COLLEGE OF THE CANYONS

Santa Clarita Community College District
26455 Rockwell Canyon, Santa Clarita, CA 91355

Office of Institutional Research, Planning and Institutional Effectiveness

Schedule of Classes Focus Groups: Spring 2018

AD HOC Report

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Introduction

At the request of the Public Information Office and in collaboration with the Director of Advertising and Social Media, the office of Institutional Research, Planning and Institutional Effectiveness conducted focus groups with students to obtain feedback on student preferences on four possible versions of the schedule of classes. The public information office was specifically interested in student feedback on the look, layout, and content of the schedule of classes to make them the most effective materials both for student recruitment/college advertisement and for student academic planning. The purpose of the focus groups was to gather feedback particularly with regard to the following research questions:

- How many students have utilized a printed schedule?

- Did the printed schedule of classes serve as the impetus for prompting a student to enroll at College of the Canyons?

- Do students prefer a simplified course schedule with less details (Sample A), more details but no course description (Sample B), basic details but no instructor or room description (Sample C), or a schedule with maximum details similar to a course catalog (Sample D) *see appendix*?

- What suggestions do students have, that could improve the schedule of classes?

The resulting information served to inform decisions about the visualization, formatting, and content to be included in the schedule of classes. Further, the feedback helped to optimize these schedules of classes utilized throughout the Santa Clarita Valley as advertisement and student recruitment prior to the fall 2018-spring 2019 academic year.

Methods

The Office of Institutional Research, Planning & Institutional Effectiveness with the help of the Director of Advertising and Social Media developed the following five broad questions designed to gather student input on the schedule of classes:

1. How many of you have seen a printed schedule? How many received one in your home?

2. How many of you have used the printed schedule? Did it prompt you to enroll in a course at College of the Canyons?

3. Looking at the available formats what is your preference at a first glance; sample A, B, C, or D (*see appendix*)?

4. What do you like/dislike about the printed schedules?

5. Do you have suggestions as to additional information that should be incorporated into the schedules or formatting changes you would like to see?

The Institutional Research office contacted faculty via email regarding their availability and willingness to allow a focus group within their classroom. Four faculty allowed the focus groups to take place for the first 30 minutes of their usual class time. The four focus group sessions were

conducted in the spring term of 2018 on April 3rd, 23rd, 24th, and 26th. The four courses were BUS-160 Business Ethics, MATH-140 Introductory Statistics, PSYCH-101 Introduction to Psychology, and SOCI-137 Statistics for Social Science. Two facilitators facilitated each focus group. One facilitator primarily asked questions and discussed with students while the other facilitator documented the responses.

Participants were encouraged to share their opinions freely without fear of negative repercussions. Seventy-five students out of the 84 students were present and participated in the focus group during the designated class time; the other nine students were absent the day their class' focus group took place.

We identified student IDs by matching course section number within our 320 referential file. We then used those student IDs for all possible 84 students across the four classes and made a match to demographic records. The following demographics are for the total 84 students enrolled across the four courses sampled.

Results

Demographics & Background

Age. Ten respondents (11.9%) were under the age of 18, 27 students (32.1%) were between the ages of 18-20, 31 respondents (36.9%) were between the ages of 21-24, nine respondents (10.7%) were between the ages of 25-34, and seven respondents (8.3%) were age 35 and above.

Gender. There were 45 (53.5%) female respondents and 39 (46.4%) male respondents.

Ethnicity. The sampled focus group respondents were African American/Black (6%), Asian American (7.1%), Filipino (9.5%), Latinx (47.6%), White (26.2%), Other Non-White (1.2%), and "Unknown" (2.4%).

First-Generation. Twenty-five respondents (29.8%) were first generation college respondents.

Terms of Enrollment at COC. Ten respondents (11.9%) were still in high school (concurrently enrolled). Nine (10.7%) were in their first term. Twelve respondents (14.3%) enrolled at COC between 2-4 terms. Fifty-three respondents (63.1%) enrolled at COC for more than 4 terms.

Day Time vs. Night Time Courses. Two of the four courses sampled were evening classes. Thirty-three respondents (39.3%) of the total 84 respondents interviewed were from the evening courses.

District Residence. 41.7% of the respondents reside outside of the district boundaries.

Special Courses. One class was a Personalized Accelerated Learning (PAL) class and one was an Open Education Resource (OER) class.

