



**2003-2004  
A CALIFORNIA COMMUNITY COLLEGE**

**Accredited by**

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

The Board of Governors of the California Community Colleges  
The California Department of Education  
The University of California  
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The training of U.S. veterans and other eligible persons

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

**Accuracy Statement**

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

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## President's Message

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"Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation."

- John F. Kennedy

Dear Students:

On behalf of the faculty, staff, administration and Board of Trustees, I welcome you to College of the Canyons. As we look forward to another year of service to the Santa Clarita Valley, we are excited about our accomplishments and the framework they provide for continuing excellent service to this dynamic community.

I would like to thank so many of our community members for their support and involvement in College of the Canyons. You have let us know that education is a top priority for you, your families and your businesses. We share that view, as evidenced by the measures of quality we have achieved, the community involvement and partnerships we have established, and the plans we have for the future of the college.

As we grow and develop, we will continue to focus on and strengthen the quality of the learning community present at College of the Canyons. At a time when some colleges are threatened by the fiscal uncertainty of the state budget, we in the Santa Clarita Valley are positioned for success. We are not only a dynamic learning community with a plan for the future, we are also partnering with many business and organizations to maximize the impact of our collective resources. College of the Canyons will continue to work with the City of Santa Clarita, community organizations, four-year colleges and universities, local school districts, and business and industry in order to enhance educational quality and access for students. Together, we will:

- Continue matching what we do in the classroom with what is needed in the workplace;
- Expand degree options and guaranteed transfer agreements;
- Develop curriculum and training programs that are flexible, responsive, and timely in order to meet local training needs;
- Pursue additional college and university partners for the University Center;
- Build a University Center with 10 partnering institutions offering 72 bachelor's, master's and doctorate degrees;

- Open a 950-seat Performing Arts Center that will serve our students and the community at large; and
- Move forward with plans to establish an Educational Center in the Canyon Country area.

As you become part of the college community at COC, you will find an exceptional environment in which to learn, to challenge yourself, to prepare for the future, to pursue your goals, and to establish a solid foundation on which you can build for years to come. You will learn from faculty who have distinguished themselves in their fields and are dedicated to teaching and helping students succeed. You will be helped by a staff that is friendly and strives continually to meet the high standards of excellence they have set for themselves. And you will find an administration and a Board of Trustees committed to serving students and ensuring that this college is well-prepared and well-equipped to meet coming challenges with vision, courage and optimism.

Whether your goals are to transfer, prepare for a career, continue to upgrade your education or acquire job-specific skills, you will meet friendly people whose professional attitudes are student-centered, quality-based, and focused around their commitment to community colleges as a critical component of California's higher education system.

Within the pages of this catalog, you will find information on programs and services available to you. Our instructional program is augmented by a variety of extra-curricular programs and services that add an important dimension to college life. From activities such as our semester abroad program, to our award-winning athletic teams, and the student newspaper, to an active and visible student government, the opportunities available for involvement, self-expression and personal development offer an enriched environment for your education at College of the Canyons.

Whatever your reasons for attending College of the Canyons, I know you will find what you want at this excellent college. We care about you and are proud to have you join us. I wish you the very best as you pursue your educational goals and invite you to join us as we move boldly forward into another exciting year.

Dianne G. Van Hook  
Superintendent-President

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **PHILOSOPHY**

We believe in the following values:

### **Teaching & Learning**

We honor and reward high performance in teaching and learning.

### **Respect for All People**

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

### **Partnership with Community**

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

### **Excellence**

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

### **Creativity and Innovation**

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

## History of the College

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The academic year 2003-2004 marks College of the Canyons' 34th year of service to the communities of the Santa Clarita Valley. From what began in 1969 as a small school, with only 800 students located on the campus of Hart High School in Newhall, the college now boasts 13,543 students per semester, a 153.4 acre campus with 12 permanent and 27 temporary structures, on-campus computer networks, state-of-the-art technical programs, and over 760 full-time and part-time faculty and staff.

The College was initially approved by voters and a Board of Trustees was elected in 1967. Taking the reigns of the fledgling District was the first Superintendent-President, Dr. Robert C. Rockwell in 1968. A \$4 million construction bond was approved by voters and the District purchased the permanent campus site in Valencia, now part of the City of Santa Clarita, just east of the I-5 Freeway on Valencia Blvd. In October of 1970, temporary buildings provided classroom and office spaces for the new College. Ample parking and outdoor sports facilities soon followed. The master plan for the College includes a desire to maintain the natural beauty of the location that consists of rolling hills and tree-dotted arroyos. As additional buildings have been constructed, the College has carefully situated the structures to blend with the natural attributes of the location, creating a relaxed and comfortable physical environment that enhances the won-

derful learning environment for which College of the Canyons is noted.

The Bonelli Center, the I Building, was constructed in 1972-73 and was a welcome addition to the existing spaces in the classroom (C) building and the Student Center; the stadium (the only facility of its size in the Santa Clarita Valley) was constructed in 1974; the Boykin Laboratory Center, the L building, was completed in 1986. The Peter F. Huntsinger College Services Building, the A building, opened in 1982; the Family Studies and Early Childhood Education Center opened in 1995; and the Library and Media Arts Buildings came into the inventory in 1997. The total assigned square footage for the College now is over 281,000 square feet -- with more on the way.

With a projected student population of 21,000 by the year 2010, voters approved a \$82.1 million bond measure in 2001 that will provide the needed classroom and support buildings. An updated Facilities Master Plan has been completed and includes two classroom buildings, a second physical education facility, warehouse, a college services building, high-tech labs, a music/drama lab building, a business center, a University Center, an athletic field house and additions to several existing buildings. Ground was broken in December, 2001 for a new 950-seat Performing Arts Center that will be constructed in partnership with the City of Santa Clarita. Funds are currently being raised

to build a University Center that will house prominent universities and bring bachelor's, master's, and doctorate degree programs to the campus. The College opened its first off-site facility called ACCESS in Canyon Country in 2001.

College of the Canyons is proud to deliver outstanding services, programs and opportunities to our community. Sixty associate of arts and associate of science degree programs are offered in addition to forty-five certificate programs.

As a matter of institutional philosophy, College of the Canyons believes in educating the body as well as the mind. Seventeen intercollegiate athletic programs, nine women's sports and eight men's, provide opportunities to participate in athletics for all who are interested.

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

at the work site or on campus, whichever is appropriate. This "win, win" arrangement between businesses and the educational supplier fulfills the increasingly complex technological and managerial training needs of companies of all sizes in the region -- many of them in the local aerospace and manufacturing fields.

The breadth, depth and quality of a College of the Canyons' education is fast becoming one of the College's most powerful marketing tools. It is human nature to want to be associated with a winner, so success in one area naturally breeds success in others. Over the last year, the College has received more than \$2.5 million in grants to conduct broad-ranging activities and begin new, trial programs and educational opportunities for the community.

As College of the Canyons begins its 35th year, it has positioned itself to be a vital and enduring educational and economic force in the region. From modern facilities, to a capable and enthusiastic staff, to innovative programs and high-tech solutions --- those who are currently involved with the College and those who will grace its doors in the future will find a safe, collegial campus that embodies a learning environment second to none!

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

1. Use the index on page 253 to help you find things quickly.
2. All new students are requested to participate in the College's Matriculation Program. Some parts of this program are mandated for new students. Components consist of admission, counseling/advisement and orientation. English and math placement testing is also part of the process. Refer to page 19 for more details or contact the Counseling/Advisement Office.
3. If you want to know the important dates that affect you during the academic year, turn to the Academic Calendar on the next page. You'll find the beginning and end of each term, holidays and vacation periods.
4. If you want information about the requirements for transfer from College of the Canyons to a university, turn to page 40.
5. The program descriptions and associated degrees and certificates are on page 52.
6. For a list of the course descriptions, read the information given for each course you plan to take. Pay careful attention to prerequisites and related information so that you won't take the incorrect course or one for which you won't receive credit.
7. The College requires students to take certain general-education courses to obtain a college degree or certificate. You will find these specified on page 37. If you plan to graduate from College of the Canyons, be sure to read the entire section on graduation requirements.
8. College of the Canyons has established various rules and regulations in order to function properly. You'll find these in the Regulations & Policies section on page 234.

**FALL SEMESTER 2003**

August 18 - December 16, 2003

Monday, August 18 .....Instruction Begins  
Monday, September 1 .....Labor Day  
Monday, November 10 .....Veterans' Day Observed  
Thursday through Saturday, November 27 - 29 .....Thanksgiving Holiday  
Wednesday through Saturday, December 10 -13 and  
Monday and Tuesday December 15 - 16 .....Final Exams  
Christmas/New Year Holidays .....December 22, 2003 through January 4, 2004

**WINTER INTERSESSION 2004**

January 5-16, 2004

Monday, January 5 .....Instruction Begins  
Friday, January 16 .....Instruction Ends

**SPRING SEMESTER 2004**

January 20 - May 22, 2004

Monday, January 19 .....Martin Luther King Jr. Day  
Tuesday, January 20.....Instruction Begins  
Friday, February 13 .....Lincoln's Holiday  
Saturday, February 14.....Lincoln's Birthday (observed for Saturday Classes)  
Monday, February 16 .....Presidents' Day  
Monday through Saturday, April 5 through 10 .....Spring Break  
Monday through Saturday, May 17 through 22 .....Final Exams  
Friday, May 21.....Commencement  
Saturday, May 22.....Instruction Ends

# Admission and Registration Procedures

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## ADMISSION TO THE COLLEGE

### Eligibility for Admission

1. Any person applying for admission to the College must qualify under one of the following:
  - a. Be a graduate of high school or have passed the California High School Proficiency Test.
  - b. Be 18 years of age or over and be capable of profiting from the instruction offered.
  - c. Be eligible as a special student pursuant to Sections 76001-76002 of the California Education Code.
2. In all programs and classes requiring special screening, the College will make the final selection of students. Students will still be admissible to the College under the above provisions. (For international students see the section on International Students in this catalog.)
3. Students enrolled in grades 11 and 12 in a public school district may apply for admission upon submitting an approved Concurrent Enrollment form and an Authorization to Consent to Medical Treatment form. Students must submit these forms and an admissions application each semester they plan to attend.
4. Students in grade 10 and under may apply for admission upon submitting an approved Concurrent Enrollment form, an Authorization to Consent to Medical Treatment form, and must undergo an underage admission interview. Students must submit these forms and admissions application and participate in an interview each semester they plan to attend.
5. Parents or guardians of a student who is not enrolled in a public school district may petition the Dean of Student Services for such admission.
6. Pursuant to California Education Code Section 76001(a), specially admitted students may not enroll in over 12 units per semester.
7. Pursuant to California Education Code Section 76300(f) students enrolled under #3 above may be exempt from payment of the enrollment fees, per special action of the Board. All other appropriate fees shall be assessed.

### Admission Procedure - Application

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

seek admission to the College. Students returning after missing one semester or more must submit a new application to reactivate their student history file.

### Documents Required (Transcripts)

Each applicant entering as a first-time freshman must arrange to have an academic transcript from their high school of graduation or school of last attendance sent to the Admissions and Records Office. Students should have transcripts sent from each college attended. All transcripts become the property of the College, and photocopies may not be released.

### Credit Accepted

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

### Residency

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

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

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

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

United States citizens and immigrant aliens who have attended a California high school for at least three years and then graduated may qualify for a non-resident tuition waiver. Contact Admissions & Records for further details.

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

### International Students

College of the Canyons is authorized under federal law to enroll non-immigrant alien students. International students applying for admission and subsequent student visas must meet special admission requirements. For a statement of these requirements and procedures, inquiries should be made to the Director of International Students.

### Advanced Scholastic Program for High School Students (Concurrent Enrollment)

The California Education Code permits the attendance of 11th and 12th grade high school students who would benefit from advanced scholastic or vocational work at a community college. In addition, certain students below the 11th grade, under certain circumstances and upon recommendation of the appropriate school district authority, may attend by special arrangements.

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

### MATRICULATION

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

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

For the student, the agreement includes at least a general identification of an educational goal at the point of enrollment and declaration of a specific educational objective after reaching 15 college units. Students agree to be responsible for consistent class attendance, to complete assigned coursework, and to maintain constructive progress toward their educational goals. Students agree to participate in orientation, assessment, counseling and other follow-up services as designated by the college to help them reach their educational goal.

### Matriculation Services

#### ADMISSIONS

New students must complete and file an application prior to enrollment at College of the Canyons.

Application information pertaining to major, previous college work and educational goals helps the staff direct students to the types of services needed to help them achieve their educational goals. It also allows the college to determine whether the student needs to be referred to orientation and assessment. Students should arrange to have official transcripts sent of high school, and any college work completed, at the time of admission.

#### ASSESSMENT

Comprehensive assessment testing is available to assist students in an evaluation of their skill levels. Basic skills assessment testing in math, English or ESL is required of all new non-exempt students. Testing is free, there are no grades, and students are allowed to work at their own pace. Students and counselors use test scores to determine appropriate placement in classes and to develop a first semester educational plan. Any student who plans to enroll in a math or English class, or in a class that has a math or English prerequisite, must take the assessment test.

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

# Admission and Registration Procedures

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## ORIENTATION

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

Counseling faculty and program advisors offer drop-in advisement on educational planning and course selection for new students prior to the first day of registration. Students are encouraged to bring their assessment scores and a draft of their course selections to the advisement sessions. See the Counseling section in the online orientation or call the Counseling office at (661) 362-3287 for the dates and location of new student advisement.

## COUNSELING

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

## FOLLOW-UP

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

## EXEMPTION CRITERIA

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

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

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

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

## REGISTRATION

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing space in the classes. Continuing students register during the regular registration period in priority order by the number of units earned at College of the Canyons. Students are given registration appointments for on-line registration ([www.canyons.edu](http://www.canyons.edu)), and the STAR telephone registration system [1 (888) 206-STAR (7827)] by the Admissions and Records Office. Students with appointments for regular priority registration will have no priority in obtaining a class unless they register in accordance with the registration schedule. Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes. See current schedule of classes for specific information.

### Clearance of Obligations (Holds)

All obligations to the College must be met before a student's record may be considered clear. Outstanding obligations may prevent registration in classes and the ability to obtain grades or an academic transcript.

### Classification of Students

Full Time Enrolled in twelve units or more in a full-length semester

3/4 Time Enrolled in 9 to 11 units

1/2 Time Enrolled in 6 to 8 units

1/4 Time Enrolled in 3 to 5 units

Freshman -- One who has completed 30 units or less

Sophomore One who has completed 31 units or more

### SCHEDULE OF FEES

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

All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. The following fees are effective as of fall semester 2003.

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

#### Enrollment Fee

Students are required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the fee is \$11 per unit; however, the State Legislature has proposed a fee Increase for the 2003 - 2004 academic year. The enrollment fee and other fees are subject to change during the academic year. Check the current schedule of classes for the most up-to-date fee information.

#### Additional Fees

Annual Student Center Fee . . . . .	\$1 per unit/ \$10 maximum
Audit Fee (see Community Extension) . . . . .	\$15.00 per unit
Credit by Exam Fee* . . . . .	\$20/unit
Enrollment Certification* (first two free) . . . . .	\$1.00
Health Fee (Fall and Spring)* . . . . .	\$12.00
Health Fee (Summer)* . . . . .	\$9.00
International Student Application Fee (applied to tuition) . . . . .	\$100.00
International Student and Non-Resident Tuition . . . . .	\$130 plus \$11 enrollment fee per unit
Instructional Materials Fee* . . . . .	\$15.00
Official Transcript (first two free) . . . . .	\$5.00
Official Transcript (24 hour rush processing) . . . . .	\$8.00
Parking Fee per term (Summer) . . . . .	\$20.00
Parking Fee per semester (Fall and Spring) . . . . .	\$40.00
Student Activities Fee . . . . .	\$18 annual/ \$10 semester
Student Representation Fee . . . . .	\$1.00
Refund Processing Fee (once classes begin) . . . . .	\$10.00

#### Credit by Exam Fees\*

The \$20/unit fee applies equally for both resident and non-resident students. Non-resident students do not have to pay non-resident tuition for credit by exam units. See page 27 for the Credit by Exam policy and procedure.

#### Enrollment Certification Fees\*

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

#### Health Fee\*

College of the Canyons requires all students attending college, both full and part time, to pay the health fee as outlined in California Education Code section 76355. According to statute, students that fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low income students eligible for a Board of Governors Enrollment Fee Waiver. See Financial Aid Department for exemption.

#### Instructional Materials Fee\*

Some courses at College of the Canyons require an instructional materials fee. The fee is used to supply the students with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials, which are necessary for a student's vocational training and employment. In most cases, these materials are being provided at or below cost to the college. Students may waive this fee if they choose to provide the materials themselves. See the individual department for a complete list of materials.

# Admission and Registration Procedures

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## Refund Policy

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

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

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

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

Check the Schedule of Classes calendar page for exact dates.

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

A week consists of three calendar days, including Saturday.

## Refund of Other Fees

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

## Return Check Policy

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

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

## NON-RESIDENT TUITION

Students classified as non-residents by the residency determination date each semester or term are subject to non-resident tuition. For the 2003 - 2004 academic year, tuition is set at \$130 per unit plus \$11 per unit enrollment fee for non-resident students. Enrollment fees and other fees are subject to change during the academic year.

Students classified as International Students (have an F-1 or J-1 visa) are subject to International Student tuition. For the 2003-2004 academic year, tuition is set at \$130 per unit plus \$11 per unit enrollment fee international students. Fees are subject to change during the academic year.

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

## LIMITATION OF UNIT LOAD

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

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

## CHANGE OF PROGRAM

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

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

Exceptions to this policy may be made for students who:

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

## ADD PROCEDURES

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

**Closed Classes:** Classes that have met their maximum seat capacity and/or have students on a wait list are considered closed and require instructor permission to enroll. The instructor will issue an add code to students allowed to enroll in the course. The add code must be processed using either the on-line or telephone registration system. The exception to this rule is concurrently enrolled high school students. Add codes and add forms are no longer valid after the add deadline.

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

### LATE ADD PROCEDURES

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

### DROP PROCEDURES AFFECTING A STUDENT'S TRANSCRIPT

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

### WITHDRAWAL PROCEDURES

A student may withdraw from class or from college anytime between the first day of the fifth week of school

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

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

### WITHDRAWAL AFTER THE ESTABLISHED DEADLINE

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

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

### Petition for Extenuating Circumstances

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

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

## Student Services

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

### ACCIDENT INSURANCE

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

Information on various carriers may be obtained in the Student Health & Wellness Center, S-122.

### ATHLETIC PROGRAM

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

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

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

### BOOKSTORE

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

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

### CALWORKS

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

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

### CalWORKs Eligibility Criteria

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

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

### **CAMPUS ACTIVITIES AND STUDENT LIFE**

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

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

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

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

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

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

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

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

### **ASG Benefits/Activities Fee**

The Associated Student Government provides benefits to students who are active members of the association.

Membership is obtained through payment of the Activities Fee (\$10 per semester, \$18 per year) which goes directly to the ASG to fund services, programs and activities which benefit all students and the campus.

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

- \* Free 25-SCORE card (annual membership only) which provides discounts from over 400 local merchants
- \* Free use of the computer lab in the Student Center (paper provided for printer); also available color printers, photocopier and fax services
- \* Free admission to all home athletic events
- \* Free scantrons and bluebooks
- \* Ability to apply for annual ASG scholarships
- \* Reduced cost (or discount) movie theater passes (\$5.50-\$6.50) available through the Office of Student Development
- \* FREE discount coupons/passes/tickets to southern California theme parks
- \* Plus much more

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

### **Clubs and Organizations**

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

More than two dozen charters are on file for a variety of clubs and organizations. Please check with the Student Development Office for active clubs and organizations.

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

### **Student Development Transcript Programs**

The Student Development Transcript Program (SDTP) offers students the opportunity to maintain an official record of their involvement in co-curricular activities.

When applying for scholarships, jobs, and/or admission to colleges and universities to which they wish to transfer, students are able to supplement their record of academic achievements with the addition of their Student Development Transcript.

## Student Services

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### Cougar Volunteer Service Program and Service Learning

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

### Service Learning

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

In addition, service-learning opportunities exist through various courses on campus. Service-learning projects provide students the ability to directly connect their service experience with the theory they are learning in the classroom and receive class credit. The Volunteer-and-Service-Learning-Center, located in S-132 in the Student Center, coordinates the placement of students with community agency partners, provides an orientation to the program, and monitors students' experiences. For more information please call (661) 362-3982

### Photo Identification Card

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

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

The initial card is the only one the student will receive during the student's tenure at the College. The same card is used each semester the student is enrolled. It is necessary for the student to receive a new validation

sticker from the Student Development Office at the beginning of each semester to validate enrollment for that semester.

### CAMPUS SECURITY

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

### CAREER CENTER/JOB PLACEMENT

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

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

### CHILD CARE

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

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

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

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

### COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The Cooperative Agencies Resources for Education (CARE) is a state-funded program dedicated to assisting single parents who receive cash aid. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department,

Department of Public Social Services, Chancellor's Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent.

CARE emphasizes services to ensure student success and is sensitive to the student's needs. Qualified students may receive, but are not limited to:

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

### Eligibility Criteria

To be eligible for CARE, a student must:

- \* Apply for financial aid
- \* Be EOPS-eligible
- \* Be single and head of household
- \* Be 18 years of age or older
- \* Have a dependent child under age 14
- \* Be enrolled full time (12 units or more)
- \* Be pursuing a certificate, associate degree, or a transfer program.
- \* Be a legal resident of California for over a year.
- \* Receive current assistance from CalWORKs, TANF, or AFDC.

CARE information is available in X-9 or by calling us at (661) 362-3279 or (661) 362- 3270.

### COUNSELING/PROGRAM ADVISEMENT Counseling

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

Counselors provide valuable assistance with educational and career planning.

The specific goal of the counseling staff is to assist students with the effective use of their personal resources and opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities.

Counselors are also skilled in providing personal counseling assistance to students. Counselors are available on an appointment and walk-in basis. Students should contact the Counseling Office regarding appointment and walk-in schedules. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. In addition, student success seminars are offered during the semester to accommodate students who are unable to schedule individual appointments due to staffing limitations. Students are responsible for making final decisions concerning their college programs.

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

### Program Advisement

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

## Student Services

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

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

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

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

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

Students with verifiable disabilities who do not wish to avail themselves of the services of the Disabled Students Program and Services Department may still be eligible for reasonable accommodation and service. Contact the Dean of Student Services (661)259-7800 (extension: 3292) located in A-101 for more information.

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

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

#### EOPS Eligibility Criteria

1. Full-time student (12 units or more)
2. Legal resident of the State of California
3. Eligible for the Board of Governors fee waiver
4. An EOPS contract must be signed and followed
5. Maintain normal progress (as defined by college policies) toward a goal, certificate, or degree while maintaining a satisfactory grade point average (2.00 or higher)

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

### **FINANCIAL AID/SCHOLARSHIPS**

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

Grant, loan and workstudy job opportunities may be available to any college student who establishes financial need by completing a Free Application for Student Financial Aid (FAFSA). Eligible applicants will be awarded financial aid through various types of programs as funds are available. Eligible applicants will be expected to adhere to standards of satisfactory academic progress. It is also critical to meet the priority deadline date of May 15th in order to receive award notification prior to the beginning of summer.

All students must apply using the Free Application for Student Financial Aid ("FAFSA"). Students can complete an application online at [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) or by visiting the Financial Aid Office in Room C-110. For information phone (661) 362-3242, or visit our Web page [www.canyons.edu/offices/finaid](http://www.canyons.edu/offices/finaid).

#### **Enrollment Fee Waiver**

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

#### **Grants**

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

#### **Loans**

Low interest loans, made by lenders such as a bank, credit union or savings and loan association, are available to qualified students to help pay for their educational costs. The Federal Stafford Student Loan must be repaid by the student borrower as specified by the lender, usually with repayment beginning six months after leaving college. Current and former students who

are in default on their Federal Stafford Loan will not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be available for transfer to other institutions.

#### **Scholarships**

Many community groups and organizations sponsor student scholarships as a means of expressing confidence in College of the Canyons students and rewarding academic excellence. These scholarships range in amounts from \$100 to \$5,000 and are made available intermittently during the year. Eligibility varies according to each individual scholarship. A College Scholarship brochure is available upon request. An up-to-date listing of available scholarships is available on the scholarship board Web page [www.canyons.edu/offices/finaid](http://www.canyons.edu/offices/finaid) or from the Classroom Center, Room C-110.

#### **Workstudy**

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

A current listing of on-campus jobs is available in the Career Center in room C-103.

### **STUDENT HEALTH & WELLNESS CENTER**

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

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

## Student Services

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### Eligibility

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

### Cost

No charge is made for most services. A nominal fee is charged for certain tests or injections. A mandatory \$12 (fall and spring) and \$9 (summer) Health Services fee is charged to all students at the time of registration.

### Personnel

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

### Services

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

### Treatment of a Minor

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

### Location

The Center is located in the Student Center, S-122. Call (661) 259-7800, (661) 362-3259 for further information.

### Health Recommendation

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

### HOUSING

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

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

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

### SPECIAL EVENTS

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

### LEARNING RESOURCES

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

### Library, R-Building

Library services include reference assistance, orientations, copy machines, group study rooms, a public gallery, open computer lab (with Internet access), instructor reserves and interlibrary loans. Materials include books, pamphlets, and periodicals (in paper and microfiche). These are accessible through an online catalog (College of the Canyons Library Information Online, CCLIO, in association with California Institute of the Arts) and are arranged by the Library of Congress classification system. A number of subscription electronic resources are accessible both in the Library and at home (password access).

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

### TLC Lab, I-209

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

### LOITERING

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

### LOST AND FOUND

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

### RE-ENTRY AND TRANSITIONAL SERVICES

The goal of the New Horizons program is to improve the quality of life for re-entry students, other at-risk youth, teen parents, single parents, displaced homemakers, dislocated workers, the financially disadvantaged, and those seeking nontraditional careers. Students must enroll in the PERDEV- 060 class or an approved Personal Development class. This is a 1- to 4-module, 1- to 4-units, credit/non credit, AA/AS applicable exit class that emphasizes personal, educational and career development skills. Students may apply for the following:

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

### NEW HORIZONS

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

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

### New Horizons Eligibility Criteria

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

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

### PARKING

Vehicles must display a valid parking permit In order to park on campus. Parking permits are available for purchase at the time of registration.

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

### TRANSFER CENTER

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

## Student Services

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

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

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

### VETERANS INFORMATION

The College is approved for veteran's education and training by the California State Superintendent of Public Instruction. The College is also approved by the Council for Private Post-secondary and Vocational Education for the training of veterans and other eligible persons. Veterans are encouraged to contact the Admissions and Records Office concerning any matters relating to veterans benefits. Veterans who qualify for training under one of the following categories are eligible for assistance payments for themselves and/or their families:

- \* Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the (1) Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30),
- (2) Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606) and (3) VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.
- \* Vocational Rehabilitation (Chapter 31) - Veterans who served in the armed forces are eligible for vocational rehabilitation if they suffered a service connected disability while on active service which entitles them to compensations, or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of their disabilities.
- \* Spouses and/or children of the following categories of veterans may be eligible for Dependent's Educational Assistance Program (Chapter 35):

- \* Veterans who are 100% permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the armed forces.
- \* Service persons who were missing in action or captured in the line of duty.
- \* Service persons forcibly detained or interned in the line of duty by a foreign government or power. Additional information regarding any of the above Chapters may be obtained from the Department of Veteran's Affairs, P. O. Box 8888, Muskogee, OK 74402-8888. For individual questions regarding claims, benefits, or payments, call (888) 442-4551.

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition-free assistance at any California post-secondary educational institution (community college or university). Additional information may be obtained from the Los Angeles County Veterans Service, 335-A East Avenue K #6, Lancaster, CA 93535, (805) 723-4495.

### Veterans Policy

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

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

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

### Counseling

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

### Attendance

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

### Academic Probation and Disqualification of Veterans Benefits

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

### Extended Benefits

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

### Duplication of Work

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

# College of the Canyons Foundation

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## THE SPECIAL MISSION OF COLLEGE OF THE CANYONS FOUNDATION

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

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

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

Kathleen Maloney, CFRE  
Executive Director  
College of the Canyons Foundation  
26455 Rockwell Canyon Road  
Santa Clarita, California 91355  
Telephone: (661) 362-3433

## COC OFFERS ACTIVITIES TO THE COMMUNITY

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

- \* President's Circle: A prestigious group of community and business leaders
- \* Alumni and Friends Association: Current and former students at COC
- \* Library Associates: Individuals who are interested in supporting the COC Library
- \* Center for Early Childhood Education Circle of Friends.
- \* Friends of the Fine Arts: Art lovers who support the activities of the COC Art Gallery
- \* Cougar Club: Through a variety of activities, this club supports the enhancement of COC Athletic programs

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

If you are interested in becoming involved with College of the Canyons Foundation, please call: (661) 362-3434.

## COLLEGE OF THE CANYONS FOUNDATION BOARD OF DIRECTORS

David Dietz, Chair <i>Vista Controls Corp.</i>	Alexis Fernandez <i>U.S. Borax</i>	James Lauffer <i>Morgan Stanley</i>	Bill Momary <i>MDM Services</i>
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Art Cornelius <i>Aviation Analysts &amp; Consultants</i>	Joseph Klocko <i>HR Textron</i>		

### **ABSENCE FROM CLASS**

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

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

### **CATALOG RIGHTS**

Students establish catalog rights in the first semester/term they complete courses at College of the Canyons. This initial catalog will be used when validating associate degree and vocational certificate requirements. If a student stops attending College of the Canyons for one year or longer, initial catalog rights are lost. Upon re-entry to the college after one year's absence, catalog rights will be reestablished using the current academic catalog determined by the student's semester/term of re-entry.

### **CONTINUING STUDENT STATUS**

Students are considered continuing if they attend every semester without any break in attendance. Summer intersession is not counted when tabulating continuing student status. Students that have a break in attendance must reapply for admission to the college. Degree and transfer requirements for continuing students are determined by those listed in the catalog for the year in which they initially enroll.

### **ADVANCED PLACEMENT**

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

#### **Advanced Placement Credit**

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

### **CREDIT BY EXAMINATION**

Credit by examination may be granted for proficiency previously accomplished in other than an accredited institution; for study; travel; or other experiences in College of the Canyons approved courses. Credit attempted by this method shall be so marked on the student's permanent record on an A - F grading system.

Units and grade points earned shall be counted toward the associate degree. Units earned by credit by examination are not considered as units completed in residence and will not be used for reports to insurance companies or other similar agencies.

Students must obtain permission from the division dean or department chair from which the course is offered and obtain approval from a counselor. A \$20/unit fee must be paid prior to taking the exam. Department chairs (or division chairs) will forward the results of the examination to the Admissions and Records Office for processing and recording.

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

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

## Academic Policies and Procedures

Examination	Score	Units	COC Credit	Maximum Credit
Art-Studio Drawing Portfolio	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree	Maximum credit 6 units for both exams
Art-Studio-2-D Design	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree	
Art-Studio-3-D Design	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree	
Art History	3, 4 or 5	6	3 units towards associate degree Humanities requirement; 3 units elective for the associate degree; CSU GE C-1	
Biological Sciences	3, 4 or 5	6	Meets prerequisite for BIOSCI 201, 202, 204, 221, 230 and 250; 3 units towards associate degree Natural Science requirement and 3 units of Biology elective; CSU GE B-2 (no lab); IGETC Area 5BL	
Chemistry	3, 4 or 5	6	Meets prerequisite for Chemistry 201; 3 units towards associate degree Natural Science requirement and 3 units Chemistry elective; CSU GE B-1 & B-3; IGETC Area 5AL	
Computer Science Exam A	3, 4 or 5	3	3 units Computer Science elective for the associate degree	Maximum 3 units for A and AB
Computer Science Exam AB	3, 4 or 5	3	3 units Computer Science elective for the associate degree	
Economics-Macroeconomics	3, 4 or 5	3	Meets prerequisite for Economics 202 and Social Science requirement for the associate degree; CSU GE D-2; IGETC Area 4	
Economics Microeconomics	3, 4 or 5	3	Meets Social Science requirement for the associate degree; CSU GE D-2; IGETC Area 4	
English Language and Composition	3, 4 or 5	6	Meets Reading Competency for the associate degree and prerequisite for English 102 or 103; 3 units towards Communication Skill requirement for associate degree and 3 units towards the English major or elective credit for the associate degree; CSU GE A-2; IGETC Area 1A	Maximum credit 6 units
English Literature and Composition	3, 4 or 5	6	Meets Reading Competency for the associate degree and prerequisite for English 102 or 103; 3 units towards Communication Skill requirement for associate degree and 3 units towards the English major or elective credit for the associate degree; CSU GE A-2 and C-2; IGETC Area 1A	
Environmental Science	3, 4 or 5	3	3 units towards Natural Science requirement for the associate degree;	
French Language	3, 4 or 5	6	Meets prerequisite for French 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
French Literature	3, 4 or 5	6	Meets prerequisite for French 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
German Language	3, 4 or 5	6	Meets prerequisite for German 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
Government & Politics-U.S.	3, 4 or 5	3	3 units towards Title 5 U.S. Constitution requirement; 3 units CSU GE D-8; IGETC Area 4 Area D-8; IGETC Area 4	
Government & Politics-Comparative	3, 4 or 5	3	3 units toward Social Science requirement for associate degree; 3 units CSU GE	
History- European	3, 4 or 5	6	3 units towards Social Science requirement and 3 units towards the Humanities requirement for associate degree; 3 units CSU GE D-6; IGETC 3B or 4	
History-U.S.	3, 4 or 5	6	3 units towards Social Science requirement and 3 units towards the Title 5 U.S. History requirement for associate degree; 3 units CSU GE D-6; IGETC 3B or 4	
History-World	3, 4 or 5	6	3 units toward Social Science requirement and 3 units elective credit for associate degree	
Mathematics-Calculus AB	3,4 or 5	5	Meets Quantitative Skills requirement for associate degree; 5 units toward Mathematics major; meets prerequisite for Math 212; CSU GE B-4; IGETC Area 2	Maximum credit 6 units
Mathematics-Calculus BC	3	6	Meets Quantitative Skills requirement for associate degree; 5 units toward Mathematics major; meets prerequisite for Math 212; CSU GE B-4; IGETC Area 2	
Mathematics-Calculus BC	4 or 5	6	Meets Quantitative Skills requirement for associate degree; 5 units toward Mathematics major; meets prerequisite for Math 212 and 213; CSU GE B-4; IGETC Area 2	
Music Theory	3, 4 or 5	6	3 units towards Humanities requirement and 3 units elective for associate degree; 3 units CSU GE C-1	
Physics –B	3, 4 or 5	6	3 units towards associate degree Natural Science requirement and 3 units Physics elective; CSU GE B-1 & B-3; IGETC Area 5AL	
Physics-C Mechanics	3, 4 or 5	3	3 units towards associate degree Natural Science requirement; CSU GE B-1 & B-3; IGETC Area 5AL	
Physics-C Electricity and Magnetism	3, 4 or 5	3	3 units towards associate degree Natural Science requirement; CSU GE B-1 & B-3; IGETC Area 5AL	
Psychology	3, 4 or 5	3	Meets prerequisite for Psychology 102, 230 or 240; 3 units toward associate degree Social Science requirement; 3 units CSU GE D-9; 3 units IGETC Area 4	
Spanish Language	3, 4 or 5	6	Meets prerequisite for Spanish 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
Spanish Literature	3, 4 or 5	6	Meets prerequisite for Spanish 202; 3 units towards Humanities requirement for associate degree and 3 units elective credit for associate degree; 6 units CSU GE C-2; 3 units IGETC Area 3B	
Statistics	3, 4 or 5	4	Meets Quantitative Reasoning requirement for associate degree; 3 units CSU GE B-4; 3 units IGETC Area 2	

- g. A maximum of 18 units may be taken through credit by examination.
- h. Resident, non-resident and international students will all be charged at the same rate of \$20/unit through credit by examination. Non-resident and international student tuition fees will be waived for credit by examination.
- i. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

### **CREDIT FOR MILITARY SERVICE**

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

Depending on the branch of service, a veteran will be awarded between 3.0 and 4.0 units of college credit for completion of Military Basic Training. Two of these units can be used to meet the Physical Education requirement for both the College of the Canyons associate degree and/or CSU General Education breadth certification. The remaining units(s) will be posted as elective credit.

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

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

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

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

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

- \* Unit credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- \* A single block of unit credit will be given and identified as academy credit.
- \* One unit of credit may be granted for each 50 hours of training, not to exceed ten semester units.
- \* Unit credits granted for Law Enforcement Academy Training will be posted upon completion of one unit of College of the Canyons coursework.

### **CREDIT FOR NON-TRADITIONAL LEARNING**

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

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

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

A maximum of 18 units of credit toward the associate degree will be allowed for non-traditional learning upon completion of one unit of College of the Canyons coursework.

## Academic Policies and Procedures

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### Sources of Credit Recommendations

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

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

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

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

### CREDIT/NO CREDIT

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

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

### Regulations

1. A maximum of 18 semester units of credit can be applied towards the associate in arts or associate in science degree.
2. Students who elect to take a course on a credit/no credit basis must receive approval of their counselor and file a Credit/No Credit Petition in the Admissions and Records Office before 30 percent of the semester, or term, transpires.

3. Courses in which this option is available are all listed in this Catalog except that no course taken credit/no credit may be used toward a major for an associate degree.
4. Students who elect to be evaluated on a credit/no credit basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a credit/no credit basis are held responsible for all assignments and examinations.
6. Credit is granted only for performance equivalent to the letter grade of C or better. Courses taken on a credit/no credit basis are not counted in calculating grade point average; however, they are considered in calculating probation and dismissal.
7. Students electing to take courses on a credit/no credit basis that have a prerequisite will not have the prerequisite waived.
8. The credit/no credit option is not applicable to courses taken through credit by examination.
9. Some courses are offered on a credit/no credit basis only. These courses are listed in the College Catalog.

### AUDITING CREDIT COURSES

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

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

### Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
3. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.

4. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Extension office.

### **COURSE REPETITION**

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

#### **Definitions:**

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

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

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

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

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

#### **Exceptions:**

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

- The District, through its Academic Standards Committee, finds that the previous grades were, at least in part, the result of extenuating circumstances.
- The District, through its Academic Standards Committee, determines that a student should repeat a course because there has been a significant lapse of time, normally over 5 (five) years, since the student previously took the course.

- Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the College Catalog and the Schedule of Classes. All grades earned for the authorized repeats shall be counted toward the grade point average. If a substandard grade is received, maximum course enrollment must take place before the substandard repeat logic will correct the grade point average.

#### **Transcript Notation:**

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

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

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

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

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

Students may submit a petition to the Academic Standards Committee, accompanied by verified extenuating circumstances, requesting that courses be repeated. If approved, grades awarded for courses repeated under this section shall not be counted in calculating a student's grade point average, nor will the student receive unit credit.

## Academic Policies and Procedures

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Course repetition shall be permitted, without petition to the Academic Standards Committee, in cases where such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated, for credit, any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average. The Santa Clarita Community College District reserves the right to require a student to certify or document that course repetition is necessary to complete legally mandated training pursuant to this section.

### ACADEMIC RENEWAL

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

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

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

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

These conditions are:

- A. The coursework to be disregarded is substandard. The semester/quarter grade point average of the courses to be disregarded is less than 2.0.
- B. A minimum of 24 semester units have been completed at a college in the Santa Clarita Community College District with a grade point average of at least 2.0, subsequent to the coursework to be disregarded.
- C. At least 3 (three) calendar years have elapsed since the most recent coursework to be disregarded.

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

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

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

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

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

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

### GRADES

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

The grading system and grading point equivalent follow:

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

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

W Withdrawal

CR Credit

NC No Credit

IP In Progress

I Incomplete

RD Report Delayed

Note: The grade of incomplete is given only in cases of emergency and when the student is unable to complete the course due to circumstances beyond his/her control usually during the final weeks of the course.

Arrangements to receive an I must be made with the instructor before the course ends.

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

### GRADING REVIEW POLICY

#### 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.

Conditions under which final grades may be reviewed.

- A. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 508.
- B. Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
  1. Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based upon extenuating circumstances as defined in Education Code.
- C. Grades may only be reviewed within the following context:
  1. Mistake – defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
  2. Bad Faith – defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
  3. Fraud – for the purpose of this policy may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.

## Academic Policies and Procedures

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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.

### Review Procedure

#### Step I

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

#### Step II Hearing

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

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

#### Step III Appeal

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

1. The GRC shall be comprised of the following:
  - a) The chief student services officer, or designee, who shall serve as chair,
  - b) The chief instructional officer or designee,
  - c) The Associated Student Government president or designee,
  - d) Two faculty members (not associated with the matter) appointed by the Academic Senate President.

2. The GRC may do the following:

- a) Hear testimony relevant to the matter,
- b) Review the findings of the division dean,
- c) Review course work and other relevant materials, and
- d) Conduct its own review.

3. The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.

4. The decision of the GRC to not change the grade will be final.

5. In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for review and disposition.

### TRANSCRIPT EVALUATION

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

### TRANSCRIPT REQUESTS

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

### PROBATION/DISMISSAL

#### Standards for Probation

##### ACADEMIC STANDARDS

##### Definitions:

- (A) Units attempted: for probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.
- (B) Units enrolled: All units of credit for which the student is enrolled after the first four weeks or 30 percent of the time the class is scheduled to meet, whichever is less, at the College.
- (C) Consecutive Semesters: Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and intersessions shall not be considered when calculating consecutive semesters.

#### Standards for Progress Probation

Progress Probation: A College student shall be placed on progress probation if the student has enrolled in a total of at least 12 units and the percentage of all units in which a student has enrolled for which entries of W (Withdrawal), I (Incomplete), and NC (No Credit) are recorded reaches or exceeds fifty percent.

#### Removal of Probation

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

#### Subject to Dismissal

A student shall be subject to dismissal for academic performance after being placed on probation and having earned a cumulative grade-point average of below 2.0 for two consecutive semesters.

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

#### Standards for Dismissal

A student shall be dismissed under the following conditions:

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

#### Exceptions to Dismissal

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

- (1) Academic: When, in the most recent semester of enrollment, the student enrolled in at least six new units and earned a semester grade-point average of 2.25 or higher.
- (2) Progress: When, in the most recent semester, the student completes more than 75 percent of the units in which the student enrolled.

#### Appeal of Dismissal

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

Appeals should be based on the following:

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

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

## Academic Requirements

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

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

Appeals should be based on:

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

### Re-admission after Dismissal

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

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

### DIRECTORY INFORMATION

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

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

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

### EDUCATIONAL PROGRAMS

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

#### General Education

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

#### Transfer Education

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

#### Career/Vocational Education

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

#### Developmental Education

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

**ASSOCIATE DEGREES/GRADUATION REQUIREMENTS**

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

**• Philosophy of General Education**

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

The intent of the requirement for general education courses is to cultivate in each student:

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

**• General Education**

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

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

- \* Anthropology 101,101L
- \* Astronomy 100,101,102
- \* Biological Science 100,106,107,120,125,130,140, 201, 202, 204, 205, 215, 216, 218, 219, 221, 230, 231, 240, 250
- \* Chemistry 110,151, 201, 202, 221, 255, 256
- \* Geography 101
- \* Geology 100,101,102,105,106,107
- \* Physical Science 101
- \* Physics 101, 110, 111, 220, 221, 222
- \* Psychology 102

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

- \* Anthropology 103, 105, 210
- \* Business 103, 126
- \* Child Development 120, 125
- \* Communication Studies 223, 246, 256, 260
- \* Geography 102,
- \* Journalism 100
- \* RTVF 100

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

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

- \* Anthropology 210
- \* Art 110, 111, 113, 114, 124A, 124B, 133, 140, 141, 142, 205, 222, 250
- \* Business 160
- \* Cinema 120, 122
- \* Communication Studies 105, 150, 225, 246, 250, 256, 260
- \* Dance 100, 101,111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 160, 161, 170
- \* English 080, 102, 105, 106, 108, 109, 111, 135, 250, 251, 260, 261, 262, 263, 264, 265, 271, 272, 273, 274, 275, 280

## Academic Requirements

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- \* French 101, 102, 150, 201, 202
- \* German 100, 101, 102, 111, 201, 202
- \* History 101, 102, 161, 191, 192, 240, 241, 242, 243
- \* Humanities 100, 101, 105, 106, 150
- \* Music 100, 105, 106, 107, 112, 120, 125, 174, 175, 176
- \* Philosophy 101, 102, 110, 111, 112, 210, 220, 240
- \* Photography 140, 150, 160, 175, 285
- \* Sign Language 101, 102, 103, 104, 110
- \* Sociology 200
- \* Spanish 101, 101A, 102, 102A, 150, 160, 201, 202, 240
- \* Theater 110, 126, 140, 141, 144, 175, 190, 192, 220, 221, 240

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

- i. Quantitative Skills - The student will either test out by means of the placement exam or complete 3 units of mathematics (Math 063, 070 or higher), Business 144 or Economics 291.
- ii. Communication Skills - The student will either test out or complete a minimum of three units from the following courses: English 090, 092, 101, 101H, ESL 100, 105, Journalism 105

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

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

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

- \* History 111 or 112 or 120 or 150 or 170 or 230 or 245 and Political Science 150
- \* History 111 and 112

f. Physical Education and Wellness – two units or 2 courses. Physical Education or Dance activity or Physical Education 100. (Veterans exempted)

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

- a. Successful completion of English 090, 092, 101 101H, ESL 100, 105 or Journalism 105
- b. Demonstration of proficiency through examination

Reading Competency - A demonstrated competency in reading is required for the associate degree. The reading requirement may be satisfied through one of the following alternatives:

- a. Successful completion of English 080, 101, 101H, ESL 100, or their equivalent.
- b. Demonstration of proficiency through examination.

