CEO, any agreement between the student respondent and the Dean of Students (or designee) as to the disposition of the matter shall bind all parties and terminate all proceedings.
- L. Reports to the CEO:  
Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the CEO of:
1. the Committee's specific finding of fact;
  2. whether, in the opinion of a majority of the Committee the student respondent has violated one or more College policies; and
  3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee is briefed by the Dean of Students (or designee) regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student respondent on file with the Office of the Dean of Students; and provided further that the Committee indicate the rationale for such recommendation.
- M. The CEO may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student respondent. Any member of the Committee may submit a minority report to the CEO.
- N. A copy of all reports required to be submitted to the CEO by this Policy, including any minority reports, shall be sent to the student respondent, the Dean of Students (or designee), and the complainant (if allowed by law), when transmitted to the CEO.
- O. The student respondent shall have ten (10) days from the date appearing on the Committee report in which to submit to the CEO any written argument supporting the student respondent's position.
- P. If a student does not meet with the Dean (or designee) 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 respondent's participation.
- 5531.5 The CEO**
- A. Decision by the CEO:  
The final decision regarding the case shall be made by the CEO except in cases which:
1. are resolved by the Dean of Students (or designee), and no written appeal is made by the student respondent;
  2. include a recommendation for expulsion.
- B. Basis for Decision:  
The CEO shall base his or her decision upon:
1. the report submitted by the Student Conduct Committee;
  2. counsel solicited from the Dean (or designee), regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student respondent on file with the Office of the Dean of Students.
- C. Sanctions:  
The CEO may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 5530, with the exception of expulsion (discussed below). The CEO is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in a decrease of the student respondent's penalty; moreover, the imposition of any sanction may be effective retroactively.
- D. Recommendation for Expulsion:
1. The CEO or designee, shall, in writing, by first class mail, notify the student respondent, or in the case of a minor, his or her parent or guardian, of the intent of the Board to hear the matter of his or her expulsion. Unless the student respondent, or, in the case of a minor, his or her parent or guardian, request in writing, within 48 hours after receipt of such written notice of intention, that the Board consider the matter in a public meeting, then the hearing to consider such matters shall be conducted by the Board in closed session, without the student respondent and his or her parent or counsel present. If such written request is served upon the CEO, the meeting shall be public, except that any discussion at such meeting that might be in conflict with the right to privacy of any student, other than the student respondent requesting the public meeting, or on behalf of whom such meeting is requested, or the right of privacy of any employee, then the meeting shall be in closed session, without the student respondent, his or her parent or counsel present. Whether the matter is considered in a closed session or in a public meeting, the final action of the Board shall be taken in a public meeting and the result of such action shall be a public record (Education Code 72122).
  2. If the student respondent is being represented by counsel in his or her appeal to the Board of Trustees, the student respondent's counsel can only address the Board in open session.



## E. Appeal:

1. The student respondent may appeal the Student Conduct Committee's or Dean's (or designee's) decision to recommend expulsion to the Board of Trustees by filing an appeal with the CEO. Any such appeal shall be submitted in writing within five (5) days following receipt of the Committee's or Dean's (or designee's) decision and shall specifically state the grounds for appeal. The appeal shall be based only on the disciplinary record and the Committee's or Dean's (or designee's) decision.
2. The appeal and the recommended disciplinary action shall be consolidated and the Board shall consider the action as one.
3. **Withdrawal of Consent to Remain on Campus:** The CEO (or designee) may notify a respondent that, for whom there is a reasonable belief that he/she may willfully disrupt the orderly operation of the campus, consent to remain on campus has been withdrawn. If the respondent is on campus at the time, he/she must promptly leave or be escorted off campus.

Any respondent as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent to remain on campus has been withdrawn, except to attend a hearing on the appeal of the withdrawal of consent to remain on campus, is subject to arrest under Penal Code Section 626.4.

## F. CEO:

Not later than twenty (20) days after the date appearing on the written appeal of the student respondent; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the CEO's decision shall be delivered to:

1. the student respondent;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the CEO, and
3. the Office of the Dean of Students.
4. The CEO may also notify other parties of his or her decision. The CEO may direct the Dean of Students (or designee) to notify others, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

**5531.6 Disciplinary Files**

- A. The College considers disciplinary files generated by disciplinary due process to be confidential.
- B. Such disciplinary files will be kept separate from other, nondisciplinary files, retained by the College.
- C. With the exception of cases ending in Expulsion from the College, disciplinary files shall be retained for four (4) years following the conclusion of the sanction. At such time, both electronic disciplinary files and paper disciplinary files will be destroyed.
  1. Disciplinary files for cases that result in the expul-

- sion of a student will be kept indefinitely.
- D. The Dean of Students (or designee) may grant exceptions to this timeline.

**STUDENT SUCCESS AND SUPPORT PROGRAM – STUDENT RIGHTS AND RESPONSIBILITIES**

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan (SEP). The College will establish an early alert program to monitor the student's progress through their educational pathway. The student will be advised when, in the judgement of district personnel, the student has wavered from their pathway. In such a case, the college will provide students with strategies or requirements to stay on their pathway.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, pathways for completion, and any other appropriate matters.
- Assessment into Math and English/ESL
  - o Administration of assessment instruments to determine student competency in computational and language skills
  - o The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.
- Counseling or advising upon enrollment, which shall include, but not be limited to, all of the following:
  - o Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and certificates and licenses
  - o Evaluation of student study and learning skills
  - o Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
  - o Course selection
- Follow-up services, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation or dismissal.