The demographics of the focus group respondents is similar to the overall student demographics for the spring 2018 term. The following section presents the focus group findings with regard to the schedule of classes' layout and content and the suggestions that respondents provided during the focus groups.

Focus Group Findings

Student Familiarity with Schedule of Classes
Question 1: How many of you have seen a printed schedule or received one in your home?

Only 26% of our sampled students had seen and/or received the schedule of classes prior to our focus group meeting. Specific results by course were as follows:

- **Course one (24 students present):** only one student had seen it and received it at their home.
- **Course two (27 students present):** six students had seen it and received it at their home.
- **Course three (8 students present):** none had seen the schedule or received it at home.
- **Course four (25 students present):** thirteen students had seen it and received it at their home.

Question 2: How many of you have used a printed schedule or known someone who has used the printed schedule? Did it prompt you or someone else who wasn't otherwise planning to attend College of the Canyons, to enroll?

- Only one student within each of the four classes used the printed schedule to enroll. Across three of the four classes, zero students knew someone else who used the printed version. Only one student from one course had given their schedule of classes to a neighbor so they could see the offering of classes.

Student Preference for sample A, B, C, or D of Schedule of Classes

Question 3: Given the available formats, what is your preference at first glance, A or B or C or D?
Sample A: is a simplified course schedule with fewer details *(see appendix)*.
Sample B: has more details but no course description *(see appendix)*.
Sample C: has basic details but no instructor or room description *(see appendix)*.
Sample D: is a full schedule with maximum details similar to a course catalog *(see appendix)*.

Overwhelmingly, across the four classes, sample B was the preferred option. However, the main suggestion was that different groupings with sub-dividers of the classes would help with being able to more easily see and read the material. Specifically, sub dividers and different colors would help with the simplicity so that it is easier to read.

- **Course one:** these students preferred sample B, they liked the simplicity of it. They suggested dividing or "breaking up" the course information in terms of formatting (e.g., groups of classes or by color). Further, there does not need to be a room number included into the content of the schedule of classes. Most students said this was not important for the purposes of planning. Eighteen students total voted for this format but with a different color scheme.
- **Course two:** these students preferred sample B because they felt it was the most similar to the online website of classes and it most reflects what they see online. They felt D had too much information and that perhaps D was only useful for first time students but not for the academic planning of continuing students. Another suggestion was to apply the color and look of sample A to the content in sample B.

- **Course three:** these students felt sample A was the easiest to read but that it didn't provide all necessary information needed. Sample B was the preferred schedule. They felt sample B was more "to the point".
- **Course four:** these students thought sample B was very concise and they appreciated the simplicity of the format. They felt that days, times, and instructor are key information to be included in a schedule of classes and sample B has this information.

Question 4: What do you like/dislike about the printed schedules?

The overwhelming response was in favor of Packet B. Most students felt Packet D had too much information and Packet A was too vague.

- "I don't like the vagueness of the (M, E, A) in Packet A. I did not know they meant morning, evening, or afternoon. I don't think that's very helpful I would need more detail."

- "Packet D has too much information that you don't need to plan your course enrollment."

- "Overall I like sample B, it has all the details I want but it looks too clustered, if it could look a little more like sample A, that'd be great."

Student Suggestions

Most all of the students wanted a copy of the schedule of classes mailed to their home. Across the four courses, 28 students said they would appreciate having the chosen version of the schedule of classes available digitally via a pdf, accessible perhaps through CANVAS or their email for printing. This was especially the case for students who lived outside the district who were concerned they would not receive a printed schedule of classes. Across three courses, 15 students said they would like to have PAL and OER information listed within the schedule of classes. Individual sample comments included:

- "I think it would be a good idea to have a couple of blank sheets at the end of the schedule to map out two or three different schedules."
- "I think it would be useful to add whether the specific instructor is a CANVAS user or not, because this impacts whether I take the course or not. I prefer only CANVAS user instructors."
- "It would be helpful to add the estimated cost of course materials/books."
- "I would like to have the finished product available to me in a pdf format as well."
- Include information as to whether a particular course is a PAL or OER course.

Recommendations

The participants in the focus groups provided valuable information on what students prefer to see within a printed schedule of classes concerning the content, layout, and format. These findings are limited to students from these four courses. Exact information regarding particular demographics of each student in connection to their opinions and preferences were not the focus of this report and therefore were not recorded. Upon review of the focus group comments, the following recommendations should be taken into consideration:

- Consider a schedule of classes similar in content and layout to sample B for the 2018-2019 academic school year.