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

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

### • Major Requirement

Completion of the required courses for an approved major listed in the Degree Curricula section of the catalog. A 2.0 GPA (C average) is required.

### • Unit Requirement

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

- a. required for the student's major,
- b. specified in the general education requirements above, and
- c. electives to total 60 units.

- **Grade Point Requirement**

A minimum 2.0 grade-point average (C) or better in the associate degree applicable units.

- **Residence Requirement**

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

- **Petition for Graduation**

File a petition for graduation no later than the date for a given term as published in the Schedule of Classes.

### **SECOND ASSOCIATE DEGREE**

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

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

### **The General Arts and Sciences Major**

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

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

### **CERTIFICATE PROGRAMS**

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

### **CERTIFICATE OF ACHIEVEMENT**

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

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

### **CERTIFICATE OF COMPLETION**

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

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

## Transfer Requirements

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### TRANSFER REQUIREMENTS

Transfer curricula information has been compiled to help the many College of the Canyons students who intend to transfer to another college or university. Each institution of higher learning has its own requirements for admission and for junior standing. To prepare for continued education, a student must decide which college the student will attend and learn the requirements of that particular college. These requirements can be found in the catalog of that institution. A catalog file is available in the Transfer Center and the Library. Students should also consult the California Articulation data base- ASSIST ([www.Assist.org](http://www.Assist.org)). A university may be made up of a number of colleges. The college in which one will do work depends upon the field of study or major. This means that in any institution of higher learning it will be necessary for a student to fulfill three types of requirements: First, the general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which a student majors. While attending College of the Canyons, a student who plans to transfer to a four-year college or university should take the courses required by the institution the student is preparing to attend. Since each institution numbers its courses differently, the student must study the course descriptions at both colleges to see if they are equivalent. The student is advised to seek counseling assistance as early as possible in planning transfer to a four-year institution. The student should take care in observing the application deadlines that are published by the various institutions. For help on which courses meet transfer requirements for specific majors at various four-year colleges and universities, please see a College of the Canyons counselor.

### 2003-2004 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (FOR TRANSFER TO CSU AND UC)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. IGETC may be an inappropriate option for some UC campus majors.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of C or better (C- grades are not allowed). Certification of IGETC is not automatic; you must request certification with your final transcript request from Admissions and Records. The first term that a course can be applied to this plan is indicated by the semester and year (F00). For example, F00 indicates Fall 2000, which is the first term this course can be applied

### AREA 1 - ENGLISH COMMUNICATION

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

#### Group A:

English - Composition (1 course, 3 semester units)  
English 101, 101H

#### Group B:

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

#### Group C:

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

### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units minimum)

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

### AREA 3 - ARTS & HUMANITIES

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

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

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

#### Arts Courses:

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

#### Humanities Courses:

Anthropology \*210, English 135, 250, 251, 260, 261, 262, 263, (F03) 264, 265, 271 (F96), 272, 273 (F99), 274 (F99), 275, 280 (F95), French 201, 202, German 201, 202, History \*101, \*102, \*\* \*111, \*\* \*112, \*120

(F00), \*\* \*150, \*161 (F02), \*170, \*191 (F00), \*192 (F00), \*210, \*230 (F02), \*240, \*241 (F01), \*242 (F01), \*243 (F01), \*245 (F96), Humanities 100 (F02), \*101 (F00), \*105 (F00), \*106 (F00), 150 (F02), Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 220, 240 (F02), Sign Language 110 (F00), Sociology \*200, Spanish 201, 202, 240

### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

Anthropology 103, 105, \*210, Biological Science 120 (F00), Communication Studies 250, 256 (F97), Early Childhood Education 125 (F03), Economics 201, 202, Geography 102, History \*101, \*102, \*\* \*111, \*\* \*112, \*\*, \*120 (F00), \*150, \*161 (F02), \*170, \*191 (F00), \*192 (F00), 210, 230 (F02), \*240, \*241 (F01), \*242 (F01), \*243 (F01), \*245 (F96), Journalism 100, Political Science 100 (F03), 150, 250, 270, Psychology 101, 105, 109 (F02), 172, 230 (F00), 235 (F95), 240 (F03), Radio/ Television/ Film 100, Sociology 100 (F95), 101, 102, 103 (F01), 105 (F97) 106 (F03), \*200, 207, 208 (F00), 210 (F00)

### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

#### Physical Sciences:

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

#### Biological Sciences:

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

### LANGUAGE OTHER THAN ENGLISH

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

French 101, German 101, Sign Language 101 (F00),

Spanish 101 or 101A (F00)

### AMERICAN INSTITUTIONS

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

U.S. History (three units) and U.S. Constitution, State and Local Government (three units) required. Complete option (a) or (b) listed below:

(a) History 111, 112, 120 (F02), 150, 170, 230 (F02) or 245 AND Political Science 150

(b) History 111-112

Please consult with a COC Counselor. AP Exam scores of 3, 4, or 5 may be used to satisfy any IGETC subject area except Critical Thinking - English Composition.

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

### 2003-2004 GENERAL EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM

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

Upon completion of this pattern of courses, College of the Canyons will certify that a student's lower-division general-education requirements are completed for any of the 23 campuses within the CSU system. If you transfer with GE certification, you will be responsible only for an additional 9 upper-division semester units in general education. Certification is not automatic; you must have completed 12 units in residence at College of the Canyons, and you must request certification with your final transcript at the Admissions Office.

#### NOTICE:

1. These requirements apply to students who began college starting with the Fall, 2003 Semester.
2. Beginning in Fall 2005 all students must have a minimum of 60 transferable semester units with a "C" average (2.0 GPA) to be considered an upper division transfer. Of the 60 units needed, at least 30 semester units must be from the GE courses listed below.
3. Students must complete all of Area A (Communication in the English Language & Critical

## Transfer Requirements

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Thinking) and Area B-4 (Mathematics/Quantitative Reasoning) with "C" grades or better. Please be aware that some campuses may not let you complete Area A and B-4 during your last term prior to transfer to CSU -- please see a counselor for specifics.

4. With the exception of the science lab requirement (B-3), a single course may not meet more than one general education requirement.
5. For clarification of transfer eligibility, please contact a COC counselor or program advisor.
6. (F#) indicates first year that a course can be applied to this plan.

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

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

A-1: Oral Communication:

Communication Studies 105, 205 (F01), 223

A-2: Written Communication:

English 101, 101H

A-3: Critical Thinking:

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

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

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

B-1: Physical Science:

Astronomy 100 (F96), 101, 102; Biological Science 218 (F03); Chemistry 110 (F02), 151, 201, 202, 221, 255, 256; Geography 101; Geology 100, 101, 102, 105, 106, 107; Physical Science 101 (F01); Physics 101 (F00), 110, 111, 220, 221, 222

B-2: Life Science:

Anthropology 101; Biological Science 100 (F01), 106, 107, 130, 140 (F02), 201 (F03), 202 (F03), 204, 205, 215, 216, 219 (F02), 221, 230 (F98), 231 (F01), 240 (F02), 250; Psychology 102

B-3: Laboratory Activity (At least one of the following classes, which have labs, must be included in Group B-1 or B-2)

Anthropology 101L (F02); Biological Science 100 (F01), 106, 107, 201 (F03), 202 (F03), 204, 205, 215, 216, 218

(F03), 219 (F02), 221, 230 (F98), 231 (F01), 240 (F02), 250; Chemistry 110 (F02), 151, 201, 202, 221, 255, 256; Geology 100, 107; Physical Science 101 (F01); Physics 101 (F00), 110, 111, 220, 221, 222

B-4: Mathematics/Quantitative Reasoning

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

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

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

C-1: Arts

(Art, Dance, Music, Theater)

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

C-2: Humanities

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

Anthropology 210; Business 160 (F02); English 102, 108 (F03), 109 (F03), 111 (F03), 135, 250, 251, 260, 261, 262 (F03), 263, 264, 265, 271, 272, 273 (F98), 274 (F98), 275, 280; French 101, 102, 201, 202; German 101, 102, 201, 202; History 101, 102, 120 (F00), 161 (F02), 191 (F00), 192 (F00), 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01); Humanities 100 (F02), 101 (F00), 105 (F00), 106 (F00), 150 (F02); Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 220, 240 (F02); Sign Language 110 (F00); Sociology 200; Spanish 101, 101A (F00), 102, 102A (F00), 150, 160, 201, 202, 240; Theater 240 (F00)

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

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

D-1: Anthropology and Archaeology:

Anthropology 103, 105

D-2: Economics:

Economics 150, 201, 202

**D-3: Ethnic Studies:**

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

**D-4: Gender Studies:**

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

**D-5: Geography:**

Geography 102

**D-6: History:**

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

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

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

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

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

**D-9: Psychology:**

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

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

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

**NOTE: The American Institutions requirement**

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

Complete option (a) or (b) below:

(a) History 111, 112, 120 (F02), 150, 170, 230 (F02) or 245 AND Political Science 150

(b) History 111-112

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

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

## Special Programs & Courses

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### CIVIC CENTER

The Civic Center Office is responsible for processing facility requests for use of the College facilities. Facility use questions can be answered by calling (661) 362-3240

### COMMUNITY EXTENSION

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

### DISTANCE LEARNING

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

### ONLINE COURSES

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

### COLLEGE BY TELEVISION (CTV)

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

### THE UNIVERSITY CENTER

The College of the Canyons University Center affords students the opportunity to take graduate level courses and to earn a B.A., B.S., masters or doctorate degrees from one of the 10 accredited colleges and universities offering graduate programs on the College of the Canyons campus.

The University Center is temporarily located in the Y-building while the permanent University Center is under construction. The permanent Center will be the home to numerous colleges and universities committed to making graduate courses and degree programs readily available to residents and employers of the Santa Clarita Valley. Listed below are the universities and their current programs and degree. For further information regarding any of the universities and upcoming programs, please call (661) 326-5474 or visit our web site at [www.canyons.edu/offices/univctr](http://www.canyons.edu/offices/univctr).

#### California State University, Bakersfield

- B.A. in Communications (Computer Imaging Option)
- B.A. in Liberal Studies (Credential Option)
- Multiple Subject Teaching Credential
- M.A. in Education with a concentration in Educational Administration: Preliminary and Professional Administrative Services Credential
- M.A. in Education with a concentration in Curriculum and Instruction: Professional Clear Teaching Credential

#### The University of La Verne

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

### Woodbury University

- B.S. in Business and Management: Concentrations in Finance, Human Resources, or Management.
- MBA

### Chapman University

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

### California State University, Northridge

- M.A. in Educational Administration: Emphasis on post-secondary education
- B.S. in Nursing (Planned)

### California Lutheran University

- B.S. in Computer Science (Planned)

### California State University, Fresno

- B.S. in Geomatics Engineering, Civil Engineering, and Construction Management (Planned)

### Nova Southeastern University

- Certificate in eLearning for Human Resources, Business, and Industry
- Ed.D. in Higher Educational Leadership (DHEL): Specializations in Adult Education, Higher Education, or Health Care Education
- Ed.D. in Child, Youth, and Family Studies
- M.A. and Ed.D. in Instructional Technology and Distance Education (ITDE) (Spring 2003)
- Ed.D. in Organizational Leadership

### ACADEMY OF THE CANYONS

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

The Academy of the Canyons is a comprehensive high school through which students take their required high school classes and college classes as well. The program is designed for students who are mature and ready for a college-campus experience.

Applications are made through the high school district. For further information regarding the Academy of the Canyons, contact the principal, Mr. Dave LeBarron, at 661-362-3056, or lebarron\_d@mail.coc.cc.ca.us or aoc@hartdistrict.org

### EMPLOYEE TRAINING INSTITUTE

The goal of the Employee Training Institute (ETI) is to provide customized training to the local workforce that improves the competitive edge of the companies served. ETI partners with business and the Valencia Industrial Association to provide unparalleled opportunities and benefits. ETI offers custom-designed instruction at company work sites or at our training facilities, provides technical training (such as Software Quality Assurance, CNC, Inspection Techniques, Soldering and Office Automation) as well as culture changing solutions and cost reduction (such as Management Skills, Communication through Customer Service Skills, six sigma, and Lean Manufacturing techniques). Classes improve employee job skill to meet changing technologies, increase employee satisfaction and productivity, and provide business with the ability to meet changing business markets.

#### Convenience

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

#### Quality

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

## Special Programs & Courses

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### Cost-Effective

ETI's fees are economical and competitive. Because ETI is local, companies need not pay the cost of bringing in an outside training firm or sending employees out of town. ETI offers State funded training opportunities, too, and provides services to effectively expand training department resources. Call (661) 259-3874 for further information about services, or come to Building X-8.

### HITE AND HONORS PROGRAM

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

### TRANSFER ALLIANCE AGREEMENTS AND HONOR SOCIETIES

Additionally, participants intending to transfer to UCLA are eligible for membership in the Transfer Alliance Program (TAP), which gives priority admission consideration to any major in the College of Letters and Science at UCLA. Similarly, students interested in transferring to Pomona College can participate in our Pomona Agreement for Transfer Honors (PATH) to qualify for priority admission and scholarship consideration. Students interested in transferring to UC Riverside can participate in our Honors Alliance for Riverside Transfers (HART) for priority admission, housing, and scholarship consideration. New Alliances are being added all the time, so check with the HITE and Honors Office. In addition, students with a 3.0 grade point average or better can join

the COC chapter of Alpha Gamma Sigma (the California community college honor society). Students with a 3.5 grade point average or better are eligible for membership in Phi Theta Kappa (the national community college honor society). Membership in one or both of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more. For information about the HITE and Honors Program, TAP, PATH or the other alliances and the two honor societies, call the HITE Office at (661) 362-3333, or drop by the office in C-103 and pick up a HITE and Honors Program brochure.

### INTENSIVE SPANISH INSTITUTE (ISI)

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

### INTERNATIONAL STUDENTS PROGRAM (ISP)

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

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

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

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

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

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

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

### **SCHOLASTIC HONORS**

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

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

#### **Graduation with Honors**

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

### **SEMESTER ABROAD**

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

### **TECH PREP**

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

## Special Programs & Courses

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

### SPECIAL COURSES

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

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

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

### Independent Study Courses

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

### 299 Directed Study Courses

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

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

### WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM

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

### WHY IS THE CWEE PROGRAM OFFERED?

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

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

### TYPES OF CWEE ENROLLMENT

#### Occupational Work Experience Education

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

#### General Work-Experience Education

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

### **CWEE SCHOOL CREDIT**

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

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

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

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

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

### **HOW TO ENROLL IN THE CWEE PROGRAM**

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



# **Degree Curricula and Certificate Programs**

### INSTRUCTIONAL PROGRAMS

- Administration of Justice\*\*
- Animation
  - Animation Production\*\*
  - Computer Animation\*\*
- Anthropology
- Art\*
- Astronomy
- Athletic Training\*
- Biological & Physical Science\*
- Biotechnology\*
- Business
  - Accounting\*\*
  - Human Resources Management
  - Finance (Personal)#
  - Marketing\*\*
  - Small Business Management
  - E-Commerce/Business #
  - E-Commerce/Technology #
  - Web-Site Development #
- Chemistry
- Cinema
- Communication Studies
- Computer Information Technology\*
  - Administrative Assistant\*\*
  - Computer Applications\*\*
- Computer Electronics
- Computer Networking\*\*
- Computer Science\*
- Dance
- Design Arts Technology
- Drafting\*
  - Architectural\*\*
  - Mechanical\*\*
- Early Childhood Education\*
  - Infant/Toddler\*
  - Preschool\*
  - School Age\*
  - Special Education\*
  - Supervision/Administration\*
- Economics
- Education
- EMT# (See Nursing)
- Engineering\*
- `English\*
- English as a Second Language
- Fire Technology
  - Pre-Service Option\*\*
  - In-Service Option\*\*
- Foreign Language
  - French\*
  - German
  - Spanish\*
- General Arts & Science\*
- Geography
- Geology
- Health Science
- History\*
- Hotel & Restaurant Management\*
- Industrial Technology\*
- Interior Design\*\*
  - Set Decorator#
  - Decorating/Merchandising\*
- Journalism\*\*
- Library/Media Technology\*\*
- Mathematics\*
- Medical Assistant\*
- Multi-Media
- Music\*
- Nursing\*
  - CNA#
  - LVN+
  - RN\*
- Philosophy
- Photography\*
  - Commercial Photography\*
  - Fine Art Photography\*
- Photojournalism\*\*
- Physical Education-Kinesiology\*
- Physical Science
- Physics
- Political Science
- Psychology
- Quality Technology\*\*
- Radio/Television/Film\*\*
- Real Estate\*\*
- Sign Language
- Social Science\*
- Sociology
- Theatre
- Transfer Studies\*\*
- Water Systems Technology\*
- Welding\*\*

\*Associate Degree Program

+Certificate of Achievement Program

#Certificate of Completion Program

# \* ADMINISTRATION OF JUSTICE

## PROGRAM DESCRIPTION

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

Upon successful completion of the Administration of Justice A.S. Degree, 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 law and techniques.

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

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

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

### NOTE:

Most law enforcement agencies have extensive testing procedures prior to hiring, including written, oral and

psychological tests and require the applicant to complete additional rigorous Academy training prior to being hired. Most federal agencies require a bachelor's degree prior to appointment. Security officers employed in California must take additional courses and pass state approved examinations in order to meet state mandates.

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

### Units required for Major: 24

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

*Plus six units from the following:*

ADMJUS 150	Patrol Procedures . . . . .	3.0
ADMJUS 155	Criminal Investigation . . . . .	3.0
ADMJUS 160	Traffic: Enforcement/Investigation	3.0
ADMJUS 175	Organized Crime and Vice . . . . .	3.0
ADMJUS 180	Dangerous Drugs & Narcotics . . .	3.0
ADMJUS 185	Police-Community Relations . . .	3.0
ADMJUS 190	Police Administration . . . . .	3.0
ADMJUS 250	Peace Officer's Training Academy . . . . .	10.0
SOCI 151	Juvenile Delinquency . . . . .	3.0

# \*ANIMATION

## PROGRAM DESCRIPTION

The Animation Production Associate Degree program will allow students to transfer to a four-year institution with an emphasis on classical drawn animation.

### Associate in Arts Degree: Animation Production

Units required for Major: 36

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

*Plus three units from the following:*

ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 221	Layout for Animation . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0

*Plus three units from the following:*

DAT 142	2D Computer Illustration . . . . .	3.0
DAT 173	Audio and Motion Graphics . . . .	3.0

*Recommended Electives*

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

### Associate in Arts Degree: Computer Animation

Units required for Major: 39

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

*Plus three units from the following:*

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

*Plus three units from the following:*

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

*Recommended Electives*

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

### Certificate of Achievement: Animation Production

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

Units required for Certificate: 33

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 190	Animation Production . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 224A	Drawing III - Life Drawing . . . . .	3.0
DAT 101	Introduction to Digital Media . . . . .	3.0

*Plus three units from the following:*

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

*Plus three units from the following:*

ANIM 221	Layout for Animation . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0

*Plus three units from the following:*

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

*Plus three units from the following:*

ANIM 130	Interactive Animation for the Web	3.0
DAT 142	2D Computer Illustration . . . . .	3.0
DAT 173	Audio and Motion Graphics . . . . .	3.0

*Recommended Electives*

ANIM 190	Animation Production . . . . .	3.0
ANIM 221	Layout for Animation . . . . .	3.0
DAT 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

*Recommended Electives*

ANIM 141	Introduction to 3D Computer Animation: Maya . . . . .	3.0
DAT 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

### Certificate of Achievement: Computer Animation

The Computer Animation Certificate provides skills necessary in the animation industry with a focus on 2D and 3D computer animation.

**Units required for Certificate: 33**

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 130	Interactive Animation for the Web . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
DAT 101	Introduction to Digital Media . . . . .	3.0
DAT 173	Audio and Motion Graphics . . . . .	3.0

*Plus three units from the following:*

ANIM 222	Character and Prop Design for Animation . . . . .	3.0
ART 224A	Drawing III - Life Drawing . . . . .	3.0

### American Sign Language

(See Sign Language)

## ANTHROPOLOGY

### PROGRAM DESCRIPTION

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

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

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

### Degree Requirements

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

## ART

### PROGRAM DESCRIPTION

The art program provides students two major foci: one is understanding and appreciating the cultural heritage of art; the second is developing skills in the studio arts of drawing, painting, printmaking, design and sculpture. The art program offers a wide range of studio-skills courses at beginning and intermediate levels.

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

### Associate in Arts: Art

#### Units required for Major: 18

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

#### *Recommended Electives*

ART 227	Painting I . . . . .	.3.0
ART 235	Sculpture . . . . .	.3.0
ART 244	Advertising Graphics . . . . .	.3.0

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\* Associate Degree Program

## ASTRONOMY

### PROGRAM DESCRIPTION

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

### Degree Requirements

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

## \*ATHLETIC TRAINING

### PROGRAM DESCRIPTION

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

### Associate in Science Degree: Athletic Training

#### Units required for Major: 30

BIOSCI 201	Introduction to Human Anatomy . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
	<i>OR</i>	
BIOSCI 204	Human Anatomy/Physiology I . . .	4.0
BIOSCI 205	Human Anatomy & Physiology II .	4.0
	<i>OR</i>	
BIOSCI 250	Human Anatomy & Physiology . . .	8.0
	(In lieu of BIOSCI 204 & BIOSCI 205)	
HLHSCI 150	Nutrition . . . . .	3.0
PHYSED 100	Health Education . . . . .	3.0
PHYSED 102	Principles of Physical Fitness and Conditioning . . . . .	3.0
PHYSED 109	Emergency Procedures . . . . .	2.0
PHYSED 110	Prevention and Care of Athletic Injuries . . . . .	3.0
PHYSED 110L	Prevention and Care of Athletic Injuries Lab . . . . .	1.0
PHYSED 112	Athletic Training Clinical Experience . . . . .	3.0
PHYSED 113	Athletic Training, Fall Sports . . .	2.0
PHYSED 114	Athletic Training, Spring Sports . .	2.0
	<i>Recommended Electives</i>	
PHYSED 115	Advanced Athletic Training, Fall Sports . . . . .	2.0
PHYSED 116	Advanced Athletic Training, Spring Sports . . . . .	2.0

\* Associate Degree Program

# \*BIOLOGICAL & PHYSICAL SCIENCES

## PROGRAM DESCRIPTION

Biological Sciences covers all aspects of the scientific study of life and emphasizes both the unity and diversity of living things. The structure, function, and behavior of organisms are studied at the molecular, cellular, organismal and environmental levels. The biology program serves three areas of study: a broad background of studies for the biology major preparing for transfer to a four-year institution; support courses in human anatomy, human physiology, and general microbiology, which may be used to satisfy prerequisites for nursing programs and other allied-health fields; and courses in natural sciences to fulfill general education requirements. Physical sciences are those disciplines of the natural sciences other than biological sciences. They generally involve non-living materials and the principles of fundamental nature which have been sought since humans appeared on Earth. Physical sciences offered include: astronomy, chemistry, geography, geology, physical science, and physics. The courses, for the most part, are designed to meet the general education and major transfer requirements for the physical sciences.

## Associate in Science Degree: Biological & Physical Sciences

### Units required for Major: 20

*Eight units from the following:*

BIOSCI 106	Organismal & Environmental Biology . . . . .	4.0
BIOSCI 107	Molecular and Cellular Biology . . . . .	4.0
	OR	
BIOSCI 215	General Zoology . . . . .	4.0
BIOSCI 216	General Botany . . . . .	4.0
	OR	
BIOSCI 219	Marine Biology . . . . .	4.0
BIOSCI 221	Introduction to Microbiology . . . . .	5.0
BIOSCI 230	Introduction to Biotechnology . . . . .	5.0
BIOSCI 240	Molecular Genetics . . . . .	4.0

*Plus twelve units from the following:*

ANTHRO 101	Physical Anthropology . . . . .	3.0
ASTRON 101	The Stellar System . . . . .	3.0
ASTRON 102	The Solar System . . . . .	3.0
CHEM 110	Introductory Chemistry . . . . .	4.0
CHEM 151	Preparatory General Chemistry . . . . .	4.0
CHEM 201	General Chemistry I . . . . .	6.0
CHEM 202	General Chemistry II . . . . .	5.0
GEOG 101	Physical Geography . . . . .	3.0
GEOL 101	Physical Geology . . . . .	3.0
GEOL 107	Minerals, Rocks & Fossils . . . . .	3.0
PHYSICI 101	Physical Science . . . . .	4.0
PHYSIC 101	Introduction to Physics . . . . .	4.0
PHYSIC 110	General Physics I . . . . .	4.0
PHYSIC 111	General Physics II . . . . .	4.0
PHYSIC 220	Physics for Scientists & 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 and Modern Physics . . . . .	4.0

\* Associate Degree Program

## \*BIOTECHNOLOGY

### PROGRAM DESCRIPTION

Biotechnology represents one of the fastest emerging fields of science today. Locally there is a rapidly emerging job market for individuals with all levels of training in biotechnology. The certificate program at College of the Canyons will provide students with core curricula that include both a strong foundation in theory, as well as extensive hands-on training in biotechnology; cell molecular related fields should seek work-based training in biotechnology as soon as possible. Continuing education in the form of internships is available, and will help to solidify a career choice. Entry-level positions (with either an A.S. or certificate training) are numerous and salaries range from \$17,000-29,000 based on qualifications. Additional training makes candidates more competitive, and students should recognize that biotechnology involves life-long education. Many of the courses in the certificate program articulate with 4-year schools. Students are encouraged to consult with a counselor for more detailed transfer information.

#### Certificate of Achievement: Biotechnology

Units required for Major: 24

BIOSCI 107	Molecular and Cellular Biology . . .	4.0
BIOSCI 230	Introduction to Biotechnology . . .	5.0
BIOSCI 231	Advanced Topics in Biotechnology . . . . .	5.0
CHEM 201	General Chemistry I . . . . .	6.0
MATH 140	Introductory Statistics . . . . .	4.0

#### *Recommended Electives*

BIOSCI 221	Introduction to Microbiology . . . . .	5.0
CHEM 202	General Chemistry II . . . . .	5.0
ENGL 090	Writing Skills . . . . .	3.0

## \*BUSINESS

(Includes Accounting; Business; Management; and Marketing)

### PROGRAM DESCRIPTION

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, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate degrees and certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

#### Associate in Science Degree and Certificate of Achievement: Business – Accounting Technician

Units required for Major: 22

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

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

Units required for Major: 22 – 23

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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

BUS 211	Business Law . . . . .	3.0
ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0
ECON 291	Statistical Methods in Business and Economics . . . . .	3.0
<i>OR</i>		
MATH 140	Introductory Statistics . . . . . (In lieu of ECON 291)	4.0
<i>Recommended Electives</i>		
CIT 145	Quickbooks . . . . .	3.0

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

Units required for Major: 21

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

### Associate in Science Degree and Certificate of Achievement: Business – Marketing

Units required for Major: 21

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

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

Units required for Major: 23

BUS 100	Introduction to Business . . . . .	3.0
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*OR*

BUS 110	Principles of Management . . . . . (In lieu of BUS 100)	3.0
BUS 101	Bookkeeping & Accounting . . . . .	5.0
BUS 117	Business Entrepreneurship . . . . .	3.0
BUS 126	Managing Diversity in the Workplace . . . . .	3.0
BUS 132	Negotiation and Conflict Resolution . . . . .	3.0
BUS 140	Principles of Marketing . . . . .	3.0
BUS 160	Business Ethics . . . . .	3.0

*Recommended Electives*

CIT 145	Quickbooks . . . . .	3.0
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Units required for Major: 14

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

### E-Commerce/Business Certificate of Completion: PROGRAM DESCRIPTION

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 their career goals in the current e-business environment.

Units required for Certificate: 15

BUS 100	Introduction to Business . . . . .	3.0
<i>OR</i>		
BUS 110	Principles of Management . . . . . (In lieu of BUS 100)	3.0
<i>OR</i>		
BUS 211	Business Law . . . . .	3.0
(In lieu of BUS 100 or BUS 110)		
BUS 140	Principles of Marketing . . . . .	3.0

\* Associate Degree Program

	<i>OR</i>	
BUS 141	Principles of Advertising . . . . .	3.0 (In lieu of BUS 140)
BUS 190	Principles of Electronic Commerce . . . . .	3.0
	<i>OR</i>	
CIT 190	Principles of Electronic Commerce . . . . .	3.0 (In lieu of BUS 190)
BUS 192	E-Business Strategy . . . . .	3.0
CIT 170	Web Site Development I . . . . .	3.0

**E-Commerce/Technology Certificate of Completion:**

**PROGRAM DESCRIPTION**

The certificate in E-Commerce/Technology provides students with an overview of the fundamental issues and skills involved in developing an online implementation of a business enterprise. The certificate should also appeal to those interested in general Web site development due to the business nature of many sites that pervade the Web. The program's "hands-on" approach assures prospective employers that students who complete the sequence will have obtained practical experience employing Web technologies as business solutions. Courses are appropriate for those who seek entry-level positions in the field and for managers or entrepreneurs who desire a better understanding of the technologies employed in developing commercial Web sites.

Units required for Certificate: 16

BUS 190	Principles of Electronic Commerce . . . . .	3.0
	<i>OR</i>	
CIT 190	Principles of Electronic Commerce . . . . .	3.0 (In lieu of BUS 190)
CIT 060	Microsoft Access – Brief . . . . .	1.0
BUS 192	E-Business Strategy . . . . .	3.0
CIT 170	Web Site Development I . . . . .	3.0
CIT 171	Web Site Development II . . . . .	3.0
CIT 173	Web Site Authoring Tools . . . . .	3.0

**Web Site Development Certificate of**

**Completion:**

**PROGRAM DESCRIPTION**

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

Units required for Certificate: 17

CIT 170	Web Site Development I . . . . .	3.0
CIT 171	Web Site Development II . . . . .	3.0
CIT 173	Web Site Authoring Tools . . . . .	3.0
CIT 174	Graphic Applications for Web Site Development . . . . .	3.0
CMPNET 140	Beginning Network Certification I . . . . .	2.0
	<i>OR</i>	
CMPNET 180	Windows 2000 Server . . . . . (In lieu of CMPNET 140)	2.0
	<i>OR</i>	
CMPNET 183	Windows 2000 Network Infrastructure . . . . .	2.0 (In lieu of CMPNET 140 or CMPNET 180)
CMPSCI 190	Web Programming: JavaScript . . .	3.0
	<i>OR</i>	
CMPSCI 191	CGI Programming: Perl . . . . .	3.0 (In lieu of CMPSCI 190)

## Child Development (See Early Childhood Education)

\* Associate Degree Program

## CINEMA

### PROGRAM DESCRIPTION

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

### Degree Requirements

An associate degree is not available in Cinema. Students desiring the associate degree should consult with a counselor regarding the selection of an appropriate associate degree major.

## COMMUNICATION STUDIES

### PROGRAM DESCRIPTION

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

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

Coursework in Communication Studies undoubtedly provides a foundation for success in all disciplines.

### Degree Requirements

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

# \*COMPUTER INFORMATION TECHNOLOGY

## PROGRAM DESCRIPTION

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

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

### Associate in Science Degree and Certificate of Achievement: Computer Information Technology – Administrative Assistant

Units required for Major: 24

CIT 101	Computer Fundamentals . . . . .	.3.0
CIT 105	Microsoft Windows . . . . .	.3.0
CIT 110	Keyboarding and Document Processing . . . . .	.3.0
CIT 116	Business Communications . . . . .	.3.0
CIT 120	Office Procedures . . . . .	.3.0

CIT 140	Microsoft Office . . . . .	.3.0
CIT 150	Microsoft Word I . . . . .	.3.0
CIT 155	Microsoft Excel I . . . . .	.3.0

### Associate in Science Degree and Certificate of Achievement: Computer Information Technology – Computer Applications

Units required for Major: 24

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

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\* Associate Degree Program

# \*COMPUTER NETWORKING

## PROGRAM DESCRIPTION

Computer Networking involves the study, understanding, and application of basic and advanced personal computer hardware and software concepts. Computer networking includes such areas as CISCO router configuration, Category 5 cabling techniques and troubleshooting of PC networks and hardware, to name a few. The Computer Networking program has the following two options open to students: a two-year occupa-

tional program leading to an associate degree, or a 22-unit program leading to a certificate in CISCO router configuration.

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

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

Units required for Major: 22

CMPELC 130	Computer Electronics I . . . . .	4.0
CMPNET 136	A+ Certification . . . . .	4.0
CMPNET 154	Cisco System Networking I . . . . .	3.5
CMPNET 155	Cisco System Networking 2 . . . . .	3.5
CMPNET 156	Cisco System Networking 3 . . . . .	3.5
CMPNET 157	Cisco System Networking 4 . . . . .	3.5

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\* Associate Degree Program

## \*COMPUTER SCIENCE

MATH 211	Calculus I	.5.0
MATH 212*	Calculus II	.5.0
MATH 214*	Linear Algebra	.3.0
PHILOS 230	Symbolic Logic	.3.0

OR

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

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

### PROGRAM DESCRIPTION

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

### Associate in Science Degree: Computer Science

Units required for Major: 36

CMPSCI 111	Introduction to Algorithms and Programming/Java	.3.0
CMPSCI 111L	Introduction to Algorithms and Programming Lab	.1.0
CMPSCI 122	Introduction to Digital Computers	.3.0
CMPSCI 182	Data Structures and Program Design	.3.0
CMPSCI 182L	Data Structures and Program Design Lab	.1.0
CMPSCI 222	Computer Organization	.3.0
OR		
CMPSCI 235	C Programming (In lieu of CMPSCI 222)	.3.0
CMPSCI 236	C++ Object Oriented Programming	.3.0
CMPSCI 282	Advanced Data Structures	.3.0

## DANCE

### PROGRAM DESCRIPTION

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

### Degree Requirements

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

## \*DRAFTING

### PROGRAM DESCRIPTION

The drafting curriculum is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. Drafting technicians are in short supply, affording many employment opportunities for qualified individuals. 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. This program provides students with entry-level skills and knowledge in the fields of computer, mechanical, and architectural drafting. Competencies include knowledge of orthographic projection and isometric sketching, 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 drafting positions in the following fields: architectural, civil, electrical, electronic, or mechanical.

An associate degree and certificate can be earned with an emphasis in either mechanical or architectural drafting.

### Associate in Science Degree and Certificate of Achievement: Drafting - Architectural

Units required for Major: 30

DAT 163	Architectural Drafting I . . . . .	.3.0
DAT 262	Architectural Drafting II . . . . .	.3.0
DAT 264	AutoCAD for Architecture & Interior Design . . . . .	.3.0
DAT 265	Advanced CADD for Architecture and Interior Design . . . . .	.3.0
ID 114	History of Architecture and Interiors: . Ancient World to . . . . .	.3.0
	Classical Revival	

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\* Associate Degree Program

ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	.3.0
ID 212	Space Planning . . . . .	.3.0
<i>Plus nine units from the following:</i>		
ANIM 101	Introduction to Animation . . . . .	.3.0
ANIM 140	Introduction to 3D Studio Max Animation . . . . .	.3.0
ANIM 240	Advanced 3D Studio Max/ Animation . . . . .	.3.0
DAT 101	Introduction to Digital Media . . . . .	.3.0
DAT 282	Advanced AutoCAD - 2D . . . . .	.3.0
DAT 283	Advanced AutoCAD - 3D . . . . .	.3.0
DAT 286	Fundamentals of Auto LISP & AutoCAD Customization . . . . .	.3.0

**Associate in Science Degree and Certificate of Achievement: Drafting - Mechanical**

Units required for Major: 24

DAT 101	Introduction to Digital Media . . . . .	.3.0
DAT 150	Introduction to Mechanical Drafting and AutoCAD . . . . .	.3.0
DAT 252	Mechanical Drafting II . . . . .	.3.0
DAT 253	Solids Modeling for Mechanical Drafting . . . . .	.3.0
DAT 282	Advanced AutoCAD (2D) . . . . .	.3.0
DAT 283	Advanced AutoCAD - 3D . . . . .	.3.0
DAT 286	Fundamentals of Auto LISP & AutoCAD Customization . . . . .	.3.0
MFGT 102	Engineering Drawing Interpretation . . . . .	.3.0

*Plus nine units from the following:*

ANIM 101	Introduction to Animation . . . . .	.3.0
ANIM 140	Introduction to 3D Studio Max Animation . . . . .	.3.0
ANIM 240	Advanced 3D Studio Max/ Animation . . . . .	.3.0

## \*EARLY CHILDHOOD EDUCATION

**PROGRAM DESCRIPTION**

The early childhood education (ECE) degree and certificate programs give students the opportunity to prepare for careers in the field of early child education and/or transfer to a four-year university. Education and training can launch you into a variety of careers in the field. The field of early childhood education needs trained, creative educators to provide high quality services to children and families in a variety of settings.

**Associate in Science Degree: Early Child Development**

Units required for Major: 24

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

*Plus ten units from the following:*

ECE 116B	Curriculum Development/Classroom Management Lab B . . . . .	.1.0
ECE 116C	Curriculum Development/Classroom Management Lab C . . . . .	.1.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	.3.0
ECE 135	School Age Child Care Programs and Curriculum . . . . .	.3.0
ECE 140	Recreational Leadership in School Age Child Care . . . . .	.3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	.2.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science & Math for the Young Child . . . . .	2.0
ECE 156	Literature & Language Development for the Young Child . . . . .	2.0
ECE 157	Literacy in Early Childhood . . . . .	3.0
ECE 160	Understanding & Education of Exceptional Children . . . . .	3.0
ECE 165	Teaching Children in a Diverse Community . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 198	Special Topics in Early Childhood Education . . . . .	0.25 – 1.0
ECE 201	Supervision and Administration of Children's Programs . . . . .	3.0
ECE 202	Advanced Supervision and Administration of Children's Programs . . . . .	3.0
ECE 220	Adult Supervision in Early Childhood Education: the Mentoring Process . . . . .	2.0
ECE 226	The Impact of Violence on Children . . . . .	3.0
ECE 227	Violence Intervention: Behavior Management Strategies . . . . .	3.0

### Certificate of Completion: Early Child Education – CORE

#### PROGRAM DESCRIPTION

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

Units required for Major: 14

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

### Certificate of Achievement: Early Child Education – Supervision And Administration of Childhood Programs Emphasis

Units required for certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum Development & Classroom Management of Early Childhood Development Programs . . . . .	3.0
ECE 116A	Curriculum Development/Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum Development/Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum Development/Classroom Management Lab C . . . . .	1.0
ECE 120	Child Growth & Development . . . . .	3.0
	OR	
PSYCH 172	Developmental Psychology . . . . .	3.0
	(In lieu of ECE 120)	
ECE 125	Child, Family & Community . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science & Math for the Young Child . . . . .	2.0
ECE 156	Literature & Language Development for the Young Child . . . . .	2.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ECE 201	Supervision and Administration of Children's Programs . . . . .3.0	ECE 116C	Curriculum Development/Classroom Management Lab C . . . . .1.0
ECE 202	Advanced Supervision and Administration of Children's Programs . . . . .3.0	ECE 120	Child Growth & Development . . .3.0
<b>Certificate of Achievement: Early Child Education – School Age Emphasis</b>		<i>OR</i>	
Units required for Certificate: 27		PSYCH 172	Developmental Psychology . . . .3.0 (In lieu of ECE 120)
ECE 110	Introduction to Early Childhood Education . . . . .3.0	ECE 125	Child, Family & Community . . . .3.0
ECE 115	Curriculum Development & Classroom Management of Early Childhood Development Programs . . . . .3.0	ECE 130	Infant/Toddler Development and Curriculum . . . . .3.0
ECE 116A	Curriculum Development/Classroom Management Lab A . . . . .1.0	ECE 173	Childhood Nutrition . . . . .2.0
ECE 116B	Curriculum Development/Classroom Management Lab B . . . . .1.0	ECE 175	Childhood Health and Safety . . .1.0
ECE 116C	Curriculum Development/Classroom Management Lab C . . . . .1.0	<i>Plus four units from the following groups:</i>	
ECE 120	Child Growth & Development . . .3.0	ECE 144	Music and Motor Development for the Young Child . . . . .2.0
<i>OR</i>		ECE 151	Art and Creativity for Young Children . . . . .2.0
PSYCH 172	Developmental Psychology . . . .3.0 (In lieu of ECE 120)	<i>OR</i>	
ECE 125	Child, Family & Community . . . .3.0	ECE 155	Science & Math for the Young Child . . . . .2.0
ECE 135	School Age Child Care Programs and Curriculum . . . . .3.0	ECE 156	Literature & Language Development for the Young Child . . . . .2.0
ECE 140	Recreational Leadership in School Age Child Care . . . . .3.0	ECE 157	Literacy in Early Childhood . . . .3.0
ECE 173	Childhood Nutrition . . . . .2.0	<b>Certificate of Achievement: Early Child Education – Pre-School Emphasis</b>	
ECE 175	Childhood Health and Safety . . .1.0	Units required for Certificate: 26	
ECE 201	Supervision and Administration of Children's Programs . . . . .3.0	ECE 110	Introduction to Early Childhood Education . . . . .3.0
<b>Certificate of Achievement: Early Child Education – Infant and Toddler Emphasis</b>		ECE 115	Curriculum Development & Classroom Management of Early Childhood Development Programs . . . . .3.0
Units required for Certificate: 25		ECE 116A	Curriculum Development/Classroom Management Lab A . . . . .1.0
ECE 110	Introduction to Early Childhood Education . . . . .3.0	ECE 116B	Curriculum Development/Classroom Management Lab B . . . . .1.0
ECE 115	Curriculum Development & Classroom Management of Early Childhood Education Programs .3.0	ECE 116C	Curriculum Development/Classroom Management Lab C . . . . .1.0
ECE 116A	Curriculum Development/Classroom Management Lab A . . . . .1.0	ECE 120	Child Growth & Development . . .3.0
ECE 116B	Curriculum Development/Classroom Management Lab B . . . . .1.0	<i>OR</i>	
		PSYCH 172	Developmental Psychology . . . .3.0 (In lieu of ECE 120)
		ECE 125	Child, Family & Community . . . .3.0
		ECE 144	Music and Motor Development for the Young Child . . . . .2.0
		ECE 151	Art and Creativity for Young Children . . . . .2.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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ECE 155	Science & Math for the Young Child . . . . .	2.0
ECE 156	Literature & Language Development for the Young Child . . . . .	2.0
ECE 157	Literacy in Early Childhood . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

### Certificate of Achievement: Early Child Education – Special Education Emphasis

Units required for Certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum Development & Classroom Management of Early Childhood Development Programs . . . . .	3.0
ECE 116A	Curriculum Development/Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum Development/Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum Development/Classroom Management Lab C . . . . .	1.0
ECE 120	Child Growth & Development	
	<i>OR</i>	
PSYCH 172	Developmental Psychology . . . . . (In lieu of ECE 120)	3.0
ECE 125	Child, Family & Community . . . . .	3.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science & Math for the Young Child . . . . .	2.0
ECE 156	Literature & Language Development for the Young Child . . . . .	2.0
ECE 157	Literacy in Early Childhood . . . . .	3.0
ECE 160	Understanding & Education of Exceptional Children . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

## ECONOMICS

### PROGRAM DESCRIPTION

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

### Degree Requirements

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

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\* Associate Degree Program

## \*ENGINEERING

### PROGRAM DESCRIPTION

The engineering program provides curriculum concerned with the fundamentals of mechanics, electrical theory, and materials that can be applied to all disciplines within engineering. It concentrates on helping students develop critical thinking skills, a creative imagination, and excellent communication skills to effectively function in the professional environment. Most careers in engineering require a baccalaureate or graduate degree; career options include: mechanical engineer, civil engineer, computer engineer, aerospace engineer, biomedical engineer, and automotive engineer.

Associate in Science Degree: Engineering

Units required for Major: 48

CMPSCI 111	Introduction to Algorithms and Programming/Java . . . . .	3.0
CMPSCI 111L	Introduction to Algorithms and Programming Lab . . . . .	1.0
ENGR 101	Introduction to Science, Engineering & Technology . . . . .	2.0
ENGR 151	Materials of Engineering . . . . .	3.0
ENGR 152	Statics . . . . .	3.0
ENGR 153	Electrical Circuits I . . . . .	4.0
CHEM 201	General Chemistry I . . . . .	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 & Engineers: Mechanics of Solids and Fluids . . . . .	4.0
PHYSIC 221	Physics for Scientists & Engineers: Electricity & Magnetism . . . . .	4.0

## \*ENGLISH

### PROGRAM DESCRIPTION

The department offers four levels of instruction to the college's students: College Skills (English 010, 011, 012); Developmental English (English 033, 034, 035, and 063); A.A. degree level courses (English 080, 090, 092, and 095); and transfer level courses (English 101 and above). English is an academic discipline with a two-part focus: (1) the development of language skills from basics through composition, including technical and creative writing; and (2) the study of literature. Students who obtain an A.A. degree with a major in English will refine their critical thinking skills, enhance their ability to communicate orally and in writing, and prepare to transfer to a university as an English major.