The Student Success and Support Program will assist students in the following ways:

**Clarifying the Path**

When a student applies to the College, the College will make every effort to clarify the student's pathway choices.

- A. To clarify the path, the student will:
- Identify an education and career goal;
  - Identify course of study;
    - o this may include identifying a major or meta-major
  - Be assessed to determine appropriate course placement; and
  - Complete orientation.
- B. The College will:
- Provide the student with career exploration;
  - Provide assistance determining an educational and career goal;
  - Provide a College orientation;
  - Provide assessment into course placement; and
  - Develop an appropriate one-semester education plan.

**Enter the Path**

- A. To assist a student on entering a pathway, the student will:
- Participate in the development of the abbreviated student educational plan either with an advisor, counselor, or online;
  - Complete a comprehensive student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- B. The College will:
- Assist in the development of a student education plan.
  - Offer tutorials and workshop to help develop an online education plan;

**Stay on the Path**

- A. Once the student has selected a pathway, the student will:
- Diligently attend class and complete assigned coursework; and
  - Complete courses and maintain progress toward an educational goal.
- B. The College will:
- Provide Counseling or Advisement to students who decide to change their major; and
  - Engage with a student who might be wavering from their education pathway.

Exemptions to the above matriculation steps are made for the following students:

- Instructional Service Agreement students are exempt from orientation, placement, and educational planning.
- Concurrently enrolled high school students are exempt from placement testing and educational planning.

**MANDATORY CORE SERVICES**

All new students entering College of the Canyons are required to complete three core matriculation services: orientation, assessment, and the development of a first

semester education plan through participation in new student advising.

**ORIENTATION**

Orientation is a program which acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional procedures.

**ASSESSMENT**

Assessment is a 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 critical to their success in meeting their educational objectives.

**NEW STUDENT ADVISEMENT**

New Student Advisement workshops describe the levels of counseling support as well as student service resources. Students will learn about certificate, associate degree, and transfer pathways, including general education and major requirements. Students will also be introduced to the various ways to take classes at COC. At the conclusion of the workshop, students will complete a first semester educational plan.

The College will make reasonable efforts to ensure that all new and continuing students are provided the opportunity to participate in orientation, assessment, and new student advising.

**CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS****(Family Educational Rights and Privacy Act)**

College of the Canyons maintains student records to ensure the privacy of all such records in accordance with statutes set forth in the Family Educational Rights and Privacy Act of 1974. By law, the College shall not permit access to or release of records or information to outside agencies without an educational interest unless the College obtains the student's written permission.

**This statute applies regardless of the student's age. Once a student under the age of 18 is admitted, they are considered a college student and this law applies to their records.**

The one area of student records that can be released is called "Directory Information." Directory information is defined as: student's name, district provided email address, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student. Directory information will only be blocked from release by written request of the student. Students may file a written release to block such information in the Admissions & Records office. The College, at its discretion, may limit or deny the release of student directory information to public or private persons or organizations based on the best interests of the students.

In accordance with the privacy act, the College also has the right to release students' records to institutions and

agencies on the basis of educational interest. These are examples of situations where records would be released on the basis of educational interest: College officials, state and federal educational and auditing officers, requests in connection with the application for or receipt of financial aid, subpoenas, recovery services, book publishers in accordance with online tools used in the classroom, and court orders.

Any student has the right to inspect and review his or her student records, within five days of making an official request. The student may challenge the accuracy of the record or the appropriateness of its retention. Records maintained under this statutes include, but are not limited to information regarding: college admission, registration, academic history, official transcripts from other schools and colleges, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct and any other information the college feels appropriate. All official transcripts from other schools and colleges become property of the College upon receipt and photocopies are not released.

The College makes a reasonable charge for furnishing copies of any student record, except for the normal college procedures that apply to transcript requests. Particular questions with respect to students' rights under the Family Educational Rights and Privacy Act of 1974 should be directed to the Director of Admissions & Records.

### **BP 3900 SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES**

In the interest of promoting health and well being of District students, staff and visitors and maintaining the safety of District facilities, it shall be the policy of the district to limit or prohibit smoking/tobacco usage in and on campus facilities. This includes and is not limited to the use of an electronic cigarette/vapor, hookah pen or pipe, or other device to ingest flavored serums, with or without nicotine and which dispense vapors.

#### **Administrative Procedure**

#### **AP 3900 Smoking/Tobacco Usage In and On Campus Facilities**

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the district, in accordance with state law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all College-leased and College-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal District users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, in the Cougar Stadium, and in all College vehicles.
- B. Smoking shall be allowed in a designated area near Cougar Stadium. In addition, smoking is allowed in perimeter parking lots away from the central campus.

1. Smoking is not permitted in the parking area directly adjacent to Boykin Hall and the lot adjacent to the Early Childhood Education Center.
  2. Following recommendations from the Health and Welfare Committee, other smoking areas may be designated by the chief executive officer of the District.
- 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 chief executive officer of the district or his/her designee. Any review and decision by the chief executive officer of the District or his/her designee shall be deemed to be final.