- Consider including other details about each course such as; whether the instructor organizes their course materials via CANVAS or whether the course is a PAL or OER designated course.

- Consider providing a digital version of the schedule of classes available to all students via CANVAS or MyCanyons, regardless of district residence.

- Further, the public information office may want to consider allowing for the printed schedule of classes to be available not only to every resident of the Santa Clarita Valley district but also to students who are actively enrolled at College of the Canyons but who reside outside of the district boundaries. This could ensure not only that advertising of the college is successful but also that all students are equally able to succeed in their academic planning.

Appendix: Sample Layouts for the Schedule of Classes

Figure 1. Sample Schedule A

COURSE NAME	COURSE TITLE	Valencia	Canyon Country	Online
Administration of Justice				
FALL 2017				
ADMJUS-101	Introduction to Administration of Justice	M	M, E	X
ADMJUS-110	Principles & Procedures	M	E	
ADMJUS-125	Criminal Law	M	M	
ADMJUS-126	Substantive Criminal Law	M, E		
ADMJUS-130	Report Writing for Law Enforcement	M		
ADMJUS-135	Criminal Evidence	M, A		
ADMJUS-155	Criminal Investigation	A		
ADMJUS-160	Enforcement/Investigation	E		
ADMJUS-175	Organized Crime & Vice	E		
ADMJUS-185	Police-Community Relations	E		
SPRING 2018				
ADMJUS-101	Introduction to Administration of Justice	M	E	
ADMJUS-110	Principles & Procedures	M	E	
ADMJUS-125	Criminal Law	M	E	
ADMJUS-126	Substantive Criminal Law	M, E		
ADMJUS-130	Report Writing for Law Enforcement	M, E		
ADMJUS-135	Criminal Evidence	M	E	
ADMJUS-155	Criminal Investigation	E		
ADMJUS-175	Organized Crime & Vice	E		
ADMJUS-180	Dangerous Drugs & Narcotics		E	
Anthropology				
FALL 2017				
ANTHRO-101	Physical Anthropology	M, A, E	M	X
ANTHRO-101L	Physical Anthropology Lab	M, A	M, A	
ANTHRO-103	Cultural Anthropology	M, A, E	M, A	X
ANTHRO-105	Introduction to Archaeology	A		
ANTHRO-210	Indians of California	A		
ANTHRO-220	Magic, Witchcraft & Religion	M	M	
SPRING 2018				
ANTHRO-101	Physical Anthropology	M, A, E	M, A,	
ANTHRO-101L	Physical Anthropology Lab	M, A	M, A	
ANTHRO-103	Cultural Anthropology	M, A, E	M, A	
ANTHRO-105	Introduction to Archaeology	A		
ANTHRO-210	Indians of California	M		
ANTHRO-220	Magic, Witchcraft & Religion	M	M	
Architectural Drafting				
FALL 2017				
ARCHT-084	Digital Illustration for Architecture & Interior Design	M		
ARCHT-096L	Architectural Drafting Cad Lab	A		
ARCHT-100	Careers in Architecture, Interior Design			X
ARCHT-110	Architectural Drafting	A, E		
ARCHT-120	Design I - Elements of Architectural Design	M, E		
ARCHT-140	Materials & Methods of Construction	E		
ARCHT-160	2-D CAD for Architecture & Interior Design	M		
ARCHT-200A	Sustainable Development/Environmental Design	E		
ARCHT-200B	Design III-Environmental Design Lab	E		
ARCHT-270	Advanced 3-D CAD & Building Information Modeling	M		

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Figure 2. Sample Schedule B

* Classes in bold are HYBRID classes, which means they meet online and on campus.

VALENCIA CAMPUS - SESSION 1 (June 5 – July 8)