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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

A thoroughly modern, intensive approach to basic skills maximizes student language ability. These skills often spell the difference between success and failure in college. Computer-assisted instruction is used extensively in the College Skills courses (English 010, 011, 012), in the Developmental Program (English 034, 035), and in A.A. degree applicable courses (English 080, 090, 092, 095). Self-paced classes (010, 011, 012) provide an individualized approach. The use of student in-class tutors is a hallmark of the courses in the Developmental Program. In addition, Developmental English students work in conjunction with TLC lab tutors completing mandatory course assignments. To expand content in the developmental classroom, our interest is to explore ways to encourage students to take College Skills and Developmental English courses along with Personal Development courses. All sections of English 010 through 101 are offered departmentally, with shared syllabi, textbooks, and grading standards, often including shared midterm and final examinations (English 090), portfolio grading (English 090) and an extensive online component (English 101). Literature offerings feature medium-size classes with opportunity for discussion. Multimedia approaches with film, videotape, and recordings are often included along with small group instruction.

ENGL 135	Literature and Film . . . . .	3.0
ENGL 250	British Literature I . . . . .	3.0
ENGL 251	British Literature II . . . . .	3.0
ENGL 260	American Literature I . . . . .	3.0
ENGL 261	American Literature II . . . . .	3.0
ENGL 262	American Multicultural Literature .	3.0
ENGL 263	Introduction to Poetry . . . . .	3.0
ENGL 264	Study of Fiction . . . . .	3.0
ENGL 265	Introduction to Drama . . . . .	3.0
ENGL 271	Mythology . . . . .	3.0
ENGL 272	The Bible as Literature . . . . .	3.0
ENGL 273	World Literature I . . . . .	3.0
ENGL 274	World Literature II . . . . .	3.0
ENGL 275	Shakespeare . . . . .	3.0
ENGL 280	Women's Literature . . . . .	3.0
HUMAN 105	Cultural Eras in Humanities I . . .	3.0
HUMAN 106	Cultural Eras in Humanities II . .	3.0

*Plus three units from the following:*

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

*Plus three units from the following:*

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

### Associate in Arts Degree: English

Units required for Major: 18

ENGL 101	English Composition & Literature . . . . .	3.0
<i>OR</i>		
ENGL 101H	Honors English Composition & Literature . . . . .	3.0
ENGL 102	Intermediate Composition, Literature & Critical Thinking . . . . .	3.0
<i>OR</i>		
ENGL 103	Critical Reading, Writing & Thinking . . . . .	3.0

*Plus six units from the following:*

ENGL 105	Introduction to Creative Writing . .	3.0
ENGL 106	Creative Writing – Nonfiction . . .	3.0
ENGL 108	Creative Writing – Poetry . . . . .	3.0
ENGL 109	Creative Writing - Short Stories . .	3.0
ENGL 111	Introduction to Linguistics . . . . .	3.0

\* Associate Degree Program

## ENGLISH AS A SECOND LANGUAGE

### PROGRAM DESCRIPTION

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

### Environmental Control (See Water Systems Technology)

## \*FIRE TECHNOLOGY

### PROGRAM DESCRIPTION

This degree is for the fire service professional who wishes to advance within the fire service. Upon completing the degree program, fire service professionals will further their knowledge in the following areas: Incident Command System 200 and 300, fire investigation, fire command, fire management and fire prevention officer training. Promotional opportunities include Fire Apparatus operator, Fire Captain, Battalion Chief, Division Chief, Assistant Fire Chief and Fire Chief. For an associate degree in the Fire Technology Program, you must complete the core courses plus 15 units of electives totaling 27 units for the degree. These courses are in addition to the 30 units of general education required of all associate degrees.

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

Units required for Major: 27

FIRETC 102	Fire Prevention Technology . . . . .	3.0
FIRETC 103	Fire Protection Equipment & Systems . . . . .	3.0
FIRETC 104	Building Construction for Fire Protection . . . . .	3.0
FIRETC 105	Fire Behavior & Combustion . . . . .	3.0

*Plus 15 units of the following:*

FIRETC 106	Fire Company Organization & Procedures . . . . .	3.0
FIRETC 107	Fire Apparatus & Equipment . . . . .	3.0
FIRETC 108	Fire Hydraulics . . . . .	3.0
FIRETC 123	Fire Investigation . . . . .	3.0
FIRETC 125	Firefighting Tactics & Strategy . . . . .	3.0
FIRETC 198	Firefighter In-service Training . . . . .	0.25 – 4.0
FIRETC 201	Incident Command System 200 . . . . .	1.0
FIRETC 202	Incident Command System 300 . . . . .	2.0
FIRETC 231A	Fire Prevention Officer 1A . . . . .	2.0
FIRETC 231B	Fire Prevention Officer 1B . . . . .	2.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

FIRETC 231C	Fire Prevention Officer 1C	.2.0
FIRETC 241A	Fire Instructor 1A	.2.0
FIRETC 241B	Fire Instructor 1B	.2.0
FIRETC 251A	Fire Investigation 1A	.2.0
FIRETC 251B	Fire Investigation 1B	.2.0
FIRETC 261A	Fire Management I	.2.0
FIRETC 271A	Fire Command 1A	.2.0
FIRETC 271B	Fire Command 1B	.2.0

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

The fire technology degree/certificate program prepares students for careers in the fire service, either public or private. After completion of the program, students will have a basic understanding of fire protection, prevention and behavior, fire company organization and procedures, fire hydraulics, wildland fire behavior and fire investigation among other areas. HLHSCI 151 (EMT) may be waived; however, 2 additional elective courses must be taken in lieu of HLHSCI 151.

Units required for Major: 31.5

FIRETC 101	Fire Protection Organization	.3.0
FIRETC 102	Fire Prevention Technology	.3.0
FIRETC 103	Fire Protection Equipment & Systems	.3.0
FIRETC 104	Building Construction for Fire Protection	.3.0
FIRETC 105	Fire Behavior & Combustion	.3.0
HLHSCI 151	Emergency Medical Technician I	.7.5

*Plus nine units from the following:*

FIRETC 106	Fire Company Organization & Procedures	.3.0
FIRETC 107	Fire Apparatus & Equipment	.3.0
FIRETC 108	Fire Hydraulics	.3.0
FIRETC 109	Fundamentals of Personal Fire Safety	.3.0
FIRETC 110	Wildland Fire Behavior	.3.0
FIRETC 123	Fire Investigation	.3.0
FIRETC 125	Firefighting Tactics & Strategy	.3.0

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

This certificate is for the fire service professional who wishes to advance within the fire service. Upon completing the certificate program, fire service professionals will further their knowledge in the following areas: Incident Command System 200 and 300, fire investigation, fire command, fire management and fire prevention officer training. Promotional opportunities include Fire Apparatus operator and Fire Captain. For an In-Service Fire Technology certificate in the Fire Technology Program, you must complete the level 1 State Fire Marshal's courses required for State Certified Fire Officer and Incident Command 200 and 300. A total of 18.5 units are required for the certificate.

Units required for Certificate: 19

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

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

The fire technology degree/certificate program prepares students for careers in the fire service, either public or private. After completion of the program, students will have a basic understanding of fire protection, prevention and behavior, fire company organization and procedures, fire hydraulics, wildland fire behavior and fire investigation among other areas. HLHSCI 151 (EMT) may be waived; however 2 additional courses must be taken in lieu of HLHSCI 151.

Units required for Certificate: 22.5

FIRETC 101	Fire Protection Organization	.3.0
FIRETC 102	Fire Prevention Technology	.3.0
FIRETC 103	Fire Protection Equipment & Systems	.3.0

\* Associate Degree Program

FIRETC 104	Building Construction for Fire Protection . . . . .	3.0
FIRETC 105	Fire Behavior & Combustion . . . . .	3.0
HLHSCI 151	Emergency Medical Technician I . . . . .	7.5

*Recommended Electives*

FIRETC 106	Fire Company Organization & Procedures . . . . .	3.0
FIRETC 107	Fire Apparatus & Equipment . . . . .	3.0
FIRETC 108	Fire Hydraulics . . . . .	3.0
FIRETC 110	Wildland Fire Behavior . . . . .	3.0
FIRETC 123	Fire Investigation . . . . .	3.0
FIRETC 125	Firefighting Tactics & Strategy . . . . .	3.0

## \*FOREIGN LANGUAGES

### PROGRAM DESCRIPTION

The Department of Foreign Languages offers courses in French, German and Spanish. Foreign-language studies provide the student with a foundation in written communication skills of the language. From a vocational standpoint, the program provides skills in 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.

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

#### Associate in Arts Degree: French

Units required for Major: 18 minimum

FRNCH 101	Elementary French I . . . . .	4.0
FRNCH 102	Elementary French II . . . . .	4.0
FRNCH 150	Beginning Conversational French . . . . .	3.0
FRNCH 201	Intermediate French I . . . . .	4.0
FRNCH 202	Intermediate French II . . . . .	4.0

#### Associate in Arts Degree: Spanish

Units required for Major: 18

SPAN 102	Elementary Spanish II . . . . .	4.0
<i>OR</i>		

\* Associate Degree Program

SPAN 102A	Spanish for Spanish Speakers II .4.0 (In lieu of SPAN 102)
SPAN 150	Conversational Spanish . . . . .3.0
SPAN 201	Intermediate Spanish I . . . . .4.0
SPAN 202	Intermediate Spanish II . . . . .4.0

*Plus three units from the following:*

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

### **French** (See Foreign Languages)

## **GEOGRAPHY**

### **PROGRAM DESCRIPTION**

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

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

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

### **Degree Requirements**

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

## GEOLOGY

### PROGRAM DESCRIPTION

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

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

### Degree Requirements

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

## Health Sciences (See Nursing)

## \*HISTORY

### PROGRAM DESCRIPTION

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

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

### Associate in Arts Degree: History

Units required for Major: 18

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

\* Associate Degree Program

# \*HOTEL AND RESTAURANT MANAGEMENT

## PROGRAM DESCRIPTION

The Associate of Science degree designation in Hotel and Restaurant Management provides a broad based fundamental approach to the managerial functions in both the hotel and restaurant industry. The combined designation adds accounting requirements to either the restaurant or the hotel management program offerings.

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

Units required for Major: 23

BUS 201	Principles of Accounting I . . . . .	5.0
HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 210	Hotel & Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation & Safety . . . . .	3.0
HRMGT 245	Hotel & Restaurant Supervision & 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 & Restaurant Sales & Marketing . . . . .	3.0
HRMGT 299	Hotel & Restaurant Management Internship . . . . .	1.0 – 3.0

*Recommended Electives*

ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0

### Associate in Science Degree: Hotel Management

Units required for Major: 18

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

HRMGT 210	Hotel & Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation & Safety . . . . .	3.0
HRMGT 245	Hotel & Restaurant Supervision & Guest Relations . . . . .	3.0

*Plus three units from the following:*

HRMGT 102	Introduction to the Travel Industry . . . . .	3.0
HRMGT 235	Hotel & Restaurant Sales & Marketing . . . . .	3.0

### Associate in Science Degree: Restaurant Management

Units required for Major: 18

HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 210	Hotel & Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation & Safety . . . . .	3.0
HRMGT 245	Hotel & Restaurant Supervision & Guest Relations . . . . .	3.0

*Plus six units from the following:*

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

\* Associate Degree Program

## \*INDUSTRIAL TECHNOLOGIES

### PROGRAM DESCRIPTION

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

- \* Business
- \* Computer Information Technology
- \* Computer Networking
- \* Computer Science
- \* Computer Electronics
- \* Drafting
- \* Hotel and Restaurant Management
- \* Manufacturing Technology
- \* Quality Control
- \* Real Estate
- \* Welding

## \*INTERIOR DESIGN

### PROGRAM DESCRIPTION

The program's goals are to prepare graduates for employment in the current job market and/or fulfill transfer requirements to a four-year institution where courses fulfill the lower division requirements of a specific major or serve as electives. An important element of the program is to offer professional level curriculum that provides graduates with the motility to perform in a variety of occupations as industry demands change and economic conditions fluctuate. Additionally, the comprehensive curriculum follows FIDER standards to meet the functional and aesthetic needs pertaining to clients and the interior environments.

Associate in Science Degree: Interior Design

Units required for Major: 48

ID 100	Introduction to Interior Design Careers . . . . .	.2.0
ID 101	Introduction to Interior Design . . .	.3.0
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 107	Board Drafting for Interior Design . . . . .	.3.0
ID 113	Interior Design Materials and Specifications . . . . .	.4.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	.3.0
ID 115	History of Architecture and Interiors: . Classical Revival to Present . . . . .	.3.0
ID 207	Residential Design . . . . .	.3.0
ID 212	Space Planning . . . . .	.3.0
ID 217	Advanced Interior Design Studio I . . . . .	.3.0
	OR	
ID 218	Advanced Interior Design Studio II . . . . . (In lieu of ID 217)	.3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ID 295	Professional Practices for Interior Design . . . . .	3.0
DAT 264	AutoCAD for Architecture & Interior Design . . . . .	3.0
<i>Plus six units from the following:</i>		
DAT 047	Introduction to Photoshop . . . . .	1.0
ID 091	Art and Accessories, in Interior Design . . . . .	1.0
ID 092	Merchandising for Interior Design . . . . .	1.0
ID 217	Advanced Interior Design Studio I . . . . .	3.0
ID 218	Advanced Interior Design Studio II . . . . .	3.0
ID 219	Interior Design Portfolio . . . . .	3.0
PHOTO 165	Digital Photography I . . . . .	3.0
THEATR 120	Stagecraft . . . . .	3.0

### *Recommended Electives*

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

### Certificate of Achievement: Interior Design

Units required for Certificate: 38

ID 091	Art and Accessories, in Interior Design . . . . .	1.0
ID 092	Merchandising for Interior Design . . . . .	1.0
ID 100	Introduction to Interior Design Careers . . . . .	2.0
ID 101	Introduction to Interior Design . . . . .	3.0
ID 102	Applied Color for Designers . . . . .	3.0
ID 103	Perspective and Interior Illustration . . . . .	3.0
<i>OR</i>		
ID 104	Rapid Visualization and Illustration . . . . . (In lieu of ID 103)	3.0
ID 107	Board Drafting for Interior Design . . . . .	3.0
ID 113	Interior Design Materials and Specifications . . . . .	4.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0

ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	3.0
ID 207	Residential Design . . . . .	3.0
ID 212	Space Planning . . . . .	3.0
ID 217	Advanced Interior Design Studio I . . . . .	3.0
ID 295	Professional Practices for Interior Design . . . . .	3.0

### *Recommended Electives*

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

### Certificate of Achievement: Interior Decorating Merchandising

PENDING STATE APPROVAL: This certificate prepares students to become interior decorators whose primary industry employment will be in retail furniture sales.

Units required for Certificate: 23

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

### *Plus three units from the following:*

ID 103	Perspective and Interior Illustration . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 295	Professional Practices for Interior Design . . . . .	3.0

\* Associate Degree Program

*Recommended Electives:*

ART 124A	Drawing 1 . . . . .	3.0
ID 107	Board Drafting for Interior Design	3.0

**Certificate of Completion: Set Decorator**

A certificate designed to prepare students for internships and employment opportunities as production assistants in TV, film and theatre. Students may be able to obtain the following positions upon completion of certificate program: prop house worker, prop house consultant, set dresser, assistant set dresser, on-set dresser, lead of set decoration department, swing gang worker, and set decorator for small non-union production. Students will obtain the following skills and knowledge: color application, identification of period history, the application of principles and elements of design, the ability to obtain trade resources, and stagecraft skills.

Units required for Certificate: 17

ID 101	Introduction to Interior Design . .	3.0
ID 102	Applied Color for Designers . . . .	3.0
ID 105	Introduction to Production Design . . . . .	3.0
ID 106	Trade Resources for TV, Film, and Theatre . . . . .	2.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0
	<i>OR</i>	
ID 115	History of Architecture and Interiors: Classical Revival to Present . . .	3.0
THEATR 120	Stagecraft . . . . .	3.0

*Recommended Electives:*

ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 107	Board Drafting for Interior Design	3.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0

# \* JOURNALISM

**PROGRAM DESCRIPTION**

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

**Associate in Arts Degree: Journalism**

Units required for Major: 18

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

**Certificate of Achievement: Journalism**

Units required for Certificate: 18

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	News Writing . . . . .	3.0
JOURN 205	Advanced News Reporting & Production . . . . .	3.0
JOURN 210	Newspaper & Magazine Production Staff . . . . .	3.0
PHOTO 160	Black and White Photography . .	3.0

*Plus three from the following:*

CIT 166	Desktop Publishing . . . . .	3.0
JOURN 215	Editorial Workshop . . . . .	3.0

\* Associate Degree Program

# \*LIBRARY/MEDIA TECHNOLOGY

## PROGRAM DESCRIPTION

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

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

Units required for Major: 19

CIT 140	Microsoft Office . . . . .	.3.0
COMS 256	Intercultural Communication . . . . .	.3.0
<i>OR</i>		
SOCI 105	Multiculturalism in the United States . . . . .	.3.0
LMTECH 101	Introduction to Library Services . . . . .	.1.0
LMTECH 102	Reference Skills & Services . . . . .	.1.0
LMTECH 103	Library Circulation Systems . . . . .	.1.0
LMTECH 104	Cataloging and Technical Services . . . . .	.3.0
LMTECH 106	Library Collections: Print . . . . .	.1.0
LMTECH 107	Library Collections: Non-Print . . . . .	.1.0
LMTECH 108	AV Equipment Operation . . . . .	.1.0
LMTECH 110	Library/Media Center Internship . . . . .	.2.0
LMTECH 114	Media Supervisory Skills . . . . .	.1.0
LMTECH 115	Internet in Libraries . . . . .	.1.0

## Recommended Electives

CIT 010	Exploring Computers-Brief . . . . .	1.5
CIT 150	Microsoft Word I . . . . .	.3.0
CIT 166	Desktop Publishing . . . . .	.3.0
CIT 170	Web Site Development I . . . . .	.3.0
ENGL 101	English Composition & Literature . . . . .	.3.0
LMTECH 098	Special Topics in Library/Media Technology . . . . .	.0.5
LMTECH 112	School Library/Media Center Services . . . . .	1.0

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\* Associate Degree Program

## \*MANUFACTURING TECHNOLOGY

### PROGRAM DESCRIPTION

Manufacturing Technology is an occupational program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, CAD/CAM designer, or programmer. Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Learned skills may include the ability to operate conventional and CNC machinery, program CNC machinery, operate various CAD/CAM systems and interpret blue prints. A degree in Manufacturing Technology is structured to encourage transfer to a comparable program at a four-year college or university.

Associate in Science Degree and Certificate of Achievement: Manufacturing Technology

Units required for Major: 24

MFGT 100	Measurements and Computations . . . . .	3.0
MFGT 101	Materials & Processes in Manufacturing . . . . .	3.0
MFGT 102	Engineering Drawing Interpretation . . . . .	3.0
MFGT 103	Introduction to Automated Manufacturing . . . . .	3.0
MFGT 121	CNC 1: Operation and Manual Programming . . . . .	3.0
MFGT 122	CNC 2: Concepts & Programming . . . . .	3.0

*Plus six units from the following:*

DAT 150	Introduction to Mechanical Drafting and AutoCAD . . . . .	3.0
MFGT 131	CAD/CAM I . . . . .	3.0
MFGT 132	CAD/CAM II . . . . .	3.0
MFGT 141	CATIA I . . . . .	3.0
MFGT 142	CATIA II . . . . .	3.0
MFGT 143	CATIA III . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education MFGT . . . . .	1.0 – 4.0

## \*MATHEMATICS

### PROGRAM DESCRIPTION

The mathematics program provides curricula from basic arithmetic to algebra, statistics, linear algebra, calculus, and differential equations. These courses fulfill breadth requirements, associate degree requirements and transfer major requirements for degrees in mathematics, physics, chemistry and engineering. Many B.A./B.S. level careers require extensive background in mathematics. Virtually all two-year career programs in the business or technology fields require a solid foundation in mathematics. Examples of these career options include computer programmer, financial analyst, statistician, systems analyst, urban planner, and teacher.

Associate in Arts Degree: Mathematics

Units required for Major: 18

MATH 211	Calculus I . . . . .	5.0
MATH 212	Calculus II . . . . .	5.0

*Plus eight units from the following:*

MATH 070	Intermediate Algebra . . . . .	5.0
MATH 102	Trigonometry . . . . .	3.0
MATH 103	College Algebra . . . . .	4.0
MATH 213	Calculus III . . . . .	5.0
MATH 214	Linear Algebra . . . . .	3.0
MATH 215	Differential Equations . . . . .	3.0

\* Associate Degree Program

## MULTIMEDIA

OR

ART 140	Beginning Design: 2D Media . . . .3.0 (In lieu of ID 102)
PHOTO 160	Black and White Photography . . .3.0
CWEXP 188	Cooperative Work Experience Education DAT . . . . .1.0 – 4.0

### PROGRAM DESCRIPTION

The Design Arts and Technology department (DAT) offers courses and certificates in the disciplines of Multimedia and Graphic Design. Through a project-based curriculum the Multimedia certificate and Graphic Design program give students the opportunity to prepare for employment in web design, interface design, motion graphics, digital photography, graphic arts, digital video production, game design, graphic design, graphic arts, computer illustration and art direction.

Multimedia is a rapidly growing industry combining video, sound, animation and graphics with digital technology into an interactive environment. The Multimedia certificate develops students' creative and technical skills by providing hands-on training in state-of-the-art technologies. The two-year program prepares students for employment in web design, interface design, motion graphics, digital photography, graphic arts, digital video production and game design.

### Certificate of Achievement: Multimedia

Units required for Certificate: 34

DAT 101	Introduction to Digital Media . . . . .3.0
DAT 105	Digital Photography . . . . .3.0
OR	
PHOTO 165	Digital Photography I . . . . .3.0
DAT 172	Desktop Video . . . . .3.0
OR	
RTVF 172	Desktop Video . . . . .3.0
DAT 173	Audio and Motion Graphics . . . . .3.0
DAT 175	Multimedia Production . . . . .3.0
DAT 177	Web Page Design . . . . .3.0
DAT 271	Advanced Digital Photography . . .3.0
DAT 277	Advanced Web Page Design . . .3.0
DAT 279	Multimedia Portfolio . . . . .3.0
ID 102	Applied Color for Designers . . . . .3.0

\* Associate Degree Program

## \*MUSIC

### PROGRAM DESCRIPTION

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

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

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

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

Units required for Major: 18

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

OR

MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
	(In lieu of MUSIC 174)	

*Plus four units from the following:*

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

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

Units required for Major: 18

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

OR

MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
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\* Associate Degree Program

## Degree Curricula and Certificate Programs

*Plus four units from the following:*

MUSIC 165	Symphony of the Canyons . . . . .	2.0
	<i>(May be repeated)</i>	

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

Units required for Major: 18

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

OR

MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
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*Plus four units from the following:*

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

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

Units required for Major: 18

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

OR

MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
	<i>(In lieu of MUSIC 174)</i>	

*Plus four units from the following:*

MUSIC 151	Jazz Improvisation . . . . .	1.0
	<i>(May be repeated)</i>	
MUSIC 153	Studio Jazz Ensemble . . . . .	1.0
	<i>(May be repeated)</i>	

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

Units required for Major: 18

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

OR

MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
	<i>(In lieu of MUSIC 174)</i>	

*Plus four units from the following:*

MUSIC 140	Studio Singing . . . . .	1.0
MUSIC 141	Voice Development . . . . .	1.0
MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
MUSIC 176	Chamber Singers . . . . .	1.0
MUSIC 177	Les Chanteuses: Women's Choir . . . . .	1.0

\* Associate Degree Program

## \*NURSING

### PROGRAM DESCRIPTION

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

Offered is an Associate Degree in Nursing with a program of clinical components in which the student cares for clients in the acute-care setting, sub-acute setting, and home setting. The program prepares the students for an entry-level position in the health care setting. An RN (Registered Nurse), after taking a state examination, may move directly into the position of beginning staff nurse. The program prepares the student for this test.

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

Units required for Major: 61

BIOSCI 201	Introduction to Human Anatomy . . .	.4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	.4.0
	<i>OR</i>	
BIOSCI 204	Human Anatomy/Physiology I . . .	.4.0
BIOSCI 205	Human Anatomy/Physiology II . . .	.4.0
	<i>OR</i>	
BIOSCI 250	Human Anatomy & Physiology . . .	.8.0
BIOSCI 221	Introduction to Microbiology . . .	.5.0
COMS 105	Speech Fundamentals . . . . .	.3.0
	<i>OR</i>	
COMS 223	Small Group Communication . . .	.3.0
ENGL 101	English Composition & Literature	.3.0
NURSING 101A	Fundamentals of Nursing-A . . . .	.4.0
NURSING 101AL	Fundamentals of Nursing-A: Lab	.4.5
NURSING 101B	Fundamentals of Nursing-B . . . .	.0.5
NURSING 101BL	Fundamentals of Nursing-B: Lab	.1.0
NURSING 102	Beginning Medical-Surgical Nursing . . . . .	.2.5

NURSING 102L	Beginning Medical-Surgical Nursing Lab . . . . .	.2.0
NURSING 106	Maternal - Newborn Pediatric Nursing . . . . .	.3.0
NURSING 106	Maternal - Newborn Pediatric Nursing Lab . . . . .	.2.0
NURSING 200	Psychiatric Nursing . . . . .	.2.5
NURSING 200L	Psychiatric Nursing Lab . . . . .	.2.0
NURSING 202	Intermediate Medical-Surgical Nursing . . . . .	.3.0
NURSING 202L	Intermediate Medical-Surgical Nursing Lab . . . . .	.2.0
NURSING 204	Advanced Medical-Surgical Nursing . . . . .	.5.5
NURSING 204L	Advanced Medical-Surgical Nursing Lab . . . . .	.4.5
PSYCH 101	Introduction to Psychology . . . .	.3.0

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

Units required for Major: 43

BIOSCI 201	Introduction to Human Anatomy . .	.4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	.4.0
	<i>OR</i>	
BIOSCI 204	Human Anatomy/Physiology I . . .	.4.0
BIOSCI 205	Human Anatomy/Physiology II . . .	.4.0
BIOSCI 250	Human Anatomy & Physiology . . .	.8.0
BIOSCI 221	Introduction to Microbiology . . .	.5.0
COMS 105	Speech Fundamentals . . . . .	.3.0
	<i>OR</i>	
COMS 223	Small Group Communication . . .	.3.0
ENGL 101	English Composition & Literature	.3.0
NURSNG 103	LVN to RN Bridge Class . . . . .	.1.5
NURSNG 200	Psychiatric Nursing . . . . .	.2.5
NURSNG 200L	Psychiatric Nursing Lab . . . . .	.2.0
NURSNG 202	Intermediate Medical- Surgical Nursing . . . . .	.3.0
NURSNG 202L	Intermediate Medical-Surgical Nursing Lab . . . . .	.2.0
NURSNG 204	Advanced Medical-Surgical Nursing . . . . .	.5.5
NURSNG 204L	Advanced Medical-Surgical Nursing Lab . . . . .	.4.5
PSYCH 101	Introduction to Psychology . . . .	.3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

### Associate in Science Degree: Nursing – Vocational Nursing

Units required for Major: 57

BIOSCI 201	Introduction to Human Anatomy . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
	OR	
BIOSCI 204	Human Anatomy/Physiology I . . .	4.0
BIOSCI 205	Human Anatomy/Physiology II . . .	4.0
	OR	
BIOSCI 250	Human Anatomy & Physiology . . .	8.0
VOCNSG 100	Nursing Fundamentals I . . . . .	5.0
VOCNSG 101	Nursing Fundamentals II . . . . .	5.0
VOCNSG 102	Pharmacology . . . . .	3.0
VOCNSG 103	Medical-Surgical Nursing I . . . . .	8.0
VOCNSG 104	Medical-Surgical Nursing II . . . . .	6.0
VOCNSG 105	Medical-Surgical Nursing III . . . . .	11.0
VOCNSG 106	Maternal-Newborn/Pediatric Nursing . . . . .	6.0
VOCNSG 107	Medical-Surgical IV . . . . .	5.0

### Certificate of Achievement: Medical Assistant

Units required for Certificate: 19.5

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

### Certificate of Completion: Certified Nursing Assistant

#### PROGRAM DESCRIPTION

Upon completion of this course and a state test for certification, the student will be able to function as a certified nurse assistant in a skilled nursing facility providing basic patient care for residents. The CNA works under the supervision of a licensed vocational nurse or registered nurse.

Units required for Certificate: 5.0

NURSNG 050	Nurse Assistant Training . . . . .	5.0
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### Certificate of Completion: Emergency Medical Technician I

#### PROGRAM DESCRIPTION

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

Units required for Certificate: 7.5

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

Accrediting Boards for Registered Nursing and LVN-RN Career Ladder

National League for Nursing Accrediting Commission (NLNAC)

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

Board of Registered Nursing (BRN)

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

Board of Registered Nursing (BRN)

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

Admission Requirements for Registered Nursing Program

1. All nursing science and pre-requisite courses must be completed with a grade C or better.
2. The following courses are required prior to applying to the registered nursing program or the LVN to RN nursing program: Anatomy –4 units with lab, Physiology – 4 units with lab, Microbiology – 5 units with lab and ENGL 101. All of these

\* Associate Degree Program

courses must be completed with a grade C or better. Student must take Math 060 or Business Math 144 and complete with a grade C or better. Students may test out of math courses.

3. Students need a 2.5 grade point average in the nursing requirements courses. These include: Anatomy, Physiology, Microbiology, Psychology, Speech, English and Math.
4. A transfer from another nursing program or challenge: Student must begin this process by submitting an application and transcripts to the Allied Health Office. Course Descriptions must accompany transcripts. An appointment with the Dean of Allied Health/Director of Nursing must be scheduled as well.
5. Proof of vaccination followed by positive titer for Hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria and tetanus required.
6. Negative mantoux or chest x-ray documentation is required.
7. All nursing students are required to have an annual physical examination. The first physical must be within six months of beginning classes.
8. Current CPR certificate (for health care providers) required prior to start of classes.
9. In addition to the purchase of supplies, textbooks and uniforms, students must pay Associated Student Government fees and enrollment fees including purchase of a College of the Canyons patch.
10. Students must provide their own living expenses and transportation. Limited educational grants, scholarships and loans are available.
11. Students must purchase a student nurse handbook which details information regarding philosophy, grading, dismissal, reentry, probation and ethics.
12. Students must purchase student nurse malpractice insurance and assessment testing materials. Students will be given information on this when accepted into the program.

### REGISTERED NURSING PROGRAMS

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

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

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

RN Program application procedure:

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

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

### SELECTION CRITERIA

#### LVN-RN Career Ladder Program

1. The following courses are required prior to applying to the registered nursing program or the LVN to RN nursing program: Anatomy –4 units with lab, Physiology – 4 units with lab, Microbiology – 5 units with lab and English 101. All of these courses must be completed with a grade C or better. Student must take Math 060 or Business Math 144 and complete with a grade C or better. Students may test out of math courses.

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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2. Minimum GPA of 2.50 is required in any completed Nursing Science degree requirements (BIOSCI 201, 202, or 204, 205, or 250, and BIOSCI 221, PSYCH 101, ENGL 101, and COMS 105 or 223). GPA is calculated by using Nursing requirement courses (listed above) completed by the time of selection. For high school students who have not taken college classes GPA is calculated using advanced placement science classes and algebra.\* (No more than two years after high school graduation.)

3. Qualified applicants are placed on a wait list.

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

### Associate Degree Nursing Requirements

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

### Nursing Sample Curriculum Guide for Generic RN Student:

#### First Year – First Semester:

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

#### First Year – Second Semester:

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

#### Second Year – Third Semester

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

#### Second Year – Fourth Semester

- \* POLISC 150
- \* NURSNG 204/204L

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

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

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

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

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

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

### APPLICATION PROCEDURE

1. Obtain COC application; complete and submit to the Admissions and Records office with a copy of official transcripts from each college attended. A course description of each course being transferred must accompany the transcripts. Students must have nursing program checklist completed.
2. Pre-requisites for the LVN to RN career ladder program are the same as for the Registered Nursing Program.

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\* Associate Degree Program

3. Obtain a nursing program application; complete and submit to the Allied Health Office with an official copy of transcripts from each college attended, as well as math test placement ( if applicable). A course description of each course being transferred must accompany the transcripts. Students must have a nursing program checklist completed. These MUST be attached to the nursing program application.

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

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

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

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

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

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

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

Students are required to take 6 units of American Institutions to satisfy the Associate in Science Degree requirement for College of the Canyons. The physical education requirement has been waived for registered nursing students.

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

### 30 Unit Option

The LVN who chooses the “30-unit option” must have a California vocational nursing license and must meet the microbiology and physiology requirements with a grade of C or better. The applicant must then take NURSNG 103, 200/200L, 202/202L and 204/204L. Upon satisfactory completion of these classes, the applicant would be eligible to apply to take the RN licensure examination. The student would NOT be a graduate of College of the Canyons Nursing Program or of the College. Applicants to this curriculum alternative must meet with the nursing director for advisement. Placement will be based on space available.

### SELECTION CRITERIA

#### Vocation Nursing Program (VOCNSG)

1. Completion of ENGL 090 or 092 or ESL 100, ENGL 080, MATH 060, or BUS 144 (with a grade of C or better).
2. Completion of high school or equivalency.
3. The vocational nursing applicant may receive 100 clinical hours of advanced standing. Qualifying applicants are those with education or experience as certified nursing assistants. An applicant who desired admission to the vocational nursing program by advanced standing must make an advisement appointment with the director or assistant director of nursing.
4. Lottery every other Spring for all applicants who meet above criteria.

\*VOCNSG Students must complete BIOSCI 201 and 202 or 204 and 205 or BIOSCI 250 before completion of Vocational Nursing Program

### B.S.N. INFORMATION

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

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

CHEM-110	Introductory Chemistry . . . . .	4.0
	OR	
CHEM 151	Prep General Chemistry . . . . .	4.0
SOCI 101	Introduction to Sociology . . . . .	3.0
MATH 140	Intro Statistics . . . . .	4.0
CMPSCI 101	Introduction to Computer Science . .	4.0
	OR	
CIT 140	Microsoft Office . . . . .	3.0

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

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

Seventy College of the Canyons' credits may be transferred. Students will also need 9 units of upper-division general education from the upper-division elective classes taken from CSUN. Subject to change Spring 2004.

## PHILOSOPHY

### PROGRAM DESCRIPTION

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

### Degree Requirements

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

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\* Associate Degree Program

# \*PHOTOGRAPHY

## PROGRAM DESCRIPTIONS

### Associate in Arts Degree: 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 competencies in the following areas:

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

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

Units required for Major: 30

ART 110	History of Art: Paleolithic to Renaissance . . . . .	3.0
ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . . . .	3.0
ART 141	Beginning Design: 3D Media . . . . .	3.0
PHOTO 140	History of Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras & Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0

Plus six units from the following:

PHOTO 165	Digital Photography I . . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 185	Alternative Processes in Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5 – 3.0
PHOTO 205	Advanced Digital Photography . . . . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education in Photo . . . . .	1.0 – 4.0

### Associate of Arts Degree: Photojournalism

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

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

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)
- Critique and analysis of photographs
- Digital camera control
- Digital imaging
- Ethics and copyright laws of newspaper photography
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Preparing photographs for print (including newspaper)
- Presentation techniques
- Project collaboration

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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

Units required for Certificate: 30

JOURN 100	Media and Society	.....3.0
JOURN 105	News Writing	.....3.0
JOURN 210	Newspaper & Magazine Production Staff	.....3.0
PHOTO 150	Introduction to Cameras & Composition	.....3.0
PHOTO 160	Black and White Photography	..3.0
PHOTO 165	Digital Photography I	.....3.0
PHOTO 205	Advanced Digital Photography	
PHOTO 260	Photojournalism	.....3.0

*Plus six units from the following:*

PHOTO 175	Intermediate Photography	.....3.0
PHOTO 180	Documentary and Landscape Photography	.....3.0
PHOTO 195	Color Photography	.....3.0
PHOTO 198	Special Topics in Photography	.....0.5 – 3.0
PHOTO 285	Advanced Photography	.....3.0
PHOTO 295	Professional Practices and Portfolio	.....3.0
CWEXP 188	Cooperative Work Experience Education: PHOTO	.....1.0 – 4.0

### 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.

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

- Black & white film and laboratory practices
- Business marketing and management

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

Units required for Certificate: 27

PHOTO 160	Black and White Photography	3.0
PHOTO 165	Digital Photography I	.....3.0
PHOTO 175	Intermediate Photography	.....3.0
PHOTO 190	Studio Photography	.....3.0
PHOTO 195	Color Photography	.....3.0
PHOTO 205	Advanced Digital Photography	..3.0
PHOTO 285	Advanced Photography	.....3.0
PHOTO 295	Professional Practices and Portfolio	.....3.0

#### *Required Elective*

CWEXP 188	Cooperative Work Experience Education: PHOTO	.....1.0 – 4.0
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(Must complete 3.0 units)

#### *Recommended Electives*

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

### 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.

\* Associate Degree Program

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

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

Units required for Certificate: 30

ART 111	History of Art: Renaissance to the Present . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2D Media . . .	3.0
PHOTO 140	History of Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras & Composition . . . . .	3.0
PHOTO 160	Black and White Photography . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education: PHOTO . . . . .	1.0 – 4.0

*Plus nine units from the following:*

PHOTO 165	Digital Photography I . . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 185	Alternative Processes in Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5 – 3.0
PHOTO 205	Advanced Digital Photography . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0

# PHYSICAL EDUCATION- KINESIOLOGY

## PROGRAM DESCRIPTION

The Physical Education-Kinesiology program offers a diverse curriculum which includes theory courses in Physical Education-Kinesiology, health education, and athletic training/sports medicine. A wide variety of movement courses are offered for the development of physical activity skills, knowledge, and fitness necessary for lifetime wellness in the areas of group exercise, aquatics, team sports, and recreation. Traditionally strong intercollegiate athletic programs offer performance-based students opportunities for competition. The Physical Education-Kinesiology department offers an associate degree in Physical Education-Kinesiology as well as an associate degree in Athletic Training. With a growing emphasis on physical fitness and life-long recreational activities in our society, the demand for courses in the Physical Education-Kinesiology Department is expected to increase.

## Associate in Science Degree: Physical Education - Kinesiology

Units required for Major: 23

BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
	OR	
BIOSCI 204	Human Anatomy/Physiology I . .	4.0
BIOSCI 205	Human Anatomy/Physiology II . .	4.0
	OR	
BIOSCI 250	Human Anatomy & Physiology . .	8.0
PHYSED 100	Health Education . . . . .	3.0
PHYSED 101	Introduction to Kinesiology and Physical Education . . . . .	3.0
PHYSED 102	Principles of Physical Fitness and Conditioning . . . . .	3.0
PHYSED 110	Prevention and Care of Athletic Injuries . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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OR

HLHSCI 150 Nutrition . . . . .3.0

*Plus three units from the following:*

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

*Recommended Electives*

PHYSED 109 Emergency Procedures . . . . .2.0

## PHYSICS

### PROGRAM DESCRIPTION

The Physics program provides curriculum concerned with the properties of matter and energy, their interactions and transformations. The Physics program includes both major and non-major courses. The following is a sample of career options available for physics. Most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer safety officer, engineer, teacher, astrophysicist, and physicist.

### Degree Requirements

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

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\* Associate Degree Program

## POLITICAL SCIENCE

### PROGRAM DESCRIPTION

Public authority, responsibility, and acquisition of power are studied in the discipline of political science.

Introductory courses are for students interested in learning about American government, politics in general and relationships with other political systems in the world. Students majoring in political science or who are pre-law will profit from the more advanced courses in the department.

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

### Degree Requirements

An associate degree is not available in Political Science since this is considered to be a transfer major.

Students desiring the associate degree should consult with a counselor regarding the selection of an appropriate associate degree major.

## PSYCHOLOGY

### PROGRAM DESCRIPTION

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

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

### Degree Requirements

An associate degree is not available in Psychology since this is considered to be a transfer major.

Students desiring the associate degree should consult with a counselor regarding the selection of an appropriate associate degree major.

## \*QUALITY TECHNOLOGY

### PROGRAM DESCRIPTION

Quality Technology is an occupational program designed to prepare students for a variety of positions from entry-level inspection to quality management. Courses offered include lecture, hands-on experience, and a selection of field trips used to demonstrate actual application of area studies. Learned skills may include the ability to utilize all types of precision measuring equipment, parts layout, blueprint specification, and non-destructive test applications. Major areas are mechanical/electrical measurements, statistical concepts, process control, interpretation of specification, and non-destructive testing.

**Associate in Science Degree and Certificate of Achievement: Quality Technology**

Courses required for the major:

Units required for Major: 18

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

## RADIO/TELEVISION/ FILM

### PROGRAM DESCRIPTION

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

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

Units required for Major: 24

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

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

Units required for Major: 24

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

\* Associate Degree Program

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

Units required for Major: 24

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

## \*REAL ESTATE

**PROGRAM DESCRIPTION**

The Real Estate program involves the study of California Real Estate principles, practices, procedures, law and offers courses mandated by the California Department of Real Estate to prepare those who desire a career in Real Estate.

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

Upon successful completion of the full program, the student will be academically qualified to take the California Real Estate Broker's Examination.

Target occupations for this course of study include Real Estate Sales, Real Estate Brokers, Mortgage Brokers, Property Management, Loan Brokers and Escrow Officer.

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

Units required for Major: 26

BUS 201	Principles of Accounting I . . . . .	.5.0
REAL 100	Real Estate Principles . . . . .	.3.0
REAL 101	Real Estate Practices . . . . .	.3.0
REAL 105	Real Estate Financing . . . . .	.3.0
REAL 115	Legal Aspects of Real Estate . . .	.3.0
REAL 120	Real Estate Appraisal I . . . . .	.3.0

*Plus six units from the following:*

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

\* Associate Degree Program

## SIGN LANGUAGE

### PROGRAM DESCRIPTION

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

### Degree Requirements

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

## \*SOCIAL SCIENCE

### PROGRAM DESCRIPTION

Social Science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary view, as well as historical roots and evolving perspectives. This degree takes an interdisciplinary approach to the field and is designed to provide an overview of the broad range of courses that constitute and are available in the social sciences.

### Associate in Arts Degree: Social Science

Units required for Major: 18

American Institutions Requirement (6 units):

Select one 6 unit option:

- A. HIST 111 or 112 or 120 or 150 or 170 or 230 or 245 and Political Science 150

OR

- B. HIST 111 and 112

*Plus three units from the following:*

PSYCH 101	Introduction to Psychology . . . . .	3.0
PSYCH 105	Personal Growth and Adjustment . . . . .	3.0
PSYCH 109	Social Psychology . . . . .	3.0
PSYCH 150	Crisis Intervention & Management . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0
PSYCH 230	Human Sexuality . . . . .	3.0
PSYCH 235	Psychology of Gender Roles . . . . .	3.0
PSYCH 240	Abnormal Psychology . . . . .	3.0

*Plus three units from the following:*

SOCI 100	Chicano/a Culture . . . . .	3.0
SOCI 101	Introduction to Sociology . . . . .	3.0
SOCI 102	Sociological Analysis . . . . .	3.0
SOCI 103	The Changing Family . . . . .	3.0
SOCI 105	Multiculturalism in the United States . . . . .	3.0
SOCI 106	Racial and Ethnic Relations in U.S. Society . . . . .	3.0

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\* Associate Degree Program

SOCI 108	Thinking Critically About Social Issues . . . . .	3.0
SOCI 110	Self and Society . . . . .	3.0
SOCI 150	Introduction to Criminology . . . . .	3.0
SOCI 151	Juvenile Delinquency . . . . .	3.0
SOCI 200	Introduction to Women's Studies . . . . .	3.0
SOCI 203	Sociology of Work, Organizations, and Community . . . . .	3.0
SOCI 207	Social Problems . . . . .	3.0
SOCI 208	Sociology of Death and Dying . . . . .	3.0
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0
SOCI 230	Sociology of Sexuality . . . . .	3.0
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0

*Plus three units from the following:*

ANTHRO 103	Cultural Anthropology . . . . .	3.0
ANTHRO 105	Introduction to Archaeology and Prehistory . . . . .	3.0
ANTHRO 210	Indians of California . . . . .	3.0

*Plus three units from the following:*

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

# SOCIOLOGY

## PROGRAM DESCRIPTION

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

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

## Degree Requirements

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

\* Associate Degree Program

**Spanish**  
(See Foreign Languages)

## TRANSFER STUDIES

## THEATRE

### PROGRAM DESCRIPTION

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

### Degree Requirements

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

### PROGRAM DESCRIPTION

The Transfer Studies major is designed for students planning to transfer to either the California State University or University of California to earn the Associate of Arts degree with a Transfer Studies major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

To meet requirements for the CSU General Education Breadth associate degree program students must:

1. Complete CSU General Education Breadth for Certification, including the American Institutions requirement.
2. Earn a "C" or "CR" grade or higher in 30 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning course in Area B.
3. Complete a minimum of 60 degree applicable CSU transferable semester units.

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\* Associate Degree Program

4. Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
5. Meet College of the Canyons residency requirements for graduation.