### **SUBSTANCE ABUSE PREVENTION INFORMATION**

As students and employees you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

### **HEALTH RISKS**

The following are commonly abused drugs and their associated health risks:

#### **Alcohol**

- Brain, heart, liver disease
- Fetal alcohol syndrome
- Some forms of cancer
- Addiction
- Reduced life expectancy
- Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

#### **Marijuana**

- Breast enlargement in men
- Increased appetite
- Loss of motivation and purpose
- Heavy psychological dependence
- Loss of sex drive and reduced fertility
- May cause heart and lung damage
- Insomnia for up to 6 months after quit using

#### **Cocaine**

- Excitability and restlessness
- False feeling of self-confidence
- Painful nose bleeds and nasal erosion
- Quick addiction
- Depression
- Easy overdose leading to heart failure
- Crack babies
- Behavior leading to exposure to the AIDS virus and syphilis

**Stimulants**

- Loss of appetite
- Insomnia
- High distractibility
- Anxiety and severe depression
- Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, deliriants, hallucinogens and tobacco have significant health risks. Tobacco use is the leading preventable cause of disease and premature death in the United States. Tobacco use causes more deaths each year than alcohol use, car crashes, suicide, AIDS, homicide, and illegal drug use combined. Save your health and your money: schedule a free appointment with the tobacco cessation counselor at the Student Health and Wellness Center (661)362-3259.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

**APPLICABLE LEGAL SANCTIONS**

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code.

Legal sanctions may be taken against you if you are:

- Driving under the influence of any drug,
- In possession of illegal drugs or controlled substances,
- Using a false I.D. to obtain alcohol,
- Obtaining or providing alcohol for people under legal age,
- Giving prescription drugs to others,
- Selling any drug or controlled substance.

**Santa Clarita Community College District Board Policy**

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property and as part of any College-sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from college or termination from employment and referral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the Chancellor of the College.

**COLLEGE OF THE CANYONS RESOURCES****Valencia Campus**

Student Health and Wellness Center  
(661) 362-3259

**Canyon Country Campus**

Student Health and Wellness Center  
(661) 362-3812

**OFF-CAMPUS RESOURCES**

National Council on Alcoholism and Drug Dependence (NCADD) of Santa Clarita  
24460 Lyons Ave  
Santa Clarita, CA 91321  
(661) 253-9400 (phone)  
(661) 253-9403 (fax)

**National Alcohol Hotline**

(800)-ALCOHOL / (800) 252-6465

**Cocaine Anonymous (CA)**

(818) 760-8402

**Narcotics Anonymous (NA)**

(661) 299-5599

**Alcoholics Anonymous (AA)**

(661) 250-9922

**National Clearinghouse for Alcohol and Drug Information**

(800) 487-4889

**Action Family Counseling**

22722 Soledad Canyon Rd.  
Santa Clarita, CA 91350  
(661) 297-8693 (phone)  
(661) 297-9701 (fax)

**A Light of Hope**

23780 Newhall Ave. Ste 201  
Newhall, CA 91321  
661.513.HEAL (4325)

**Child and Family Center**

21545 Centre Pointe Parkway  
Santa Clarita, CA 91350  
(661) 259-9439 (phone)  
(661) 259-9658 (fax)

Personal health insurance policies may have their own treatment or referral services.



**2014 to 2016 Clery Act Crime Statistics - VALENCIA CAMPUS**  
**Santa Clarita Community College District • College of the Canyons**  
**Availability of the Annual Security Report**

Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following website: <http://www.canyons.edu/Offices/CampusSafety/Pages/cleryDisclosure.aspx>

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
RAPE	0	1	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
FONDLING	2	1	2	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2	0	0	0	0	0	0	0	0
BURGLARY	1	7	2	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	1	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	1	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	1	0	0	0	0	0	0	0
<b>ARRESTS:</b>									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION:</b>									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	1	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	2	0	0	0	2	0	0

**HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)**

2014 There were no reported hate crimes  
 2015 There were no reported hate crimes  
 2016 There were no reported hate crimes

**2014 to 2016 Clery Act Crime Statistics - CANYON COUNTRY CAMPUS**  
**Santa Clarita Community College District • College of the Canyons**  
**Availability of the Annual Security Report**

Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following website: <http://www.canyons.edu/Offices/CampusSafety/Pages/cleryDisclosure.aspx>

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	1	0	0	0	0	0	0	0	0
BURGLARY	2	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	2	0	0	0	0	0	0
<b>ARRESTS:</b>									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	1	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION:</b>									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0

**HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)**

2014 There were no reported hate crimes  
2015 There were no reported hate crimes  
2016 There were no reported hate crimes

**- A -**

Absence from Class .....	20
Academic Calendar .....	6
Academic Freedom .....	286
Academic Information.....	19
Academic Integrity & Plagiarism.....	293
Academic Recognition.....	20, 28
Academic Renewal.....	22
Academy of The Canyons .....	40
Accident Insurance .....	49
Accuracy Statement .....	1
Add Procedures.....	18
Administration of Justice.....	58
Administrative Officers and Board of Trustee Members.....	3
Admission to the College.....	11, 12, 13
Advanced Placement.....	22
Advanced Placement Chart.....	23
Agency Training, Public Safety.....	217
Advisement, New Student .....	14, 43, 305
Alpha Mu Gamma.....	21
Alpha Delta Nu Nursing.....	21
American Institutions Requirement.....	27
Animation (See Media Entertainment Arts) .....	170
Anthropology .....	60
Apprenticeship Program, Canyons (CAP).....	45
Architectural Drafting.....	62
Art .....	67
Assessment, Academic .....	14, 305
Associate Degree Requirements.....	26, 27
Associate Degrees, Second .....	28
Associated Student Government (ASG).....	41
Astronomy .....	70
Athletics (Physical Education (KPEI)).....	49, 153
Athletic Training (See Kinesiology).....	148
Auditing Credit Courses.....	28
Automotive Technology .....	70

**- B -**

Basic Skills Limitation.....	29
Biological Sciences.....	72
Board of Trustees .....	3
Bookstore .....	40
Business.....	76