SECTION	COURSE ID	TITLE	UNITS	INSTRUCTOR	DAYS	START TIME	END TIME	START DATE	END DATE	ROOM
27343	ADMJUS-101	Introduction to Admin. of Justice	3	Pinho, C	TWTH	07:30AM	11:00AM	06/06/17	07/06/17	SCOH-203
27344	ADMJUS-135	Criminal Evidence	3	Pinho, C	TWTH	11:10AM	02:40PM	06/06/17	07/06/17	SCOH-203
27345	ADMJUS-150	Police Field Operations	3	Alvarez, L	TWTH	02:50PM	06:20PM	06/06/17	07/06/17	SCOH-203
27346	ADMJUS-185	Police-Community Relations	3	Gasior, R	TWTH	06:30PM	10:00PM	06/06/17	07/06/17	SCOH-203
27167	ANTHRO-103	Cultural Anthropology	3	Kirwin, A	TWTH	07:30AM	11:00AM	06/06/17	07/06/17	BYKH-105
27168	ANTHRO-103	Cultural Anthropology	3	Feldmeier, K	TWTH	11:10AM	02:40PM	06/06/17	07/06/17	ICUE-122
27169	ANTHRO-103	Cultural Anthropology	3	Ramos, G	MTW	11:10AM	02:40PM	06/05/17	07/05/17	UCEN-211
27170	ANTHRO-220	Magic, Witchcraft and Religon	3	Kirwin, A	TWTH	11:10AM	02:40PM	06/06/17	07/06/17	BYKH-105
27151	ARCHT-110	Architectural Drafting I	3	Oliver, J	MTWTH	09:00AM	01:30PM	06/05/17	07/06/17	MENH-223
27611	ART-110	Art History: Paleo to Renaissance	3	Jenkins, D	TWTH	11:30AM	03:00PM	06/06/17	07/06/17	BONH-13
27615	ART-111	Art History: Renaissance to Modern	3	Staff	MTWTH	07:15PM	09:45PM	06/05/17	07/06/17	MENH-253
27350	ASTRON-100	Survey of General Astronomy	3	Levine, D	TWTH	07:30AM	11:00AM	06/06/17	07/06/17	LTLC-158
27353	ASTRON-101	Stars and Galaxies	3	Staff	TWTH	11:10AM	02:40PM	06/06/17	07/06/17	TWSH-107
27258	BUS-100	Introduction to Business	3	Francis, J	TWTH	06:30PM	10:00PM	06/06/17	07/06/17	HSLH-235
27259	BUS-110	Principles of Management	3	Hawkins, P	MTW	06:30PM	10:00PM	06/05/17	07/05/17	HSLH-304
27262	BUS-211	Business Law	3	Gilbert, S	MTW	11:10AM	02:40PM	06/05/17	07/05/17	HSLH-233
27691	CHEM-151	Preparatory General Chemistry	4	Flynn, K	MTWTH	10:10AM	12:40PM	06/05/17	07/06/17	ALLB-321
	LAB				MTWTH	01:10PM	03:40PM	06/05/17	07/06/17	BYKH-304
27690	CHEM-151	Preparatory General Chemistry	4	Latif, A	MTWTH	07:30AM	10:00AM	06/05/17	07/06/17	HSLH-230
	LAB				MTWTH	10:20AM	12:50PM	06/05/17	07/06/17	BYKH-304
27693	CHEM-151	Preparatory General Chemistry	4	Piao, T	MTWTH	07:30AM	10:00AM	06/05/17	07/06/17	BYKH-304
	LAB				MTWTH	10:10AM	12:40PM	06/05/17	07/06/17	BYKH-305
27692	CHEM-151	Preparatory General Chemistry	4	Gopal, B	MTWTH	01:15PM	03:45PM	06/05/17	07/06/17	BYKH-305
	LAB				MTWTH	04:00PM	06:30PM	06/05/17	07/06/17	BYKH-304
27694	CHEM-151	Preparatory General Chemistry	4	McBroom, R	MTWTH	04:30PM	07:00PM	06/05/17	07/06/17	BYKH-305
	LAB				MTWTH	07:10PM	09:40PM	06/05/17	07/06/17	BYKH-304
27388	CINEMA-123	American Cinema: Crossing Cult.	3	Santi, G	MTW	11:10AM	02:40PM	06/05/17	07/05/17	HSLH-101
27355	CMPSCI-132	Introduction to Programming	3	Riveira, B	MTWTH	10:10AM	12:40PM	06/05/17	07/06/17	HSLH-133
27357	CMPSCI-235	C Programming	3	Riveira, B	MTWTH	01:00PM	03:30PM	06/05/17	07/06/17	LTLC-161
27402	COMS-105	Fundamentals of Public Speaking	3	Leach, M	MTWTH	07:30AM	10:00AM	06/05/17	07/06/17	HSLH-135
27403	COMS-105	Fundamentals of Public Speaking	3	Leach, M	MTWTH	10:10AM	12:40PM	06/05/17	07/06/17	HSLH-135
27404	COMS-105	Fundamentals of Public Speaking	3	Leach, M	MTWTH	01:00PM	03:30PM	06/05/17	07/06/17	HSLH-135
27408	COMS-105	Fundamentals of Public Speaking	3	Ward, M	TWTH	06:30PM	10:00PM	06/06/17	07/06/17	HSLH-135