To meet requirements for the IGETC-CSU associate degree program students must:

1. Complete IGETC-CSU Certification pattern.
2. Meet the American Institutions requirements.
3. Earn a "C" or "CR" grade or high in all IGETC courses.
4. Complete a minimum of 60 degree applicable CSU transferable semester units.
5. Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
6. Meet College of the Canyons residency requirements for graduation.

To meet requirements for the IGETC-UC associate degree program students must:

1. Complete IGETC-UC Certification pattern.
2. Meet the American Institution requirements.
3. Earn a "C" or "CR" grade or higher in all IGETC courses.
4. Complete a minimum of 60 degree applicable UC transferable semester units.
5. Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
6. Meet College of the Canyons residency requirements of graduation.

## \*WATER SYSTEMS TECHNOLOGY

### PROGRAM DESCRIPTION

Water Systems Technology is the study of wastewater treatment and water distribution processes. The program is designed to prepare students seeking a career in the water treatment, disposal, and distribution fields. The Water Systems Technology program also provides instruction for water personnel interested in career advancement. Coursework will help prepare students for various certification examinations given by the State of California Department of Health Services. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, chemical dosage techniques, water distribution, and water mathematical calculations to name a few. The students completing the program can become employed as a distribution operator, water treatment plant operator, water service representative, wastewater collection worker, and/or a wastewater treatment operator.

### Associate in Science Degree: Water Systems Technology

Units required for Major: 27

WATER 030	Waterworks Mathmatics . . . . .	3.0
WATER 040	Water Distribution Operator I . . . . .	3.0
WATER 041	Water Distribution Operator II . . . . .	3.0
WATER 050	Water Treatment Plant Operation Processes I . . . . .	3.0
WATER 051	Water Treatment Chemistry . . . . .	3.0
WATER 052	Water Treatment Plant Operation Processes II . . . . .	3.0
WATER 060	Wastewater Treatment and Disposal I . . . . .	3.0
WATER 061	Wastewater Treatment and Disposal II . . . . .	3.0
WATER 062	Wastewater Treatment and Disposal III . . . . .	3.0

\* Associate Degree Program

## \*WELDING

### PROGRAM DESCRIPTION

Welding Technology is an occupational program designed to prepare students for a variety of entry-level positions in today's welding-related industry. Course offerings stem from the basic welding fundamentals to the most technically advanced. Students gain skillfulness in safety procedures, applied theory and related welding processes. Emphasis is placed on individual instruction. Students can earn welding certifications in accordance with the American Welding Society, Los Angeles Department of Building and Safety, and the American Society of Mechanical Engineers. Upon successful completion of the program, students are prepared to enter into the following career opportunities: welder, welding inspector, welding technician or fitter, pipe fitter, and maintenance mechanic.

Associate in Science Degree and Certificate of Achievement: Drafting - Architectural

Units required for Major: 21

Take 15 units from the following group:

WELD 100	Introduction to Oxyacetylene Welding . . . . .	.2.0
WELD 101	Introduction to Arc Welding . . . .	.2.0
WELD 102	Introduction to Gas Tungsten Arc and Gas Metal Arc Welding . . . .	.2.0
WELD 103	Metal Sculpturing . . . . .	.2.0
WELD 130	Welding Metallurgy . . . . .	.3.0
WELD 140	Welding Inspection . . . . .	.3.0
WELD 155	GTAW and Orbital Welding . . . .	.4.0
WELD 160	Advanced Gas Tungsten Arc Welding . . . . .	.2.0

*Or completion of the following courses will satisfy the above:*

WELD 120	Industrial Welding I . . . . .	.5.0
WELD 122	Industrial Welding II . . . . .	.5.0
WELD 124	Industrial Welding III . . . . .	.5.0

*Or completion of the following courses will satisfy the above:*

WELD 150	Welding Technology . . . . .	15.0
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*Plus six units from the following:*

ENGL 092	Introduction to Technical Writing .	3.0
MFGT 100	Measurements and Computations . . . . .	3.0

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\* Associate Degree Program

## **COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

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

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

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

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

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

### OPEN CLASSES

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

### COURSE PREREQUISITES

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

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

### Important Definitions:

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

### *Procedures for Challenging a Prerequisite*

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

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

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

### DEGREE APPROPRIATE CLASSES

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

### TRANSFERABLE COURSES

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

# **ADMINISTRATION OF JUSTICE**

## **ADMJUS 099 CAMPUS ESCORT SERVICE OFFICER**

Units: 1.00 1.00 hours lecture weekly

Through a supervised security experience, students will develop communication skills in interactions with the public, providing assistance and evening escort service for the campus environment. Basic campus security, crowd control and crime prevention. Units do not apply to the associate degree. Offered credit/no credit only.

## **ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An overview of the history, philosophy and practical aspects of the Criminal Justice System (CJS) in America. This course presents an overview of the sub-systems of the CJS, presents concepts, terms and theories of law enforcement, the judiciary and the correctional system. UC credit limitation; consult a counselor.

## **ADMJUS 110 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An in-depth study of the history, role and responsibility of each primary segment within the administration of justice system: law enforcement, judicial and corrections. Each subsystem is examined from the initial entry to final disposition and the relationship each segment maintains with its system members. UC credit limitation, consult a counselor.

## **ADMJUS 125 CRIMINAL LAW**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

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

## **ADMJUS 126 SUBSTANTIVE CRIMINAL LAW**

Units: 3.00 - CSU 3.00 hours lecture weekly

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

## **ADMJUS 130 REPORT WRITING FOR LAW ENFORCEMENT**

Units: 3.00 - CSU 3.00 hours lecture weekly

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

## **ADMJUS 135 EVIDENCE**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction for students entering law enforcement or those students having an interest in the study of law. Covers relevant constitutional issues, supreme court decisions and the Federal Rules of Evidence. Major topics include types, kinds and preservation of evidence; the Hearsay Rule; admissibility; privileges; identification; searches and consent.

## **ADMJUS 150 PATROL PROCEDURES**

Units: 3.00 - CSU 3.00 hours lecture weekly

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

## **ADMJUS 155 CRIMINAL INVESTIGATION**

Units: 3.00 - CSU 3.00 hours lecture weekly

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

### **ADMJUS 160 TRAFFIC: ENFORCEMENT/INVESTIGATION**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Traffic law enforcement, accident investigation, and traffic control: primary emphasis on the California Vehicle Code. Basic accident reporting and classification; determination of cause and prevention. Not open to students having credit for Administration of Justice 145.

### **ADMJUS 175 ORGANIZED CRIME AND VICE**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Presents the social, political and legal issues and discusses the major influence of organized crime on vice activity. Reviews the California laws dealing with prostitution, gambling and pornography.

### **ADMJUS 180 DANGEROUS DRUGS & NARCOTICS**

Units: 3.00 - CSU 3.00 hours lecture weekly  
The law enforcement role relating to narcotics and dangerous drugs. The course includes a study of laws pertaining to controlled substances, identification of drugs, symptoms of use and investigative techniques.

### **ADMJUS 185 POLICE-COMMUNITY RELATIONS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A study of the roles of the administration of justice agencies and their interaction with the community. Evaluates role expectations of the various agencies and the public at large. Emphasis is placed upon professionalism and the development of positive relationships between members of the system and the public.

### **ADMJUS 190 POLICE ADMINISTRATION**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Specialized training for those wishing an overview of law enforcement management, as well as preparing those in law enforcement for supervisory positions. Subjects covered include organizational structures, administration problems, leadership training and personnel issues.

### **ADMJUS 198 ADVANCED OFFICER TRAINING**

Units: 0.50-5.00 - CSU 0.50 hours lecture weekly  
Special topics courses in a variable format depending on subject matter. Course content includes refresher material from all areas of law enforcement responsibility such as law, firearms, first aid, and patrol procedures. Each course will have its own title and letter designation in the schedule of classes (Formerly AJ-199).

### **ADMJUS 250 PEACE OFFICER'S TRAINING ACADEMY**

Units: 10.00- CSU 28.59 hours lecture weekly, 13.76 hours lab weekly  
Prerequisite: Student must successfully pass a written examination, successfully complete a test in physical agility and strength, a medical examination covering all aspects of health, an intensive personal background investigation and a psychiatric evaluation. These tests must be successfully completed under published guidelines of various individual police departments, the Los Angeles County Health Department, and rules of the Los Angeles County Civil Service Commission and the State of California as directed by Peace Officer Standards and Training.

An 18-week police basic training course designed to prepare students for employment with police departments in the State of California. Students are trained in specific areas of law enforcement including community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle code, vehicle operations, communications, physical conditioning, health, self-defense tactics, weapons and marksmanship.

### **ADMJUS 291 RESERVE OFFICER TRAINING LEVEL III**

Units: 3.00 - CSU 9.59 hours lecture weekly  
A demanding and highly structured course of fundamental instruction that will award the student with a certification of Level III status upon successful completion of the 163 hours. Also certifies the student under P.C. 832.

**ADMJUS 292 RESERVE OFFICER TRAINING LEVEL II**

Units: 3.00 - CSU 9.41 hours lecture weekly

A demanding and highly structured course of medium level instruction that will award the student a certification of level II status upon successful completion of the 160 hours. Also certifies the student's ability to proceed to Level I training.

**ADMJUS 293 RESERVE OFFICER TRAINING LEVEL I**

Units: 5.00 - CSU 20.71 hours lecture weekly

The highest level of Reserve Officer, carrying with it the equivalency of having completed a Basic P.O.S.T. Academy. The most demanding and highly structured course of the 799 hour Reserve Officer program. Awards the student a certification of Level I status upon successful completion.

**American Sign Language  
(See Sign Language)****ANIMATION****ANIM 081 APPLICATIONS: 3D STUDIO MAX I**

Units: 1.00 1.00 hours lecture weekly

*Corequisite: ANIM-091L*

A short, introductory course in basic character design and animation using 3D Studio Max software. Students learn how to utilize basic design and animation features along with the application of 3D Studio Max for the building of simple armatures and exploring forward kinematics animation. Basic computer knowledge is assumed. Offered credit/ no-credit only and not degree applicable. Part one of three courses (Formerly DAT-081).

**ANIM 082 APPLICATIONS: 3D STUDIO MAX II**

Units: 1.00 1.00 hours lecture weekly

*Prerequisite: ANIM-081 or DAT-081;*

*Co-requisite: ANIM-091L*

A short-term intermediate course in character animation and design using 3D Studio Max software. Students continue to develop their skills using more complex animation and designs, along with exploring 3D Studio Max's powerful tools to control more advanced character designs, textures, lighting, and mapping. Offered credit/no-credit only and not degree applicable. Part two of three courses (Formerly DAT-082).

**ANIM 083 APPLICATIONS: 3D STUDIO MAX III**

Units: 1.00 1.00 hours lecture weekly

*Prerequisite: ANIM-082 or DAT-082;*

*Co-requisite: ANIM-091L*

A short-term, advanced course in character animation and design using 3D Studio Max software. Students continue to develop their skills in character animation, along with exploring 3D Studio Max's powerful tools to create complex set designs with maps, textures, and lighting. Part three of three courses. Offered credit/no-credit only and not degree applicable (Formerly DAT-083).

**ANIM 085 APPLICATIONS: MAYA I**

Units: 1.00 1.00 hours lecture weekly

*Co-Requisite: ANIM-091L*

A short-term introduction to the basics of Maya 3D animation software. Includes Maya and 3D terms, as well as understanding how Maya nodes work with basic modeling and animation controls. Part 1 of 3 courses; offered credit/no-credit and not degree applicable. Recommended preparation: Basic computer skills (Formerly DAT 085).

**ANIM 086 APPLICATIONS: MAYA II**

Units: 1.00 1.00 hours lecture weekly

*Prerequisite: ANIM-085*

*Co-Requisite: ANIM-091L*

Short-term intermediate design and modeling using 3D animation software MAYA. Students learn how to design and explore detailed textures, cameras, lighting, intermediate surfaces, intermediate modeling of polygons and NURBS. Part 2 of 3 courses. Offered credit/no-credit and not degree applicable (Formerly DAT-086).

## ANIMATION

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### ANIM 087 APPLICATIONS: MAYA III

Units: 1.00 1.00 hours lecture weekly

*Prerequisite:* ANIM-086 or DAT-086

*Corequisite:* ANIM-091L

Short-term course in character animation and design through the popular tool MAYA. Students learn how to design and texture, along with exploring MAYA's tools to produce head and body modeling, inverse kinematics and animation constraints. Part 3 of 3 courses focusing on MAYA 3D computer animation. Offered credit/no-credit only and not degree applicable (Formerly DAT-087)

### ANIM 091L SHORT-TERM OPEN ANIMATION LAB

Units: 0.50 1.50 hours lab weekly

A short-term open animation lab for currently enrolled animation students who wish to increase their skills through the use of the computer animation lab. Offered credit/no-credit and not degree applicable (Formerly DAT-091L).

### ANIM 092L OPEN ANIMATION LAB

Units: 1.00-2.00 3.00 hours lab weekly

An open lab for the currently enrolled animation student who wishes to increase skills through the computer animation lab. Rec. Prep: Concurrent enrollment with another animation production course. Offered credit/no-credit and not degree applicable (Formerly DAT-092L).

### ANIM 093L DRAWN ANIMATION OPEN LAB

Units: 0.50-2.00 1.50 hours lab weekly

A drawn animation open lab for the currently enrolled animation student who wishes to increase skills through the use of this lab. Designed for ANIM-101 and ANIM-201 students.

### ANIM 101 INTRODUCTION TO ANIMATION

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation:* ART-124B

*Co-requisite:* ANIM-093L

The principles of animation, laws of motion, timing, analysis and the production of a short animated narrative video. Traditional drawing methods will be used (Formerly DAT-184).

### ANIM 120 STORY DEVELOPMENT AND STORYBOARDING

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

A introduction to story development and storyboarding for animation. Emphasis is on storyboarding as well as the understanding of traditional story structure for animated film, television and Internet. Staging, dramatic structure, film narrative, clarity and continuity is applied to hands-on projects. Students also explore a variety of storyboarding styles, from the realistic to stylized boards (Formerly DAT-185).

### ANIM 130 INTERACTIVE ANIMATION FOR THE WEB

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Co-requisite:* ANIM-092L

*Recommended Preparation:* Basic Computer Skills.

An introduction to interactive 2D computer animation. Drawing tools, bitmaps, symbols, layers, animation and basic interactivity is utilized to create a short 2D animated interactive movie.

### ANIM 140 INTRODUCTION TO 3D STUDIO MAX ANIMATION

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Co-requisite:* ANIM-092L

An introduction to 3D computer design, modeling, textures, and animation through the use of 3D Studio Max software. 3D models and animations with light, sounds, and textures will be explored. Students create character animation, construct set designs, and complete an independent project. Basic computer skills are assumed (Formerly DAT-187).

### ANIM 141 INTRODUCTION TO 3D COMPUTER ANIMATION: MAYA

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite:* Basic computer skills

*Co-requisite:* ANIM-092L

An introduction to 3D computer design, modeling, textures and character animation through the use of Maya software. Understanding how Maya nodes work with basic modeling and animation controls. Learning how to

design and explore detailed textures, cameras, lighting, intermediate surfaces, intermediate modeling of polygons and NURBS. Head and body modeling, inverse kinetics and animation constraints.

### **ANIM 190 ANIMATION PRODUCTION**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Prerequisite: ANIM-101 or DAT 184.*

Pre-production, production and post-production techniques are examined through the completion of a collaborative animated project.

### **ANIM 201 ADVANCED ANIMATION**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Prerequisite: ANIM-101 or DAT-184*

*Co-requisite: ANIM-093L*

An in-depth examination of hand drawn character animation and its techniques. Students will complete advanced animation exercises, as well as design and produce a short animated file (Formerly DAT-281).

### **ANIM 221 LAYOUT FOR ANIMATION**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Recommended Preparation: ART-124A and ANIM-101*

A study of design, composition, perspective, atmospheric, and psychological lighting, and camera placement. Knowledge is applied to the construction of scenes, the congruency of sequences, and the designing of backgrounds for animation.

### **ANIM 222 CHARACTER AND PROP DESIGN FOR ANIMATION**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Recommended Preparation: ART-124B*

Prop and character design for animation. Students learn construction techniques for models that have individual appeal and also contribute to the story as a whole. Emphasis is placed on emotional content and clarity of design, as well as technical conventions.

### **ANIM 240 ADVANCED 3D STUDIO MAX/ANIMATION**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Prerequisite: ANIM-140 or DAT-187*

*Co-requisite: ANIM-092L*

*Recommended Preparation: ANIM-101 or DAT-184*

Covers advanced concepts for producing 3D computer models and animations. Character and architectural animations are produced using lighting, sound and texture. Students produce an independent project in 3D Studio Max (Formerly DAT-287).

### **ANIM 241 ADVANCED MAYA ANIMATION**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Prerequisite: ANIM-141 or DAT-087 or ANIM-087*

*Co-requisite: ANIM-092L*

A comprehensive exploration of 3D computer design, modeling, textures and character animation through the use of Maya software. Students collaborate in creating team projects, designing characters and animation.

### **ANIM 280 ANIMATION PORTFOLIO**

*Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly*

*Prerequisite: ANIM-201 or DAT-281*

Students organize and prepare an animation portfolio in a professional manner. Emphasis is on evaluating the selection of work as well as improving construction and design of presentation. Career options and employment opportunities will be examined (Formerly DAT-289).

## **ANTHROPOLOGY**

### **ANTHRO 101 PHYSICAL ANTHROPOLOGY**

*Units: 3.00 - UC:CSU 3.00 hours lecture weekly CAN ANTH 2*

The study of humans and the lower primates primarily from the biological perspective covering a period of approximately 70 million years. Deals with human popu-

lation genetics in the conceptual framework of evolutionary processes. Includes primate behavior, primate evolution and comparison, and the study of fossil humans. Concludes with the analysis of the concepts of race formation and classification in terms of human population genetics.

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

Units: 1.00 - UC:CSU 3.00 hours lab weekly

*Co-requisite: ANTHRO-101*

Provides a hands-on scientific study of human evolution and variation. Students conduct lab work on human and non-human primate lab specimens using physical anthropology methods, materials and techniques. Includes DNA, blood and protein samples, measurement and comparison of skeletal materials and fossil casts and the performance of standard anthropometric measurements of human subjects. Includes observation of primate behavior in a zoo or research setting through a required one-half day field trip.

### **ANTHRO 103 CULTURAL ANTHROPOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN ANTH 4

A study of the nature of humankind, culture and society. Includes concepts and theories for the analysis and understanding of culture and society. Survey of topics such as prehistory and culture growth, social organization, family systems, politics and economics, war, religion, values, culture shock and applied anthropology. Combines lectures and class discussions with in-depth studies of selected cultures.

### **ANTHRO 105 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN ANTH 6

A general course in archaeology and prehistory for the beginning student. Topics include the history of archaeology, archaeology as a science, site location, fossil and artifact analysis, excavation and dating. The transition of human cultures from early foraging and hunting lifestyles into sedentary tribes, chiefdoms and states from 120,000 BC to 1600 AD will be studied, primarily through the analysis of specific Old and New World sites.

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

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey course aimed at reviewing the main cultural aspects of the California Indians, including the prehistory, modes of subsistence, social organization, customs, and geographical and historical relationships of the native people of California and draws upon ethnological, ethnographical, historical and archaeological materials. UC credit limitation; consult a counselor.

### **ANTHRO 299 DIRECTED STUDIES IN ANTHROPOLOGY**

Units: 1.00-3.00 - UC:CSU

An independent study course or specialized field training dealing with anthropological or archaeological subject matter. UC credit limitation; consult a counselor.

## **Architecture (See Design Arts and Technology)**

## **ART**

### **ART 091 ART/DESIGN LAB**

Units: 1.00-2.00 3.00 hours lab weekly

An open lab for the currently enrolled art student who wishes to increase skills through the use of the art-design lab facility. Course is offered on a credit/no-credit basis and not degree applicable.

### **ART 110 HISTORY OF ART: PALEOLITHIC TO RENAISSANCE**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN ART 2

The first in a series of two survey classes in art history. In this course, the student will be able to study major works of art through reproductions made available in pictures and slides. The emphasis is placed on major monuments of art in painting, sculpture, and architecture of the western world from prehistoric times until the Renaissance.

## **ART 111 HISTORY OF ART: RENAISSANCE TO THE PRESENT**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

The second in a series of two survey classes in art history. In this course, the student will be able to study major works of art through reproductions made available in pictures and slides. The emphasis is placed on major monuments of art of the western world from the Italian Renaissance through the present.

## **ART 113 CONTEMPORARY AMERICAN ARTISTS**

Units: 3.00 - CSU 3.00 hours lecture weekly

Designed to acquaint fine arts majors with American contemporary artists and their styles from the development of the New York School to the present. The student will confront his/her own works as well as professional works and evaluate them in the stream of contemporary American art history. Topics may range from studio problems to gallery procedures.

## **ART 114 ART HISTORY: FIELD TRIPS**

Units: 1.50 - CSU 1.50 hours lecture weekly

This is an eight-week course of museum, gallery and studio visits which may include the Museum of Contemporary Art, Los Angeles County Museum of Art, Norton Simon Museum, J. Paul Getty Museum, Bergamont Station, UCLA's Armand Hammer Museum, Huntington Library and Gardens, and the Pacific Design Center. The course will include interactive discussions and projects with students, faculty, gallery professionals and artists. Different lectures and exhibits each semester.

## **ART 124A DRAWING I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN ART 8

The beginning course in drawing experiences emphasizes (1) basic drawing techniques in a variety of media and (2) compositional and design fundamentals.

## **ART 124B DRAWING II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Deals primarily with the human figure. Studies will be made of the human skeletal and muscular structure as well as the posed model. There will be continued emphasis on the development of drawing skills as well as on proportion, form and gesture.

## **ART 133 HISTORY OF GRAPHIC DESIGN**

Units: 3.00 - CSU 3.00 hours lecture weekly

A survey of the origin and evolution of the graphic arts, from the printing press to the computer. Emphasis is placed upon the pioneers of graphic design and their role in the progress and development of the graphic arts as we know them today. This course covers a wide range of graphic design communication, including the development of typography, newspapers, advertising, poster design, illustration, corporate identities and trademarks. Students will develop an understanding of past and present industry practices and learn about the graphic designers that are leading the way into the next century.

## **ART 140 BEGINNING DESIGN: 2D MEDIA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN ART 14

A study of the elements and principles of design with special emphasis on structure, color and 2-D composition through experimental media; provides basic fundamentals for 2-D oriented art courses.

## **ART 141 BEGINNING DESIGN: 3D MEDIA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN ART 16

Continued study of elements and principles of design through experimental projects in 3-D materials. Provides basic fundamentals for 3-D oriented art courses.

## **ART 142 GALLERY PRACTICES**

Units: 3.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

The study of techniques of exhibition and graphic design. The course deals with problems of design and production through work on assignments for gallery exhibitions, i.e., exhibition management, scheduling, receiving and delivery, display, brochure design, documentation, advertising, reception. The College art gallery will be utilized as a lab.

## ART 148 COLOR THEORY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to the study of color and color harmony in an intense and comprehensive manner. Emphasis is placed upon an interdisciplinary inquiry into theories of color harmony from the point of view of art theory, psychology and physiology. Course content utilizes relatively new scientific discoveries, as well as historical material and is selected to demonstrate the unique and potent properties of color.

## ART 205 LANDMARKS OF ART

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

In exposing the student to visual art reproductions, this course offers a means of stimulating the student's visual, emotional and intellectual awareness of the artistic heritages of world art without a chronological approach. The course is designed to acquaint the individual with the work of the great masters both past and present, as well as the manner by which their art products were formed and organized.

## ART 220 WATERCOLOR PAINTING

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

A beginning course in the use of transparent watercolor media that will include instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Emphasis will be placed upon creative application and composition.

## ART 222 ILLUSTRATION I

Units: 3.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ART-124A and ART-140*

Illustration I is an introductory course designed to teach students the materials and techniques used by commercial illustrators. Projects emphasize concept development, style, imagery, and illustrative communication for use in and in combination with advertising, editorial print media, and various publications. A variety of media will be used, including the use of the Macintosh computer for computer-aided illustration. Computer programs used: Illustrator and Freehand. Students will become familiar with current practices in the illustration field, past and current illustrators, and have an under-

standing of the aspects of choosing a career in illustration. Projects are designed to meet professional standards.

## ART 224A DRAWING III - LIFE DRAWING

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

An intermediate course in life drawing: study and graphic representation of the human figure with the use of professional posed models. Special emphasis on structure of skeletal and muscular systems.

## ART 227 PAINTING I

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN ART 10

*Prerequisite: ART 124A and 140*

The beginning course in painting technique, pictorial design and composition. Experimentation with various media: i.e., collage, inks, oil, pastel, watercolors, temperas, acrylics, and others.

## ART 228 PAINTING II

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ART-140 and ART-227 or presentation of portfolio.*

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

## ART 235 SCULPTURE

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN ART 12

*Prerequisite: ART-141 or presentation of portfolio.*

An introduction to the study of plastic form through the processes of modeling, casting, carving, and construction.

## ART 236 SCULPTURE II

Units: 3.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ART 235*

A continuation of ART-235 with advanced casting techniques in various materials. Additive and subtractive techniques are further explored.

**ART 237 FUNDAMENTALS OF PRINT-MAKING**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ART-124A or ART-140 or presentation of portfolio.*

Introduction to materials and techniques of monoprint, silkscreen and relief printing techniques including woodcut and linoleum.

**ART 238 PRINTMAKING (INTAGLIO)**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ART 237*

Introduction to intaglio printmaking techniques and image development, including etching, engraving, drypoint, and aquatint. Students will also learn about the history and process of printmaking.

**ART 244 ADVERTISING GRAPHICS**

Units: 3.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Introductory survey to the field of advertising design. Emphasis on principles and skills using a broad approach in presenting materials, techniques and concepts.

**ART 250 FINE ART PHOTOGRAPHY**

Units: 3.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ART-140*

Introduces students to photography as an aspect of contemporary art practices and as an art form. The aesthetic concerns learned in Beginning Design will be applied to photography. Basic technical skills of black and white photography will be covered, including camera operations, photographic chemistry and mathematics; optics and the physics of light; compositional lighting; film processing, printing and mounting of finished prints. Through slide presentations, reading historical and theoretical texts, and visiting local collections students will learn to critically analyze photographs, in terms of content, aesthetics, and historical issues. Designed to prepare students for further work in photography or for collaboration with other media, including computer arts, graphic design, illustration and two-and three-dimensional mixed media. **STUDENTS MUST HAVE A 35mm NON-AUTOMATIC CAMERA.** UC credit limitation; consult a counselor.

**ART 295 PROFESSIONAL SKILLS FOR ARTISTS**

Units: 3.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Emphasizes developing business skills and presenting artwork as a professional artist or art director. In an applied approach, covers photographing and documenting artwork, matting, framing, crating and shipping artwork, installation and lighting, resume writing, publicity and slide presentation, preparation of invoices and taxes, bookkeeping for artists, contracts, copyright law and portfolio presentation. Completion of at least 12 units of department course offerings is expected as this course is a bridge between completion of coursework and entry into the professional world or transfer to an institution of higher learning.

# ASTRONOMY

**ASTRON 100 GENERAL ASTRONOMY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Introduction to astronomy. A non-mathematical exploration of our solar system. Covers physics of the sun, planets, comets and meteorites; stellar populations; stellar evolution; stellar organizations; galaxies; cosmology; life in the universe. UC credit limitation, consult a counselor.

**ASTRON 101 THE STELLAR SYSTEM**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey of stellar astronomy. Covers the scientific method, ancient and Renaissance astronomy (Copernicus through Newton); the earth and its motions, seasons, time and the calendar; the moon, eclipses, and tides; electromagnetic radiation; tools of the astronomer; physics of the sun. Physics of the stars, stellar types, populations, and stellar evolution; stellar organizations, galaxies and cosmology is also included.

### **ASTRON 102 THE SOLAR SYSTEM**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of the solar system. Covers the earth, its motions and seasons; the moon, eclipses, and tides; the content and dynamics of the solar system; planets and their satellites, asteroids, comets, and meteorites; and the evolution of the solar system.

## **BIOLOGICAL SCIENCES**

### **BIOSCI 050 BIOLOGY COMPUTER LABORATORY**

Units: 0.50 1.50 hours lab weekly  
An open-access, computer laboratory to accompany and support existing courses in the Biological Sciences. This course will enable students to develop additional competency during enrollment in other biology courses. Units do not apply to the associate degree; offered credit/no- credit.

### **BIOSCI 100 GENERAL BIOLOGY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly  
A non-majors, general education, biology course designed to familiarize the student with the nature of science, and basic biological concepts including: cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. UC credit limitation, consult with counselor.

### **BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly  
Introduction to organismal and environmental biology, cell theory, patterns of reproduction, embryological and organ development in major plant and animal groups, behavior, Mendelian genetics, population genetics, diversity of plants and animals, classification, and principles of ecology and evolution. Note: May not receive credit for this course if credit has been received for BIOSCI-215 or 216.

### **BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly  
Introduction to the principles of bioenergetics, molecular structure, function and evolution; and cell morphology, anatomy and physiology.

### **BIOSCI 120 WOMEN & MINORITIES IN SCIENCE & MATH**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
This interdisciplinary course explores the significant contributions of a broad array of individuals in biological, scientific and mathematics fields. It examines case studies of women and people of diverse ethnic backgrounds who have made important discoveries and contributions to our understanding of science and mathematics.

### **BIOSCI 125 INTRODUCTORY SCIENCE PROCESS LAB**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
Introduces the student to basic concepts of laboratory methodology and the techniques commonly used in science labs. The course will prepare students to continue on in science laboratories at the college level and to become familiar with the types of science careers involving laboratory work. Does not meet transfer lab requirements for CSU and UC.

### **BIOSCI 130 CONTEMPORARY ISSUES IN ENVIRONMENTAL BIOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Designed for non-majors, the course explores the global problems facing society today. Students will be introduced to basic ecological principles, current environmental issues such as pollution (air, water and soil), global warming, deforestation and the impact of human population growth on the earth's environment and possible solutions to these problems.

### **BIOSCI 140 PRINCIPLES OF HUMAN GENETICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Designed for non-major to introduce the principles of human genetics. The structure and function of DNA, genes and chromosomes are explored along with patterns of inheritance. Topics include human genetic disorders, mutations, cancer, cloning, aging and stem cells.

Applications of genetics in medicine and law enforcement will be discussed.

### **BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-107*

Covers the major structural characteristics of the human body, including cells, tissues, organs, and the following organ systems: skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive and endocrine. UC Credit limitations.

### **BIOSCI 202 INTRODUCTION TO HUMAN PHYSIOLOGY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-107*

A lower division physiology course to develop a general understanding of the functioning of the human body, including cells and membranes, nerve and muscle function, cardiovascular, respiratory, gastrointestinal physiology, metabolism, endocrinology and reproduction. Students gain experience in the use of standard and computerized physiological equipment. UC credit limitations.

### **BIOSCI 204 HUMAN ANATOMY/PHYSIOLOGY I**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BIOSCI-107*

First course of a two-semester sequence. Structure and function of the human body. UC credit limitation; consult a counselor.

### **BIOSCI 205 HUMAN ANATOMY & PHYSIOLOGY II**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly CAN BIOL SEQ B

*Prerequisite: BIOSCI-204*

Second course of a two-semester sequence. Structure and function of the human body. UC credit limitation; consult a counselor.

### **BIOSCI 215 GENERAL ZOOLOGY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly CAN BIOL 4

*Recommended Preparation: BIOSCI-107*

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

### **BIOSCI 216 GENERAL BOTANY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly CAN BIOL 6

*Recommended Preparation: BIOSCI-107*

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

### **BIOSCI 218 INTRODUCTION TO OCEANOGRAPHY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Emphasis is placed on a qualitative knowledge of the principles and processes governing the ocean, and its interaction with the physical and biological environment. Topics covered include: history of oceanography, geological, chemical, biological and physical oceanography. Field trips will be required to fulfill the objectives of this course.

### **BIOSCI 219 MARINE BIOLOGY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

A study of the description, distribution and natural history of marine organisms. Marine life of coastal California will be studied with an emphasis on ecology and adaptations. Field trips will be required to fulfill the objectives of this course.

**BIOSCI 221 INTRODUCTION TO MICROBIOLOGY**

Units: 5.00 - UC:CSU 3.00 hours lecture weekly, 6.00 hours lab weekly CAN BIOL 14

*Prerequisite: BIOSCI-107*

An introduction to the biology of microorganisms (bacteria, viruses, protozoa, parasitic worms, algae, fungi), their significance, and their role in human affairs.

**BIOSCI 230 INTRODUCTION TO BIOTECHNOLOGY**

Units: 5.00 - UC:CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: BIOSCI-107*

This biological science course introduces the student to the basic concepts and techniques of modern molecular biology. DNA manipulation, its research, uses, and applications, will be presented and explored. For information about transferring to a 4-year institution, please consult a counselor.

**BIOSCI 231 ADVANCED TOPICS IN BIOTECHNOLOGY**

Units: 5.00 - CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

A continuation of BIOSCI 230 including advanced techniques and topics in biotechnology. Students will become competent in writing lab reports, presenting research and analyzing experimental data. Laboratory skills surveyed include plant and animal tissue culture, DNA manipulation, enzyme and protein studies and advanced instrumentation and documentation. Prepares students for research laboratory work in both academic and industrial settings.

**BIOSCI 240 MOLECULAR GENETICS**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: BIOSCI-107*

For biology majors, introduces the principles of prokaryotic and eukaryotic genetics. Emphasized are the structure, function and regulation of genes, along with patterns of inheritance. Topics include genetic disorders, population genetics and genetics technology as it applies to medicine, law enforcement and agriculture.

**BIOSCI 250 HUMAN ANATOMY & PHYSIOLOGY**

Units: 8.00 - UC:CSU 6.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: BIOSCI-107*

A one-semester course covering structure and function of the human body. UC credit limitation; consult a counselor.

## BUSINESS

**BUS 090 TECHPREP - CAREERS IN BUSINESS**

Units: 2.00 2.00 hours lecture weekly

Offers students the opportunity to explore business career path clusters in several broad areas. Students examine basic skills common to the occupational cluster, core skills for or knowledge of an industry, and identify specific occupational skills relevant to their selection of an initial career path goal.

**BUS 100 INTRODUCTION TO BUSINESS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to the field of business administration. Primary emphasis is on the United States enterprise system, its economic foundation, and the fundamental concepts of business organization. Topics include economic systems, strategic management, marketing, entrepreneurship, accounting, finance, operations, management information systems, human resources, ethics, social responsibility, and globalization.

**BUS 101 BOOKKEEPING & ACCOUNTING**

Units: 5.00 - CSU 5.00 hours lecture weekly

An introductory course in the theory and application of double-entry bookkeeping for the non-transfer business major. Covers the accounting cycle for both service and merchandising sole-proprietorship firms, including the use of ledgers, worksheets, and special purpose journals.

## **BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS**

Units: 3.00 - CSU 3.00 hours lecture weekly

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 3.00 hours lecture weekly

The fundamental functions of modern management in a changing world with an emphasis on planning, leading, organizing, and control functions with practical applications. Topical areas include: leadership in management, motivation, communication, managing cultural diversity, team decision-making, management by objectives, the organization's environment, planning and strategic management, control process, organizational structure, and managing organizational change.

## **BUS 117 BUSINESS ENTREPRENEURSHIP**

Units: 3.00 - CSU 3.00 hours lecture weekly

An analytical and practical perspective on entrepreneurship and the management of a small business to remain on the cutting edge. Includes a comprehensive analysis of establishing, marketing, financing, promoting, insuring, developing and staffing a small business.

## **BUS 126 MANAGING DIVERSITY IN THE WORKPLACE**

Units: 3.00 - CSU 3.00 hours lecture weekly

Students will analyze and develop an understanding of the effects of increasing diversity in the workplace. Focuses on the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments.

## **BUS 132 NEGOTIATION AND CONFLICT RESOLUTION**

Units: 3.00 - CSU 3.00 hours lecture weekly

An analysis of organizational conflict strategies for effective resolution with concentration on internal and external sources of conflict. The methods of non-litigation resolution studied include arbitration, mediation, and mini-trial. The basic theoretical models from the field of social psychology are examined and students practice utilization of the methodologies by performing in-class exercises.

## **BUS 140 PRINCIPLES OF MARKETING**

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides students with an understanding of the fundamental concepts of modern marketing in a changing world. It will primarily emphasize consumer markets, but will also cover organizational markets. Topics include creating customer value and satisfaction, consumer and organizational buying behavior, market research, market strategy, target market analysis, the global marketing environment, electronic marketing, and sales techniques, with particular emphasis on the marketing mix, including product, pricing, promotion and distribution decisions.

## **BUS 141 PRINCIPLES OF ADVERTISING**

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides students with an understanding of the fundamental concepts of modern advertising in the current business environment. Topics include: the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electronic advertising, media selection, creative advertising message design, and integrated marketing. Primary emphasis is on planning an advertising campaign and communicating ideas using advertising techniques.

## **BUS 142 PRINCIPLES OF SELLING**

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides students with an understanding of the basic concepts of selling in the current business environment. Topics include selling strategies in the new economy, the relation of selling to the marketing mix, the forces

influencing customer buying behavior, customer prospecting, creating an effective sales presentation, the global selling environment, electronic selling, communication styles, sales servicing, and salesforce management. Emphasis is on developing effective selling strategies and on helping students to build confidence in their own ability to sell and make sales decisions.

### **BUS 144 BUSINESS MATHEMATICS**

Units: 5.00 - CSU 5.00 hours lecture weekly

Prerequisite: Satisfactory completion of Math-025 or appropriate math placement as determined by the COC assessment process.

Basic mathematics used in typical accounting, financial, and merchandising transactions. Emphasis is on analyzing word problems, selecting appropriate mathematical procedures, and solving the requisite algebraic equation. Extensive use of real-world business problems in the areas of cash and trade discounts, markup and markdown, compound interest, annuities, loan amortizations, inventory control, depreciation, insurance, investments, and financial statement analysis. This course meets the associate degree graduation requirements for mathematics and serves as a solid preparation for students entering the accounting program.

### **BUS 154 FINANCE**

Units: 3.00 - CSU 3.00 hours lecture weekly

A comprehensive introduction to personal and financial planning. The concepts, tools, and applications of individual finance are applied within a financial planning process that covers: developing and prioritizing goals; money management; credit management; investment alternatives; retirement planning; housing decisions; tax planning; risk management/insurance and estate planning.

### **BUS 156 INTRODUCTION TO INVESTMENTS**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the principles of investing and money management. Introduces students to the various types of financial assets an investor must choose from, their institutional setting and valuation.

### **BUS 160 BUSINESS ETHICS**

Units: 3.00 - CSU 3.00 hours lecture weekly

Presents different schools of ethical thought applicable in the business environment. Students are exposed to the types of ethical issues that are presented in a commercial atmosphere and the methodologies used to determine appropriate courses of conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas in addition to comparing how business morality has evolved.

### **BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING**

Units: 3.00 - CSU 3.00 hours lecture weekly

An analysis of the basic aspects of importing and exporting, which provides the students with a working knowledge of terms and techniques essential to operating an import/export business.

### **BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues of doing business on the Internet. Topical areas include: web-based technologies, electronic data interchange, value chains, electronic marketing strategies, evolving business models, payment systems, security and legal issues. Familiarity with navigating the Internet is assumed. Same as CIT-190; formerly BUSINF-190.

### **BUS 192 E-BUSINESS STRATEGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Fundamental concepts of strategic planning for conducting business via the Internet. Emphasis is on case analysis of business strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Topics include: strategic planning and evolving Internet business models, value chain analysis, integration of web-based technologies, security and privacy issues, and business plan creation and implementation. Student also learn to develop a strategic e-business plan. Familiarity with the Internet is assumed.

**BUS 201 PRINCIPLES OF ACCOUNTING I**

Units: 5.00 - UC:CSU 5.00 hours lecture weekly  
CAN BUS 2

*Prerequisite: MATH-025 or MATH-026*

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

**BUS 202 PRINCIPLES OF ACCOUNTING II**

Units: 5.00 - UC:CSU 5.00 hours lecture weekly  
CAN BUS 4

*Prerequisite: BUS-201.*

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

**BUS 206 COMPUTERIZED INCOME TAX ACCOUNTING**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: BUS 101 or BUS 201.*

Provides a study of federal tax laws needed to complete an individual tax return and to implement tax planning concepts. The emphasis is on the application of the tax laws including the use of tax preparation software.

**BUS 211 BUSINESS LAW**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN BUS 8

Introduces the legal environment of business including the classification of civil actions and business crimes; examines state and federal court systems in addition to the detailed study of contracts, torts, employment, and property law among other topics.

**BUS 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: MATH-070.*

A course in descriptive statistics, elements of probability, probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression

and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required. (Same as ECON 291)

# CHEMISTRY

**CHEM 110 INTRODUCTORY CHEMISTRY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MATH-060*

An introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, a description of the elements, and their compounds. Nomenclature and formula writing as well as biological applications of chemistry will be emphasized. Course is for non-majors.

**CHEM 151 PREPARATORY GENERAL CHEMISTRY**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: Appropriate Math placement as determined by the COC assessment process or Math 060.*

A preparatory course for Chemistry 201. Intensive foundation in problem-solving, basic atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. Computer applications in chemistry: scientific wordprocessing, spreadsheets, statistical treatment of data, graphing, Internet search techniques. Laboratory experiences will enforce principles learned in lecture and will familiarize students with proper handling and maintenance of gravimetric and volumetric equipment.

**CHEM 201 GENERAL CHEMISTRY I**

Units: 6.00 - UC:CSU 5.00 hours lecture weekly, 3.00 hours lab weekly

CAN CHEM 2

*Prerequisite: Two years of high school algebra with a grade of C or better or appropriate math placement as determined by the COC assessment process or Math-070 and high school chemistry with a grade of C or better or Chem-151.*

Required of all majors in chemistry and most other fields of science or technology. Knowledge of calculus will be useful, but is not required. Lecture:

Stoichiometry and atomic theory; molecular theory of gases and the gas laws, theoretical aspects of liquids and solids, solutions and colligative properties, electrochemistry, thermochemistry and thermodynamics.

Laboratory: Use of analytical balance, stoichiometry, molecular and equivalent weights; use of volumetric equipment. Precise gravimetric and volumetric analysis and an introduction to qualitative analysis. All students are required to write a research paper and learn how to use a personal computer in statistical data treatment and present the results in graphical form.

### **CHEM 202 GENERAL CHEMISTRY II**

Units: 5.00 - UC:CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

CAN CHEM 4

*Prerequisite: CHEM-201*

A continuation of Chemistry 201. Lecture: Acid base equilibria, solubility products, coordination compounds, quantum mechanics, periodic properties of the elements, nuclear chemistry, advanced qualitative analysis and an introduction to organic chemistry. Laboratory: Kinetics, equilibria, qualitative analysis, and an introduction to instrumental analysis.

### **CHEM 221 QUANTITATIVE ANALYSIS**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN CHEM 12

*Prerequisite: CHEM-201*

An introduction to the theories and techniques of gravimetric, volumetric and spectrophotometric analysis. Laboratory work consists primarily of applying principles taught in lecture to the analysis of unknown samples.

### **CHEM 255 ORGANIC CHEMISTRY I**

Units: 5.00 - UC:CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: CHEM-201*

Primarily for majors in the physical and biological sciences. The study of various classes of aliphatic, aromatic and heterocyclic compounds with emphasis on modern concepts of structure and reactivity. The accompanying laboratory is devoted to the study of

basic physical properties plus the synthesis and identification of organic compounds using modern instrumentation.

### **CHEM 256 ORGANIC CHEMISTRY II**

Units: 5.00 - UC:CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: CHEM-255*

A continuation of Chemistry 255 with emphasis upon biochemical processes. The classes of compounds most important to biological functions: amino acids, carbohydrates, proteins, lipids, nucleic acids, etc. The laboratory work includes multistep synthesis; purification and characterization of biological macromolecules; spectrophotometry; catalysis; chromatography, etc.

## **CHILD DEVELOPMENT**

**see**

## **EARLY CHILDHOOD EDUCATION**

## **CINEMA**

### **CINEMA 120 FILM AESTHETICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A critical survey, with examples, of the motion picture both as a medium of mass communication and as a developing art form. Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact. Designed as an introductory course.

### **CINEMA 122 HISTORY OF CINEMA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An historical survey and critical analysis of motion picture masterpieces from their inception to the present. A study of these representative films will reveal ideas and values that are reflected and emphasized through artistic techniques.

# COMMUNICATION STUDIES

## COMS 105 SPEECH FUNDAMENTALS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN SPCH 4

Examines the principles and practices of public speaking. Emphasis is on speech organization and development, research, audience analysis, presentation skills, listening, and the use of language and ethics for the development of informative and persuasive speeches. (Formerly SPCOM-105).

## COMS 150 ORAL INTERPRETATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Introduction to and practice in the art of reading aloud for effective use of voice and movement according to the style, mood, meaning and emotion of appropriate literature. Students may select adult literature (option A) or children's literature (option B) (Formerly SPCOM-150).

## COMS 190 FORENSICS

Units: 2.00-4.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly  
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 205 ESSENTIALS OF PERSUASIVE SPEAKING

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
*Prerequisite: SPCOM-105 or COMS-105*

An advanced study of public speaking building on previously learned concepts. The focus is on advanced principles of audience adaption, analytical skills, critical thinking, and analysis of public discourse. Presentation skills are enhanced through the presentation of various types of persuasive speeches (Formerly SPCOM-205).