**- C -**

Calendar, Academic.....	6
California College Promise Grant (CCPG) .....	46
CalWORKs .....	40

Campus Activities & Student Development .....	40
Campus Maps .....	315, inside back cover
Campus Safety.....	42
Campus Apprenticeship Program.....	45
Career Center.....	42
Career Skills (Noncredit) .....	265
Career Technical Education.....	54
Catalog Rights for Continuing Students .....	29
Center for Applied Competitive Technologies (CACT) .....	44
Center for International Trade Development (CITD).....	44
Certificates.....	29
Chancellor's Honors List .....	20
Chancellor's Message .....	4
Change of Student Schedule.....	17
Chemistry .....	82
Child Care.....	42
Chinese Language (See Modern Languages).....	181
Cinema .....	84
Civic Center .....	42
Clery Act Crime Statistics .....	308, 309
Clubs and Organizations .....	41
College Level Examination Program (CLEP) .....	25
College of the Canyons Foundation .....	9
College of the Canyons Honors Program.....	20, 21
College Success Skills (Noncredit).....	54, 266
Communication Studies.....	84
Community-Based Learning .....	42
Community Education .....	55
Competency Requirements .....	27
Computer Applications and Web Technologies.....	87, 267
Computer Networking.....	94
Computer Science .....	98
Conduct, Student .....	294
Confidentiality of Student Records .....	305
Construction Management Technology .....	101, 267
Continuing Education Courses - Noncredit .....	55, 265
Cooperative Agencies Resources for Education (CARE) .....	43
Cooperative Work Experience Education (CWEE).....	103
Co-requisite .....	30
Counseling/Program Advisement .....	14, 43
Counseling.....	14, 43, 104
Course Descriptions (and Noncredit) .....	54, 57, 265
Course Prerequisites.....	29

Course Repetition.....	30, 51	Services (EOPS) .....	45
Courses, Families of.....	32	<b>- F -</b>	
Credit by Examination .....	31, 32	Faculty.....	271
Credit Equivalency Chart, College of the Canyons		Families of Courses.....	32
International Baccalaureate.....	24	Fast Track Institute .....	44
Credit Accepted From Other Institutions.....	13	Fee Waiver (See California College	
Credit for Public Safety Academy Training .....	32	Promise Grant) .....	46
Credit for Military Service .....	32	Fees, Schedule of.....	15, 50
Crime Statistics .....	308, 309	Financial Aid .....	46
Culinary Arts .....	105	Fire Technology .....	126
<b>- D -</b>		Fire Technology Advanced Training (See	
Dance .....	107	Public Safety - Agency Training) .....	217
Degrees, Associate.....	26	First Year Experience .....	129
Degree Appropriate .....	20	Foundation, College of the Canyons .....	9
Directory Information .....	32	Foundation, College of the Canyons	
Directory, Office .....	314, 316	Board of Directors.....	10
Disabled Student Programs and		French Language (See Modern	
Services (DSP&S).....	43, 44	Languages).....	181
Disciplinary Action, Student.....	294	<b>- G -</b>	
Dismissal, Student.....	34	Gamma Beta Phi .....	21
Distance Learning .....	47	General Education Requirements .....	26, 36, 37, 54
Diversity Requirements .....	27	General Studies - Non Credit .....	269
Drafting (Mechanical) .....	109	Geography.....	129
Drop and Withdrawal Procedures.....	18	Geographic Information Systems .....	131
Due Process - Student Disciplinary Action .....	298	Geology .....	131
<b>- E -</b>		German Language (See Modern	
Early Childhood Education .....	110	Languages).....	182
Early College High School (see Academy		Grades.....	33
of the Canyons) .....	40	Grade Point Requirement.....	27
Economics .....	114	Grading Review Policy .....	33
Economic Development Division .....	44	Graduation Requirements .....	26
Education.....	115	Graduation with Honors.....	20, 21
Educational Travel.....	47	Grants.....	46
Electronic Systems Technology.....	116	Graphic and Multimedia Design .....	133
Email, Student Correspondence.....	13	Grievance Policy, Student .....	291
Employee Training Institute (ETI) .....	44	<b>- H -</b>	
Engineering .....	116	Healthcare Workforce Initiative (HWI) .....	45
English.....	118	Health Fee .....	15, 16
English as a Second Language		Health & Wellness Center, Student .....	49
Courses (Credit).....	124	Health Science .....	135
English as a Second Language		History .....	137
Courses (Noncredit) .....	268	History of College of the Canyons.....	7
Enrollment Fees .....	15	Honors.....	20, 21
Environmental Sciences .....	125	Home Page, www.canyons.edu.....	1
Equal Education and Employment		Honor Societies .....	21, 22
Opportunity .....	287	Hotel and Restaurant Management .....	140
Experimental Courses (099 or 199).....	54	Housing .....	47
Extended Opportunity Program &			



Humanities.....142  
 Hybrid (Internet-based) courses.....47

**- I -**

Identification Card (ID), Student.....42  
 Immigrant Education (Noncredit).....270  
 Information Communications  
     Technologies (ICT) .....44  
 Instructional Programs.....53  
 Interior Design .....143  
 International Baccalaureate.....22, 24  
 International Students  
     Program (ISP).....13, 14, 16, 47  
 Intersegmental General Education  
     Transfer Curriculum (IGETC).....36  
 Internships/Work Experience .....52  
 Italian Language (See Modern Languages) .....182

**- J -**

Job & Career Center (see Career Center) .....42  
 Journalism (See Media Entertainment Arts).....169