27398	COMS-105	Fundamentals of Public Speaking	3	Stevenson, D	MTWTH	07:30AM	10:00AM	06/05/17	07/06/17	HSLH-205
27400	COMS-105	Fundamentals of Public Speaking	3	Stevenson, D	MTWTH	10:10AM	12:40PM	06/05/17	07/06/17	HSLH-205
27406	COMS-105	Fundamentals of Public Speaking	3	Haley, K	MTWTH	06:30PM	09:00PM	06/05/17	07/06/17	HSLH-205
27427	**COMS-105** *	**Fundamentals of Public Speaking**	**3**	**McKaig, M**	**F**	**07:30AM**	**12:30PM**	**06/09/17**	**07/07/17**	**HSLH-205**
27409	COMS-120	Small Group Communication	3	Johnson, L	MTW	06:30PM	10:00PM	06/05/17	07/05/17	HSLH-204
27255	COUNS-150	Student Success	3	Reardon, A	MTW	07:30AM	11:00AM	06/05/17	07/05/17	SSC-118
27811	CULARTS-050	Knife Skills	2	Otto, D	MT	09:00AM	10:50AM	06/05/17	07/03/17	ICUE-101
	LAB				MT	11:00AM	04:50PM	06/05/17	07/03/17	ICUE-102
27812	CULARTS-055	Culinary Safety and Sanitation	1	Guillard, H	MT	06:00PM	07:35PM	06/05/17	07/03/17	ICUE-106
27813	CULARTS-121	Culinary Fundamentals I	3	Bustillos, M	TWTH	08:00AM	10:20AM	06/06/17	07/06/17	ICUE-122
	LAB				TWTH	10:30AM	02:05PM	06/06/17	07/06/17	ICUE-103
27814	CULARTS-127	Principles of Baking	3	Schwanke, C	TWTH	09:00AM	10:50AM	06/06/17	07/06/17	ICUE-106
	LAB				TWTH	11:00AM	04:30PM	06/06/17	07/06/17	ICUE-111
27815	CULARTS-133	International Cuisine	2.5	Otto, D	WTH	09:00AM	11:25AM	06/07/17	07/06/17	ICUE-101
	LAB				WTH	11:30AM	04:40PM	06/07/17	07/06/17	ICUE-102
27642	DANCE-180	Introduction to Yoga	1	Curtis, S	MTWTH	06:30AM	09:00AM	06/05/17	07/06/17	PCOH-101
27436	ECE-101	Child Growth and Development	3		TWTH	11:10AM	02:40PM	06/06/17	07/06/17	ECED-B
27312	ECON-201	Macroeconomics	3	Su, B	MTW	07:30AM	11:00AM	06/05/17	07/05/17	HSLH-206
27316	ECON-202	Microeconomics	3	Su, B	MTW	11:10AM	02:40PM	06/05/17	07/05/17	HSLH-206
27175	ENGL-091	Intro. to College Reading/Writing	3	Jung, E	TWTH	07:30AM	11:00AM	06/06/17	07/06/17	BONH-301
27171	ENGL-091	Intro. to College Reading/Writing	3	Otoo, S	MTWTH	07:30AM	10:00AM	06/05/17	07/06/17	BONH-308
27172	ENGL-091	Intro. to College Reading/Writing	3	Antler, A	MTWTH	03:40PM	06:10PM	06/05/17	07/06/17	BONH-308
27174	ENGL-091	Intro. to College Reading/Writing	3	Hoelle, N	MTW	02:50PM	06:20PM	06/05/17	07/05/17	BONH-309
27173	ENGL-091	Intro. to College Reading/Writing	3	Rawley, K	MTWTH	01:00PM	03:30PM	06/05/17	07/06/17	MENH-234
27186	ENGL-101	English Composition	3	Small, J	TWTH	02:50PM	06:20PM	06/06/17	07/06/17	BONH-301
27181	ENGL-101	English Composition	3	Otoo, S	MTWTH	10:10AM	12:40PM	06/05/17	07/06/17	BONH-308
27182	ENGL-101	English Composition	3	Albert, J	MTWTH	06:30PM	09:00PM	06/05/17	07/06/17	BONH-308
27183	ENGL-101	English Composition	3	Wallace, L	MTW	07:30AM	11:00AM	06/05/17	07/05/17	BONH-309
27184	ENGL-101	English Composition	3	Francois, A	MTWTH	07:30AM	10:00AM	06/05/17	07/06/17	MENH-234
27185	ENGL-101	English Composition	3	Portillo, D	MTWTH	06:30PM	09:00PM	06/05/17	07/06/17	MENH-234
27206	ENGL-103	Critical Reading/Writing/Thinking	3	Kent, E	TWTH	11:10AM	02:40PM	06/06/17	07/06/17	BONH-301
27202	ENGL-103	Critical Reading/Writing/Thinking	3	Berman, C	MTWTH	01:00PM	03:30PM	06/05/17	07/06/17	BONH-308
27203	ENGL-103	Critical Reading/Writing/Thinking	3	Collins, G	MTW	11:10AM	02:40PM	06/05/17	07/05/17	BONH-309
27204	ENGL-103	Critical Reading/Writing/Thinking	3	Wallace, D	MTW	06:30PM	10:00PM	06/05/17	07/05/17	BONH-309