## COMS 223 SMALL GROUP COMMUNICATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Explores the process of groups and decision-making through the practical application of theoretical concepts to a variety of group activities and public group discussion. Theories of group decision-making and leadership will be explored to analyze group interaction. Preparation for the workplace will be emphasized through critical thinking and problem solving, and successful group interaction (Formerly SPCOM-223).

## COMS 225 STRATEGIES OF ARGUMENTATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN SPCH 6  
Studies the strategies used for rhetorical argument: finding issues, using evidence, and detecting fallacies in rhetorical communication; practice is given in the formulation, presentation and analysis of argument in oral communication (Formerly SPCOM-225).

## COMS 227 RHETORICAL STUDIES

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
An examination of the introductory principles of rhetorical theory and their application to the analysis and evaluation of public discourse. Emphasizes an understanding of the theories of rhetorical composition as well as methods used to critique persuasive discourse. Also prepares students to employ critical thinking skills through effective analysis, writing, and discussion of persuasive communication in the public sphere.

## COMS 246 INTERPERSONAL COMMUNICATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
An introduction to theories and principles of interpersonal communication. The primary focus will be two-person communication, focusing on research in the areas of verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure. Theories of relationship development within committed relationships, family, and friendship will be explored (Formerly SPCOM-246).

## COMS 250 PROCESS OF COMMUNICATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Examines the range of theoretical approaches to the field of communication studies. These approaches will provide an overview of communication contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication (Formerly SPCOM-250).

## COMS 256 INTERCULTURAL COMMUNICATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Explores cultural communication patterns, verbal codes and nonverbal codes and their impact on intercultural interpersonal relationships. Obstacles to competent intercultural communication are explored from both a domestic and international perspective. Preparation for real world intercultural encounters are emphasized through analysis of intercultural communication contexts such as health care, education, and business.

## COMS 260 COMMUNICATION & GENDER

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Provides an examination of communication styles of males and females in a variety of settings. Topics include male/female stereotypes and verbal/nonverbal patterns of communication. The implications for the ability to maintain effective personal and professional relationships will be addressed. Communication styles of men and women are compared and contrasted. Strategies for developing communication competence in the areas of family, friendship, courtship and marriage, education, media, and business also explored (Formerly SPCOM-260)

# COMPUTER ELECTRONICS

## CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instructional software for musicians; acoustics data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music notation software; software for music sequencing; MIDI hardware; software for creating, organizing, and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware (Same as MUSIC-110).

## CMPELC 130 COMPUTER ELECTRONICS I

Units: 4.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

The theory of direct current and its application to electronic circuits. Three circuit parameters of resistance, capacitance and inductance. The mathematical application of Ohm's law, series circuits, parallel circuits and compound circuits. An introduction to magnetism and electromagnetism.

## CMPELC 131 COMPUTER ELECTRONICS II

Units: 4.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Complex AC and DC circuit calculations and circuit breadboarding skills. Solid state device fundamentals are covered. Use of the multimeter, function generator and the dual trace oscilloscope are emphasized.

# **COMPUTER INFORMATION TECHNOLOGY**

## **CIT 010 EXPLORING COMPUTERS - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

A brief overview of computers, their usage, and how they function. Topics covered will include computer hardware, software, the Internet, as well as how to purchase, install, and maintain a personal computer (Formerly BUSINF-040).

## **CIT 011 MICROSOFT WINDOWS - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

A short-term course providing an introduction to Microsoft Windows fundamentals. Topics include the basics of using a mouse, icons, Explorer, file management, windows manipulation, and multitasking (working with multiple programs simultaneously) (Formerly BUSINF-153A).

## **CIT 015 BUSINESS ENGLISH - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

A short-term introductory course in English language usage, grammar, and its applications in business communications. (Formerly BUSINF-092).

## **CIT 016 BUSINESS COMMUNICATIONS - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

A short-term introduction to writing principles and techniques, business vocabulary improvement, and practice in the composition of basic types of business communications(Formerly BUSINF-091).

## **CIT 020 OFFICE PROCEDURES FOR THE ADMINISTRATIVE ASSISTANT - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

A short-term introduction to the modern office and the responsibilities associated with an administrative assistant position as well as other employment opportunities (Formerly BUSINF- 090).

## **CIT 035 THE INTERNET - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

This short-term course covers Internet fundamentals, including how to use a browser and other software to navigate the internet using the WWW, Gopher, FTP, E-mail, and usenet. Several major service providers will be demonstrated in this hands-on class. Also covers how to research for term papers/other projects using COC's fast Internet connection. Familiarity with the Windows Operating System is assumed (Formerly BUSINF-051).

## **CIT 050 MICROSOFT WORD - BRIEF**

Units: 1.00 - 1.5 hours lecture weekly, 1.5 hours lab weekly for 8 weeks

A short-term introductory course covering basic word processing and formatting concepts, including headers, footers, page numbering, search and global replace features, and use of templates and wizards. Familiarity with keyboarding and the Windows operating system is assumed (Formerly BUSINF-077).

## **CIT 052 WORDPERFECT - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

A short-term introductory course using the latest version of WordPerfect for Windows software to develop word processing proficiency for business and personal use. Familiarity with computer keyboarding and the Windows operating system is assumed (Formerly BUSINF-081).

# COMPUTER INFORMATION TECHNOLOGY

## Computer Information Technology

(formerly Business Information Technology)

### New and Former Course Numbers/Titles

New Course #	New Course Title	Old Course #	Old Course Title	Units
CIT 010	Exploring Computers - Brief	BUSINF 040	Exploring Computers	1.5
CIT 011	Microsoft Windows - Brief	BUSINF 153A	Computer Applications: Introduction to Windows 98	1.5
CIT 015	Business English - Brief	BUSINF 092	Business English	1.5
CIT 016	Business Communications - Brief	BUSINF 091	Business Communications	1.5
CIT 020	Office Procedures - Brief	BUSINF 090	Administrative Office Procedures	1.5
CIT 035	The Internet - Brief	BUSINF 051	Exploring the Internet	1.5
CIT 050	Microsoft Word - Brief	BUSINF 077	Word 97	1
CIT 052	WordPerfect - Brief	BUSINF 081	WordPerfect	1.5
CIT 055	Microsoft Excel - Brief	BUSINF 076	Introduction to Excel 97	1
CIT 060	Microsoft Access - Brief	BUSINF 075	Introduction to Access 97	1
CIT 065	Microsoft PowerPoint - Brief	BUSINF 080	PowerPoint 97	1
<b>SPECIAL TOPICS: WORKSHOPS</b>				
CIT 098A	Microsoft Windows Workshop	BUSINF 054	Introduction to Windows 98	0.5
CIT 098B	Microsoft Word Workshop	BUSINF 058	Microsoft Word 97	0.5
CIT 098C	Microsoft Excel Workshop	BUSINF 056	Microsoft Excel 97	0.5
CIT 098D	Microsoft Access Workshop	BUSINF 055	Microsoft Access 97	0.5
CIT 098E	Microsoft PowerPoint Workshop	BUSINF 057	Microsoft PowerPoint 97	0.5
CIT 098F	Quicken Workshop	BUSINF 059	Quicken	0.5
<b>TRANSFERABLE COURSES</b>				
CIT 101	Computer Fundamentals	BUSINF 104	Intro to Computer Operations	3
CIT 105	Microsoft Windows	BUSINF 153	Computer Applications: Working with Windows	3
CIT 110	Keyboarding & Document Processing	BUSINF 106	Keyboarding I	3
CIT 111	Advanced Document Processing & Skillbuilding	BUSINF 107	Advanced Keyboarding on the Computers	3
CIT 115	Business English	BUSINF 135	Applied Business English	3
CIT 116	Business Communications	BUSINF 220	Business Communications	3
CIT 120	Office Procedures	BUSINF 145	Procedures for the Electronic Office	3
CIT 125	Legal Procedures	BUSINF 147	Legal Procedures	3
CIT 130	Medical Office Procedures	BUSINF 136	Medical Office Procedures	3
CIT 131	Medical Transcription - Brief	BUSINF 137	Medical Transcription	1.5
CIT 132	Medical Office Finances	BUSINF 138	Medical Office Finances	3
CIT 135	The Internet	BUSINF 103	Mastering the Internet	3
CIT 140	Microsoft Office	BUSINF 105B	Introduction to Computer Software	3
CIT 145	QuickBooks	BUSINF 185	QuickBooks	3
CIT 150	Microsoft Word I	BUSINF 158	Microsoft Word 2000	3
CIT 151	Microsoft Word II	BUSINF 159	Advanced Word 2000	3
CIT 152	WordPerfect	BUSINF 156	Computer Applications: WordPerfect for Windows	3
CIT 155	Microsoft Excel I	BUSINF 165	Computer Applications: Microsoft Excel	3
CIT 156	Microsoft Excel II	BUSINF 166	Advanced Excel 2000	3
CIT 160	Microsoft Access I	BUSINF 170	Computer Applications: Microsoft Access	3
CIT 161	Microsoft Access II	BUSINF 171	Advanced Access 2000	3
CIT 165	Microsoft PowerPoint		NEW COURSE	3
CIT 166	Desktop Publishing	BUSINF 175	Computer Applications: Desktop Publishing	3
CIT 167	Introduction to Photoshop - Brief	BUSINF 180	Introduction to Photoshop for Prof. and Personal Use	1.5
CIT 170	Web Site Development I	BUSINF 177	Web Page Creation	3
CIT 171	Web Site Development II	BUSINF 191	Web Site Development for Business	3
CIT 173	Web Site Authoring Tools	BUSINF 178	Web Site Authoring Tools	3
CIT 174	Graphic Applications for Web Site Development	BUSINF 182	Graphic Apps for Business Web Site Development	3
CIT 190	Principles of E-Commerce	BUSINF 190	Principles of E-Commerce	3

Brief = 8-week course, Workshop = 8 hours of instruction/lab

**CIT 055 MICROSOFT EXCEL - BRIEF**

Units: 1.00 - 1.5 hours lecture weekly, 1.5 hours lab weekly for 8 weeks

A short-term introductory course covering the basic skills necessary to create and edit computerized spreadsheets using Excel. Topics include charts, graphs, formatting, and use of simple functions. Familiarity with the Windows operating system is assumed (Formerly BUSINF-076).

**CIT 060 MICROSOFT ACCESS - BRIEF**

Units: 1.00 - 1.5 hours lecture weekly, 1.5 hours lab weekly for 8 weeks

A short-term introductory course in creating and modifying computerized databases using Access. Topics covered include simple sorting, forms, reports and queries. Familiarity with the Windows operating system is assumed (Formerly BUSINF-075).

**CIT 065 MICROSOFT POWERPOINT - BRIEF**

Units: 1.00 - 1.5 hours lecture weekly, 1.5 hours lab weekly for 8 weeks

A short-term introductory course covering the basic skills necessary to create and edit computerized slide presentations using PowerPoint. Topics included: insertion of text and graphical elements, transitions, and simple animations. Familiarity with the Windows operating system is assumed (Formerly BUSINF-080).

**CIT 073 MICROSOFT FRONTPAGE - BRIEF**

Units: 1.50 - 2 hours lecture weekly, 3 hours lab weekly for 8 weeks

Demonstration and practical application of basic principles involved in creating Web pages/sites using Microsoft FrontPage Web authoring software. Introduction to Web authoring terminology and techniques. Intended for office workers, content managers, and those interested in quickly acquiring the skills required to produce effective Web sites. Proficiency with Microsoft Windows, e-mail, the Internet, and internet Explorer is assumed.

**CIT 098A MICROSOFT WINDOWS WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Designed for students desiring to quickly acquire the fundamental skills necessary to manage some of the basic features of the Windows operating system. (Formerly BUSINF-054). Units do not apply to the associate degree. Offered credit/no-credit only.

**CIT 098B MICROSOFT WORD WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic documents using Microsoft Word. (Formerly BUSINF-058). Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098C MICROSOFT EXCEL WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic spreadsheets using Excel. (Formerly BUSINF-056). Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098D MICROSOFT ACCESS WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple relational databases using Microsoft Access. (Formerly BUSINF-055). Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 098E MICROSOFT POWERPOINT WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic presentations for group audiences using PowerPoint. (Formerly BUSINF-057). Units do not apply to the associate degree and offered credit/no-credit only.

### **CIT 098F QUICKEN WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Designed to acquaint students with a financial software package used to organize personal finances by setting up electronic checkbook registers for tracking transactions (Formerly BUSINF-059). Units do not apply to the associate degree and are offered credit/no-credit only.

### **CIT 098G TECH TOOLS WORKSHOP**

Units: 0.50 0.50 hours lecture weekly

Survey of essential software utilities and ancillary programs commonly employed in the workplace and in technology classes at colleges and universities, such as e-mail, browsers and plug-ins, Adobe Acrobat, archive (zip) utilities, Internet software repositories, freeware, shareware, anti-virus utilities, and software licensing policies. Offered credit/no-credit only and not degree applicable.

### **CIT 101 COMPUTER FUNDAMENTALS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students are taught computer concepts and terminology related to system hardware operations, practical uses of software, operating systems, networks, and interpretation of specifications (Formerly BUSINF-104).

### **CIT 105 MICROSOFT WINDOWS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides students with hands-on instruction in Microsoft Windows, the most popular graphical user interface and operating environment for the personal computer.

Topics may include using a mouse, icons, Explorer, file management, windows manipulation, multitasking (working with multiple programs simultaneously), desktop customization, use of Windows accessories, Object Linking and Embedding (OLE), virtual memory data search using Find, Help Troubleshooters, shortcuts, and screen captures (Formerly BUSINF 153).

### **CIT 110 KEYBOARDING AND DOCUMENT PROCESSING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Mastery of the computer keyboard by touch. Also, operation of the personal computer including skill building in processing business letters and reports, tables, etc. using Microsoft Word. (Formerly BUSINF-106).

### **CIT 111 ADVANCED DOCUMENT PROCESSING AND SKILL BUILDING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: CIT-110*

Continues skill building begun in CIT-110 (formerly BUSINF-106), Keyboarding and Document Processing. Emphasis on producing a wide range of documents using Microsoft Word as well as continuing to build speed and accuracy on the keyboard. Basic typing skills and familiarity with MS Word are assumed (Formerly BUSINF-107).

### **CIT 115 BUSINESS ENGLISH**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides an extensive review of the fundamentals of English grammar, punctuation, style, and usage, placing heavy emphasis on language principles and applications that promote successful communication in the business world. Importance is placed on employment skills such as proofreading, editing, and writing (Formerly BUSINF 135).

### **CIT 116 BUSINESS COMMUNICATIONS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Training in the development of writing principles and techniques; business vocabulary improvement; practical experience in the composition of correspondence typical of business environments. Additional emphasis on principles of business English. Familiarity with computer keyboarding and the Windows operating system is assumed (Formerly BUSINF-220).

### **CIT 120 OFFICE PROCEDURES**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Study of procedures in today's modern office including: administrative responsibilities, information storage and retrieval, distribution of information using latest electronic technologies, preparation for professional employment, etc. Familiarity with basic computer keyboarding is assumed (Formerly BUSINF-145).

**CIT 125 LEGAL PROCEDURES**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Offers a comprehensive simulation for the legal secretary touching on four fields of law; i.e., real estate and property transfer, litigation, wills and estates, and corporations and partnerships. The law office simulation provides an overall perspective of the types of activities in which the legal secretary will be engaged (Formerly BUSINF-147).

**CIT 130 MEDICAL OFFICE PROCEDURES**

Units: 3.00 - CSU 3.00 hours lecture weekly

Designed to train students for employment as an Administrative Medical Assistant. Covers the role, office equipment, patient registration and appointment scheduling. Includes correspondence, transcription and facility management.

**CIT 131 MEDICAL TRANSCRIPTION - BRIEF**

Units: 1.50 - CSU 1.00 hours lecture weekly, 1.50 hours lab weekly

Provides the transcriptionist with entry-level skills in medical transcription including transcription of basic medical dictation, incorporating English usage and machine transcription skills, medical knowledge, and proofreading and editing skills (Formerly BUSINF-137).

**CIT 132 MEDICAL OFFICE FINANCES**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: BUSINF-040 or CIT-010*

Trains students in the various financial methods used in medical offices for insurance billing, collection of fees, etc. Also covers teaching the student how to handle various insurance claims (Formerly BUSINF-138).

**CIT 135 THE INTERNET**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended preparation: CIT-105.*

In this hands-on class, students will operate and configure browsers and other software to navigate and use the Internet. Participants will learn how to evaluate and select a service provider, send and receive e-mail, append attachments, and use the latest productivity

software to create schedules, calendars, address books, and journals. Topics also include teleconferencing, distance learning, and e-commerce. (Formerly BUSINF-103).

**CIT 140 MICROSOFT OFFICE**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introductory survey of programs contained within the latest Microsoft Office Suite. These application programs include word processing (Word), spreadsheets (Excel), database management (Access), and presentation graphics (PowerPoint). Familiarity with computer keyboarding and the Windows operating system is assumed (Formerly BUSINF-105B).

**CIT 145 QUICKBOOKS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This course teaches all the basics of the popular accounting program designed to assist in the operation of small businesses. Familiarity with the Windows Operating System is assumed (Formerly BUSINF-185).

**CIT 150 MICROSOFT WORD I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides an in-depth introduction to the latest version of MS Word. Topics include creating, revising, formatting, storing, and printing a variety of business documents. Skills are developed from basic functions through utilizing features such as AutoText, columns, custom tab settings, mail merge, envelopes, labels, templates, headers/footers, footnotes, and Find/ Replace features. Emphasis on office-quality production of documents. Also designed as preparation for MS Office User Specialist (MOUS) certification core exam in Word. Familiarity with computer keyboarding and the Windows operating system is assumed (Formerly BUSINF-158).

**CIT 151 MICROSOFT WORD II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BUSINF-158 or CIT-150*

A continuation of CIT 150. Presents advanced features in MS Word. Topics include document modification and conversion to Web pages, formatting research papers,

business letters and resumes, reports, form letters, newsletters, insertion and manipulation of graphics, creating an index and a table of contents, online forms, merging e-mail form letters using Access database, and using VBA with Word. Also designed as preparation for MS Office User Specialist (MOUS) certification exam (Formerly BUSINF-159).

### **CIT 152 WORDPERFECT**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

A comprehensive course using the latest WordPerfect word processing software on IBM- compatible PC's to develop employable proficiency in the production of business documents. Familiarity with computer keyboarding and the Windows operating system is assumed (Formerly BUSINF-156).

### **CIT 155 MICROSOFT EXCEL I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students learn the latest version of MS Excel. Topics include formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, and practice using Excel to create static and dynamic Web pages. Also covers financial functions, data tables, amortizing schedules, cell protection, worksheet database manipulation, lookup functions, database functions, templates, working with multiple worksheets and workbooks, find and replace, and customized printing. Course is designed as preparation for the Microsoft Office User Specialist (MOUS) certification core exam in Excel. Familiarity with computer keyboarding and the Windows operating system are assumed (Formerly BUSINF-165).

### **CIT 156 MICROSOFT EXCEL II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: BUSINF-165 or CIT-155*

A continuation of CIT-155. Provides students with the knowledge to use advanced Excel features. Topics include sorting and filtering information in spreadsheets, worksheet protection, pivot tables and pivot chart reports, consolidation of data, outlines, reports using report manager, macros, guide cell entry with data validation, use of scenarios to perform what-if analysis,

goal seeking, change tracking, and Web and application integration. Also designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Excel (Formerly BUSINF-166).

### **CIT 160 MICROSOFT ACCESS I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides an in-depth introduction to the latest version of Microsoft Access. Topics include creating, querying, and maintaining a relational database; creating a data access page, reports, forms, combo boxes; using OLE fields, hyperlinks, and subforms. Familiarity with computer keyboarding and the Windows operating system is assumed (Formerly BUSINF-170).

### **CIT 161 MICROSOFT ACCESS II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: CIT-160 or BUSINF-170*

A continuation of CIT 160. Comprehensive Microsoft Access including creating, querying, and maintaining a relational database; creating reports, forms and combo boxes, cross tab queries, mailing labels, mail merge reports, and customized menu bars; integrating Excel worksheet data into an Access database; using OLE fields, hyperlinks, and subforms; creating an application system using VBA, working with charts and PivotTable objects, administering a database, and publishing to the Internet using data Access pages. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Access (Formerly BUSINF 171).

### **CIT 165 MICROSOFT POWERPOINT**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students acquire skills to create dynamic computerized slide shows and presentations using PowerPoint software, the de facto standard presentation application. Topics covered include automating slide shows, transitions, use of graphics and drawn objects, interactive presentations, OLE, and Web collaboration features. Also designed as preparation for the Microsoft Office User Specialist (MOUS) certification core and expert exams in PowerPoint. Familiarity with Windows operating system is assumed.

**CIT 166 DESKTOP PUBLISHING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Taught using the latest version of Adobe InDesign desktop publishing software. Designed to provide students with the necessary skills for employment utilizing desktop publishing concepts and applications on the PC. Familiarity with the Windows operating system is assumed (Formerly BUSINF-175).

**CIT 167 INTRODUCTION TO PHOTOSHOP - BRIEF**

Units: 1.50 - CSU - 2:00 hours lecture weekly, 3:00 hours lab weekly for 8 weeks

A short-term introductory course in basic image editing using Photoshop. Topics included are working with layers, image retouching, color correction, scanning, paint tools, text tools, special effects, and application to desktop publishing and personal projects. Familiarity with the Windows operating system is assumed (Formerly BUSINF-180).

**CIT 170 WEB SITE DEVELOPMENT I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to creating Web sites using HyperText Markup Language (HTML) coding. Covers basic through advanced HTML tags and concepts related to the planning and publishing of effective Web sites. Topics include HTML syntax, lists, text formatting, links, Web-safe colors, image insertion and optimization, animated GIFs, image maps, tables, frames, forms, server-side processing, FTP clients, site structure, registration and maintenance. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

**CIT 171 WEB SITE DEVELOPMENT II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Hands-on practice and theoretical issues related to the creation and publishing of effective interactive Web sites using Dynamic HTML (DHTML) coding. Students are instructed in application of cascading style sheets (CSS), introductory JavaScript, Java applets, filters, transitions, special effects, form validation, multimedia elements, and other DHTML features. Additional emphasis on e-commerce related issues. No authoring

tools are used in this class. Knowledge of HTML and familiarity with the Windows operating system are assumed (Formerly BUSINF-191).

**CIT 173 WEB SITE AUTHORIZING TOOLS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Hands-on application of powerful and popular Web site authoring software, such as Dreamweaver and related applications, to produce, publish, and administer sophisticated, interactive Web sites. Course covers advanced markup language, concepts, style sheets, and introductory database integration. Knowledge of HTML and familiarity with the Windows operating system are assumed.

**CIT 174 GRAPHIC APPLICATIONS FOR WEB SITE DEVELOPMENT**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Hands-on practice and theoretical issues related to creating imagery for Web delivery. Computer graphic applications utilized may include Photoshop, Flash, Freehand, Fireworks, Real Producer Plus or others. Topics include Web-safe colors, graphic formats, raster vs. vector, image slicing, image optimization, animation, and down-load efficiency, thumbnails, brand identity, and e-commerce from a visual perspective. Knowledge of introductory HTML and familiarity with the Windows operating system are assumed (Formerly BUSINF-182).

**CIT 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues of doing business on the Internet. Topical areas include: web-based technologies, electronic data interchange, value chains, electronic marketing strategies, evolving business models, payment systems, security, ethics, and legal issues. Familiarity with navigating the Internet is assumed. Same as BUS-190 (Formerly BUSINF-190).

# COMPUTER NETWORKING

## **CMPNET 136 A+ CERTIFICATION**

Units: 4.00 - CSU 2.00 hours lecture weekly, 6.00 hours lab weekly

Provides instruction in computer repair and upgrade and also prepares students to take the two required exams for the Computing Technology Industry Association (CompTIA) A+ certification. Field trips may be required (Formerly CMPNET-137 and CMPNET-138).

## **CMPNET 140 BEGINNING NETWORK CERTIFICATION I**

Units: 2.00 - CSU 2.00 hours lecture weekly

This is one of the eight networking fundamental courses in 3Com NetPrep program. In this course, students will learn how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected together, and how hardware platforms (such as servers and workstations) attach to LANs. Students will also learn about the Network Operating System (NOS) software and applications that run on LANs (Formerly CMPELC-140).

## **CMPNET 141 BEGINNING NETWORK CERTIFICATION II**

Units: 2.00 - CSU 2.00 hours lecture weekly

This is one of the eight networking fundamental courses in 3Com NetPrep program. In this course, students will learn network topics related to wide area networks (WANs). These topics include the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area (Formerly CMPELC-147 and CMPELC-141.)

## **CMPNET 154 CISCO SYSTEM NETWORKING I**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

Provides students with an excellent foundation upon which to build their network training. It covers the basics of computer networking, including terms and concepts. Networking technology, how it works - and why it works-

is made clear in this course, where concepts like contemporary network services, transmission media, and protocols are explained. Students learn how protocols are used in networking implementations from many vendors, especially those most common in today's LAN's and WANs (Formerly CMPELC-154).

## **CMPNET 155 CISCO SYSTEM NETWORKING 2**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CMPELC-154 or CMPNET-154*

This is the 2nd course in a four course series to provide Cisco System hardware certificate training to our students. Designed to provide students with classroom and laboratory experience in current and emerging computer networking technology. Intermediate level instruction in LANs, WANs, OSI models, IP addressing and router programming is provided (Formerly CMPELC-155).

## **CMPNET 156 CISCO SYSTEM NETWORKING 3**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CMPELC-155 or CMPNET-155*

This 3rd course in the Cisco series covers the basics of computer networking, including terms and concepts. Networking technology, how and why it works is made clear along with concepts like contemporary network services, transmission media and protocols. Students also learn about LAN switching, VLAN's, LAN design, routing protocols, and Novel IPX (Formerly CMPELC-156).

## **CMPNET 157 CISCO SYSTEM NETWORKING 4**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CMPELC-156 or CMPELC-156*

This 4th course in the Cisco series continues the basics of computer networking. Topics include WANs, WAN design, PPP, ISDN, and Frame Relay (Formerly CMPELC-157).

**CMPNET 158 CISCO SYSTEM NETWORKING 5**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CISCO CCNA certification*

The beginning course in the process for pursuing a CISCO CCNP certification through COC's CISCO Academy. Topics covered include advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, and configuration of advanced networks.

**CMPNET 159 CISCO SYSTEM NETWORKING 6**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CISCO CCNA certification*

Second in a four-course series which will prepare the student for CISCO CCNP certification. Topics include WANs, Modems, PPP, ISDN, X.25, Frame Relay, Queuing, and Network Address Translation.

**CMPNET 160 CISCO SYSTEM NETWORKING 7**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CISCO CCNA certification*

Third in a four-course series that prepares students for CISCO CCNP certification. Topics include LAN switching, network design, LAN media types, VLAN identification, Spanning Tree Protocol and others.

**CMPNET 161 CISCO SYSTEM NETWORKING 8 (CCNP)**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisites: CMPNET 158, 159 and 160 or equivalent.*

The fourth class in the Cisco CCNP series. Topics covered include: troubleshooting methodologies, management and diagnostic tools, troubleshooting TCP/IP, LAN switch environment, VLANS, Frame relay, ISDN, Novell IPX, AppleTalk, EIGRP, OSPF, and BGP protocols.

**CMPNET 180 WINDOWS 2000 SERVER**

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

This course provides the basic introduction to Windows 2000 Advanced Server (Formerly CMPELC-180).

**CMPNET 181 WINDOWS 2000 PROFESSIONAL**

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

This course provides the basic introduction to Windows 2000 Professional (Formerly CMPELC-181).

**CMPNET 182 WINDOWS 2000 DIRECTORY SERVICES**

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: CMPNET-180 or CMPELC-180.*

Provides the basic introduction to Windows 2000 Directory Services (Formerly CMPELC-182).

**CMPNET 183 WINDOWS 2000 NETWORK INFRASTRUCTURE**

Units: 2.00 - CSU 1.50 hours lecture weekly, 1.50 hours lab weekly

Provides technical information for deploying a Windows 2000 Advanced Server Network. This course directly relates to certification information necessary to pass the Network Infrastructure exam.

**CMPNET 200 LINUX ADMINISTRATION**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

This first course in an eight-part series covers the basics of LINUX Administration. Our CISCO Academy is partnered with local software vendors to develop coursework for UNIX/LINUX administration. Topics include user accounts and groups, permissions, LINUX files, the OS kernel, swap space, DHCP, and other LINUX topics.

**CMPNET 201 FUNDAMENTALS OF SOLARIS UNIX**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

The second in an eight-part series for UNIX Administration covering the basics. Our CISCO Adademy has partnered with local software vendors to develop coursework for UNIX/LINUX administration.

Includes user accounts and groups, permissions, UNIX files, the OS kernel, swap space, DHCP, and other UNIX topics.

### **CMPNET 202 WIRELESS TECHNOLOGIES**

Units: 3.50 - CSU 3.00 hours lecture weekly, 1.50 hours lab weekly

Third in an eight-part series on UNIX Administration and covers the basics of Wireless Network Administration. COC's CISCO Academy has partnered with local industry to develop coursework for UNIX/LINUX administration. Topics include the Wireless Device layer, the wire-line layer, and the back-end layer in network support issues.

## **COMPUTER SCIENCE**

### **CMPSCI 101 INTRODUCTION TO COMPUTER SCIENCE**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Designed as a general introduction to the computer as a productivity tool. The student will learn how to use the computer as a tool to improve the quality of his/her written assignments and personal correspondence (word processing), to help budget time and money more effectively (spread sheets), to keep track of large collections of things such as hobby collections or household inventories for insurance purposes (data base), and to create simple programs to solve academic or personal data manipulation problems. The course addresses computer survival, word-processing, spread sheets, data base, and programming in about equal measure.

### **CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
*Co-Requisite: CMPSCI-111L*

This course is an introduction to programming and the organization of computers. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured pro-

gramming. This course will use Java to demonstrate the application of software engineering methodologies.

### **CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

*Co-Requisite: CMPSCI-111*

A required laboratory to support CMPSCI-111.

### **CMPSCI 122 INTRODUCTION TO DIGITAL COMPUTERS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Primitive computer architecture: internal organization and utilization of digital computers. Data representation and storage organization. Primitive instructions and operations. Illustrative instruction and practice in assembly language programming of a representative computer.

### **CMPSCI 132 INTRODUCTION TO ALGORITHMS & PROGRAMMING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Introduction to algorithms, their representation, design, structuring, analysis and optimization. Implementation of algorithms as structured programs in a high-level language.

### **CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
*Prerequisite: CMPSCI-111 Co-requisite: CMPSCI-182L*  
Review of primitive data types and their internal representation. Object-oriented view of data structures: stacks, queues, trees, lists and hash tables and their implementation. Analysis of performance of algorithms for data structures.

### **CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB**

Units: 1.00 - UC:CSU 3.00 hours lab weekly  
*Co-requisite: CMPSCI-182*

The lab corequisite for CMPSCI-182. This course offers students hands-on programming experience with object oriented data structures. Abstract data types such as sets, stacks, queues, trees, and lists will be implemented using the Java programming language. This lab is a second semester (or intermediate level) Java programming language course.

**CMPSCI 190 WEB PROGRAMMING:  
JAVASCRIPT**

Units: 3.00 - CSU 3.00 hours lecture weekly

For Web site designers who need to extend their skills beyond HTML in the development of Web sites through the use of scripting. Topics include creating animated Web pages, client-side forms validation, creating and using cookies to track users, processing forms data, and generating dynamically updated Web pages. Experience creating Web pages with HTML is strongly suggested prior to taking this course.

**CMPSCI 191 CGI PROGRAMMING:  
PERL**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to CGI (Common Gateway Interface) programming using the Perl language. Students will go beyond writing Web pages and build programs that generate entire Web sites and create server side programs to process form input, dynamic Web pages, and interface with databases. Experience creating Web pages with HTML is strongly recommended prior to taking this course.

**CMPSCI 222 COMPUTER  
ORGANIZATION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An advanced computer architecture course, which covers basic addressing concepts to more advanced address ability such as base register and self-relative addressing. Computer architecture comparisons between such organizations as multiple register processors and stack machines. Introduction to the concept of microprogrammable systems. Low-level language translation process associated with assemblers.

**CMPSCI 235 C PROGRAMMING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to C programming to include data structure, arrays functions and file I/O.

**CMPSCI 236 C++ OBJECT ORIENTED  
PROGRAMMING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: CMPSCI-235 or equivalent experience.*

Object Oriented Programming (OOP) using the C++ language. Topics covered will be C++ classes/ objects,

input/output streams, overloading, inheritance, templates and exception handling. This is a second semester course in C++, students entering course should already be familiar with the C programming language.

**CMPSCI 282 ADVANCED DATA  
STRUCTURES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An exploration of advanced data structures (particularly persistent structures) using object-oriented design and an introduction to databases using a language like Java. Course covers main memory-based structures such as hash tables and trees. Disk-based structures such as hash-based persistent structures and indexed files. Architectural foundations for files, large-scale sorting and serialization.

## COOPERATIVE WORK EXPERIENCE

**CWEXP 188 COOPERATIVE WORK  
EXPERIENCE EDUCATION**

Units: 1.00-4.00 - CSU

The CWEE program has been integrated into departments throughout the college. This program allows students to apply knowledge they gain in college courses to an actual work setting. In addition, internship students who qualify for this program are able to sample career choices and improve job readiness skills. This can be paid or unpaid work experience that provides college elective credit. Information is available in the counseling or CWEE offices to verify eligibility. The disciplines are:

ANTHRO	ART	ASTRON
BIOSCI	BUS	CHEM
CINEMA	CIT	CMPELC
CMPNET	CMPSCI	COMS
DANCE	DAT	ECE
ECON	ENGL	ENGR
ESL	FIRETC	FRNCH
GENSTU	GEOG	GEOL
GERMAN	HIST	HLHSCI
HRMGT	ID	JOURN
LMTECH	MATH	MFGT

MUSIC	NURSNG	PHILOS
PHOTO	PHYSICI	PHYSED
POLISC	PSYCH	QCTECH
REAL	RTVF	SIGN
SOCI	SPAN	THEATR
WATER	WELD	

## DANCE

### DANCE 100 DANCE APPRECIATION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A non-performance dance course examining the historical and cultural aspects of dance through viewing of dance films, lecture-discussions, and attendance at live performances. Does not satisfy the Physical Education activity requirements for the associate degree.

### DANCE 101 INTRODUCTION TO WORLD DANCE

Units: 1.00 - UC:CSU 3.00 hours lab weekly

An introductory course designed to survey dances of selected world dance cultures. Through movement experiences and discussion, students will gain the techniques and understanding necessary to perform selected dances.

### DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Introduces ballet, modern and jazz techniques, focusing upon basic skill development in all three styles of dance. It also includes development of strength, flexibility, coordination and rhythm for all movement techniques. This class is preparation for all other movement dance courses.

### DANCE 121 MODERN DANCE I

Units: 1.00 - UC:CSU 3.00 hours lab weekly

An introduction to the basic movements, patterns and style of modern dance, emphasizing elementary skills and techniques while conferring an appreciation of modern dance and increasing understanding of body structure and movement.

### DANCE 122 MODERN DANCE II

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A continuation of Modern Dance I. A more intense study of modern dance technique and expanded movement experience. Exploration of rhythmic structure and patterns, expanded choreographic experiences and a more refined use of music in modern dance composition.

### DANCE 131 INTRODUCTION TO JAZZ TECHNIQUES

Units: 1.00 - UC:CSU 3.00 hours lab weekly

An introduction to jazz dance, emphasizing elementary skills and techniques while conferring an appreciation of jazz dance and increasing understanding of body structure and movement.

### DANCE 132 INTERMEDIATE JAZZ

Units: 1.00 - UC:CSU 3.00 hours lab weekly

*Prerequisite: DANCE-131*

A progressive refinement of jazz dance technique, building upon skills and techniques covered in Dance-131.

### DANCE 133 INTRODUCTION TO AFRICAN DANCE

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A movement course focusing on the learning of traditional dances of various West African cultures. Students will learn the fundamental elements of African dances including polyrhythms, call and response, integration of movement to the music, as well as the social/religious aspects of African culture.

### DANCE 134 BALLROOM AND SOCIAL DANCE

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Introduces students to selected social dance styles and performance techniques. Dances taught include ballroom, salsa, tango, rumba and swing. Dance styles may vary by semester.

### DANCE 135 BEGINNING TAP DANCE

Units: 1.00 - UC:CSU 3.00 hours lab weekly

This is a beginning course introducing basic and elementary tap techniques, as well as various routines and rhythmic structures. The history and development of tap is also discussed.

**DANCE 137 FLAMENCO AND SPANISH DANCE**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Introduces the fundamental steps, movements, rhythms and music of flamenco and Spanish dance. Various choreographies in these dance forms are presented.

**DANCE 141 INTRODUCTION TO BALLET TECHNIQUES**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

*Prerequisite: DANCE-111*

Introduction to the basic skills and techniques of ballet exercises at the barre in order to develop flexibility, strength, control and resilience. The course concentrates on simple port de bras, adagio, and allegro combinations.

**DANCE 142 INTERMEDIATE BALLET**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A continuation of the skills introduced in Dance 141, with additional emphasis on the rhythm, design, and dynamics.

**DANCE 160 BEGINNING DANCE ENSEMBLE**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

*Prerequisite: Successful audition. Recommended*

*Preparation: DANCE-111 and concurrent enrollment in DANCE 121-122 or 131-132 or 141-142.*

Provides practical experience in utilization of knowledge and understanding of dance as an art form.

Opportunities are provided for student participation in dance productions choreographed by COC faculty, guest artists and students.

**DANCE 161 COLLEGE OF THE CANYONS DANCE COMPANY**

Units: 0.50-3.00 - UC:CSU 1.50 hours lab weekly

*Prerequisite: Successful Audition. Co-Requisite:*

*Concurrent enrollment in DANCE 121-122 or 131-132 or 141-142. Recommended Preparation: DANCE-160.*

Functions as the resident dance company of COC.

Studying with COC dance faculty and guest artists, students will create and perform for campus concerts and community productions.

**DANCE 170 INTRO TO CHOREOGRAPHY**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Designed to introduce the fundamental skills and concepts necessary to begin to choreograph. Through assignments, exercises and improvisations, the fundamental concepts of dance composition will be explored.

**DANCE 179 COC MARCHING/DANCE TROUPE**

Units: 2.00 - CSU 6.00 hours lab weekly

Rehearsal and performance of rifle, flag, and dance units auxiliary to the College of the Canyons Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. Same as Music 179. Does not satisfy PE activity requirements for the associate degree.

**DANCE 180 INTRO TO YOGA/DANCE STRETCHING**

Units: 1.00 - CSU 3.00 hours lab weekly

An introduction to basic yoga concepts including poses, postures, breathing, and meditation techniques. Also covers dance stretches to increase flexibility.

## DESIGN ARTS & TECHNOLOGY

**DAT 041 INTRODUCTION TO QUARK XPRESS**

Units: 1.00 1.00 hours lecture weekly

An introductory course in page layout design through the popular tool Quark Xpress for print media. Students learn how to utilize layout features for both text and images, along with exploring Quark's powerful tools to control elements and format images. Basic computer knowledge is assumed. Offered credit/no-credit only.

### **DAT 044 INTRODUCTION TO ILLUSTRATOR**

Units: 1.00 1.00 hours lecture weekly

An intro to computer illustration using the popular tool Adobe Illustrator. Students learn how to create images, use type and layout features, use filters, and format images for print, web and multimedia mediums. Basic computer knowledge is assumed. Offered credit/no-credit only.

### **DAT 047 INTRODUCTION TO PHOTOSHOP**

Units: 1.00 1.00 hours lecture weekly

An introduction to digital imaging for designers using Adobe PhotoShop. Students learn to scan, composite, work with layers, select pixels, image adjustment, change image modes, change file formats, and print. Basic computer knowledge is assumed. offered credit/no-credit only.

### **DAT 071 INTRODUCTION TO DREAMWEAVER**

Units: 1.00 1.00 hours lecture weekly

An introduction to dynamic Web page design using Dreamweaver. Students learn how to insert images, create frames, make links, use forms, and how to manage Web sites by creating actual DHTML sites. Offered credit/ no-credit only. Knowledge of basic computer operations and Adobe PhotoShop is assumed.

### **DAT 073 APPLICATIONS: WEB GRAPHICS**

Units: 1.00 1.00 hours lecture weekly

A short-term intro to designing web graphics with the popular tools of Adobe Photoshop and Image Ready. Students learn how to first composite and create images, and then use specialized effects to create and optimize dynamic graphics for the web. Basic computer knowledge and DAT-047 or basic Adobe Photoshop experience assumed (Formerly MULTI-068).

### **DAT 074 INTRODUCTION TO FLASH**

Units: 1.00 1.00 hours lecture weekly

An introductory course in vector-based animated graphics for multimedia through Macromedia's Flash. Basic computer knowledge is assumed. Offered credit/no-credit only.

### **DAT 075 INTRODUCTION TO PREMIERE**

Units: 1.00 1.00 hours lecture weekly

An introduction to digital editing using Adobe Premiere. Students learn how to digitize video, combine clips, use transitions and filters to edit video for the web and multimedia mediums. Basic computer knowledge is assumed. Offered credit/no-credit only.

### **DAT 077 INTRODUCTION TO AFTER EFFECTS**

Units: 1.00 1.00 hours lecture weekly

An introduction to animated motion graphics using Adobe After Effects. Students learn how to sweeten video, by introducing specialized effects applied to video, graphics and text. Basic computer skills assumed. Offered credit/no-credit only.

### **DAT 078 INTRODUCTION TO DIRECTOR**

Units: 1.00 1.00 hours lecture weekly

An introduction to multimedia production using Macromedia Director. Students learn how to use the program's multimedia importing techniques, basic type, and paint tools to synthesize sound, video and graphics for use in Web and CD-ROM presentations. Knowledge of basic computer skills is assumed. Offered credit/no-credit only.

### **DAT 094L OPEN GRAPHICS LAB**

Units: 1.00 3.00 hours lab weekly

A computer graphics lab for students who are enrolled in any graphic design course which uses the Macintosh computer. Students may use the lab hours to increase their skills using Adobe Photoshop, Adobe Illustrator, and/or Quark XPress. Offered credit/no-credit and not degree applicable.

### **DAT 095L OPEN CADD LAB**

Units: 1.00 3.00 hours lab weekly

An open lab for the currently enrolled design arts and technology student who wishes to increase skills through the use of the CAD lab. Concurrent enrollment with another DAT course. Units do not apply to the associates degree. Offered on credit/ no-credit basis only.

**DAT 097L OPEN MULTIMEDIA LAB**

Units: 1.00-2.00 3.00 hours lab weekly

An open lab for the currently enrolled DAT student who wishes to increase skills through the use of the multimedia lab facility. Concurrent enrollment with another DAT course (Formerly MULTI-090L). Units do not apply to the associate degree. Offered credit/no-credit only.

**DAT 101 INTRODUCTION TO DIGITAL MEDIA**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to digital media from computer operations and fundamentals of graphics software to basics of computer hardware. Other topics covered are careers in digital media and general computer terminology.

**DAT 105 DIGITAL PHOTOGRAPHY**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to digital cameras and digital photographic manipulation. Through application of theory, students explore the digital image workflow, including the following: Adobe PhotoShop software, image compositing, color correction, acquisition techniques and output technologies. Other topics include a brief history of digital imaging and its application within commercial and fine arts (Same as PHOTO-165).

**DAT 142 2D COMPUTER ILLUSTRATION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Introductory course in the methods, materials and techniques used for commercial illustration. Emphasis is placed on 2-dimensional aspects of computer illustration using Adobe Illustrator and Adobe Photoshop on the Macintosh computer to develop textures, lines, shapes, colors while creating forms to illustrate books, editorials, and graphic communications. Students will develop illustrations from concept to completion and understand the use of commercial illustration as a career path. Basic computer knowledge is assumed (Formerly ART-223).

**DAT 144 GRAPHIC DESIGN I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

A survey in basic design of print graphics that covers both beginning page layout and logo design. The course will include instruction in several computer applications. Basic computer knowledge is assumed (Formerly ART-254).

**DAT 145 TYPE & TYPOGRAPHY**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Introductory course in the history, development and creation of western letter forms and typography for use in advertising, print media, publications and other areas of communication and graphic design. Emphasis is placed on the ability to understand the nature of letterforms, the importance of typography in society, and the use of visual techniques to develop typographical sensitivity. Traditional hand lettering and the use of the computer will enable students to explore a variety of typographical characteristics, such as kerning, tracking and leading. Basic computer knowledge is assumed (Formerly ART-260).

**DAT 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This entry-level course emphasizes the theory of mechanical drafting and includes drawings done on the board featuring line quality, lettering, orthographic projection and isometric sketching. AutoCAD's structure, draw and edit commands will be introduced. Some drawings will be computer generated (Same as ENGR-150.)

**DAT 163 ARCHITECTURAL DRAFTING I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides student with information concerning current practices in architectural drafting and construction technology sufficient for the student to produce a set of working drawings for a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy Formerly DAT-170).