**- K -**

Kinesiology/Physical Education.....49, 148  
     • Activity .....151  
     • Intercollegiate.....153  
     • Theory .....155

**- L -**

Land Surveying.....157  
 Late Add Procedures.....18  
 Late Refund Policy .....16  
 Learning Center (TLC) - Tutoring .....47  
 Learning Resources .....47  
 Liberal Arts & Sciences.....159  
 Liberal Studies.....162  
 Library .....47  
 Library / Media Technology.....163  
 Limitation of Unit Load.....17  
 Loans.....46

**- M -**

Major Requirement.....27  
 Mandatory Core Services.....13, 305  
 Manufacturing Technology.....163  
 Map, Canyon Country Campus .....315  
 Map, Valencia Campus..... Inside Back Cover  
 Mathematics .....165

Mathematics, Engineering Science  
     Achievement (MESA) .....48  
 Matriculation (See Mandatory Core  
     Services).....13, 305  
 Media Entertainment Arts .....169  
 Medical Laboratory Technician .....178  
 Military Service, Credit for .....32  
 Mission Statement, College of the Canyons.....5  
 Modern Languages.....181  
 Multiple Majors .....28  
 Music .....185

**- N -**

New Student Advisement .....14, 305  
 Noncredit Courses.....29, 55, 265  
 Non-Discrimination Policy.....287  
 Non-resident Tuition .....16  
 Nursing .....193  
 Nursing - Non Credit.....270

**- O -**

Oceanography.....199  
 Officers of the College.....3  
 Online Courses.....47  
 Open / Closed Classes.....18, 20  
 Orientation New Student .....13, 305

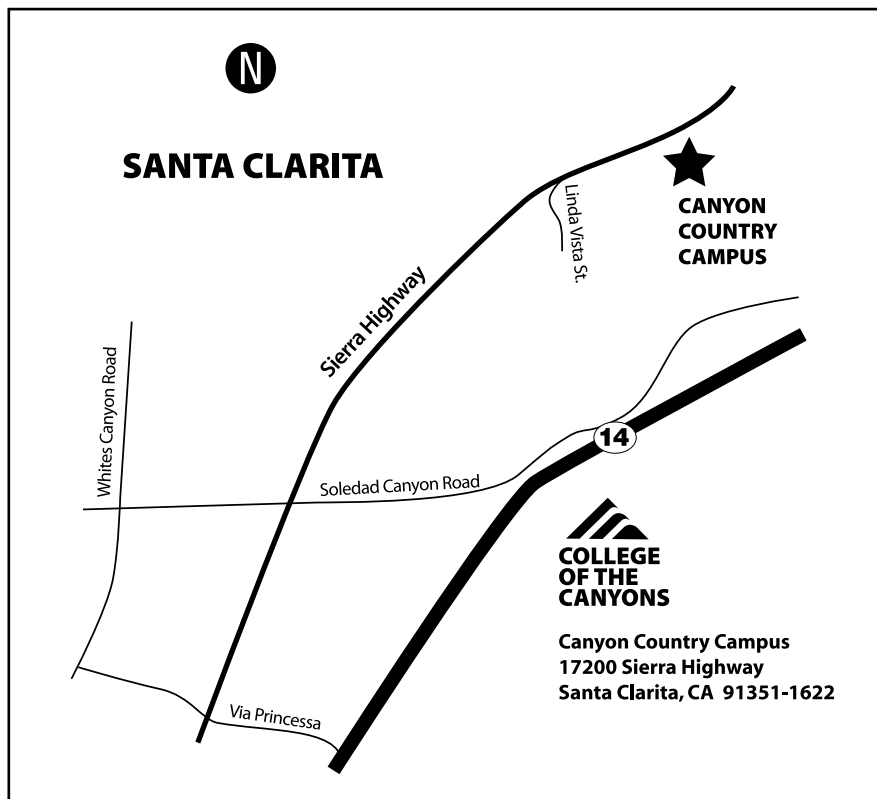
**- P -**

Paralegal .....199  
 Parking .....16, 17, 48  
 Pass/No Pass.....31  
 Performing Arts Center.....49  
 Petition for Graduation.....28  
 Philosophy.....202  
 Philosophy, Statement of Institutional.....5  
 Phi Rho Pi.....21  
 Phi Theta Kappa.....21  
 Photography .....205  
 Photo Identification Card .....42  
 Physical Education (see Kinesiology).....49, 148  
 Physical Education and Wellness  
     Requirements .....27  
 Physical Science .....209  
 Physics .....210  
 Plumbing Technology .....211  
 Political Science .....212  
 Prerequisites.....29  
 Prior Credit .....51  
 Probation/Dismissal.....34