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Figure 3. Sample Schedule C

How to Enroll (steps and links can be found at www.canyons.edu/NewStudent)

- Submit a Spring 2018 application
- Complete the online orientation
- Take your assessment test (Some classes don't require this step. Check with Admissions for information.)
- Sign up for New Student Advisement (Strongly advised but may not be required if you are only taking a few classes for skill building. Check with Admissions for information.)
- Register for classes through your My Canyons account

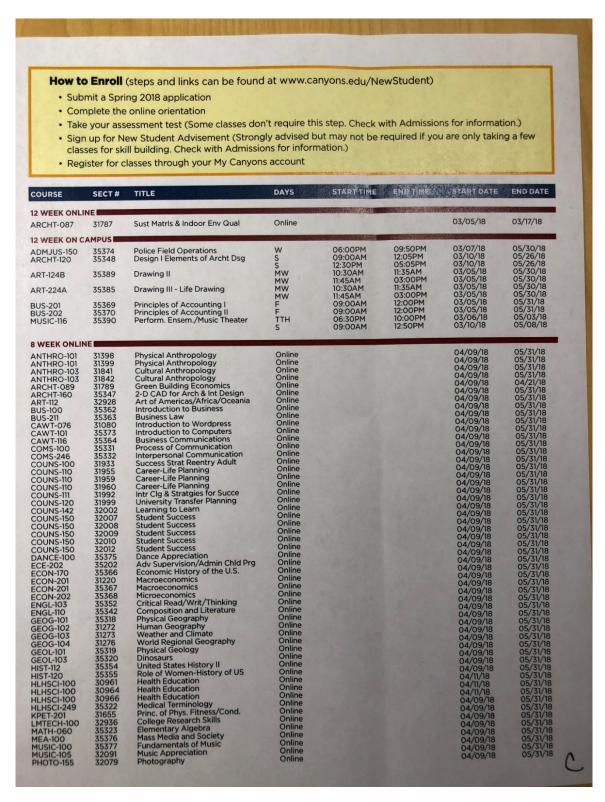| COURSE	SECT #	TITLE	DAYS	START TIME	END TIME	START DATE	END DATE
12 WEEK ONLINE							
ARCHT-087	31787	Sust Matrls & Indoor Env Qual	Online			03/05/18	03/17/18
12 WEEK ON CAMPUS							
ADMJUS-150	35374	Police Field Operations	W	06:00PM	09:50PM	03/07/18	05/30/18
ARCHT-120	35348	Design I Elements of Archt Dsg	S	09:00AM	12:05PM	03/10/18	05/26/18
			S	12:30PM	05:05PM	03/10/18	05/26/18
ART-124B	35389	Drawing II	MW	10:30AM	11:35AM	03/05/18	05/30/18
			MW	11:45AM	03:00PM	03/05/18	05/30/18
ART-224A	35385	Drawing III - Life Drawing	MW	10:30AM	11:35AM	03/05/18	05/30/18
			MW	11:45AM	03:00PM	03/05/18	05/30/18
BUS-201	35369	Principles of Accounting I	F	09:00AM	12:00PM	03/05/18	05/31/18
BUS-202	35370	Principles of Accounting II	F	09:00AM	12:00PM	03/05/18	05/31/18
MUSIC-116	35390	Perform. Ensem./Music Theater	TTH	06:30PM	10:00PM	03/06/18	05/03/18
			S	09:00AM	12:50PM	03/10/18	05/08/18
8 WEEK ONLINE							
ANTHRO-101	31398	Physical Anthropology	Online			04/09/18	05/31/18
ANTHRO-101	31399	Physical Anthropology	Online			04/09/18	05/31/18
ANTHRO-103	31841	Cultural Anthropology	Online			04/09/18	05/31/18
ANTHRO-103	31842	Cultural Anthropology	Online			04/09/18	05/31/18
ARCHT-089	31789	Green Building Economics	Online			04/09/18	04/21/18
ARCHT-160	35347	2-D CAD for Arch & Int Design	Online			04/09/18	05/31/18
ART-112	32928	Art of Americas/Africa/Oceania	Online			04/09/18	05/31/18
BUS-100	35362	Introduction to Business	Online			04/09/18	05/31/18
BUS-211	35363	Business Law	Online			04/09/18	05/31/18
CAWT-076	31080	Introduction to Wordpress	Online			04/09/18	05/31/18
CAWT-101	35373	Introduction to Computers	Online			04/09/18	05/31/18
CAWT-116	35364	Business Communications	Online			04/09/18	05/31/18
COMS-100	35331	Process of Communication	Online			04/09/18	05/31/18
COMS-246	35332	Interpersonal Communication	Online			04/09/18	05/31/18