# DESIGN ARTS AND TECHNOLOGY

## ANIMATION and INTERIOR DESIGN PROGRAMS CONVERSION Course Revisions (sorted numerically)

New Course No.	New Course Name	New Units	Old Course No.	Old Course Name	Old Units
ID1ID100	Introduction to Interior Design Careers	2	DAT 060	Careers in Interior Design	1
ID 091	Art and Accessories	1	DAT 061	Art and Accessories	1
ID 092	Merchandising for Interior Design	1	DAT 062	Merchandising	1
ANIM 081	Applications: 3D Studio Max (MAGMA) I	1	DAT 081	Applications: 3D Studio Max (MAGMA) I	1
ANIM 082	Applications: 3D Studio Max (MAGMA) II	1	DAT 082	Applications: 3D Studio Max (MAGMA) II	1
ANIM 083	Applications: 3D Studio Max (MAGMA) III	1	DAT 083	Applications: 3D Studio Max (MAGMA) III	1
ANIM 085	Applications: Maya I	1	DAT 085	Applications: Maya I	1
ANIM 086	Applications: Maya II	1	DAT 086	Applications: Maya II	1
ANIM 087	Applications: Maya III	1	DAT 087	Applications: Maya III	1
ANIM 091L	Short-term Open Animation Lab	.5-1	NEW COURSE		
ANIM 092L	Open Animation Lab	1.0 - 2.0	DAT 092L	Open Animation Lab	2
ID 096	Open Lab for Interior Design	2	DAT 096	Interior Design Lab	2
ID 098	Special Topics in Interior Design	0	DAT 098	Special Topics	0
ID 102	Applied Color for Design	3	DAT 102	Applied Color for Design	3
ID 104	Rapid Visualization and Illustration	3	DAT 104	Rapid Visualization and Illustration	3
ID 101	Intoduction to Interior Design	3	DAT 160	Fundamentals of Interior Design	3
ID 113	Interior Design Materials and Specifications	4	DAT 161	Materials and Products	3
ID 114	History of Architecture & Interiors: Ancient World to Baroque Period	3	DAT 162A	History of Architecture & Furn I	3
ID 115	History of Architecture & Interiors: Baroque to Modern	3	DAT 162B	History of Architecture & Furn II	3
			DAT 184	Introduction to Animation	3
ANIM 101	Introduction to Animation	3	DAT 185	Story Development	3
ANIM 120	Story Development	3	NEW COURSE		
ANIM 130	Interactive 2D Animation	3	DAT 187	Introduction to 3D Studio Max Animation	3
ANIM 140	Introduction to 3D Studio Max Animation	3	NEW COURSE		
ANIM 141	Introduction to 3D Computer Animation: Maya	3	NEW COURSE		
ANIM 190	Animation Production	3	DAT 263	Space Planning	3
ID 212	Space Planning	3	DAT 266	Advanced Interior Design Studio I	3
ID 217	Advanced Residential Interior Design	3	DAT 269A	Portfolio for Interior Design	
ID 219	Portfolio for Interior Design	3	DAT 281	Advanced Animation	3
ANIM 201	Advanced Animation	3	DAT 285	Layout for Animation	3
ANIM 221	Layout for Animation	3	NEW COURSE		
ANIM 222	Character and Prop Design	3	DAT 287	Advanced Computer Animation: 3D	
ANIM 240	Advanced 3D Studio Max/Animation	3	NEW COURSE	Studio Max	
ANIM 241	Advanced Computer Animation: Maya	3	DAT 289	Animation Portfolio	3
ANIM 280	Animation Portfolio	3	DAT 295	Professional Practices	
ID 213	Professional Practices	3			

**DAT 172 DESKTOP VIDEO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to digital video media using desktop computer-based technologies (Formerly RTVF 168). (Same as RTVF 172)

**DAT 173 AUDIO AND MOTION GRAPHICS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Introduction to the concepts and procedures of multimedia audio and video production emphasizing the creation, editing, and retooling of audio and video files for multimedia projects; fundamentals of camera operation, lighting, non-linear audio and video editing software, and storyboarding for interactive media. The course will utilize recording software, samplers, computers, video recorders and digital editing equipment.

**DAT 175 MULTIMEDIA PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students work collaboratively to design and produce small-scale, multimedia products such as web sites and presentations. Working with instructor, students design projects, create storyboards, write scripts, and create media including interfaces. Course also covers the production cycle for multimedia projects and learn how to communicate effectively in multimedia teams.

**DAT 177 WEB PAGE DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to Web page design through the production of Websites. Students learn fundamental aspects of Web page design including, informational architecture, usability, color theory, Web graphics, file formats, animation, sound, hosting, 'WYSIWYG' software and an introduction to HTML as a creative tool.

**DAT 198 SPECIAL TOPICS: COMPUTER GRAPHICS**

Units: 0.50-3.00 - CSU 0.50 hours lecture weekly

An exploration of various techniques and subjects related to processes in computer graphics. Topics to be announced per semester. Please see the current

schedule of classes for specific course description and recommended preparation.

**DAT 198 SPECIAL TOPICS: ARCHITECTURE**

Units: 0.50-3.00 0.50 hours lecture weekly

An exploration of various topics related to architecture. See class schedule for topics to be announced each term.

**DAT 242 GRAPHIC DESIGN II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An advanced course to further develop visual communication skills in print graphics. The course will utilize several computer application programs in page layout, illustration and digital imaging to explore brochure, advertising and logo design.

**DAT 244 GRAPHIC DESIGN PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introductory course in output and creation of mechanicals for printed communications. Students develop an understanding of the use of camera-ready art such as 4-color and spot color separations, negatives and positives. Emphasis on learning the language of print production and of printers, printer specifications, and the appropriateness of traditional and digital camera-ready art methods. Creation of mechanicals for specific assignments develops the understanding of the production process. Discussions of greyscale, color, and halftone images, both digital and traditional, will complete the understanding of document and image handling, scanning and production (Formerly ART-255).

**DAT 249 GRAPHIC DESIGN PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

In this course, students will learn to prepare and present a graphic design portfolio in a professional manner. Emphasis will be on appropriate selection of work, concept improvement and methods of presentation.

### **DAT 252 MECHANICAL DRAFTING II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This course covers working, assembly, detail and exploded view drawings with emphasis on dimensioning practice using ASME Geometric Dimensioning and Tolerancing Standards. These dimensions will be applied to AutoCAD generated drawings. Parametric design-driven dimensioning will be introduced on drawings using software such as Mechanical Desktop, Ironcad, and/or Solidworks (Formerly DAT-152).

### **DAT 253 SOLIDS MODELING FOR MECHANICAL DRAFTING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Covers topics relating to design and development of mechanical parts with solids modeling programs such as Mechanical Desktop, Ironcad, and/or Solidworks. Parts development will involve practices used in current engineering environment.

### **DAT 259 MECHANICAL DRAFTING PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students learn to prepare and present a professional mechanical drafting portfolio. Emphasis will be on appropriate selection of work, concept improvement, and methods of presentation.

### **DAT 260 CODES AND ZONING REGULATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly

An in-depth review of the Uniform Building Codes, ADA or California Title 24 (Disabled Access Regulations based on the governing laws of Americans with Disability Act) as related to commercial, residential and institutional projects. Students will apply building and zoning codes for the design and drafting in architecture and interior design.

### **DAT 262 ARCHITECTURAL DRAFTING II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: DAT-163*

Advanced architectural/residential drafting will include drawing of a set of working drawings for a two-story

home with detail drawings of stairways, fireplace, and interior elevations. Perspective and axonometric drawings will be generated from the plans.

### **DAT 264 AUTOCAD FOR ARCHITECTURE & INTERIOR DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This hands-on course covers the majority of drawing and editing commands and procedures to complete basic 2-D drawings for architectural floor plans and axonometric drawings. It is recommended that students who have no previous computer-aided drafting experience take DAT-163 concurrently.

### **DAT 265 ADVANCED CADD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This advanced course includes the software technology to create 3D conceptual designs. These 3D drawings are used for design development, construction documents and working drawings. Detail drawings can be created and reused by assembling parametric material components (Formerly DAT-173).

### **DAT 269B ARCHITECTURAL DESIGN PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

In this course, students will learn to prepare and present a professional architectural design portfolio. Emphasis will be placed on the appropriate selection of work, concept improvement and methods of presentation.

### **DAT 271 ADVANCED DIGITAL PHOTOGRAPHY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An advanced course covering expert skills in digital imaging software and hardware. Topics will include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation (Same as PHOTO-205).

## DESIGN ARTS AND TECHNOLOGY

### New and Former Design Arts and Technology Course Numbers/Titles - August 2000

Course #	Course Name	Units	Old # and Name
DAT 041	Applications: Quark I	1.0	Art 099A Intro to Quark & Illustrator
DAT 042	Applications: Quark II	1.0	
DAT 044	Applications: Adobe Illustrator I	1.0	MM 060 Intro to Computer Illustration
DAT 045	Applications: Adobe Illustrator II	1.0	
DAT 047	Applications: Adobe Photoshop	1.0	MM 062 Intro to Digital Imaging I
DAT 048	Applications: Adobe Photoshop II	1.0	MM 064 Intro to Digital Imaging II
DAT 071	Applications: Dreamweaver	1.0	MM 066 Intro to Web Page Design
DAT 073	Applications: Designing Web Graphics	1.0	MM 068 Intro to Designing Web Graphics
DAT 074	Applications: Macromedia Flash	1.0	
DAT 075	Applications: Adobe Premiere	1.0	MM 070 Intro to Digital Editing
DAT 077	Applications: After Effects	1.0	MM 072 Intro to Animated Motion Graphics
DAT 078	Applications Director	1.0	MM 074 Intro to Director
DAT 092L	Open Animation Lab	1-2.0	
DAT 094L	Open Graphics Lab	1-2.0	ART090 Open Lab
DAT 095L	Open CAD Lab	1-2.0	
DAT 096L	Open Arch/Interior Design Lab	1-2.0	
DAT 097L	Open Multimedia Lab	1-2.0	MM 090L Open Lab
DAT 100A	Intro to Design Technology I	1.0	MM 050
DAT 100B	Intro to Design Technology II	1.0	DAT 180
DAT 100C	Intro to Design Technology III	1.0	
DAT 101	Survey of Design Arts and Technologies	3.0	MM 120 Intro to Multimedia
DAT 102	Applied Color for Designers	3.0	DAT162 Applied Color for Designers
DAT 104	Rapid Visualization & Illustration	3.0	DAT164 Rapid Visualization and Illustration
DAT 105	Digital Photography	3.0	MM 165 Digital Photo
DAT 140	Visual Design	3.0	MM 140 Visual Design for MM
DAT 142	2D Computer Illustration	3.0	ART223 Computer Illustration
DAT 144	Graphic Design I	3.0	ART254 Computer Graphics I
DAT 145	Type and Typography	3.0	ART260 Type & Typography
DAT 148	Packaging Design	3.0	ART264 Packaging Design
DAT 150	Intro to Mechanical Drafting & AutoCAD	3.0	DAT150 Intro to Mechanical Drafting
DAT 151	AutoCAD for Mechanical Drafting	3.0	DAT151 AutoCAD for Mechanical Drafting
DAT 160	Fundamentals of Interior Design	3.0	DAT160 Fundamentals of Interior Design
DAT 161	Interior Materials & Products	3.0	DAT161 Interior Materials & Products
DAT 162	History of Architecture & Furnishings	3.0	DAT165 History of Architecture & Furnishings
DAT 163	Architectural Drafting I	3.0	DAT170 Architectural Drafting
DAT 172	Digital Editing	3.0	MM 168 Digital Editing
DAT 173	Audio & Motion Graphics	3.0	MM 150 Audio & Motion Graphics
DAT 175	Multimedia Production	3.0	MM 170 Intro to MM Production
DAT 177	Web Page Design	3.0	MM 180 Web Page Design
DAT 184	Intro to Animation	3.0	DAT184 Intro to Animation
DAT 187	Intro to 3D Computer Animation	3.0	DAT187 Intro to 3D Computer Animation
DAT 242	Graphic Design II	3.0	
DAT 244	Graphic Design Production	3.0	ART255 Computer Graphics II
DAT 249	Graphic Design Portfolio	3.0	
DAT 252	Mechanical Drafting II	3.0	DAT152 Mechanical Drafting II
DAT 253	Solids Modeling for Mechanical Drafting	3.0	DAT153 Solids Modeling for Mechanical Drafting
DAT 259	Mechanical Drafting Portfolio	3.0	
DAT 262	Architectural Drafting II	3.0	DAT171 Architectural Drafting II
DAT 263	Space Planning	3.0	DAT163 Space Planning
DAT 264	AutoCAD for Architecture & Interior Design	3.0	DAT172 AutoCAD for Arch & Interior Design
DAT 265	Adv. CADD for Architectural & Interior Design	3.0	DAT173 Adv CADD for Arch & Interior Design
DAT 266	Interior Design Studio I	3.0	DAT166 Design Studio I
DAT 269A	Interior Design Portfolio	3.0	
DAT 269B	Architectural Design Portfolio	3.0	
DAT 271	Adv. Digital Photography	3.0	
DAT 275	Multimedia Production II	3.0	MM 175 Multimedia Production
DAT 277	Adv. Web Page Design	3.0	
DAT 279	Multimedia Portfolio	3.0	MM 295 MM Portfolio & Entrepreneurship
DAT 282	Adv. AutoCAD (2D)	3.0	DAT182 Adv AutoCAD (2D)
DAT 283	Adv. AutoCAD (3D)	3.0	DAT 183 Adv AutoCAD (3D)
DAT 286	Fund. of AutoLISP & AutoCAD Customization	3.0	DAT186 Fund of AutoLISP & AutoCAD Cust
DAT 287	Adv. 3D Studio & Animation	3.0	DAT189 Adv 3D Computer Animation
DAT 289	Animation Portfolio	3.0	
DAT 295	Professional Practices	3.0	
DAT 299	Directed Studies	1-3.0	MM 299 Directed Studies

G=Graphics, MM=Multimedia, AD=Architectural Drafting, MD=Mechanical Drafting, ID=Interior Design,

### **DAT 275 MULTIMEDIA PRODUCTION II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students work collaboratively to design and produce a full-scale, multimedia project - online tutorial, interactive game, informative kiosk, etc. Using discrete skills required in prior courses students put it all together from concept formation to formulative evaluation. The real world multimedia productions will include creating media, authoring, formative evaluation, writing documentation and instructional manuals. Also, students learn important communication skills, including interviewing clients, meeting management and presentation skills.

### **DAT 277 ADVANCED WEB PAGE DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Covers advanced topics in web page design. A variety of software packages will be explored in order to incorporate expert techniques in interactive media using animation, sound, and graphics. There will be an emphasis on the importance of aesthetics and interactive design principles in multimedia.

### **DAT 279 MULTIMEDIA PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students learn to prepare and present a professional multimedia portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation.

### **DAT 282 ADVANCED AUTOCAD - 2D**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Commands for complex 2-D working drawings will be covered along with blocks, attributes and AutoCAD® system variables for improved user efficiency (Formerly DAT-182).

### **DAT 283 ADVANCED AUTOCAD - 3D**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

3-D drawings will be generated on the computer using parametric and solid modeling techniques (Formerly DAT-183).

### **DAT 286 FUNDAMENTALS OF AUTOLISP & AUTOCAD CUSTOMIZATION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to AutoCAD®'s on-line interpreted language used in the creation of automated routines for drafting and design tasks, and for creating custom menus. An overview of menu file construction and language. Keyboard macros and script files are also covered (Formerly DAT-186).

## **EARLY CHILDHOOD EDUCATION**

### **ECE 098 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION**

Units: 0.25-1.00 0.25 hours lecture weekly

Addresses current preservice/in-service training topics relevant to the community of early childhood educators and parents. Suggested topics may include parenting issues, expanding ECE curriculum, discipline/guidance, parent/teacher conference, the parent/teacher relationship, observation techniques and application, developing a professional portfolio, prekindergarten guidelines and other topics as needed. See current class schedule for topics offered each term.

### **ECE 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

Units: 3.00 - CSU 3.00 hours lecture weekly

This course meets partial requirements to apply for the child development permit and to teach in the Title 22 and Title V programs. An overview of history, philosophies, and development of the field of early childhood education. Course includes basic history and theories, developmental ages and stages, types of programs, roles of teachers, parent partnerships, and current issues and trends. Field observation at sites designated by the instructor will be required. It is recommended that ECE-116A lab be taken concurrently.

**ECE 115 CURRICULUM DEVELOPMENT & CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION PROGRAMS**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: ECE/CHLDEV-110 NOTE: This course meets the requirements to teach in a licensed program.*

This course continues from Child Development 110 and includes teacher's role and goals in facilitating a developmentally appropriate learning environment for young children. The course will cover planning and implementing the physical, temporal and interpersonal environment; including materials and equipment, activity plans, scheduling, routines, transitions, group time as well as techniques in implementation. Also, integrated into this course are techniques for guiding behavior. Emphasis is on meeting the individual needs of the whole child including acknowledgment of diversity. This course meets the CDA competency goals for center based home day care provider programs.

**ECE 116A CURRICULUM DEVELOPMENT/CLASSROOM MANAGEMENT LAB A**

Units: 1.00 - CSU 3.00 hours lab weekly

*Corequisite: Previous completion or concurrent enrollment in ECE/CHLDEV-110.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus FSECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children. Lab A consists of observation and participation.

**ECE 116B CURRICULUM DEVELOPMENT/CLASSROOM MANAGEMENT LAB B**

Units: 1.00 - CSU 3.00 hours lab weekly

*Prerequisite: CHLDEV-116A or ECE 116A*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus FSECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and

evaluation of classroom experience for young children.

Lab B - observation and implementation.

**ECE 116C CURRICULUM DEVELOPMENT/CLASSROOM MANAGEMENT LAB C**

Units: 1.00 - CSU 3.00 hours lab weekly

*Prerequisite: ECE/CHLDEV-116A and 116B.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus FSECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children. Lab C - Student teaching - take Lab A & B first.

**ECE 120 CHILD GROWTH & DEVELOPMENT**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Covers the process of growth and change, which occur in human development spanning conception, infancy, toddlerhood, early childhood and adolescence. An in-depth study of each stage of the field and current predominant theories are also covered. Course assignments reflect individual student interest within each area of development and may include observations, research papers, interviews, site visits and related projects. This course meets part of the core requirement to teach in a licensed early childhood program.

**ECE 125 CHILD, FAMILY & COMMUNITY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

This course is part of core curriculum meeting requirements for state licensing Title 22, Title V programs and the child development permit matrix. In this course the child will be studied in various contexts, where the inter-relationships between family, school and community are seen as the foundation for human development. Cultural, social and family issues are studied as they relate to the developing child. Emphasis is on societal issues that impact children and their families, and how that impact effects the roles of the early childhood educator. Community resources for families and professionals are researched.

## **EARLY CHILDHOOD EDUCATION**

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### **ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM**

Units: 3.00 - CSU 3.00 hours lecture weekly

An overview of infant/toddler development and its implications for group child care settings. Principles of infant/toddler philosophy and caregiving will be emphasized (Formerly CHLDEV-130).

### **ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM**

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines the need for and design of school age child care programs. Emphasis on development stages of the child ages 5-13 and curriculum development. The relationship of the family to the community and the special needs of the school-age child will be discussed (Formerly CHLDEV-135).

### **ECE 140 RECREATIONAL LEADERSHIP IN SCHOOL AGE CHILD CARE**

Units: 3.00 - CSU 3.00 hours lecture weekly

Presents different leadership techniques and styles as they apply in leading various recreational activities for school-age children. An overview of the development of the child ages 5-13 will be covered. Emphasis is on behavioral management skills and recreational activities for large groups of children (Formerly CHLDEV-140).

### **ECE 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00 - CSU 2.00 hours lecture weekly

Provides the basic skills, methods and theory in music and motor activities as related to the young child.

Students develop a portfolio of materials, design lesson plans, and participate in classroom demonstrations (Formerly CHLDEV-144).

### **ECE 151 ART AND CREATIVITY FOR YOUNG CHILDREN**

Units: 2.00 - CSU 2.00 hours lecture weekly

Designed to explore art and creativity in young children. Students plan and implement art activities for young children including selection of developmentally appropriate media, motivational techniques and classroom arrangements. A creative art curriculum resource file will be developed (Formerly CHLDEV-151).

### **ECE 155 SCIENCE & MATH FOR THE YOUNG CHILD**

Units: 2.00 - CSU 2.00 hours lecture weekly

Provides an experiential and discovery approach to learning in the areas of science and math. The student will select an area of scientific interest that is developmentally appropriate for the preschool child and develop it for the classroom. The student will also develop math concepts for children's manipulation based on the Piagetian Theory.

### **ECE 156 LITERATURE & LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00 - CSU 2.00 hours lecture weekly

Emphasizes a basic understanding of how children learn language skills. Students will develop techniques to promote and establish a language and literature program in the preschool setting through the use of flannel board activities, stories, puppets, drama, finger plays and circle activities.

### **ECE 157 LITERACY IN EARLY CHILDHOOD**

Units: 3.00 - CSU 3.00 hours lecture weekly

Reflects the most current knowledge about how young children learn to read and write coupled with practical, developmentally appropriate strategies to use with children, birth through eight years of age (Formerly CHLDEV 199).

### **ECE 160 UNDERSTANDING & EDUCATION OF EXCEPTIONAL CHILDREN**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the field of special education, emphasizing the developmental theories as they apply to the understanding and education of exceptional children through age eight. An overview of special needs categories as defined by PL94-142 (IDEA), inclusion, preparation of Individual Education Plan (IEP's), and current topics and trends will be discussed.

**ECE 165 TEACHING CHILDREN IN A DIVERSE COMMUNITY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Covers the impact of social, political, economic and cultural issues that shape values, beliefs, and behaviors.

Students explore their own personal experiences to increase their understanding of the impact these issues have on teaching children in a multicultural, multilingual, diverse community. Students learn how to facilitate a culturally inclusive learning environment, and increase skills in developing partnerships with families.

**ECE 173 CHILDHOOD NUTRITION**

Units: 2.00 - CSU 2.00 hours lecture weekly

Examines the nutritional needs of children, from infancy through school-age, in theory and in practice. Includes techniques for applying sound nutritional principles for parents and professionals at home and in the curriculum of early childhood programs. Techniques for involving children in planning and preparing healthy snacks will be covered. This course meets the requirements for 'In-Home Child Care Specialists' and Pre-school/School Age Certificates.

**ECE 175 CHILDHOOD HEALTH AND SAFETY**

Units: 1.00 - CSU 1.00 hours lecture weekly

Emphasizes the care of children in both health and illness. Through lecture and discussions and selected articles, the student learns normal growth and development patterns, variations in these patterns, how culture and family may impact the child's behavior and how to care for a child who is ill. Also introduces the major health problems associated with the newborn, infant, early and late childhood, and how to cope with these illnesses. Basic pediatric first aid and health and safety for the above age groups is discussed. Meets Title 22 requirements for Infant/ Child C.P.R. and first aid.

Students can earn pediatric First Aid/Infant/Child C.P.R. and Health and Safety Child Care Certificate.

**ECE 198 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION**

Units: 0.25-1.00 - CSU 0.25 hours lecture weekly

Addresses current pre/in-service training topics relevant to the community of early childhood educators and parents. Suggested topics include: parenting issues, expanding ECE curriculum, discipline/guidance,

parent/teacher conferences, the parent/teacher relationship, observation techniques and application, developing a professional portfolio, prekindergarten guidelines and other topics as needed. See current class schedule for topic offered each term (Formerly CHLDEV-198).

**ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00 - CSU 3.00 hours lecture weekly

Identifies principles and practices of supervision and administration of children's programs. Content includes Title 22 and Title V requirements regarding organizational structure, budgeting, personnel policies and practices, record keeping reporting, relationships with community resources, regulatory agencies and parents. An overview of social and public policy and professional groups influencing child development today.

**ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: CHLDEV-201 or ECE-201*

Builds on the competencies acquired in 201 and includes opportunities for administrators of children's programs to learn techniques in hiring and training staff. Also covers philosophies of management and staff relations including team building and human resources development. This course meets one of the requirements of the Child Development Permits for Site Supervisor or Program Director as needed for Title V programs.

**ECE 220 ADULT SUPERVISION IN EARLY CHILDHOOD EDUCATION: THE MENTORING PROCESS**

Units: 2.00 - CSU 2.00 hours lecture weekly

Covers all aspects of supervising the adult learner in a child care setting, as well as the use of the Early Childhood Rating Scale (Harmes and Clifford), an instrument used to evaluate the quality of early childhood environments. This course satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit from the Commission on Teacher Credentialing. This is a required course for all candidates of the Mentor Teacher Program.

**ECE 226 THE IMPACT OF VIOLENCE ON CHILDREN**

Units: 3.00 - CSU 3.00 hours lecture weekly

Designed to explore the violent and aggressive behavior and its impact on the physical and psychological well-being of children and families. Students will look at the diverse perspectives on violence, be it in the home or in the community, and its impact on the stages of child development. Focus will be on the early childhood educator's role in teaching young children alternatives to violent behavior.

**ECE 227 VIOLENCE INTERVENTION: BEHAVIOR MANAGEMENT STRATEGIES**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: CHLDEV-226 or ECE-226*

Builds on CHLDEV 226. Course provides early childhood educators with the skills to work with children and families that have been exposed to violence and aggression. Students identify specific characteristics that children exhibit from exposure. Techniques for classroom and behavior management will be presented including the power of play and play materials in helping children resolve conflict and find alternatives to violent behavior.

**ECE 290 CURRENT ISSUES IN EARLY CHILDHOOD EDUCATION**

Units: 0.25-1.00 - CSU 0.25 hours lecture weekly

Various topics may include advanced supervision and management, curriculum, mainstreaming, multicultural, nutrition, Piaget, discipline, child abuse, conferencing, home safety and various workshops.

**ECE 299 DIRECTED STUDY IN EARLY CHILDHOOD EDUCATION**

Units: 1.00-3.00 - CSU

A directed study addressing specific subject matter relevant to early childhood education.

## **ECONOMICS**

**ECON 130 CONSUMER ECONOMICS**

Units: 3.00 - CSU 3.00 hours lecture weekly

Elements and concepts of financial planning and decision-making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs.

**ECON 150 CONTEMPORARY ECONOMICS**

Units: 3.00 - CSU 3.00 hours lecture weekly

A one-semester economics course designed to give the student a general, elementary knowledge of basic economic concepts and serve as an introduction to more advanced economic courses. Covers basic concepts such as supply and demand, unemployment and inflation, GDP, monetary and fiscal policy, the firm, production decisions, profits and losses, and international trade.

**ECON 170 ECONOMIC HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Survey of the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation; manufacturing, tariffs, slavery, big business, labor, government regulations and deregulation leading to a modern industrial nation. (Same as HIST-170). Fulfills the Title V American Institutions requirement in U.S. History.

**ECON 201 MACROECONOMICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
ECON 2

*Prerequisite: MATH-060*

Macroeconomics studies economic problems facing the nation such as unemployment, inflation, aggregate demand and supply, gross domestic product (GDP), fiscal policy, monetary policy and supply-side economics, debts-deficits-surpluses, money and banking, the Federal Reserve System.

## ECON 202 MICROECONOMICS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
ECON 4

*Prerequisite: ECON-201*

Microeconomics studies how the individual, the firm and industries behave in our economy by looking at supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

## ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: MATH-070*

A course in descriptive statistics, elements of probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required. Same as BUS-291.

# EDUCATION

## EDUC 105 LITERACY TUTORING AND SUPERVISED FIELDWORK

Units: 2.00 - CSU 2.00 hours lecture weekly

Provides early, supervised field experience to develop fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills required in the public schools. Students work one-on-one and in group settings with elementary school children. Recommended for students interested in teaching elementary school. CSU credit limitations (Formerly GENSTU-105).

## EDUC 200 INTRODUCTION TO SPECIAL EDUCATION

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: PSYCH-172 or ECE-120*

A history of special education with a focus on educational practice and scientific research. Specific categories and educational needs of students with disabilities and the laws affecting their rights are presented. Fieldwork observation is required. CSU credit limitations.

## EDUC 203 EDUCATION IN A DIVERSE SOCIETY

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides an introduction to the American educational system, focusing on multicultural issues in urban schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education will be covered. CSU credit limitations, consult a counselor.

# ENGINEERING

## ENGR 096 DISCOVER ENGINEERING

Units: 2.00 1.00 hours lecture weekly, 3.00 hours lab weekly

Develop essential study techniques for success in subsequent engineering courses and become oriented to relevant computer-based technologies. Explore the various engineering disciplines and examine engineering problems and their solutions.

## ENGR 101 INTRODUCTION TO SCIENCE, ENGINEERING & TECHNOLOGY

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MATH-102 or ENGR-096*

An introduction to engineering and engineering technology. Topics include history, careers, ethics and responsibilities, and engineering calculations and problem solving - examples from mechanics, dynamics and fluids. Various engineering systems are modeled and the design process is examined. Develops written and oral communication skills. Guest speakers from various engineering fields are invited to speak.

## ENGR 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

This entry-level course emphasizes the theory of mechanical drafting and includes drawings done on the board featuring line quality, lettering, orthographic projection and isometric sketching. AutoCAD's structure,

draw and edit commands will be introduced. Some drawings will be computer-generated (Same as DAT-150).

### **ENGR 151 MATERIALS OF ENGINEERING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: CHEM-201.*

Covers properties of materials as they relate to atomic and crystal structure. Topics include: atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; electrical and magnetic properties. Additional topics include optical properties, corrosion and process methods.

### **ENGR 152 STATICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: MATH-211 and PHYSIC-220*

Applications of the principles of mechanics to rigid bodies in two- and three-dimensional equilibrium. Analytical and graphical solutions using force vectors and equivalent force systems to solve problems pertaining to friction, centroids, center of gravity, and moments of inertia for areas.

### **ENGR 153 ELECTRICAL CIRCUITS I**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MATH-212 and PHYSIC-221.*

Electric circuit analysis in both time and frequency domains, transient and steady state solutions. Topics include linear circuit analysis techniques, Kirchoff's laws, Network theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced- complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, and resonance.

## **ENGLISH**

### **ENGL 010 COLLEGE SKILLS: READING & STUDY SKILLS**

Units: 3.00 3.00 hours lecture weekly

A program of individual and group instruction in reading and study skills designed to prepare students for the curricular demands of a college setting and for ENGL-034. Units do not apply to the associate degree and offered credit/no-credit only.

### **ENGL 011 COLLEGE SKILLS: GRAMMAR AND WRITING**

Units: 3.00 3.00 hours lecture weekly

A program of individual and group instruction in grammar and writing designed to prepare students for the curricular demands of a college setting and for ENGL-035. Offered credit/no-credit and units do not apply to the associate degree.

### **ENGL 012 COLLEGE SKILLS: SPELLING & VOCABULARY**

Units: 3.00 3.00 hours lecture weekly

A program of individual and group instruction in spelling and vocabulary. Offered credit/no-credit only and units do not apply to the associate degree.

### **ENGL 034 READING SKILLS**

Units: 3.00 3.00 hours lecture weekly

Efficiency in reading comprehension and speed by a study of techniques of reading with an emphasis on practical material. Improvement in reading vocabulary. Course is not degree applicable and offered credit/no-credit only.

### **ENGL 035 SENTENCE WRITING**

Units: 3.00 3.00 hours lecture weekly

Individualized and group learning laboratory where students improve sentence grammar, word usage, mechanics and punctuation. Course is not degree applicable and offered credit/no-credit only.

## ENGL 063 STUDY SKILLS/LISTENING & NOTETAKING

Units: 1.00 1.00 hours lecture weekly

Skills necessary for college study: reading textbooks, time management, concentration techniques, test preparation, marking textbooks, memory improvement, listening skills, note-taking, capturing the main idea and organization. Course is not degree applicable and offered credit/ no-credit only.

## ENGL 080 INTRODUCTION TO COLLEGE READING

Units: 3.00 3.00 hours lecture weekly

*Prerequisite: ENGL-034 or appropriate placement as determined by the COC english placement process*

Offers students the critical reading skills to better enjoy, comprehend, and analyze their college reading through a survey of nonfiction and fiction literature: the essay, drama, short story, fantasy, mystery, romance, and science fiction. Successful completion fulfills 3 units of the humanities and fine arts OR language rationality (communication skills) requirement for the associate degree. Meets Associate Degree Reading Competency requirement.

## ENGL 090 INTRODUCTION TO COLLEGE WRITING

Units: 3.00 3.00 hours lecture weekly

*Prerequisite: ENGL-035 or appropriate placement as determined by the COC English assessment process.*

Prepares students to write coherent, unified paragraphs and essays for a college audience, including review and practice of the fundamentals of grammar and punctuation. Meets the communication skills requirement for the associate degree.

## ENGL 092 INTRODUCTION TO TECHNICAL WRITING

Units: 3.00 3.00 hours lecture weekly

*Prerequisite: ENGL-035.*

Helps students develop the skills needed to write successfully in the workplace. Introduces the rhetorical principles and compositional practices necessary for writing effective business letters, memos, resumes, and reports.

## ENGL 095 WRITING SKILLS WORKSHOP

Units: 1.00 1.00 hours lecture weekly

*Corequisite: ENGL-090.*

A workshop that emphasizes the critical writing and reading activities of ENGL-090. Focused activities designed to supplement the academic work of ENGL-090 include: assistance with grammar, sentence structure, usage, organization of the paragraph, and critical reading. Offered credit/no-credit only.

## ENGL 101 ENGLISH COMPOSITION & LITERATURE

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN ENGL 2

*Prerequisite: ENGL 080 and 090 or ENGL 080 and 092 or ENGL 080 and JOURN 105, or ESL-100 or appropriate placement as determined by the COC assessment process in both writing and reading.*

Principles and methods of expository writing, with reading and analysis of expository prose, plus limited exposure to creative literature.

## ENGL 101H HONORS ENGLISH COMPOSITION & LITERATURE

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: Appropriate placement as determined by the COC English assessment process or successful completion of ENGL-080 and ENGL-090 or ENGL-080 and JOURN-105, or equivalent.*

Expository writing, with an emphasis on analysis and interpretation, plus application of skills for writing a research paper. Additional work on skills necessary for becoming an above-average student.

## ENGL 102 INTERMEDIATE COMPOSITION, LITERATURE & CRITICAL THINKING

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN ENGL 4

*Prerequisite: English 101*

Designed to develop skills beyond those attained in English 101, this course provides instruction and practice in critical thinking and writing strong arguments using literature short stories, plays, novels, poems as subject matter. Through close reading of challenging literary works, discussion, and argumentative writing, students will develop critical thinking skills.

### **ENGL 103 CRITICAL READING, WRITING & THINKING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: ENGL-101.*

Focuses on close textual analysis, argumentative/ persuasive writing, and critical thinking skills. Students apply critical thinking skills in writing essays on topics from various academic disciplines. Non-fiction from various fields provides the content for developing these thinking and writing skills. Designed to develop critical thinking, reading, and writing skills beyond the level attained in ENGL-101.

### **ENGL 105 INTRODUCTION TO CREATIVE WRITING**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: ENGL 101*

The study and writing of imaginative poetry, short fiction, and drama. Students learn to develop ideas with an awareness of style and the manipulation of formal elements.

### **ENGL 106 CREATIVE WRITING - NONFICTION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: ENGL 101*

Students will study and write nonfiction prose, emphasizing description, narration, and the personal essay. Writing practice will stress the writer's awareness of his or her own style and the manipulation of stylistic elements.

### **ENGL 107 INTRODUCTION TO PLAYWRITING**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play (Same as THEATRE-230).

### **ENGL 108 CREATIVE WRITING - POETRY**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: ENGL-101*

*Recommended Preparation: ENGL-105*

A study of the elements of poetry and advanced practice in the writing of poems. Writing practice will emphasize the writer's awareness of his or her own style and

the manipulation of formal and stylistic elements. Includes analysis of selected published writings.

### **ENGL 109 CREATIVE WRITING SHORT STORIES**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: ENGL-101*

*Recommended Preparation: ENGL-105*

A study of the elements of fiction and advanced practice in writing short stories. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings.

### **ENGL 111 INTRODUCTION TO LINGUISTICS**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the theory and methods of linguistics, with an emphasis on the structure, function, and history of language. Includes a study of language acquisition, language change, and the sociology and psychology of language.

### **ENGL 135 LITERATURE AND FILM**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to literature through the comparative study of selected short stories, novels, and plays and the films based on these literary works.

### **ENGL 195 ENGLISH COMPOSITION & LITERATURE WORKSHOP**

Units: 1.00 - CSU 1.00 hours lecture weekly

*Corequisite: ENGL-101.*

Individual and group learning workshop to support the academic activities of English 101. Emphasis is on critical reading skills as well as argument development and structural analysis. Offered credit/no credit only.

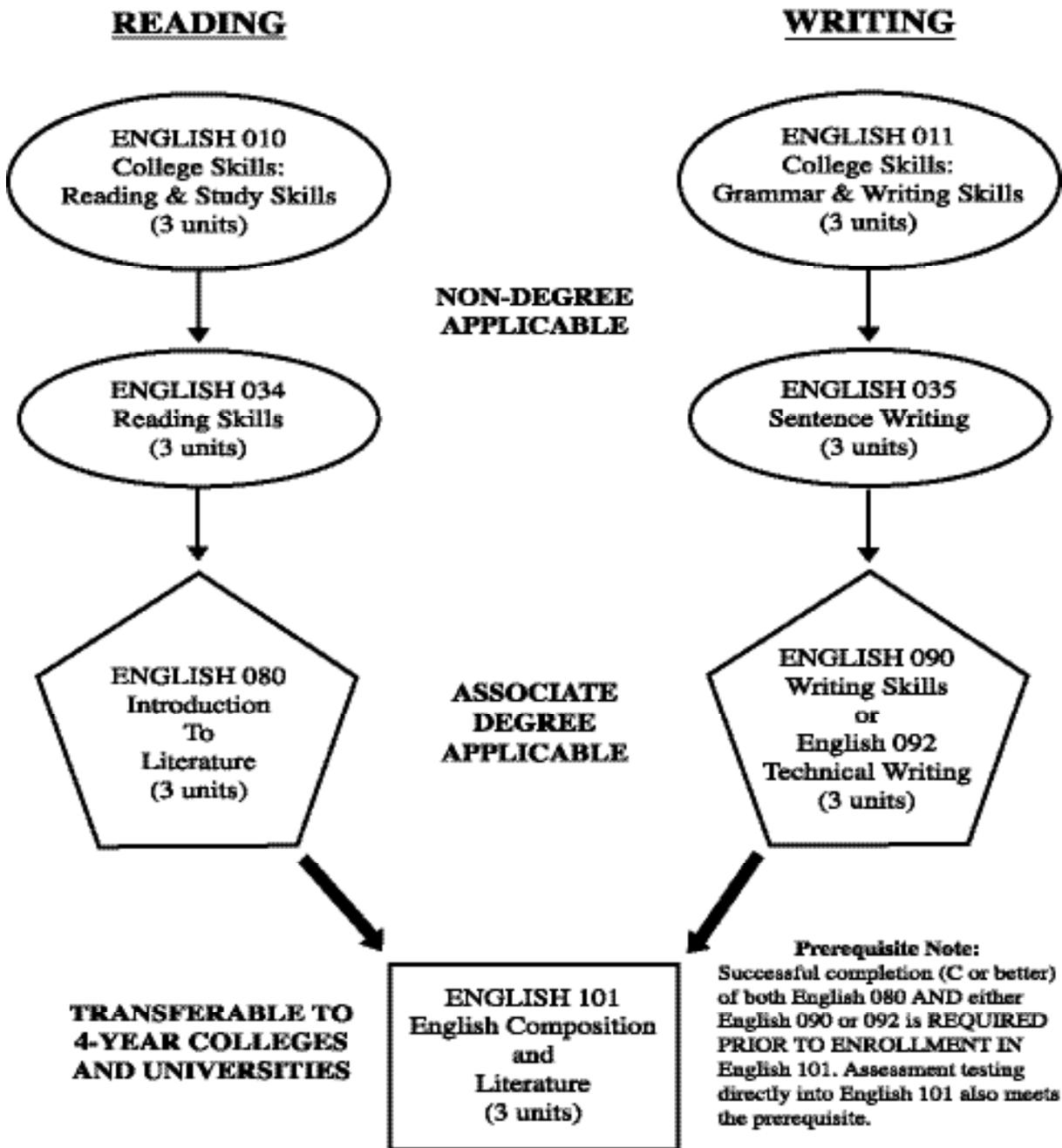
### **ENGL 250 BRITISH LITERATURE I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN ENGL 8

A survey of British literature from the beginnings to the 19th century. (CAN SEQ B when both ENGL-250 and 251 completed).

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ENGLISH COURSE SEQUENCE**



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### **ENGL 251 BRITISH LITERATURE II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN ENGL SEQ B  
A survey of British literature from 1800 to the present. (CAN SEQ B when both ENGL 250 and 251 completed).

### **ENGL 260 AMERICAN LITERATURE I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of American literature from the beginnings through 1860.

### **ENGL 261 AMERICAN LITERATURE II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of American literature from 1860 to the present.

### **ENGL 262 AMERICAN MULTICULTURAL LITERATURE**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of various genres of multicultural literature of the United States, addressing issues of voice, agency and the construction of American identity across racial, ethnic, regional, and gender boundaries in the cultural context of a diverse country.

### **ENGL 263 INTRODUCTION TO POETRY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A study of the elements of poetry in selected American, British, and Continental poems, with emphasis on discovery of meaning by reading analytically. Major poetic forms are examined, along with aspects of imagery, figurative language, rhythms, and sounds.

### **ENGL 264 STUDY OF FICTION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Study of selected prose fiction from different times and places in Western civilization. Emphasis on short fiction of the 19th and 20th centuries plus intensive work on one novel. Through close reading and discussion, students will learn to analyze and interpret prose narratives.

### **ENGL 265 INTRODUCTION TO DRAMA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Reading, analysis and discussion of selected plays from Greek tragedy to contemporary drama. Emphasis will be placed on significant works of British and American playwrights.

### **ENGL 271 MYTHOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A multicultural look at basic themes in mythology-creation, origin, fertility, heroic quest, natural phenomena, death and afterlife, and others to show their significance and relevance to individuals and cultures.

### **ENGL 272 THE BIBLE AS LITERATURE**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Reading and discussion of selected books of the Old and New Testaments: saga, myth, epic, story, historical writing, poetry, wisdom literature, prophecy, parables, letters, and proverbs.

### **ENGL 273 WORLD LITERATURE I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of world literature in translation from the early Chinese, Japanese, Indian, Ancient Greece, and Ancient Rome to the Middle Ages in Europe. The literary selections, serving as vehicles for understanding the experiences of the human family, are studied for appreciation of their artistic and cultural value.

### **ENGL 274 WORLD LITERATURE II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of world literature in translation from the Renaissance in Europe to the modern times including literature of China, Japan, Africa, and Latin America. The literary selections, serving as vehicles for understanding the experiences of the human family, are studied for appreciation of their artistic and cultural value.

### **ENGL 275 SHAKESPEARE**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of the principles of Shakespearean drama. Detailed reading of selected comedies, tragedies and histories.

### **ENGL 280 WOMEN'S LITERATURE**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A study of women's literature, and women in short fiction, novels, poetry, drama and the essay. A major focus on the course will be how literature by women writers reflects women's roles in various cultural settings.

# ENGLISH AS A SECOND LANGUAGE

## ESL 040 INTENSIVE BEGINNING ENGLISH AS A SECOND LANGUAGE

Units: 10.00 10.00 hours lecture weekly

Development of English speaking, listening, reading and writing skills. Basic practice in listening to and speaking English. Development of basic reading comprehension and survival vocabulary. Practice writing grammatical sentences, short narratives, letters, application forms, and descriptions. Units do not apply to the associate degree. Offered credit/no-credit only.

## ESL 041 INTENSIVE LOW INTERMEDIATE ESL

Units: 10.00 10.00 hours lecture weekly

Development of English speaking, listening and writing skills. Pronunciation practice of English sounds in the context of vocabulary and idioms used in class. Discussion and analysis of topics in American culture. Development of English reading comprehension and vocabulary building skills. Practice in writing simple, compound, and complex sentences and in writing short compositions and business letters. Offered credit/no-credit and not degree applicable.

## ESL 042 INTENSIVE HIGH INTERMEDIATE ESL

Units: 5.00 5.00 hours lecture weekly

English speaking and listening practice in a variety of contexts. Emphasis on comprehension of information. Development of vocabulary appropriate in both formal and informal situations. Discussion and analysis of topics in American culture and cultural differences. Development of note-taking skills. Restricted to students whose native language is not English. Not degree applicable and offered credit/no-credit only.

## ESL 045 VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Units: 3.00 3.00 hours lecture weekly

Extensive introduction to and reinforcement of specific vocational concepts and language. Practice in pronunci-

ation, grammar, and vocabulary relevant to the work setting. Restricted to students whose native language is not English. Graded on a credit/no-credit basis. Units do not apply to the associate degree.

## ESL 060 BEGINNING READING, WRITING & GRAMMAR

Units: 3.00 3.00 hours lecture weekly

Reading and writing skills designed to assist non-native speakers of English toward college-level work. Practice in basic sentence structure, spelling, vocabulary development, handwriting. Offered on a credit/no credit basis only. Units do not apply to the associate degree.