Professors Emeriti .....	283	Student Health & Wellness Center .....	49
Program Advisement .....	14	Student ID Card.....	42
Program/Course Description .....	57, 265	Student Records, Confidentiality of and Access .....	305
Psi Beta .....	21	Student Resource Center .....	41
Psychology .....	214	Student Rights and Responsibilities .....	294
Public Safety - Agency Training.....	217	Student Schedule Change.....	17
<b>- R -</b>			
Radio, Television & Film (see Media Entertain Arts).....	169	Student Sponsor Agreement .....	17
Re-admission After Dismissal .....	35	Student Success and Support Program .....	13, 304
Real Estate .....	239	Substance Abuse Information and Resources .....	306
Recreation Management .....	240	Support Services and Programs.....	39
Refund Policy .....	16, 40	<b>- T -</b>	
Registration .....	14	Table of Contents .....	2
Regulations & Policies .....	285	Theatre .....	250
Repetition of Course.....	30, 31, 54	The Learning Center (TLC) - Tutoring .....	49
Residency Requirement, California.....	13, 27	Transcripts.....	12, 31, 35
Returned Check Policy .....	16	Transcript Request, College of the Canyons.....	35
<b>- S -</b>			
Scholarships .....	46	Transferable Courses .....	20, 54
Second Associate Degree .....	28	Transfer Alliance Agreements.....	20
Safety, Campus .....	42, 308, 309	Transfer Center .....	49
Service Learning (see Community-Based Learning) .....	42	Transfer Requirements .....	35
Sexual Harassment Policy.....	288	Tuition, Non-Resident.....	16
Sigma Delta Mu Nursing Society.....	21	Tutoring - (see The Learning Center) .....	47
Sigma Chi Eta.....	21	<b>- U -</b>	
Sigma Kappa Delta.....	21	Unit Load, Limitation of .....	17
Sigma Zeta .....	22	Unit Requirement.....	26
Sign Language .....	242	University of California Transfer Requirements (IGETC).....	36
Small Business Development Center .....	44	University Center.....	50
Smoking and Tobacco Usage.....	306	<b>- V -</b>	
Social Science .....	244	Veterans Information .....	50, 51
Sociology .....	245	Vision Statement (also see Mission Statement, College of the Canyons).....	5
Solar .....	249	<b>- W -</b>	
Spanish Language (See Modern Languages and Noncredit) .....	183, 270	Waitlists .....	17
Special Courses .....	54	Water Systems Technology .....	256
Sports Medicine (see Kinesiology) .....	148	Website, www.canyons.edu.....	1
Strategic Goals.....	5	Welding .....	258
Student Conduct, - Disciplinary Action .....	294	Wine Studies .....	263
Student Correspondence.....	13	Withdrawal from Class and/or College .....	18
Student Development & Campus Life .....	40		
Student Employment - Work-Study .....	47		
Student Government (Associate Student Government).....	41		
Student Grievance Policy .....	291		

<b>Admissions &amp; Records / Student Services</b> Building 1-C 362-3900	<b>Communication Center (Switchboard/Reprographics)</b> Room 502A 362-3801	<b>Library</b> Room 307 362-3854
<b>ASG Student Computer Lounge</b> Room 204 362-3840	<b>Computer Lab</b> Building 1-B 362-3900	<b>MakerSpace</b> Room 202A 362-3813
<b>Assessment Center</b> Building 1-B 362-3900	<b>Counseling &amp; Program Advisement</b> Building 1-A 362-3811	<b>Skills 4 Success Lab</b> Room 308 362-3304
<b>CalWorks</b> Building 1-B 362-3814	<b>Disabled Student Programs and Services (DSPS)</b> Building 1-B 362-3341	<b>Student Business Office</b> Building 1-C 362-3901
<b>Campus Administration Canyon Country Campus</b> Building 1-A 362-3802 Building 1-C 362-3253	<b>Early Childhood Education Center</b> Rooms 200-201 362-3934	<b>Student Health &amp; Wellness Center</b> Building 1-B 362-3812
<b>Campus Escort 362-3801</b>	<b>Extended Opportunities Programs/Services (EOPS)</b> Building 1-B 362-3814	<b>Student Study Lounge</b> Room 302
<b>Campus Safety</b> Room 511 362-3977	<b>Financial Aid</b> Building 1-A 362-3804	<b>The Learning Center (TLC)</b> Room 306 362-3857
<b>Canyons Café</b> Cougar Way 362-3935	<b>Internships / CWEE</b> Room 202A 362-3309	<b>Vending Café</b> Room 303
<b>Career Center</b> Room 202A 362-3286		<b>Veterans Resource Center</b> Building 1-B 362-3815