COUNS-100	31933	Success Strat Reentry Adult	Online			04/09/18	05/31/18
COUNS-110	31955	Career-Life Planning	Online			04/09/18	05/31/18
COUNS-110	31959	Career-Life Planning	Online			04/09/18	05/31/18
COUNS-110	31960	Career-Life Planning	Online			04/09/18	05/31/18
COUNS-111	31992	Intr Clg & Stratgies for Succe	Online			04/09/18	05/31/18
COUNS-120	31999	University Transfer Planning	Online			04/09/18	05/31/18
COUNS-142	32002	Learning to Learn	Online			04/09/18	05/31/18
COUNS-150	32007	Student Success	Online			04/09/18	05/31/18
COUNS-150	32008	Student Success	Online			04/09/18	05/31/18
COUNS-150	32009	Student Success	Online			04/09/18	05/31/18
COUNS-150	32010	Student Success	Online			04/09/18	05/31/18
COUNS-150	32012	Student Success	Online			04/09/18	05/31/18
DANCE-100	35375	Dance Appreciation	Online			04/09/18	05/31/18
ECE-202	35202	Adv Supervision/Admin Chld Prg	Online			04/09/18	05/31/18
ECON-170	35366	Economic History of the U.S.	Online			04/09/18	05/31/18
ECON-201	31220	Macroeconomics	Online			04/09/18	05/31/18
ECON-201	35367	Macroeconomics	Online			04/09/18	05/31/18
ECON-202	35368	Microeconomics	Online			04/09/18	05/31/18
ENGL-103	35352	Critical Read/Writ/Thinking	Online			04/09/18	05/31/18
ENGL-110	35342	Composition and Literature	Online			04/09/18	05/31/18
GEOG-101	35318	Physical Geography	Online			04/09/18	05/31/18
GEOG-102	31272	Human Geography	Online			04/09/18	05/31/18
GEOG-103	31273	Weather and Climate	Online			04/09/18	05/31/18
GEOG-104	31276	World Regional Geography	Online			04/09/18	05/31/18
GEOL-101	35319	Physical Geology	Online			04/09/18	05/31/18
GEOL-103	35320	Dinosaurs	Online			04/09/18	05/31/18
HIST-112	35354	United States History II	Online			04/09/18	05/31/18
HIST-120	35355	Role of Women-History of US	Online			04/11/18	05/31/18
HLHSCI-100	30961	Health Education	Online			04/11/18	05/31/18
HLHSCI-100	30964	Health Education	Online			04/11/18	05/31/18
HLHSCI-100	30966	Health Education	Online			04/09/18	05/31/18
HLHSCI-249	35322	Medical Terminology	Online			04/09/18	05/31/18
KPET-201	31655	Princ. of Phys. Fitness/Cond.	Online			04/09/18	05/31/18
LMTECH-100	32936	College Research Skills	Online			04/09/18	05/31/18
MATH-060	35323	Elementary Algebra	Online			04/09/18	05/31/18
MEA-100	35376	Mass Media and Society	Online			04/09/18	05/31/18
MUSIC-100	35377	Fundamentals of Music	Online			04/09/18	05/31/18
MUSIC-105	32091	Music Appreciation	Online			04/09/18	05/31/18
PHOTO-155	32079	Photography	Online				