## ESL 061 LOW INTERMEDIATE LISTENING AND SPEAKING

Units: 3.00 3.00 hours lecture weekly

For low-intermediate to intermediate students focusing on listening comprehension and oral communication in a college environment and common social situations. Stresses listening, notetaking, speaking, and pronunciation skills and begins to prepare students for content-based college courses. Offered credit/no-credit and non-degree applicable.

## ESL 070 READING & WRITING SKILLS

Units: 3.00 3.00 hours lecture weekly

Intensive practice in writing basic English patterns; fundamentals of punctuation; spelling; vocabulary development; grammar; reading and writing of short paragraphs and essays. Offered on a credit/no credit basis only. Units do not apply to the associate degree.

## ESL 071 INTERMEDIATE LISTENING AND SPEAKING

Units: 3.00 3.00 hours lecture weekly

*Recommended Preparation: ESL-061*

For intermediate students and focuses on listening comprehension and oral communication in a college environment and common social situations. It stresses extended listening, notetaking, speaking, and pronunciation skills and begins to prepare students for content-based courses. Offered on a credit/no-credit basis and not degree applicable.

### **ESL 075 ESL COMPUTER COMPOSITION**

Units: 2.00 2.00 hours lecture weekly, 2.00 hours lab weekly

Computer Writing: Use of the computer to improve composition, grammar, and editing skills covered in the English as a Second Language writing classes. Units do not apply to the associate degree.

### **ESL 080 INTERMEDIATE READING & COMPOSITION**

Units: 3.00 3.00 hours lecture weekly

Intensive writing practice in complex sentence patterns. Reading and writing paragraphs and short essays. Punctuation, vocabulary development, and spelling.

### **ESL 081 ADVANCED LISTENING AND SPEAKING**

Units: 3.00 3.00 hours lecture weekly

*Recommended Preparation: ESL-071*

Focuses on listening comprehension and oral communication in a college environment and common social situations. Stresses extended listening, notetaking, speaking, and pronunciation skills and gives students skills for succeeding in content-based college courses. Students make presentations, conduct interviews and surveys, hold small group discussions, and prepare recordings of their speech. Offered credit/no-credit and not degree applicable.

### **ESL 083 HIGH INTERMEDIATE READING**

Units: 4.00 4.00 hours lecture weekly

Development of English reading comprehension and vocabulary building skills in extended written materials. Restricted to students whose native language is not English. Units do not apply to the associate degree.

### **ESL 085 ACCENT REDUCTION**

Units: 3.00 3.00 hours lecture weekly

Focus on breaking the accent barrier. English language stress, intonation, and phoneme patterns including oral practice of English. Aural discrimination and sound patterns reproduction. Units do not apply to the associate degree.

### **ESL 092 MEDICAL TERMINOLOGY FOR NON-NATIVE SPEAKERS**

Units: 3.00 3.00 hours lecture weekly

Introduces, reinforces and provides practice in the recognition, pronunciation and use of medical terminology through intensive listening and speaking exercises. For non-native speakers who can benefit from intensive aural/oral practice. Not degree applicable and offered credit/no-credit only.

### **ESL 095 TOEFL PREPARATION I**

Units: 3.00 3.00 hours lecture weekly

Focuses on developing essential language skills needed to obtain a satisfactory score in the Test of English as a Second Language - TOEFL. Emphasis will be on fine-tuning learners' listening, reading, grammar, and writing skills. Development of test-taking skills and spelling practice. Restricted to students whose native language is not English. Units do not apply to the associate degree and offered credit/no-credit only.

### **ESL 100 ADVANCED READING & COMPOSITION**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

Reading, composition, and grammar for more advanced non-native speakers, designed to prepare students for transfer-level courses. Emphasis on reading of college-level material and on writing complex sentence patterns and paragraph-level composition.

### **ESL 105 PARAGRAPH TO ESSAY**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

Practice of techniques of expository and argumentative writing based on personal experience, critical reading, and critical thinking. Designed to take students from the paragraph writing stage to the development of an essay.

## **Environmental Control (See Water Systems Technology)**

## **Family Studies (See Early Childhood Education)**

# **FIRE TECHNOLOGY**

## **FIRETC 098 FIREFIGHTER IN-SERVICE TRAINING**

Units: 0.25-4.00 0.25 hours lecture weekly

This course provides instruction in various contemporary fire fighting techniques and subjects related to Fire Technology. Topics to be announced per semester. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations.

## **FIRETC 101 FIRE PROTECTION ORGANIZATION**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to fire service and fire protection careers in fire departments and related fields. History of fire protection, fire loss, and public and private protection services. Includes fire department organization, firefighting tactics, fire prevention, tools and equipment, apparatus, alarm systems and water systems.

## **FIRETC 102 FIRE PREVENTION TECHNOLOGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Covers organization and function of fire prevention, inspections, surveying and mapping procedures, recognition of fire and life safety hazards, engineering a solution of a fire hazard, enforcing solutions to a fire hazard, and public relations as affected by fire prevention.

## **FIRETC 103 FIRE PROTECTION EQUIPMENT & SYSTEMS**

Units: 3.00 - CSU 3.00 hours lecture weekly

The study of fire protection and detection systems, alarm systems, fire pumps, extinguishing systems for special hazards, and automatic sprinkler systems.

## **FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Units: 3.00 - CSU 3.00 hours lecture weekly

Fundamentals of building construction as it relates to fire protection. Covers classification of occupancy and types of construction with emphasis on fire protection features including building equipment, facilities, fire resistant materials and high-rise considerations.

## **FIRETC 105 FIRE BEHAVIOR & COMBUSTION**

Units: 3.00 - CSU 3.00 hours lecture weekly

Fundamentals and scientific principles of fire-behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques.

## **FIRETC 106 FIRE COMPANY ORGANIZATION & PROCEDURES**

Units: 3.00 - CSU 3.00 hours lecture weekly

Reviews fire department organization and offers instruction in the organization, management, and supervision of fire companies. Topics include the relationship of the company officer to the organizational structure, as well as responsibilities with regard to personnel supervision, evaluation, discipline, training, communication, fire apparatus, equipment maintenance, fire prevention, incident response and command, strategy and tactics, records and reports.

## **FIRETC 107 FIRE APPARATUS & EQUIPMENT**

Units: 3.00 - CSU 3.00 hours lecture weekly

A study of fire apparatus design including mobile and fixed apparatus, a review of construction specifications and performance capabilities, the effective deployment, utilization and performance of equipment under emergency conditions.

## **FIRETC 108 FIRE HYDRAULICS**

Units: 3.00 - CSU 3.00 hours lecture weekly

A study of fire service hydraulic's theory, formulas, and water supply. Reviews applied mathematics including hydraulic's laws as applied to the fire service application formulas and mental calculations to hydraulics and water supply problems.

### **FIRETC 109 FUNDAMENTALS OF PERSONAL FIRE SAFETY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides career directed students, and/or volunteers, firefighters, and fire brigade members demonstrations on current techniques in the prevention of injuries and promotion of safety while conducting routine and emergency fire operations.

### **FIRETC 110 WILDLAND FIRE BEHAVIOR**

Units: 3.00 - CSU 3.00 hours lecture weekly

Covers topics related to wildland fire behavior such as weather, fuel and topographic factors.

### **FIRETC 123 FIRE INVESTIGATION**

Units: 3.00 - CSU 3.00 hours lecture weekly

Covers methods of determining cause and origin of fire (accidental, suspicious, and incendiary), types of fires, related laws, introduction to arson and incendiaries, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, court procedures, and giving testimony.

### **FIRETC 125 FIREFIGHTING TACTICS & STRATEGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

### **FIRETC 198 FIREFIGHTER INSERVICE TRAINING**

Units: 0.25-4.00 - CSU 0.25 hours lecture weekly

This course provides instruction in various contemporary fire fighting techniques and subjects related to Fire Technology. Topics to be announced per semester, consult current class schedule. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations.

### **FIRETC 201 INCIDENT COMMAND SYSTEM 200**

Units: 1.00 - CSU 1.00 hours lecture weekly

Intended for fire personnel who have a minimum requirement for understanding the Incident Command System. Develops the necessary foundation for the student to participate as a member of a wildland fire inci-

dent. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities.

### **FIRETC 202 INCIDENT COMMAND SYSTEM 300**

Units: 2.00 - CSU 2.00 hours lecture weekly

For fire personnel who have an intermediate-level requirement for understanding the Incident Command System. A continuation of ICS training for members of a wildland fire incident team.

### **FIRETC 231A FIRE PREVENTION OFFICER 1A**

Units: 2.00 - CSU 2.00 hours lecture weekly

Skills and knowledge necessary for entry into the fire prevention field. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1A. Not offered every semester.

### **FIRETC 231B FIRE PREVENTION OFFICER 1B**

Units: 2.00 - CSU 2.00 hours lecture weekly

Continuation of Fire Technology 231-A. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1B. Not offered every semester.

### **FIRETC 231C FIRE PREVENTION OFFICER 1C**

Units: 2.00 - CSU 2.35 hours lecture weekly

Continuation of Fire Technology 231-B. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1C. Not offered every semester.

### **FIRETC 241A FIRE INSTRUCTOR 1A**

Units: 2.00 - CSU 2.00 hours lecture weekly

An introduction to fire service training methods with emphasis on using the occupational analysis, identifying training needs and training others to perform manipulative skills.

### **FIRETC 241B FIRE INSTRUCTOR 1B**

Units: 2.00 - CSU 2.00 hours lecture weekly

Continuation of Fire Technology 241A with an emphasis on preparation to train others in technical skills. Not offered every semester.

### **FIRETC 251A FIRE INVESTIGATION 1A**

Units: 2.00 - CSU 2.00 hours lecture weekly

Fire origin and cause, evidence preservation, prosecution, maintaining records, and handling special arson and investigation problems. Required for Fire Officer 1 candidates.

### **FIRETC 251B FIRE INVESTIGATION 1B**

Units: 2.00 - CSU 2.00 hours lecture weekly

Provides advanced training in fire/explosion investigative techniques, evidence preservation, courtroom testimony, interview and interrogation techniques and fire cause/origin determination. This is a State Fire Marshal certified course.

### **FIRETC 261A FIRE MANAGEMENT I**

Units: 2.00 - CSU 2.00 hours lecture weekly

Assists future fire officers with the changing role of fire managers and helps fire officers develop management techniques and skills.

### **FIRETC 271A FIRE COMMAND 1A**

Units: 2.00 - CSU 2.00 hours lecture weekly

Command and control techniques emphasizing decision-making, authority, organizational structure, and pre-planning. Meets Fire Officer 1 requirements established by California State Board of Fire Services. Not offered every semester.

### **FIRETC 271B FIRE COMMAND 1B**

Units: 2.00 - CSU 2.00 hours lecture weekly

A continuation of Fire Technology-271A dealing specifically with hazardous materials and emergency incident procedures. Meets Fire Officer 1 command training requirements established by California State Board of Fire Services. Not offered every semester.

## **Foreign Languages (See French, German and Spanish)**

# **FRENCH**

### **FRNCH 101 ELEMENTARY FRENCH I**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN FREN 2

Pronunciation, oral practice, study of French cultures and civilization and basic grammar of the French language. Corresponds to the first two years of high school French.

### **FRNCH 102 ELEMENTARY FRENCH II**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: FRNCH-101 or equivalent.*

Continuation of French 101. Pronunciation, oral practice, study of French culture and civilization and basic grammar of the French language. Corresponds to the third year of high school French.

### **FRNCH 150 BEGINNING CONVERSATIONAL FRENCH**

Units: 3.00 - CSU 3.00 hours lecture weekly

For students with little or no background in French. Emphasis is on understanding and speaking French in every day situations, including vocabulary and phrases useful for studying and working in French-speaking countries.

### **FRNCH 201 INTERMEDIATE FRENCH I**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN FREN 8

*Prerequisite: FRNCH-102 or three years of high school French or equivalent.*

Comprehensive review of French grammar with special emphasis on practical and idiomatic usage. Reading short stories in French by well-known French authors. Discussions and written and oral reports in French based upon reading selections. Corresponds to the fourth year of high school French.

**FRNCH 202 INTERMEDIATE FRENCH II**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN FREN 10

*Prerequisite: FRNCH-201.*

Complete review of French grammar. Oral discussion and written composition, dealing with assigned readings of current French prose. Intensive reading of outstanding French literature.

## GENERAL STUDIES

**GENSTU 050 ORIENTATION & ASSESSMENT - LEARNING DISABILITIES**

Units: 0.50 0.50 hours lecture weekly

Consists of 4 to 5 individual sessions, the first is informational, covering kinds of disabilities, the assessment process, and the community college eligibility model. Subsequent sessions cover achievement and cognitive testing to determine student eligibility for services. The final session is an instructional component covering learning disability eligibility, academic strengths and weaknesses, learning strategies, and possible accommodations. Provides verbal and written feedback to better understand learning styles for improved academic performance. Not degree applicable and offered credit/ no-credit only.

**GENSTU 051 INDIVIDUAL DIAGNOSTIC - PRESCRIPTIVE LEARNING ASSESSMENT**

Units: 0.50

Diagnostic assessment for students with communication disabilities and/or acquired brain injuries. Assessment process will identify specific cognitive strengths and weaknesses, receptive and expressive language skills, information processing skills. The compilation of information will be used to develop an individualized educational plan outlining specific recommendations and interventions once a student has been found eligible for support services. Offered on a credit/no credit basis. Units do not apply to the associate degree.

**GENSTU 081 COGNITIVE BASIC SKILLS - COMPUTER ASSISTED INSTRUCTION - ADAPTED COMPUTER TECHNOLOGY**

Units: 1.00-5.00 3.00 hours lab weekly

Major emphasis is to improve cognitive retraining in the areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer-assisted instruction and adaptive technology. Course is designed for verified acquired brain injured students and physically disabled students. May be repeated. Offered credit/no credit. Units do not apply to the associate degree.

**GENSTU 082 INDIVIDUAL COMPUTER APPLICATIONS**

Units: 1.00-5.00 3.00 hours lab weekly

Designed for DSPS students as a support in their coursework other than English and math. Course is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner and selected software programs. Computer applications will be taken from topics based on the students' coursework to provide additional computer support or enhanced basic skills. May be repeated. Offered credit/ no-credit only and not degree applicable.

**GENSTU 091 INDIVIDUAL STUDIES - LANGUAGE SKILLS**

Units: 1.00-5.00 3.00 hours lab weekly

Designed for DSPS students as a support in mainstream English and language-related courses other than mathematics. Tutorial in nature, course focuses on the utilization of computers assistive technology devices, the Internet, a scanner and selected software programs. Computer applications are taken from topics based on the students' coursework to provide additional computer support or enhance basic skills. May be repeated. Offered on a credit/no-credit basis and course is not degree applicable.

**GENSTU 092 INDIVIDUAL STUDIES - MATHEMATICS SKILLS**

Units: 1.00-4.00 3.00 hours lab weekly

Designed for DSPS students as a support in Math classes with individual or small group tutoring for students with a verified disability and are concurrently enrolled in Math-025, Arithmetic; Math-058, Algebra Prep. I; Math-059, Dev. Algebra; Math-060, Elem. Algebra; Math-070, Int. Algebra; or Bus-144, Bus. Math.

Students learn strategies to enhance math concepts and computational skills. May be repeated. Offered credit/no-credit only and not degree applicable.

### **GENSTU 094 SUPERVISED TUTORING**

Units: 0.00

Provides individual assistance to students with expressed needs in study skills, learning modes, and developmental materials. Learning experiences will be under instructional supervision. Offered on a credit/nocredit basis. Non-degree applicable.

### **GENSTU 096 LITERACY TUTOR PRACTICUM**

Units: 1.00-3.00 3.00 hours lab weekly

Trains students to serve as children's literary tutors. Student tutors are placed at local elementary schools. Highly desirable for students planning to become future teachers. Offered credit/no-credit only.

### **GENSTU 101 CAREER DECISION-MAKING FOR STUDENTS WITH DISABILITIES**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: Enrollment in DSPS.*

This course introduces students with disabilities to career search strategies. It provides an overview of the career decision-making process including goal-setting, decision-making and researching the job market. Students will participate in vocational testing, job search strategies, resume writing, interviewing techniques, and group discussions on disability-related issues involving career choice and employment.

### **GENSTU 104 TUTORING METHODS**

Units: 1.00-3.00 - CSU 3.00 hours lab weekly

Techniques of tutoring individuals and small groups. Techniques to improve the tutees' problem-solving, writing, computational, listening, note-taking, and test-taking skills. Practice in individual tutoring under supervision. Offered on a credit/no credit basis.

### **GENSTU 299 HONORS COLLOQUY**

Units: 3.00 - CSU

The Honors Colloquy is provided primarily for students in the HITE and Honors program to encourage independent thinking and research on topics related to the Phi Theta Kappa Annual Honors Essay Theme. It is desir-

able that students taking the class be members of Phi Theta Kappa, a national community college honor society.

## **GEOGRAPHY**

### **GEOG 101 PHYSICAL GEOGRAPHY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN GEOG 2

A study of the basic physical elements of the natural environment: the earth and its astronomical relationship to the sun and moon, in particular, a study of the fundamentals of the form and dimensions of the earth, maps, atmosphere weather, climates, soils, water resources, vegetation, ecology, physical oceanography, mineral resources, geology and land forms.

### **GEOG 102 CULTURAL GEOGRAPHY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN GEOG 4

Studies the common denominators found in human populations that allow cultures to exist including patterns of natural resources, languages, economics, politics, religions and succinctly analyzes these patterns as expressed within selected regions and countries which are prominent or pivotal in world affairs today.

## **GEOLOGY**

### **GEOL 100 PHYSICAL GEOLOGY LAB**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

*Co-requisite of GEOL-101*

Megascopic and microscopic laboratory study and determination of selected elements, minerals and rocks. Includes study and use of topographic maps, geologic tools, geologic maps, cross-sections and columns. Fieldwork may be undertaken from time-to-time to collect earth materials and to recognize and study existing or on-going geologic processes, landforms and structures.

**GEOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN GEOL 6

Study and interpretation of the basic features of the exterior and interior of the earth's crust, the materials of which those features are composed, and the geologic processes which produced them. Includes specific consideration of minerals, rocks, volcanic activity, running water erosion, soils, ground water activity, landsliding, glaciation, coastlines, wind activity, deserts, plate tectonics, mountains, faults and earthquakes, metamorphism, geologic time, etc.

**GEOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Study of the evolution of the earth's crust and the earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American continent, its landforms, contiguous oceans, animals and plants. Includes some study of the principles of paleontology.

**GEOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Study of major geomorphic provinces of California, including their topography, basic geologic landforms and structures, geologic history, main rock units and mineral resources. Some discussion of fossil assemblages.

**GEOLOGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Study of the key geologic features found at selected national parks and monuments with emphasis on California and the west. Includes specific study of major landforms and geologic structures, the basic origin and evolution of those landforms and structures, the kind of rock of which they are composed, the main geologic agent, the age of the rock and the principal minerals associated with each park or monument.

**GEOLOGY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Megascopic and microscopic laboratory study and determination of selected elements, minerals, gems, igneous rocks, sedimentary rocks, metamorphic rocks and fossils. Primary emphasis placed on the study of minerals and the individual properties by which minerals are identified, although a student may emphasize one of the other earth materials. Collecting fieldwork may be undertaken from time-to-time.

## GERMAN

**GERMAN**

Units: 2.00 - CSU 2.00 hours lecture weekly

For students with little or no background in German. Emphasis is on understanding and speaking German in everyday situations, including vocabulary and phrases useful for studying and working in German-speaking countries. The skills of translating and writing of compositions are introduced. Taught in the Lozanov method.

**GERMAN**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN GERM 2

An introduction to understanding, speaking, reading and writing simple German, using a basic vocabulary and stressing idiomatic expressions. Intensive drill in pronunciation and the fundamentals of German. Corresponds to the first two years of high school German.

**GERMAN**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN GERM 4

*Prerequisite: GERMAN-101*

A continuation of German 101. Pronunciation, oral practice, study of German culture and civilization and basic grammar of the German language. Corresponds to the third year of high school German.

**GERMAN 111 ADVENTURE IN GERMAN**

Units: 4.00 - CSU 4.00 hours lecture weekly

A beginning course for students with little or no background in German. Intensive practice in understanding, speaking and writing German in everyday situations. Emphasis on building a usable vocabulary and knowledge of basic idioms in German. Class is taught in the Lozanov method.

**GERMAN 201 INTERMEDIATE GERMAN I**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: GERMAN-102 or three years of high school german or equivalent.*

Comprehensive review of German grammar with special emphasis upon practical and idiomatic usage. Readings of short stories in German by well known German authors. Discussions and written and oral reports in German based upon reading selections. This course corresponds to the fourth year of high school German.

**GERMAN 202 INTERMEDIATE GERMAN II**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly, 1.00 hours lab weekly

CAN GERM 10

*Prerequisite: GERMAN-201*

Complete review of German grammar. Oral discussion and written composition, dealing with assigned readings of current German prose. Intensive reading of outstanding German literature.

**GERMAN 220 ADVANCED GERMAN**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

Comprehensive review of German grammar with emphasis upon more difficult grammatical problems. Advanced conversation and composition through intensive readings of German, Austrian and Swiss literature. This course is conducted entirely in German.

**HEALTH SCIENCES****HLHSCI 150 NUTRITION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A comprehensive study of nutrition, which includes the nutritional needs of the human life cycle. This class examines the biological function and chemical classification of nutrients and relates the nutrition concepts to health and disease. Also designed to increase awareness of food, nutrition, and physical activity and their interrelationships.

**HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN I**

Units: 7.50 - CSU 7.50 hours lecture weekly

Course covers techniques of emergency medical care presently within the scope of practice of the EMT-1 technician. Seven and one-half hours weekly lecture/skills lab plus 16 hours emergency department observation and 16 hours ambulance ride along. Health clearance required prior to start of clinical rotations. Eligible for L.A. County Certification exam upon successful completion of the course.

**HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER**

Units: 1.50 - CSU 1.50 hours lecture weekly

The Emergency Medical Technician Refresher Course offers 24 hours of classroom lecture as required by the County of Los Angeles for EMT recertification. The lecture portion of the course includes a review of all topics covered in the Emergency Medical Technician-Basic course and any new subject material required by the County of Los Angeles. The final Class session provides skills testing for those Emergency Medical Technicians in a skills testing cycle.

**HLHSCI 243 WOMEN & HEALTH**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Provides a broad perspective of women relating as providers and consumers to the health care system. Explores past and current health care issues. Also explores philosophical, historical, cross-cultural, ethical,

and political issues surrounding women's health. The unique role of women in the health care system will be discussed in terms of current and future trends. Also covers specific topics which will include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers (Formerly INTERD-101).

### **HLHSCI 249 MEDICAL TERMINOLOGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Designed to familiarize those interested in a medical field with the correct spelling, pronunciation and meaning of common medical terms, with emphasis on word components.

## **HISTORY**

### **HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A general survey of the history of western civilization from earliest times to the 16th century. Emphasis is placed upon the development of economic, socio-political, and cultural institutions from pre-history, riverine cultures of the Near East, the Greco-Roman world, and medieval and early modern Europe.

### **HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN HIST 4

A general survey of the history of western civilization from the 16th century to the present period. Emphasis is placed upon economic, socio-political, and cultural developments in Europe, the Americas, and the emergent nations of the modern era. This course is especially useful to majors in history, art history, sociology, political science, and literature.

### **HIST 111 UNITED STATES HISTORY I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN HIST 8

A general survey of American civilization, from the Pre-Colombian era through Reconstruction. Emphasis is placed on the political, cultural, economic, and social history of the United States. (Taken with HIST-112, meets the entire American Institutions requirement.)

### **HIST 112 UNITED STATES HISTORY II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN HIST 10

A general survey of American civilization from reconstruction to the present. Emphasis is on the political, economic and social history of the United States. (When taken with HIST-111, meets Title V American Institutions requirement for the associate degree.)

### **HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

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 with special emphasis on their contributions as well as their problems. Fulfills the U.S. History portion of the Title 5 American Institutions requirements.

### **HIST 150 INTRODUCTION TO HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to the major issues in American history from the 15th through 20th centuries. Topics include colonization, the Revolutionary War, the U.S. Constitution, causes and results of the Civil War, western settlement, progressivism, World War I and World War II, various civil rights movements, America's participation in Vietnam, Watergate, and the administrations of Nixon and Clinton. Course appropriate for non-majors and applicable toward graduation requirement in American Institutions.

### **HIST 161 WORLD HISTORY I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey of world history from prehistory to 1500. Focuses on the emergence and interaction of the regional civilizations (Europe, Asia, Africa, and the Americas) that have contributed to the development of

our present global community. Emphasis is placed on appreciating, comparing, and contrasting the social, political, economic, cultural, and religious forces that shaped the major civilizations in the history of the world.

### **HIST 170 ECONOMIC HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Survey of the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation; manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Same as ECON-170. Fulfills the Title V American Institutions requirement in U.S. History.

### **HIST 191 HISTORY OF EASTERN CIVILIZATION I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A comparative study of Asian civilizations from antiquity to the nineteenth century. The major historical, philosophical, cultural, political, and socioeconomic trends of China and Japan will be emphasized. Neighboring areas, such as Korea, India, and Southeast Asia, will also be discussed.

### **HIST 192 HISTORY OF EASTERN CIVILIZATION II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A comparative study of Asian civilizations from the nineteenth century to the present. China and Japan will be emphasized, with additional discussion of surrounding areas such as Korea, India and Southeast Asia. Important themes will include western imperialism, nationalist movements, Asian countries' involvement in World War II, the establishment of communist regimes in several Asian countries, efforts at economic modernization, and developments in art and literature.

### **HIST 210 HISTORY OF CALIFORNIA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of California from its pre-Columbian past to the present. Utilizing a cross-cultural emphasis, the course will also include segments of study on the natural and institutional history of California.

### **HIST 230 HISTORY OF AMERICAN INDIANS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A general survey of American Indian history. From the pre-Columbian past through the modern era, the saga of American Indians and their role in western civilization will be examined. Particular attention will be paid to the intersection of American Indian history and United States history. Fulfills the U.S. History portion of the Title 5 American Institutions requirements.

### **HIST 240 LATIN AMERICAN CIVILIZATION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A general survey of the geography, history, customs, economic and political development of Latin America from pre-Colombian times to the present. This course is especially recommended for Spanish and history majors.

### **HIST 241 HISTORY OF EARLY LATIN AMERICA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A general survey of Latin American history from the late pre-Columbian era - c-15th century to independence - c-1830. Examines the major indigenous politics, European expansion and exploration, the implantation of Iberian civilization and culture, Ibero-American socio-economic and socio-political infrastructures, the Catholic Church's role and impact on colonial Ibero-America, the international competition for political and economic control of the Western Hemisphere and the Ibero-American wars for independence and their aftermath.

### **HIST 242 HISTORY OF MODERN LATIN AMERICA**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A general survey of Latin America's nineteenth and twentieth century. Focuses on Latin America's socio-political and socio-economic development from 1800 to present. Also provides an historical analysis and review of U.S.-Latin American relations. Designed to introduce students to the internal and external forces that have shaped and continue to influence contemporary Latin American societies.

### **HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO PEOPLES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Evaluates the history of Mexico and the Mexican and Chicano peoples from 1519 to the present and is designed to introduce students to the Mexican and Chicano historical heritage. Topics to be evaluated include: the Aztec, Maya and lesser Mexican pre-Conquest societies, the conquest of Mexico, Mexico under Spanish rule, the Mexican Independence Movement, the Age of Santa Anna and the war of the North American Invasion, creation of the Constitution of 1857, the Porfiriato, the Mexican Revolution and the development of the PRI, Mexican migration into the United States, the rise and impact of the Chicano movement in the United States and the North American Free Trade Agreement's impact on the Mexican and Chicano peoples. Also provides a historical overview and analysis of U.S.-Mexican relations from 1820 to the present.

### **HIST 245 HISTORY OF THE AMERICAS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Emphasizes the interrelationship between the history of North and South America and examines the social, political, economic, and diplomatic impact that the peoples of both continents have had on each other. Fulfills the American History portion of the American Institutions Requirement.

## **HOTEL AND RESTAURANT MANAGEMENT**

### **HRMGT 098 HOTEL & RESTAURANT MANAGEMENT: SPECIAL TOPICS**

Units: 1.00 1.00 hours lecture weekly  
Special Topics with a variable format depending on the subject matter. Content of the courses will include hotel and restaurant operational tasks and components.

### **HRMGT 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Surveys the opportunities, careers, responsibilities and trends in the hotel, restaurant, tourism and recreation

industry. Through class presentations, guest lectures and field trips, students gain insight into the social and economic forces which interrelate and influence the various industry components.

### **HRMGT 102 INTRODUCTION TO THE TRAVEL INDUSTRY**

Units: 3.00 - CSU 3.00 hours lecture weekly  
View the world of travel from the perspective of the travel agent, including air, cruise, rail, and motor coach travel, hotels, resorts, and car rentals. A survey of emerging tourism trends in ecotourism and adventure tourism.

### **HRMGT 121 FOODS & NUTRITION IN THE RESTAURANT INDUSTRY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
Principles of food selection, preparation, and evaluation. Incorporates study in meal management, various cuisine and food presentation. Covers basic nutrition concepts. Discusses current industry focus concerning foods and nutrition. Lab experience applies scientific cooking principles to a variety of products.

### **HRMGT 150 INTRODUCTION TO HOTEL/RESORT OPERATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly  
An introduction to the operating systems and components of the lodging industry, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

### **HRMGT 210 HOTEL & RESTAURANT LAW**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Provides fundamental legal principles and concepts that apply to issues requiring appropriate response and action by hospitality personnel. Students gain the fundamental legal understanding to limit their exposure to liability for themselves as well as their establishments. Also includes proactive actions and programs to limit legal exposure.

### **HRMGT 220 RESTAURANT OPERATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly

A comprehensive study of the operations, management, policy, development and related aspects for a retail restaurant establishment. Emphasis is on the development of management careers in the industry and entrepreneurial issues for start-up operations.

### **HRMGT 225 FOOD SERVICE SANITATION & SAFETY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Presents the concepts and related practices that assure a safe and sanitary food service facility. Emphasis is on the maintenance of sanitary standards through the application of the HACCP (Hazard Analysis of Critical Control Point) system of prevention. Areas covered include the following: food handling and processing, foodborne illness and prevention, and accident and fire prevention.

### **HRMGT 226 FOOD AND WINE**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: Students must be 21 years of age to enroll.*

An in-depth analysis of the relationship between food and wine with special emphasis on food and wine pairing for home and professional cooking. Topics include cooking with wine, food and wine buying, ordering in restaurants, wine cellaring and serving, and wine and health. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

### **HRMGT 235 HOTEL & RESTAURANT SALES & MARKETING**

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines how marketing plans are conceived, designed and implemented for a variety of hotel, restaurant and related service industry products with a focus on related sales and promotional strategies, merchandising, public relations and advertising.

### **HRMGT 245 HOTEL & RESTAURANT SUPERVISION & GUEST RELATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly

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 3.00 hours lecture weekly

*Prerequisite: BUS-201*

A bridge between basic and managerial accounting. Covers specialized accounting for hotel revenue and expenses; periodic inventory, accounting for food and beverage areas; hospitality payroll accounting; intangible assets; accounting for inventory, property and equipment; financial statements; the income statement, balance sheet, and statement of cash flows; the analysis of financial statements; and interim and annual reports.

### **HRMGT 299 HOTEL & RESTAURANT MANAGEMENT INTERNSHIP**

Units: 1.00-3.00 - CSU

On-the-job training within the hotel or restaurant industry. Coordination occurs between faculty, student and work supervisor. The classroom component serves as a problem solving center. Course material covers professionalism, career enhancement and job obtainment skills.

## **HUMANITIES**

### **HUMAN 100 THEATRE OF THE MIND**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An interdisciplinary course using classical and significant works to introduce the student to themes and methods of inquiry on the humanities. The perspectives and concerns of philosophy, history, and literature will be developed and applied to the study and analysis of written texts and visual images. Students will develop an understanding of the values and ideas of western civilization and their comparison to the ideals and cultural expressions of non-western civilization. Themes will vary and be listed in the class schedule.

### **HUMAN 101 FORMS AND IDEAS IN HUMANITIES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introductory course which provides instruction in interdisciplinary analysis and interpretation of meaning in art, music and literature and in the understanding of philosophical ideas in their own right and as they influence the world civilizations. UC credit limitation.

### **HUMAN 105 CULTURAL ERAS IN HUMANITIES I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Recommended Preparation: ENGL-101*

Interdisciplinary, multi-cultural study of major eras of humanistic development from the ancient world to the fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation.

### **HUMAN 106 CULTURAL ERAS IN HUMANITIES II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Interdisciplinary, multi-cultural study of eras of humanistic development from the sixteenth century to the present through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation.

### **HUMAN 150 GREAT BOOKS, GREAT IDEAS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey of classical works of literature, philosophy, history, and the visual arts. Studies themes of the humanistic study of human nature and the contemporary significance of the values and ideas expressed in the works of this course. Covers the time period of Greek Antiquity to the end of the Medieval period.

## **INTERIOR DESIGN**

### **ID 091 ART AND ACCESSORIES IN INTERIOR DESIGN**

Units: 1.00 1.00 hours lecture weekly

Covers the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods, portable light fixtures, linens, and tableware in interior design. This course may include a field trip.

### **ID 092 MERCHANDISING FOR INTERIOR DESIGN**

Units: 1.00 1.00 hours lecture weekly

Covers retailing concepts and strategies used by contemporary merchandisers. Special attention given to the practice of activities such as sales transactions, customer service, store operations, store policies, advertising and display. May include a field trip to a notable retail store.

### **ID 096L OPEN INTERIOR DESIGN LAB**

Units: 1.00 3.00 hours lab weekly

An open lab for the interior design student; concurrent enrollment with another interior design course is required. Offered credit/no-credit and not degree applicable (Formerly DAT-096L).

### **ID 097L ADVANCED INTERIOR DESIGN LAB**

Units: 1.00 3.00 hours lab weekly

An open lab for the currently enrolled advanced interior design student who wishes to increase skills through the use of the interior design facility. Offered credit/no-credit and not degree applicable.

**ID 098 SPECIAL TOPICS: INTERIOR DESIGN**

Units: 0.50-3.00 0.25 hours lecture weekly, 0.75 hours lab weekly

An exploration of various topics, techniques and/or subjects related to interior design. Topics to be announced per semester. See current schedule of classes for specific course description. Course is not degree applicable and offered credit/ no-credit only.

**ID 100 INTRODUCTION TO INTERIOR DESIGN CAREERS**

Units: 2.00 - CSU 2.00 hours lecture weekly

Examines the interior design profession, industry, related occupations, and work sites. Emphasizes personal, educational, and professional qualifications required for entry into the field. May require field trips. (Formerly DAT-060).

**ID 101 INTRODUCTION TO INTERIOR DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

A study of the principles and elements of interior design based on function and aesthetics. Creative expression and the design process will be developed through the use of presentation skills (Formerly DAT-160).

**ID 102 APPLIED COLOR FOR DESIGNERS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Focuses on color concepts through two and three-dimensional design problems and theory and application of color in design and digital media. Hands-on experience with the elements of color as they change backgrounds and environments by pigmented and/or digital color. Concentrates on color systems and psychology, and appropriate color choices for various projects such as architecture, interior design, set decoration, advertising and marketing. Field trips may be required (Formerly DAT-102).

**ID 103 PERSPECTIVE AND INTERIOR ILLUSTRATION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Introduction to basic black and white interior graphic communication techniques focusing on one and two-point

perspective sketch techniques, graphic charts, material representation, plan and elevation graphics; emphasis on composition, shade, shadow, lighting, and texture.

**ID 104 RAPID VISUALIZATION AND ILLUSTRATION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation: ID-103*

Covers techniques for freehand drawing and illustration necessary for visual communication and presentation. Rapid sketching techniques in addition to perceptual skills and an understanding of line, tone, proportion, composition, and rendering will be included. Illustration techniques include projects in pencil, pen, shading, marker, and water color (Formerly DAT-104, or DAT-164).

**ID 105 INTRODUCTION TO PRODUCTION DESIGN**

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines the process of production design in TV, film and theatre. Emphasis is placed on the design process of the Production Designer, Art Director, Set Director, Set Designer, Scenic Designer, and Prop Master. Educational and professional qualifications for entry into the industry is reviewed.

**ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE**

Units: 2.00 1.00 hours lecture weekly, 3.00 hours lab weekly

An exploration of trade resources for set decorators working in TV, film, and theatre.

**ID 107 BOARD DRAFTING FOR INTERIOR DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Focuses on vocabulary, lettering, residential building codes, study models, and equipment use. Students produce a set of working drawings for a small residence that include site plan, foundation plan, floor plan, electrical plan, roof plan, interior elevations, sections, finish schedules, window and door schedules, and interior millwork. Service learning component required.

## INTERIOR DESIGN

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### **ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS**

Units: 4.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Selection, specifications, and computations for interior design materials and textiles available for residential, commercial and institutional design. Lecture, small group research, product display, and field trips (Formerly DAT-161).

### **ID 114 HISTORY OF ARCHITECTURE AND INTERIORS: ANCIENT WORLD TO CLASSICAL REVIVAL**

Units: 3.00 - CSU 3.00 hours lecture weekly

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from Ancient World to Classical Revival. Emphasis is placed on style development as it relates to social, economic, and political influences. Course includes field trips (Formerly DAT-162A).

### **ID 115 HISTORY OF ARCHITECTURE AND INTERIORS: CLASSICAL REVIVAL TO PRESENT**

Units: 3.00 - CSU 3.00 hours lecture weekly

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from the Classical Revival period through the present. Emphasis is placed on style development as it relates to social, economic and political influences (Formerly DAT-162B).

### **ID 207 RESIDENTIAL DESIGN**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisites: ID-101 and ID-107*

Addresses programming, living space, kitchens, baths, and support spaces explored through creative expression related to theme design and lighting application. Includes critiques and design presentations.

### **ID 212 SPACE PLANNING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: ID-207*

Covers topics relating to residential and commercial use of space. Schematic planning, code application, and

human dimensions as related to anthropometrics and proxemics and the use of space for special populations will be applied in student projects. Course may include field trips (Formerly DAT-263).

### **ID 217 ADVANCED INTERIOR DESIGN STUDIO I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisites: ID-104, 113, 114, and 212. OR DAT-104, 161, 162A and 263.*

Problem-solving is emphasized through creative design solutions for residential environments including new construction and/or remodeling for diverse clients and budgets. Field trips will be included (Formerly DAT-266).

### **ID 218 ADVANCED INTERIOR DESIGN STUDIO II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisites: ID-102, 103, 104, 113, 115, and 212*

Create a commercial interior design studio project. The design is carried from initial concepts, through programming to the finished design.

### **ID 219 INTERIOR DESIGN PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation: ID 217 and 218*

Students learn to prepare and present a professional interior design portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation.

### **ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

Units: 3.00 - CSU 3.00 hours lecture weekly

Basic principles, procedures, and office systems necessary to professionally organize and carry through a creative interior design project from the original client contract to final billing and collecting (Formerly DAT-295).

## **INTERDISCIPLINARY**

### **INTERD 096 MESA RESEARCH DISCUSSIONS**

Units: 1.00 1.00 hours lecture weekly

Explores the most recent research in the sciences and engineering disciplines including biology, chemistry, engineering (all fields), geology, mathematics, medicine, physics, and astronomy. Recently published research articles will be studied with respect to the quality of the research, its relevance to the college curriculum and its potential impact on society. Offered credit/no-credit only.

## **JOURNALISM**

### **JOURN 100 MEDIA AND SOCIETY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN JOURN 4

Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also discussed (Same as RTVF-100.)

### **JOURN 105 NEWS WRITING**

Units: 3.00 - CSU 3.00 hours lecture weekly

CAN JOUR 2

A basic introduction to journalism. This course teaches the principles and methods of news gathering and news writing. Adherence to professional writing style and successful interview techniques as well as the legal and ethical aspects of the profession are covered among a wide range of writing experiences.

### **JOURN 205 ADVANCED NEWS REPORTING & PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: JOURN-105*

An extension of News Writing, this course introduces students to fundamental reporting techniques and provides students with practice in writing specialized news stories. Features, sports stories, editorials, and column/opinion pieces are written as students participate in the production of the College newspaper, the Canyon Call and the student magazine, Cougar. May be taken concurrently with Journalism 215.

### **JOURN 210 NEWSPAPER & MAGAZINE PRODUCTION STAFF**

Units: 3.00 - CSU 9.00 hours lab weekly

*Prerequisite: JOURN 205 or PHOTO 160.*

Staff members gather, evaluate, write, photograph, and edit the news for publication in the campus newspaper, the Canyon Call and in the College magazine, Cougar. Working as a production unit, the staff plans, budgets and designs each issue through final paste-up. As a production class, may be repeated for a maximum of 12 units. May be taken concurrently with JOURN-215.

### **JOURN 215 EDITORIAL WORKSHOP**

Units: 3.00 - CSU 1.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: JOURN-105 and Editorial Appointment.*

A study of the major aspects of editorial responsibilities. Taught in a laboratory setting, the course provides practical instruction and experience for campus editors in writing, editing, and evaluating each issue of the campus newspaper and the magazine as well as formulating editorial policy. As a production class, may be repeated for a maximum of 12 units.

### **JOURN 299 DIRECTED STUDIES IN JOURNALISM**

Units: 1.00-3.00 - CSU 3.00 hours lab weekly

Intended to provide journalism students with further work and experience when needed courses are not available. A study of the major aspects of newspaper editorial responsibilities. Taught in a laboratory setting and will be of particular value to campus newspaper editors.

# **LIBRARY/MEDIA TECHNOLOGY**

## **LMTECH 098 SPECIAL TOPICS IN LIBRARY/MEDIA TECHNOLOGY**

Units: 0.50 0.53 hours lecture weekly

Provides a forum in which topics of current interest can be presented to Library/Media Technology students and library technicians working in the community.

## **LMTECH 100 INTRODUCTION TO RESEARCH**

Units: 1.00 - UC:CSU 1.00 hours lecture weekly

Introduces students to libraries and basic research techniques with emphasis on materials and services of the College library. Students learn to use the online public catalog, periodical indexes, Library of Congress classification system, selected reference tools and the locations of special services. Also includes an introduction to research on the Internet with hands-on practice. Students also learn to write research papers in the widely-accepted MLA style. (This course is not designed for LMT majors.)

## **LMTECH 101 INTRODUCTION TO LIBRARY SERVICES**

Units: 1.00 - CSU 1.00 hours lecture weekly

Surveys the history, mission, and organization of libraries and information centers. Emphasis on community analysis of library clientele, diversity of information formats, and current issues and trends. Provides beginning library/media technology students with an introduction and overview and identifies job opportunities in the field.

## **LMTECH 102 REFERENCE SKILLS & SERVICES**

Units: 1.00 - CSU 1.00 hours lecture weekly

Enables the student, writer, researcher, or consumer to use a library and its resources effectively. Covers the use of manual and online catalogs, print and online periodical indexes, major reference books, online researching, and the evaluation of information sources. Discussion of basic research methodology, search strategies, and standard bibliographic format.

## **LMTECH 103 LIBRARY CIRCULATION SYSTEMS**

Units: 1.00 - CSU 1.00 hours lecture weekly

Surveys types of circulation systems, patron registration systems, loan policies, and circulation procedures for print and audiovisual materials. Covers statistics, inventory and shelving operations, interlibrary loan services, theft detection systems, and bibliographic checking through OCLC, Melvyl, and other systems.

## **LMTECH 104 CATALOGING AND TECHNICAL SERVICES**

Units: 3.00 - CSU 3.00 hours lecture weekly

Introduces basic tenets of descriptive and subject cataloging, Library of Congress and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of library materials, using cataloging tools in both online and print formats. Discusses MARC format, minimal-level and full-level cataloging, and vendor-supplied catalog records. Surveys and evaluates selected online/Web catalogs. Discusses various aspects of technical service operations in relation to cataloging.

## **LMTECH 106 LIBRARY COLLECTIONS: PRINT**

Units: 1.00 - CSU 1.00 hours lecture weekly

Provides an overview of book, government document, periodical, pamphlet, microform collections, and print resources available in electronic format. Introduces the skills necessary to select, order, organize and maintain these library materials.

## **LMTECH 107 LIBRARY COLLECTIONS: NON-PRINT**

Units: 1.00 - CSU 1.00 hours lecture weekly

Provides an overview of non-print collections including audio and video tapes, compact discs, CD-ROMs, DVDs, software, maps, realia, and archival materials. Introduces the skills necessary to select, order, organize and maintain these library materials.

## **LMTECH 108 AV EQUIPMENT OPERATION**

Units: 1.00 - CSU 0.50 hours lecture weekly, 1.50 hours lab weekly

Introduction to major types of audiovisual equipment and materials, equipment operation, simple repairs and maintenance.

**LMTECH 110 LIBRARY/MEDIA CENTER INTERNSHIP**

Units: 2.00 - CSU 0.50 hours lecture weekly, 4.50 hours lab weekly

*Prerequisite: Completion of at least (3) library/ media technology units with a minimum grade of C or better. Enrollment in library/media technology courses within the past five years.*

Provides structural on-the-job experience in one or more libraries.

**LMTECH 112 SCHOOL LIBRARY/MEDIA CENTER SERVICES**

Units: 1.00 - CSU 1.00 hours lecture weekly

Survey of library/media services for elementary, junior and senior high schools. Topics covered include public relations, promotional programming, storytelling, book talks, student behavior and collection development.