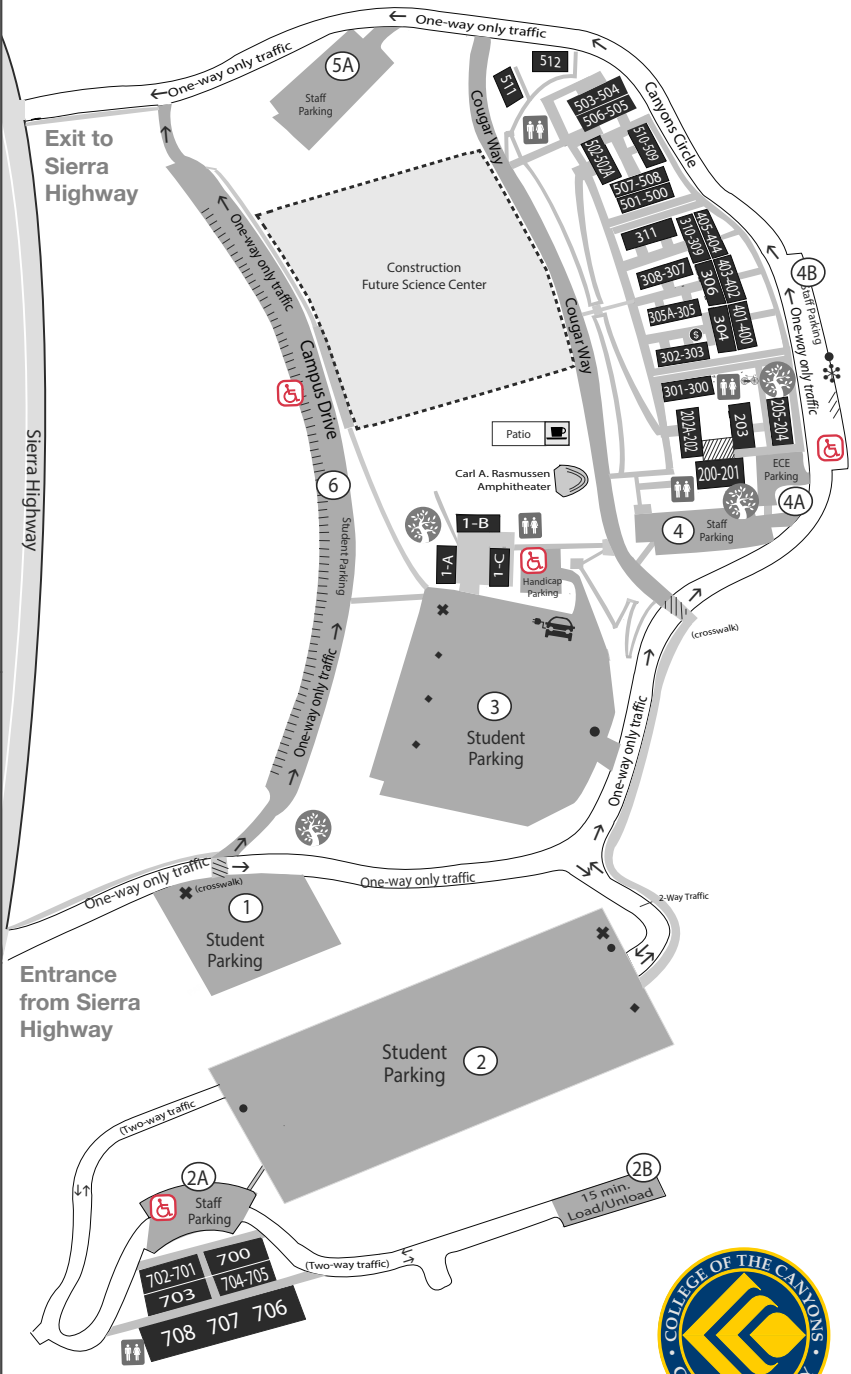
Additional Information available at: [www.canyons.edu/CCC](http://www.canyons.edu/CCC)  
For a listing of campus services and hours visit: [www.canyons.edu/CCCHours](http://www.canyons.edu/CCCHours)



# College of the Canyons CANYON COUNTRY CAMPUS

17200 Sierra Highway, Canyon Country, CA 91351-1622  
(661) 362-3800 • (661) 362-3979 Fax

- 1-A VP's Office, Counseling & Program Advisement, Financial Aid
  - 1-B Student Health & Wellness Center, EOPS, CalWorks, DSPS, Veterans Resource Center, Computer Lab, Assessment Center
  - 1-C Admissions & Records, Dean's Office, Student Business Office
  - 200-201 Early Childhood Education (ECE)
  - 202A Job & Career Center, MakerSpace
  - 204 ASG Computer Lounge
  - 205 Computer Support/Technology Center
  - 302 Student Study Lounge
  - 303 Vending Cafe
  - 304-305 Classroom Computer Labs
  - 305A TLC Testing
  - 306 The Learning Center (TLC)
  - 307 Library
  - 308 Skills 4 Success Lab
  - 309-311 Classroom Science Labs
  - 502A Communication Center (Switchboard/Reprographics)
  - 507 Faculty Offices
  - 511 Campus Safety
  - 512 Faculty Offices
- Applied Technology Education Center (ATEC):**
- 700 Faculty Offices
  - 703 Classroom Computer Lab
  - 706 Auto Workshop
  - 707 Plumbing Workshop
  - 708 Solar/Alternative Energy Workshop
- Student Parking Lots 1, 2, 3 and Campus Drive (6)**
- ✘ Parking Permit Vending Machines Lots 1, 2, and 3
  - ♿ Handicapped Parking
  - ♂ Restrooms
  - ☕ Coffee/Food Services
  - ◆ Motorcycle Parking
  - 🚲 Bicycle Rack
  - ★ Bus Stop
  - 🔌 Electric Charging Station
  - Campus Evening Shuttle Stops
  - 💰 ATM Machine in Room 303
  - 🌳 Campus Gardens
- Food/Vending Machines:**
- Outside room 300; 311
  - Room 303 Snack/Supply Vending Machines
  - North side of room 508
  - ATEC: Snack/Supply Vending Machines
  - Cougar Way: Coffee / Food Services



Rev. 1/31/18 np

CANYON COUNTRY CAMPUS MAP



**Academic Affairs - Assist. Superintendent/VP**  
CHCS-244 362-3412/3431

**Academy of the Canyons**  
UCEN - Level 1 362-3056

**Admissions & Records**  
CHCS-142 362-3280  
Email: a&r@canyons.edu  
www.canyons.edu/offices/Admissions

**Assessment Center**  
LTLC-168 362-3457

**Bookstore**  
STCN-134 362-3255

**Cafeteria**  
STCN-126 362-3268

**CalWORKs**  
SSC-117 362-3271

**Campus Safety**  
X-8 362-3229

**Career Center**  
CHCS-102 362-3286

**Center for Applied Competitive Technologies (CACT)**  
By Appointment 362-3111

**Center for Early Childhood Ed.**  
ECED 362-3501

**Chancellor**  
CHCS-250 362-3400

**CANYONS EXTENSION:**  
**Community Education**  
CHCS-167 362-3300  
commext@canyons.edu  
**Continuing Education (Noncredit classes)**  
CHCS-167 362-3304  
www.canyons.edu/offices/CE