Figure 4. Sample Schedule D

ADMJUS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
SUMMER SEMESTER 2006
June 12-August 19, 2006

LOCATION ABBREVIATIONS:

ADI	Aerospace Dynamics Int'l – 25571 Rye Canyon Road, Valencia
BCC	Mann Biomedical Park – 25102 Rye Canyon Rd., Santa Clarita
CCA	Canyon Country ACCESS – 18601 Soledad Canyon Rd, Canyon Country
GVA	Golden Valley ACCESS - 27501 Robert C. Lee Pkwy. Canyon Country
HMNMH	Henry Mayo Newhall Memorial Hospital – 23845 W. McBean Pkwy, Valencia
HNRY-SKLAB	Henry Mayo Newhall Memorial Hospital Skills Lab
ICE	Ice Station Valencia – 27745 N. Smyth Drive, Valencia

NHMC	Northridge Hospital Med. Center – 18300 Roscoe Blvd., Northridge
OVMC	Olive View Medical Center – 14445 Olive View Drive, Sylmar
KAISER	Kaiser Hospital - 13652 Cantara St., Panorama City
PHCM	Providence Holy Cross – 15031 Rinaldi Street, Mission Hills
PSTJ	Providence St. Joseph Medical Center – 501 S. Buena Vista, Burbank
SCLN	Santa Clarita Lanes - 21615 Soledad Canyon Road, Saugus
TRZ	Encino-Tarzana Regional Medical Center – 18321 Clark St., Tarzana
VAWLA	Veteran's Hospital – 11301 Wilshire Blvd., Los Angeles
VPRP	Valley Presbyterian Hospital – 15107 Vanowen St., Van Nuys
WHMC	West Hills Medical Center – 7300 Medical Center Dr., West Hills
Y	COC University Center

■ ADMINISTRATION OF JUSTICE ■

Faculty Contact: Bob Brode, 661-362-3065

ADMJUS 098 ADVANCED OFFICER TRAINING
Units: 0.25-4.00
Variable format depending on subject matter. Course content includes refresher material from all areas of law enforcement responsibility such as law, firearms, first aid, and patrol procedures. Each course will have its own title and letter designation in the class schedule. Designed for upgrading currently employed law enforcement personnel. Unlimited repeats allowed. Offered credit/no credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.

ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT
Units: 3.00 - UC:CSU, May Be Taken Once for Credit
CAN AJ 2
Introductory course to the criminal justice system. Presents an overview of law enforcement, the judiciary and corrections. UC credit limitation: ADMJUS-101 and 110 combined, maximum credit one course.

46074	07:00PM-10:00PM	TWTH	Staff
T-107			
06/13/06-07/13/06			

ADMJUS 110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
Units: 3.00 - UC:CSU, May Be Taken Once for Credit
An in-depth study of the history, role and responsibility of each primary segment within the administration of justice system; Law enforcement, judicial and corrections. Each subsystem is examined from initial entry to final disposition and the relationship each segment maintains with its system members. UC credit limitation: ADMJUS-101 and 110 combined maximum credit one course.

46080	07:00PM-09:20PM	MTWTH	Staff
CCA-3*			
06/12/06-07/13/06			
*This class meets off-campus at Canyon Country ACCESS.			

ADMJUS 126 SUBSTANTIVE CRIMINAL LAW
Units: 3.00 - CSU, May Be Taken Once for Credit
A study of substantive laws most often encountered by municipal, county, or state police officers. Includes an in-depth examination of the most commonly encountered misdemeanor and felony violations of California law.

46085	07:00PM-09:20PM	MTWTH	Staff
CCA-5*			
06/12/06-07/13/06			
This class meets off-campus at Canyon Country ACCESS.			

ADMJUS 135 EVIDENCE
Units: 3.00 - CSU, May Be Taken Once for Credit
Course covers the most common types of evidence encountered, the rules regarding admissibility of evidence and the exceptions to the rule or rules.

46075	07:00PM-10:00PM	TWTH	Staff
V-101			
06/13/06-07/13/06			

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