**Community-Based Learning**  
LIBR-109 362-3231  
Call or go online for hours  
canyons.edu/offices/sl/  
service\_learning@canyons.edu

**Communication Center & Mailroom**  
CHCS-105 259-7800 0

**Cooperative Work Experience Education (CWEE)**  
(see Internships/Work Experience)

**Counseling & Program Advisement**  
CHCS-212 362-3288  
Counseling Appts. 362-3288  
Continuing & returning students should schedule appointments online at: www.canyons.edu/offices/counseling

**Disabled Students Programs & Services (DSP&S)**  
SCOH-103 362-3341

**Distance Learning**  
LIBR-204 362-3600

**Employee Training Institute (ETI)**  
UCEN-279 362-5657  
By Appointment

**Extended Opportunities Programs & Services/Cooperative Agencies Resources for Education (EOPS/CARE)**  
SSC-117 362-3279

**Financial Aid, Scholarship**  
CHCS-142 362-3215  
FAX (661) 362-5617  
finaid@canyons.edu  
scholarships@canyons.edu

**Foster & Kinship Care Ed. Office**  
ECED-126 362-3504

**Foundation**  
CHCS-160 362-3434

**HONORS**  
BONH-239 362-5927

**Human Resources**  
UCEN-360 362-3427

**International Students**  
SSC-123 362-3580

**Internships / Work Experience**  
STCN-123 General Info: 362-3309  
Internship Info: 362-5937  
www@canyons.edu/interns

**Instruction Office (See Academic Affairs)**

**Library**  
LIBR-103 362-3361  
peter.hepburn@canyons.edu

**Math, Engineering and Science Achievement (MESA)**  
ALLB-114 362-3448

**Math, Science and Health Professions**  
BONH-243A 362-3557/3647

**Nursing Office**  
BONH-243A 362-3557/3647

**Performing Arts Center**  
www.canyons.edu/PAC 362-5343  
Box Office 362-5304

**Physical Education/Athletics**  
EPEK-128 362-3200

**Public Information**  
CHCS-255 362-3414  
pio@canyons.edu

**Small Business Development Center**  
UCEN-272 362-5900

**Sports Information**  
CHCS-255 362-3155

**Student Business Office**  
SCOH-101 362-3033

**Student Development**  
STCN-102 362-3238

**Student Health & Wellness Center**  
STCN-122 362-3259  
TDD: 362-3726

**The Learning Post**  
UCEN - 100 255-8338

**Transcripts**  
CHCS-142 362-3283

**Transfer Center**  
CHCS-214 362-3455

**Tutoring, Learning, Computing Lab (TLC)**  
LTLC-126 362-3662

**Dr. Dianne G. Van Hook University Center**  
362-5474  
www.cocuniversitycenter.com

**Veterans Center**  
X9 362-3469  
veterans@canyons.edu

**COLLEGE OF THE CANYONS • Valencia Campus**  
 26455 Rockwell Canyon Road, Santa Clarita, CA 91355  
 (661) 259-7800 • www.canyons.edu



**College of the Canyons  
 Valencia Campus**  
 26455 Rockwell Canyon Road

- |         |  |
|---------|--|
| ALLB    | Aliso Lab                                |
| ALLH    | Aliso Hall                               |
| AOC     | Academy of the Canyons – UCEN            |
| BONH    | Bonelli Hall                             |
| BYKH    | Boykin Hall                              |
| CHCS    | Canyon Hall                              |
|         | • Admissions & Records                   |
|         | • Community Education                    |
|         | • Continuing Education                   |
|         | • College of the Canyons Foundation      |
|         | • Counseling                             |
| ECED    | Early Childhood Education                |
| EPEK    | East PE                                  |
| HSLH    | Hasley Hall                              |
| iCuE    | COC Institute for Culinary Education     |
| LIBR    | Library                                  |
| LTLC    | The Learning Center (TLC)                |
| MENH    | Mentry Hall, Art Gallery                 |
| M&O     | Maintenance & Operations                 |
| PAC     | Performing Arts Center                   |
| PCOH    | Pico Canyon Hall                         |
| SCOH    | Seco Hall                                |
| STCN    | Student Center                           |
|         | • Cafeteria                              |
|         | • Bookstore                              |
| SSC     | Student Support Center:                  |
|         | • CalWORKs / EOPS                        |
|         | • International Students Program (ISP)   |
| TNS-CRT | Tennis Courts                            |
| TWSH    | Towsley Hall                             |
| UCEN    | Dr. Dianne G. Van Hook University Center |
|         | • AOC                                    |
|         | • Economic Development Division          |
|         | • Human Resources Office                 |
| WPEK    | West PE                                  |
| X1      | FS & ECE Annex                           |
| X3      | FS & ECE Annex                           |
| X6      | College Offices                          |
| X7      | FS & ECE Annex Campus                    |
| X8      | Safety                                   |
| X9      | Veterans Affairs Facilities              |
| X10     | Modular Office Public                    |
| X12     | Safety Academy                           |

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|--|--------------------------------|
|  | Parking Permit Vending Machine |
|  | Visitor Parking                |
|  | Campus Directory Kiosk         |
|  | Parking Lots                   |
|  | Handicapped Parking            |
|  | Coffee & Snacks                |
|  | Elevator / or Hand Lift (L)    |
|  | Bike Rack                      |
|  | Motorcycle Parking             |
|  | Electric Charging Station      |

SMOKING IS ONLY PERMITTED IN PARKING LOTS – more than 100 feet from any building.