**LMTECH 114 MEDIA SUPERVISORY SKILLS**

Units: 1.00 - CSU 1.00 hours lecture weekly

Introduces supervisory skills within the context of a library/media center department or branch. How to train, motivate, counsel and evaluate employees; time management, delegation of work, preparation of memos, and statistical reports will be covered. Discussion of stress factors, problem patrons, and disaster preparedness will also occur.

**LMTECH 115 INTERNET IN LIBRARIES**

Units: 1.00 - CSU 1.00 hours lecture weekly

An introduction to the Internet, its use in libraries, and the role of libraries in the digital age. Topics include using the Internet as a research tool, evaluating and selecting appropriate electronic resources for the library's virtual collection, and integrating these resources with the libraries print collection. Students learn how to: use a Web browser, a variety of search tools, and assess the value of different free and proprietary databases on the World Wide Web. Additional topics include managing public access, filtering, and privacy.

**MANUFACTURING TECHNOLOGY****MFGT 094L OPEN MANUFACTURING LAB**

Units: 1.00 3.00 hours lab weekly

Open lab for the currently enrolled manufacturing student who wishes to increase skills through the use of the manufacturing equipment within the lab facility. Offered credit/no-credit and not degree applicable.

**MFGT 095 COMPUTER-AIDED DESIGN WITH UNIGRAPHICS COMP.-AID**

Units: 3.00 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation: MFGT 121, 131or 141.*

The basics of Unigraphics design capabilities including file management, layer management, solid modeling, 3D modeling, sketching, curve creation, part families, editing assemblies, and drafting.

**MFGT 096 COMPUTER-AIDED MANUFACTURING WITH UNIGRAPHICS**

Units: 3.00 2.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation: MFGT-121, 131 or 141.*

The basics of Unigraphics manufacturing capabilities including tools and libraries, machine control operations, tool paths and post processing, and milling as well as lathe operations.

**MFGT 097 ADVANCED CNC MACHINING - FIVE-AXIS PRACTICUM**

Units: 2.00 1.00 hours lecture weekly

*Prerequisite: MFGT-121 Recommended Preparation: MFGT 131 and 141*

Teaches students to utilize CAD/CAM computer software to develop design and machine a part using fourth and fifth-axis machining capabilities. Students work in teams and utilize team communication and problem-solving skills to complete projects.

### **MFGT 098 SPECIAL TOPICS IN MANUFACTURING**

Units: 2.00 1.50 hours lecture weekly, 1.50 hours lab weekly

Provides instruction to experienced CAD/CAM users to upgrade skills in the latest software versions. Major topics may include 2D projection, 3D solid modeling and surface modeling. Topics are announced each term. Consult current class schedule.

### **MFGT 100 MEASUREMENTS AND COMPUTATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly

This occupational application of measurements and computations is used by manufacturing technology students. The topics include: fractions, decimals, percents, ratio, proportions, English and Metric measuring systems, applied algebra, plane geometry and practical trigonometry as it pertains to a machine shop. Emphasis will be on the use of a scientific calculator when applicable. Applications such as current measuring tools (micrometer, caliper, and protractor), geometric constructions, blue print reading, computer numerical control, and the binary numeration system may be included.

### **MFGT 101 MATERIALS & PROCESSES IN MANUFACTURING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

A survey of methods to process various raw materials into finished products. Materials include metals, plastics, ceramics, and composites. Processes include machining, casting, forming, joining and nontraditional methods. Emphasis is placed on the relationship between materials and processes and the manufacture of finished products. Each student receives a hands-on introduction to machining operations and manual high speed machine tools, capabilities and use of metrology equipment, and shop safety. Laboratory production processes include grinding, milling, drilling, turning, deburring, and use of a variety of layout and metrology equipment.

### **MFGT 102 ENGINEERING DRAWING INTERPRETATION**

Units: 3.00 - CSU 3.00 hours lecture weekly

Covers basic engineering drawings widely used in contemporary manufacturing industries. Both the visualization and interpretation facets of reading are given exten-

sive coverage including geometric dimensioning and tolerancing. Exposure to analysis of common drawing types, views, lines, dimensions, tolerances, call-outs, notes, symbology, and revision procedures are included.

### **MFGT 103 INTRODUCTION TO AUTOMATED MANUFACTURING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

As a first course in manufacturing automation, emphasis is placed on the building blocks of automation, application of robotics and various types of automated manufacturing systems. Students gain experience and understanding of the basic components of automated manufacturing systems including sensors, switches, actuators, drive systems, vision systems, robots, and programmable logic controllers. Application of such systems in industry is also explored.

### **MFGT 111 MACHINE TECHNOLOGY**

Units: 2.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides students with the introductory knowledge to understand and operate conventional machine tools. Course format includes discussion, demonstrations, hands-on practice, and manufacturing plant visitations.

### **MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Students learn the necessary skills to set up, operate, and produce mill and lathe parts on computer numerical control machine tools (3-axis). This course explores the history of NC/CNC, elementary CNC programming conventions, cutting tool types, automatic tool changing, tool offsets and compensation, CNC set up procedures, and CNC mill and lathe practice.

### **MFGT 122 CNC 2: CONCEPTS & PROGRAMMING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MFGT-121*

An advanced computer numerical control course to cover the study of CNC programming, industrial machine controllers, and CNC production applications.

Students learn the necessary skills to program and set up for mill and lathe parts on computer numerical control machine tools (3-axis). Course content includes programming standards and format, feedback interface, cutting tool selection and sequencing, automatic tool changing, tool offsets and cutter compensation, and CNC mill and lathe practice.

### **MFGT 131 CAD/CAM I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to computer-aided design and manufacturing using MASTERCAM as a CAD/CAM environment. Intended for manufacturing technology students and industrial practitioners who are new to MASTERCAM. Includes a review of machining and CNC programming fundamentals, the MASTERCAM environment and process overview, basic 2D geometry construction and modification, process and toolpath planning, 2-axis toolpath generation and editing.

### **MFGT 132 CAD/CAM II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MFGT-131*

Provides intermediate level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have some experience with MASTERCAM. Includes construction of 3D wireframe models, surface modeling fundamentals and creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis programming.

### **MFGT 133 CAD/CAM III**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MFGT-132.*

Provides advanced level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have intermediate experience with MASTERCAM. Course content includes construction of 3D wireframe models, complex surface modeling creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis simultaneous programming.

### **MFGT 141 CATIA I**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Emphasis on 2D projection from a 3D solid model on a Dessault system computer-aided three-dimensional interactive application CATIA software. (Formerly MECHAN-100).

### **MFGT 142 CATIA II**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: MFGT-141*

Students learn to utilize CATIA solid and surface modeling in advanced 3-dimensional design. (Formerly MECHAN-101).

### **MFGT 143 CATIA III**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: MFGT-142*

Students learn to utilize CATIA basic manufacturing Fixed and Multi-axis CNC milling for various manufacturing environments. (Formerly MECHAN-102).

## **MATHEMATICS**

### **MATH 010 MATH LAB FOR MEDIATED LEARNING**

Units: 1.00

*Co-requisite: MATH-026 or MATH-059.*

A laboratory where students work on materials that accompany the mediated math course in which they are enrolled. Computers and assistance will be available. Units do not apply to the associate degree and offered credit/no-credit only.

### **MATH 025 ARITHMETIC**

Units: 5.00 5.00 hours lecture weekly

Nature and properties of numbers. Review of fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, and applications. Includes an introduction to algebra. Units do not apply to the associate degree.

## **MATH 026 ARITHMETIC - MEDIATED LEARNING**

Units: 4.00 4.00 hours lecture weekly

*Co-Requisite: MATH-010*

A mediated learning alternative to Math 025. Nature and properties of numbers. Review of fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, techniques in solving word problems. Includes an introduction to algebra. Units do not apply to the associate degree.

## **MATH 058 ALGEBRA PREPARATION**

Units: 5.00 5.00 hours lecture weekly

*Prerequisite: MATH-025, MATH-026, or appropriate placement as determined by the COC assessment process.*

An introduction to elementary algebra at a relaxed pace. Emphasis is placed on the student's gaining confidence through interaction with the instructor and other students in an open and non-threatening atmosphere. The course is designed primarily for the student who is unable to achieve at an acceptable level in an elementary algebra course. Units do not apply to the associate degree.

## **MATH 059 DEVELOPMENTAL ALGEBRA**

Units: 4.00 4.00 hours lecture weekly

*Prerequisite: MATH-025, MATH-026, or appropriate math placement as determined by the COC assessment process. Co-requisite: MATH-010.*

An introduction to the basic elements of algebra in a computerized mediated learning environment. This course is designed to promote success as the student goes on to elementary algebra. Units do not apply to the associate degree. An alternative to MATH-058.

## **MATH 060 ELEMENTARY ALGEBRA**

Units: 5.00 5.00 hours lecture weekly

*Prerequisite: MATH-058 or MATH-059, or appropriate math placement as determined by the COC assessment process.*

A beginning course in elementary algebra, designed to develop the manipulative skills of algebra. An intro to the fundamental concepts of operating within the real number system, to working with first degree equations in one unknown, to factoring of and multiplication of

polynomials and dealing with algebraic fractions. Linear functions and graphs, systems of linear equalities, exponents and radicals, quadratic equations, and applications are studied. Units do not apply to the associate degree.

## **MATH 063 GEOMETRY**

Units: 5.00 5.00 hours lecture weekly

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Geometric theory and concepts, and their application to the solutions of practical geometric problems.

## **MATH 070 INTERMEDIATE ALGEBRA**

Units: 5.00 5.00 hours lecture weekly

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Review of properties of real numbers, operations, linear equations and inequalities. Higher degree and rational equations and inequalities, functions and graphs, systems of equations, exponential and logarithmic functions, binomial theorem, introduction to sequences and series, and applications. Designed to prepare the student for college-level mathematics and professional courses.

## **MATH 102 TRIGONOMETRY**

Units: 3.00 - CSU 4.00 hours lecture weekly

*Prerequisite: MATH-063 and MATH-070 or appropriate math placement as determined by the COC assessment process.*

Circular and trigonometric functions, inverse trigonometric functions, identities, trigonometric equations, solutions of triangles, complex numbers, vectors, and applications.

## **MATH 103 COLLEGE ALGEBRA**

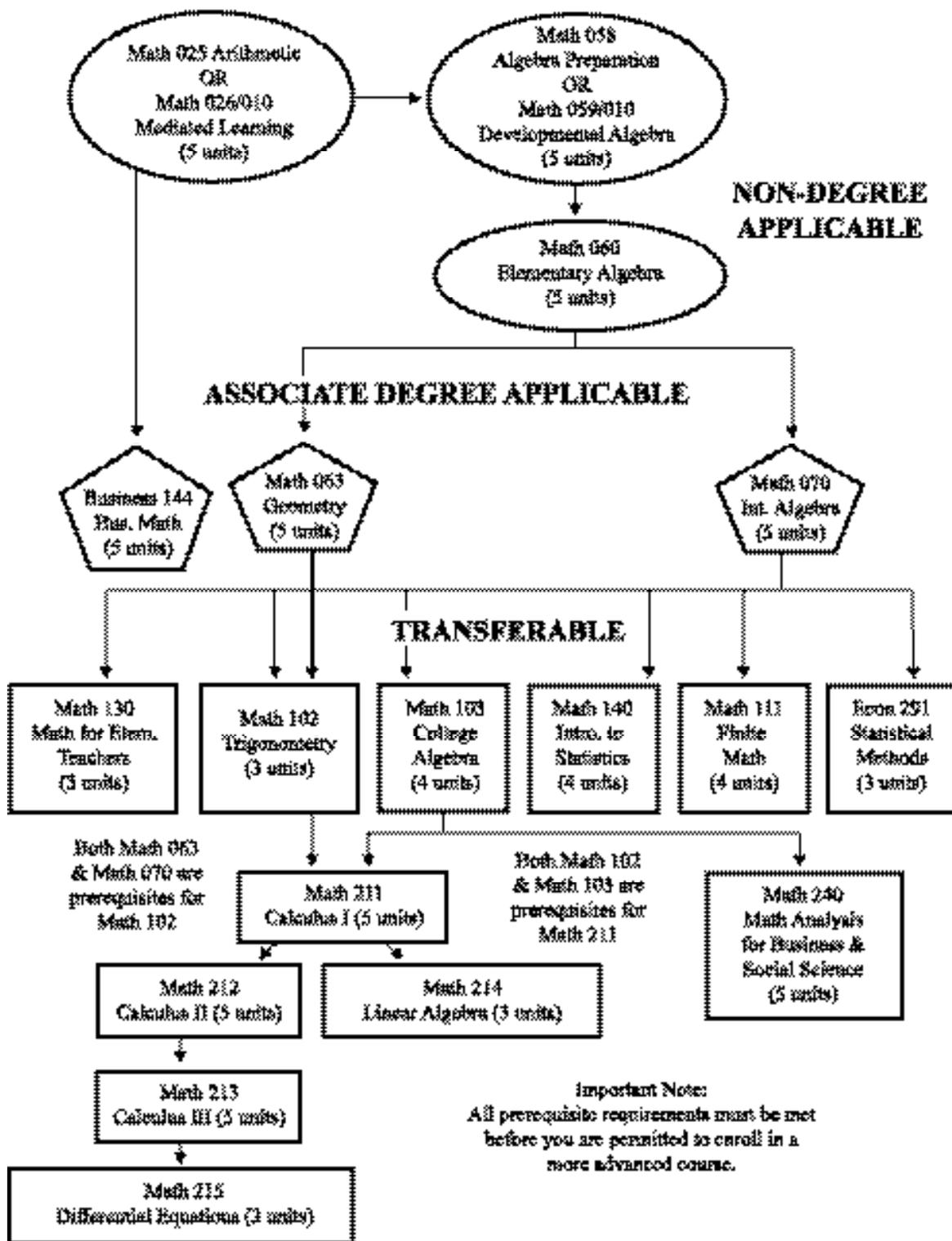
Units: 4.00 - UC:CSU 5.00 hours lecture weekly CAN MATH 10

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.*

Linear and nonlinear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, and sequences and series.

# College of the Canyons MATH COURSE SEQUENCE

Arrows show prerequisites; see the catalog for course descriptions



### MATH 111 FINITE MATH

Units: 4.00 - CSU 5.00 hours lecture weekly

*Prerequisite:* MATH-070 or appropriate placement as determined by the COC assessment process.

Applications of mathematics for students majoring in business, social sciences or behavioral sciences including systems of linear equations, matrices, linear programming, logic, sets, combinatorics, the mathematics of finance and an introduction to probability and statistics.

### MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly CAN MATH 4

*Prerequisite:* MATH-070 or appropriate math placement as determined by the COC assessment process.

Language of sets, systems of numeration, nature of numbers and fundamentals of operations, domain of integers, fields of rational, real, and complex numbers.

### MATH 140 INTRODUCTORY STATISTICS

Units: 4.00 - UC:CSU 5.00 hours lecture weekly CAN STAT 2

*Prerequisite:* MATH-070 or appropriate math placement as determined by the COC assessment process.

Includes a study of probability and counting techniques. Emphasis is placed on the understanding of statistical methods. Topics include empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, and regression.

### MATH 211 CALCULUS I

Units: 5.00 - UC:CSU 5.00 hours lecture weekly CAN MATH 18

*Prerequisite:* MATH-102 and 103 or appropriate math placement as determined by the COC assessment process.

Introduction to limits, derivatives and integrals.

Applications including rate of change, maxima-minima, curve sketching, and area problems.

### MATH 212 CALCULUS II

Units: 5.00 - UC:CSU 5.00 hours lecture weekly CAN MATH 20

*Prerequisite:* MATH-211 or equivalent.

A continuation of Math 211. Topics include differentiation and integration of transcendental functions, techniques of integration, infinite series with radii of convergence, improper integrals and applications.

### MATH 213 CALCULUS III

Units: 5.00 - UC:CSU 5.00 hours lecture weekly CAN MATH 22

*Prerequisite:* MATH-212 or equivalent.

A continuation of Math 212. Vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals.

### MATH 214 LINEAR ALGEBRA

Units: 3.00 - UC:CSU 4.00 hours lecture weekly CAN MATH 26

*Prerequisite:* MATH-211 or equivalent, with MATH-212 and 213 recommended.

Linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigenvalues.

### MATH 215 DIFFERENTIAL EQUATIONS

Units: 3.00 - UC:CSU 4.00 hours lecture weekly CAN MATH 24

*Prerequisite:* Satisfactory completion of, or concurrent enrollment in, MATH-213.

A first course in ordinary differential equations, systems of linear differential equations, the Laplace transforms, numerical methods, series solutions and applications.

### MATH 240 MATH ANALYSIS FOR BUSINESS & SOCIAL SCIENCE

Units: 5.00 - UC:CSU 5.00 hours lecture weekly CAN MATH 34

*Prerequisite:* MATH-103 or appropriate math placement as determined by the COC assessment process.

A review of functions: linear, quadratic, logarithmic, and exponential. The three main topics of calculus: limits of functions, derivatives of functions, and integrals of functions. Applications of these concepts are studied in depth.

# MUSIC

## MUSIC 080 PRELUDE STRINGS MUSIC 080 PRELUDE STRINGS ENSEMBLE

Units: 0.50 0.50 hours lecture weekly, 0.50 hours lab weekly

Beginning class and introduction to orchestral performance for string players. Intended for both Suzuki and traditional students with no previous orchestral experience. Emphasis is placed on note reading and ensemble skills. Repertoire consists of short pieces of easy to moderate difficulty. Offered on a credit/no credit basis. Units do not apply to the associate degree.

## MUSIC 081 SANTA CLARITA VALLEY YOUTH ORCHESTRA

Units: 1.00 1.00 hours lecture weekly, 2.00 hours lab weekly

A performing experience in instrumental ensembles, it aims to survey the evolution of orchestral forms from the baroque to the 20th Century. Emphasis on the theory and practice of music. Offered on a Credit/No Credit basis. Units do not apply to the associate degree.

## MUSIC 082 SANTA CLARITA VALLEY YOUTH PHILHARMONIC

Units: 1.50 1.00 hours lecture weekly, 2.00 hours lab weekly

Offered to students able to demonstrate more advanced musical skills performing on any orchestral instrument as a progressive step above the level of proficiency required by those playing in the Santa Clarita Valley Youth Orchestra. As a prerequisite, students are expected to present an audition to showcase their sight-reading abilities, technical expertise on the instrument of choice, and musical sensibility. Offered on a credit/no credit basis. Units do not apply to the associate degree.

## MUSIC 100 FUNDAMENTALS OF MUSIC

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Introduction to the elements of music and musical notation, music reading and sight-singing, scales and intervals. Study of musical skills useful in working with children and youth, basic keyboard skills.

## MUSIC 101 MUSICIANSHIP SKILLS I

Units: 1.00 - UC:CSU 3.00 hours lab weekly

First level in a series of four. Comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chords recognition as well as applied music theory exercises.

## MUSIC 102 MUSICIANSHIP SKILLS II

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Second level in a series of four. Comprehensive training workshops for musicians through the intensive practice of sight singing, melodic and rhythmic dictations, chords recognition as well as applied music theory exercises.

## MUSIC 103 MUSICIANSHIP SKILLS III

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Third level in a series of four. Comprehensive training workshops which provide musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chords recognition and applied music theory exercises.

## MUSIC 104 MUSICIANSHIP SKILLS IV

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Fourth in a series of four. Comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chords recognition as well as applied music theory exercises.

## MUSIC 105 UNDERSTANDING MUSIC

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey of musical thought and musical masterpieces through all eras of musical evolution. Development of the student's understanding of music in relation to other arts and general culture through listening experiences, lectures, and discussion.

## MUSIC 106 DEVELOPMENT OF JAZZ

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

The study of jazz as a cultural medium, its historical background, and its development in the United States.

### **MUSIC 107 SOCIETY AND ROCK AND ROLL**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Explores the rise of rock and roll as a modern musical genre and examines its influence on modern society.

### **MUSIC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

Units: 3.00 - CSU 3.00 hours lecture weekly  
An introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instructional software for musicians; acoustics; data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music notation software; software for music sequencing; MIDI hardware; software for creating, organizing, and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware. (Same as CMPELC-110.)

### **MUSIC 112 MUSIC HISTORY**

Units: 3.00 - CSU 3.00 hours lecture weekly  
An in-depth study of the main periods and styles of western music, from the Middle Ages to the present. Includes the most important composers as well as the cultural context in which their music was created.

### **MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER**

Units: 1.00-4.00 - CSU 3.00 hours lab weekly  
Rehearsal and performance of music for scenes and complete musical theater productions produced in conjunction with theater and other performing arts departments. Ability to sing or play a wind, brass, string, or percussion instrument is assumed. Offered credit/no-credit only.

### **MUSIC 120 TONAL HARMONY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A comprehensive study of the theory and practice of western harmony from the 17th century to the beginning of the 20th century. Major topics include diatonic triads, seventh chords, principles of voice leading, non-chordal tones and harmonic analysis of music from the classical period.

### **MUSIC 121 CHROMATIC HARMONY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Emphasis on modulatory techniques, altered chords, formal analysis of Romantic, Impressionist and Modern music literature. Introduction to late 20th Century compositional techniques.

### **MUSIC 122 TONAL COUNTERPOINT**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A study of the forms of counterpoint with emphasis placed on the tonal concept. Composition and analysis of contrapuntal forms in the 18th Century style of J.S. Bach, including imitative forms, canon, invention, and fugue.

### **MUSIC 123 MODAL COUNTERPOINT**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
The study of composition practices of the 16th Century with emphasis on species counterpoint. Analysis and emulation of Motet and Mass, Fugue, and other musical forms using imitative techniques.

### **MUSIC 125 STUDIES IN MUSIC COMPOSITION**

Units: 4.00 - UC:CSU 2.00 hours lecture weekly, 6.00 hours lab weekly  
Technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles. Students will have access to computer-based music laboratory.

### **MUSIC 126 POP AND JAZZ THEORY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Directed towards the contemporary music student interested in contemporary popular music, this course focuses on the theoretical principles found within the styles of jazz and pop. Students will be encouraged to compose original music utilizing techniques taught in class.

### **MUSIC 127 ORCHESTRATION I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
*Prerequisite: Ability to read music.*  
A study of orchestration as it applies to the instruments of the standard symphonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from

non-European traditions. Music 127 and 128 do not need to be taken in sequence.

### **MUSIC 128 ORCHESTRATION II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Prerequisite: Ability to read music. One of two courses devoted to the study of orchestration as it applies to the instruments of the standard symphonic ensemble.

Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from non-European traditions. Music 127 and 128 do not need to be taken in sequence.

### **MUSIC 129 MUSIC PRODUCTION FOR FILM & TELEVISION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Designed to provide the technical and aesthetic tools needed for the production of music for motion pictures and video. Focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart. (Same as RTVF-129.)

### **MUSIC 131 KEYBOARD INSTRUCTION I**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 2.00 hours lab weekly

Fundamentals of piano playing; includes scales, chords, sight reading, technical exercises, transposition, improvisation, keyboard theory and beginning piano literature.

### **MUSIC 132 KEYBOARD INSTRUCTION II**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 2.00 hours lab weekly

Level two piano playing, music reading, technique, scales, transposition, keyboard harmonization and simple to intermediate piano literature.

### **MUSIC 140 STUDIO SINGING**

Units: 1.00 - CSU 3.00 hours lab weekly

An intensive study of all music-reading and vocal skills required of professional studio singers. Many styles of commercial music will be explored and public performances will be scheduled. This course is intended for the serious professionally-oriented student who is willing to devote time and energy to developing talent. A demo tape will be produced.

### **MUSIC 141 VOICE DEVELOPMENT**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Techniques and concepts for mastering the art of singing. Emphasis on posture, breathing, tone production, musicianship and interpretation.

### **MUSIC 151 JAZZ IMPROVISATION**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Designed to assist the jazz-oriented musician in improving ability to improvise. Other emphasis on organization of and participation in small combo groups.

### **MUSIC 153 STUDIO JAZZ ENSEMBLE**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Development of performance standards in Big Band jazz. Investigation of new concepts in the field of jazz music. Workshop experience for composers and arrangers.

### **MUSIC 160 GUITAR STUDIES I**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

The study and application of basic skills on the guitar. Course focuses on the introduction of chord structures, sight reading (open strings and first position), as well as rhythm techniques.

### **MUSIC 161 GUITAR STUDIES II**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

A continuation course concentrating on the study and application of basic skills on the guitar. Emphasis on chord structures, sight reading (open strings through 5th position), as well as rhythm techniques.

### **MUSIC 165 SYMPHONY OF THE CANYONS**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

The study of musical styles and rehearsal techniques as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works.

### **MUSIC 167 JAZZ GUITAR STUDIES I**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

A study of position-playing for jazz guitar. Topics include: jazz chordal structures; rhythm comping and structural analysis of jazz forms.

### **MUSIC 168 JAZZ GUITAR STUDIES II**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

An intermediate level study of position-playing for jazz guitar. Topics include jazz chordal structures, rhythm comping and structural analysis of jazz forms.

### **MUSIC 169 IMPROVISATION FOR GUITARISTS**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Primarily designed for guitarists (other instrumentalists are welcomed), this course focuses on the many facets of improvising including usage of pentatonic, major, minor, and harmonic minor scales along with relative harmonic chord progressions. Performances by soloists from different eras in various styles ranging from the 20's through the 90's in jazz, rock, fusion, country, and Latin will be analyzed. Students will develop techniques to enhance natural abilities of playing by ear by utilizing scales and positions on the instrument.

### **MUSIC 170 BASS GUITAR STUDIES I**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

The study and application of basic skills on the electric bass guitar. Course focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument.

### **MUSIC 171 BASS GUITAR STUDIES II**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Second in the series on the application of skills on the electric bass guitar, this course focuses on the construction of complex bass lines through chord changes in standard popular and jazz repertoire. Students will learn advanced note-reading skills on the instrument.

### **MUSIC 174 COLLEGE CHORUS**

Units: 1.00 - CSU 3.00 hours lab weekly

Study and interpretation of music for the vocal chamber group from all eras in music history.

### **MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A study of musical styles, performances, practices and rehearsal techniques through rehearsal and performance of selected choral literature suitable to festival participation. This choral group refines individual selections to high performance standards and represents the College at intercollegiate festivals, on-campus performances, and in the community.

### **MUSIC 176 CHAMBER SINGERS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Study and performance of sacred and secular chamber choral repertoire from the 15th to the 20th centuries. Emphasis on the cultivation of skills needed to sing from a variety of choral styles and historical periods. Attendance at all scheduled performances is required.

### **MUSIC 177 LES CHANTEUSES: WOMEN'S CHOIR**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A study of musical styles, performance practices and rehearsal techniques through the learning of selected choral literature written specifically for the female voice. This choral group refines individual selections to high performance standards and represents the college at intercollegiate festivals, on-campus events, and within the community.

### **MUSIC 178 COLLEGE OF THE CANYONS MARCHING BAND**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Rehearsal and performance of music suitable for marching band with strong emphasis on marching skills. Ample opportunities for participation in public performances such as football games, field shows, parades and tours will be provided.

**MUSIC 179 COC MARCHING/DANCE TROUPE**

Units: 2.00 - CSU 6.00 hours lab weekly

Rehearsal and performance of rifle, flag, and dance units auxiliary to the College of the Canyons Marching Band. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. Same as DANCE-179.

**MUSIC 180 MUSIC BUSINESS**

Units: 3.00 - CSU 3.00 hours lecture weekly

A study of the music industry as it relates to production, recording, manufacturing, publishing, and copyrights, performing rights and marketing.

**MUSIC 181 APPLIED MUSIC STUDIES I**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

First in the series of four progressive studio lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class.

**MUSIC 182 APPLIED MUSIC STUDIES II**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Second in a series of four progressive studio lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on a technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class.

**MUSIC 183 APPLIED MUSIC STUDIES III**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Third in a series of four progressive studio lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class.

**MUSIC 184 APPLIED MUSIC STUDIES IV**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Fourth in a series of four progressive lessons on a specific woodwind, brass, string, percussion instrument, voice, or conducting. Emphasis on technical development and the learning of musical repertoire. Students must participate in a recital while enrolled in the class.

**MUSIC 185 SYMPHONIC BAND**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

*Recommended Preparation: Ability to play a wind, percussion, or brass instrument is assumed.*

Emphasizes the performance of standard college-level wind and percussion literature including proper playing and performance technique. Extensive warm-up skills will be developed, along with scale studies and rhythmic refinement exercises. Students will be required to appear in two or more public performances.

**MUSIC 186 MUSIC ENSEMBLE**

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 5.00 hours lab weekly

*Recommended Preparation: Ability to perform at a minimum level of proficiency on a woodwind, brass or percussion instrument is assumed.*

Explores chamber music literature and practices. Specific technical skills will be addressed including breathing, phrasing, tonguing, bow technique, embouchure development and rehearsal standards.

# **NURSING**

**(See also Vocational Nursing)**

## **NURSNG 050 NURSE ASSISTANT TRAINING**

Units: 5.00 3.00 hours lecture weekly, 6.00 hours lab weekly

Prerequisite: TB test and physical exam within the last six months. College placement at English 090 level recommended. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. This packet contains forms which must be completed and submitted to the Nursing Office before the first day of class.

Selected fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. This is the first level of the nursing career ladder. Upon completion, the student will be eligible to take the California test for certification.

## **NURSNG 051 HOME HEALTH AIDE**

Units: 1.50 1.00 hours lecture weekly, 1.50 hours lab weekly

*Prerequisite: CNA or Nurse Aide Training course, should have ENGL-090 skills. Prior to registering, all students must pick up a pre-enrollment packet in Admissions and Records or the Nursing Office. This packet contains forms which must be completed and submitted to the Nursing Office before the first day of class.*

Provides theory and practical application of knowledge and skills needed to function as a home health aide. Emphasis is on the role of the home health aide, interpretation of client needs, personal care services, nutrition, and cleaning and care tasks in the home. Upon completion, students are eligible for California certification.

## **NURSNG 052 INTRODUCTION TO MEDICAL ASSISTING**

Units: 3.00 3.00 hours lecture weekly

An introduction to the role of the medical assistant and the history of the field. Covers principles of law and ethics, critical thinking, study skills, multicultural issues, performance evaluation, nutrition, patient education, and customer service. Includes theory, medical terminology, demonstration and application of asepsis, safety, obtaining a history, and assisting with a patient examination.

## **NURSNG 053 BEGINNING MEDICAL ASSISTING**

Units: 3.00 3.00 hours lecture weekly

Anatomy and physiology of sense organs, musculoskeletal, reproductive, and digestive systems are presented. Assisting the physician with related clinical procedures such as ear irrigation, laser treatments, orthopedic appliances and colon procedures are practiced in a clinical simulation. Client screening procedures including vital signs, vision and hearing are also learned.

## **NURSNG 054 INTERMEDIATE MEDICAL ASSISTING**

Units: 3.00 3.00 hours lecture weekly

Anatomy and physiology of the urinary, respiratory and endocrine systems are presented. Theory, demonstration and practice performing routine lab procedures in clinical simulation. Also included are the role of the medical assistant in minor surgery, skin preparation, wound care, and maintaining a sterile field.

## **NURSNG 055 ADVANCED MEDICAL ASSISTING**

Units: 3.00 3.00 hours lecture weekly

Anatomy and physiology of circulatory, neurological, and immune systems are presented, as well as theory and practice in obtaining an electrocardiogram. Basic mathematics and principles of pharmacology including drug classifications, safety, preparation and administration of medications are demonstrated and practiced in clinical simulation. Office emergencies and CRP are also covered.

**NURSNG 056 PHLEBOTOMY**

Units: 4.50 2.53 hours lecture weekly, 5.88 hours lab weekly

Designed to prepare personnel who collect blood samples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of course results in a Phlebotomy Technician Proficiency Certificate. Phlebotomists work in hospitals, medical clinics, commercial laboratories and in other settings where blood is collected from patients. Includes learning experiences both in on-campus and at affiliated clinical sites.

**NURSNG 090 CRITICAL THINKING IN NURSING**

Units: 1.00 1.00 hours lecture weekly

Covers the basic concepts of critical thinking: definitions, characteristics, barriers and strategies which are then applied through the use of case studies, scenarios, and critical thinking questions. Prepares the student nurse for state board exams or the working nurse with better critical thinking skills.

**NURSNG 091 PEDIATRIC NURSING**

Units: 3.00 3.00 hours lecture weekly

Focuses on the differences in children and adults. Includes assessment, growth and development according to Erickson and Piaget, disease process and treatment pertinent to the different age groups of children from newborn to the adolescent, pediatric procedures, and calculation of dosage for children. Discusses the hospitalized child and pediatric variations of nursing interventions, including immunizations, and the role of the pediatric nurse. Incorporates cultural aspects of pediatric care, communication with various aged children and critical thinking when caring for the pediatric client.

**NURSNG 097 PRINCIPLES AND TECHNIQUES FOR INTRAVENOUS THERAPY**

Units: 1.50 1.41 hours lecture weekly, 0.35 hours lab weekly

*Prerequisite: VOCNSG-107*

Principles and techniques of intravenous therapy. Students learn theory, the management of clients receiving I.V. Therapy and the complications and risks involved with this therapy. Course complies with the State Board of Vocational Nurse Guidelines; upon successful completion, participants receive a state-issued certificate in I.V. Therapy.

**NURSNG 098 SPECIAL TOPICS IN HEALTHCARE**

Units: 0.50-3.00 0.50 hours lecture weekly

Designed to provide a forum in which different topics of interest can be presented for nursing students and nurses working in the community.

**NURSNG 101A FUNDAMENTALS OF NURSING - A**

Units: 4.00 - CSU 4.00 hours lecture weekly

*Prerequisite: Admission to Nursing program. Co-requisite: NURSNG-101AL, NURSNG-101B, NURSNG-101BL*

First course in the medical-surgical nursing course series. In this class, the student studies the biopsychosociocultural, spiritual requisites and deficits of the adult, including geriatric clients with noncomplex health deviation self-care requisites. The curriculum strands--knowledge, nursing process, psychomotor skills, communication, management of care, professional-legal-ethical practice, collaboration and self-direction--are integrated at a basic level. The knowledge strand includes the self-care deficit theory; growth and development; and selected noncomplex health deviations of balance between activity and rest. The last-named portion of the strand consists of etiologies, pathophysiology, diagnostic assessments and basic primary, secondary, and tertiary management, including medication, nutrition and teaching. The course stresses principles of psychomotor skills and management of one client. Collaboration with nursing staff and factors contributing to self-direction are discussed.

**NURSNG 101AL FUNDAMENTALS OF NURSING-A: LAB**

Units: 4.50 - CSU 13.50 hours lab weekly

*Corequisite: NURSNG-101A, NURSNG-101B and NURSNG-101BL.*

First clinical course of the medical-surgical series in which the student applies knowledge and skills learned in NURSNG-101A and 101B to care for one client. The student utilizes the nursing process with the instructor's assistance, focusing on noncomplex nursing diagnoses and applying wholly compensatory and supportive, educative nursing actions to assist the client toward self-care. Primary, secondary and tertiary interventions - including medication, nutrition and teaching - are integrated in the nursing actions. The student applies basic communication skills and principles of management in

the care of one client and begins to recognize the importance of self-direction and collaboration with the nursing staff. Clinical experience is obtained in secondary-care facilities.

### **NURSNG 101B FUNDAMENTALS OF NURSING - B**

Units: 0.50 - CSU 0.50 hours lecture weekly

*Prerequisite: Acceptance to Nursing Program. Co-requisite: NURSNG-101A, NURSNG-101AL, and NURSNG-101BL.*

This first semester course enables the student to gain knowledge in pharmacokinetic, pharmacodynamic, psychomotor, psychological, legal and safety aspects of topical, oral/enteral, intradermal, subcutaneous and intramuscular medication administration. Additionally, basic information relating to intravenous therapy is introduced. Considers cultural aspects of drug therapy, self-medication, medicating the elderly, and nutritional concerns such as fluids electrolytes and enteral feedings. Integrates concepts and principles derived from the curriculum strands in NURSNG-101A and 101AL.

### **NURSNG 101BL FUNDAMENTALS OF NURSING - B: LAB**

Units: 1.00 - CSU 3.00 hours lab weekly

*Co-requisite: NURSNG-101A, NURSNG-101AL, and NURSNG-101B.*

This is a laboratory course for NURSNG-101B where the student applies the concepts and principles learned in the theory component. The steps of the nursing process, in simulated actions, are utilized in the administration of topical, oral/enteral, intradermal, subcutaneous and intramuscular medications. Basic concepts of IV Therapy are introduced. The student uses computer-assisted instruction to master calculation of dosages. Other psychomotor skills are learned, including blood glucose monitoring. The student gains competency in psychomotor skills in the laboratory before applying them to actual clients.

### **NURSNG 102 BEGINNING MEDICAL-SURGICAL NURSING**

Units: 2.50 - CSU 2.50 hours lecture weekly

*Prerequisite: NURSNG-101A, NURSNG-101AL, NURSNG-101B, NURSNG-101BL. Co-requisite: NURSNG-102L*

This is the second course of the medical-surgical series in which the student learns about the biopsychosocio-

cultural, spiritual requisites and deficits of the adult, including the geriatric client, with beginning complex health deviations in self-care requisites for the maintenance of eliminative, regulatory, and reproductive processes. Curriculum strands of theoretical and empirical knowledge, nursing process, communication, psychomotor skills, management of care, professional-legal-ethical practice, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes, self-care deficit theory, health deviations and their etiologies, pathophysiologies, manifestations and management that entails primary, secondary, and tertiary care, including medications, nutrition, and teaching. The student learns the theories behind beginning complex psychomotor skills such as venipuncture, total parenteral nutrition, colostomy care, urinary bladder irrigation; and management of two clients.

### **NURSNG 102L BEGINNING MEDICAL-SURGICAL NURSING LAB**

Units: 2.00 - CSU 6.00 hours lab weekly

*Prerequisite: NURSNG 101 A, 101 A-L, 101B, 101 B-L  
Co-requisite: NURSNG-102*

This is the second clinical course of the medical-surgical series in which the student learns to care for the client with simple to beginning complex health deviations associated with eliminative, regulatory, and reproductive processes. The student utilizes knowledge and skills gained in NURSNG-102 and previous courses to make nursing practice decisions. The student continues to use nursing process with assistance, targeting beginning complex nursing diagnoses and implementing wholly compensatory, partly compensatory and supportive/educative nursing actions to assist the client toward self-care or significant others to provide client with dependent care. Primary, secondary, and tertiary care including medications, nutrition and teaching are integrated in the nursing actions. The student utilizes previously learned, and new beginning complex communication techniques and manages the care of one to two clients. The student begins to collaborate with other disciplines, and begins to display more self-direction in learning and providing nursing care. Clinical experience is obtained in primary and secondary care facilities.

**NURSNG 103 LVN TO RN BRIDGE CLASS**

Units: 1.50 - CSU 1.41 hours lecture weekly

*Prerequisite: Admission to the Nursing Program.*

This is a transition course in which the student learns information necessary to perform as a second year Associate Degree Nursing Program student. The curriculum strands of nursing process, communication, management of care, professional-legal ethical practices, collaboration and self-direction and knowledge are integrated throughout the course or are introduced. The knowledge strand includes the self-care deficit theory, selected health deviations and their etiologies, pathophysiology, manifestations and management including medications, nutrition and teaching. The student learns the theory behind physical assessment, stress management and role transition.

**NURSNG 106 MATERNAL - NEWBORN/PEDIATRIC NURSING**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: NURSNG-102 and 102L. Co-requisite: NURSNG-106L*

This is a study of the biopsychosociocultural, spiritual requisites and deficits of the childbearing family and the pediatric client utilizing the nursing process. The focus is on family-centered care. Curriculum strands of theoretical and empirical knowledge, nursing process, communication, psychomotor skills, management of care, professional-legal-ethical practices, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes the self-care deficit theory, health deviations and their etiologies, manifestations, and management that entails primary, secondary, and tertiary care including medications, nutrition and teaching. Also included are the developmental stages, child and family responses to hospitalization, pediatric variations in nursing care, parental interaction, fetal issues during pregnancy and care of the newborn. The student learns the theories behind the psychomotor skills such as, medication administration to a young client, electronic fetal monitoring, newborn assessment, and post partum assessment. Principles of management of one to two childbearing and pediatric clients are discussed.

**NURSNG 106L MATERNAL - NEWBORN/PEDIATRIC NURSING LAB**

Units: 2.00 - CSU 6.00 hours lab weekly

*Prerequisite: NURSNG 102 and 102L Co-Requisite: NURSNG 106*

A course in Maternal-Newborn/Pediatric nursing where the student learns to care for the child-bearing family and the pediatric client. The student utilizes knowledge and skills gained in previous courses to make nursing practice decisions. With assistance, the student uses the nursing process in implementing wholly compensatory, partly compensatory and supportive/ educative nursing actions, integrating primary, secondary and tertiary care, including medication, nutrition and teaching, to assist the client toward self-care or significant others to provide client with dependent care. The student utilizes new and previously learned communication techniques and manages the care of one or two clients. The student begins to collaborate with other disciplines, and begins to display more self-direction in learning and in providing nursing care. Clinical experience is obtained in primary and secondary care facilities.

**NURSNG 200 PSYCHIATRIC NURSING**

Units: 2.50 - CSU 2.50 hours lecture weekly

*Prerequisite: NURSNG-106, NURSNG-106L, except for the LVN to RN students who need NURSNG-103. Co-requisite: NURSNG-200L*

This course is a study of the psychosocio-cultural, spiritual and relevant biological self-care requisites and deficits of the adult, including the geriatric client, in mental health settings with health deviations in the maintenance of balance between solitude and social interaction, prevention of hazards to life, functioning and well-being, and promotion of normalcy and development. Curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration and self-direction are integrated throughout the course. The knowledge strand consists of the personality developmental theories, health deviations, and their etiology, manifestations and management that entails primary, secondary, and tertiary preventions including medications,

nutrition and teaching. There is an in-depth study of therapeutic communication techniques utilized in mental health settings.

### **NURSNG 200L PSYCHIATRIC NURSING LAB**

Units: 2.00 - CSU 6.00 hours lab weekly

*Prerequisite: NURSNG-106 and NURSNG-106L. Co-requisite: NURSNG-200.*

The clinical course of NURSNG-200 where the student learns to care for the client with health deviations in the maintenance of balance between solitude and social interaction, prevention of hazards to life, functioning and well-being, and promotion of normalcy and development. Concepts and principles learned in the curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration and self-direction are applied in the clinical area. Knowledge includes personality developmental theories, health deviations and their causative factors, manifestations, primary, secondary and tertiary preventions including medications, psychotherapeutic approaches, nutrition and teaching. The student continues to assist up to two clients in achieving self-care. The nursing process is more focused and communication skills become more psychotherapeutic. The student develops more confidence in collaborating with the health team and in self-direction.

### **NURSNG 202 INTERMEDIATE MEDICAL-SURGICAL NURSING**

Units: 3.00 - CSU 3.00 hours lecture weekly

*Prerequisite: NURSNG-200 and NURSNG-200L. Co-requisite: NURSNG-202L.*

This is the third course of the medical-surgical series in which the student learns about the biopsychosocio-cultural, spiritual requisites and deficits of the adult, including the geriatric client, with complex health deviation in the maintenance of sufficient intake of air, and balance between activity and rest. Curriculum strands of knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management of care, professional-legal-ethical practices, collaboration, and self-direction are integrated throughout the course. The knowledge strand includes the self-care deficit theory, health deviations and their pathophysiology, etiology, manifes-

tations and management that entails primary, secondary and tertiary preventions including medications nutrition, and teaching. Principles of management of care of up to three clients are studied. The student learns ways of increasing collaboration with the health team and increasing self-direction in providing complex nursing care.

### **NURSNG 202L INTERMEDIATE MEDICAL-SURGICAL LAB**

Units: 2.00 - CSU 6.00 hours lab weekly

*Prerequisite: NURSNG-200 and NURSNG-200L. Co-requisite: NURSNG-202.*

This is the third clinical course of the medical surgical series in which the student learns to care for the client with complex health deviations associated with maintenance of sufficient intake of air and balance of activity and rest. The student utilizes knowledge and skills learned in NURSNG-202 and previous courses to make nursing practice decisions. Student utilizes the nursing process targeting complex nursing diagnoses and implementing wholly compensatory, partly compensatory and supportive/educative nursing actions to assist the client toward self-care or significant others to provide client with dependent care. Primary, secondary and tertiary interventions including medication, nutrition and teaching are integrated in the nursing actions. The student uses new and previously learned communication techniques and manages the care of up to three clients. The student collaborates with increasing numbers of personnel and displays more self-direction in learning and in providing nursing care. Clinical experience is obtained in secondary care facilities.

### **NURSNG 204 ADVANCED MEDICAL-SURGICAL NURSING**

Units: 5.50 - CSU 5.50 hours lecture weekly

*Prerequisite: All previous Nursing courses. Corequisite: NURSNG-204L.*

This is the final medical surgical nursing course. Students will integrate prior theory as well as learn the biopsychosocio-cultural, spiritual requisites and deficits of adult and geriatric clients with critical and chronic health deviations in the maintenance of sufficient intake of air, elimination, balance between activity and rest and between solitude and social interaction. Hazards to human life and the promotion of normalcy are studied.

The curriculum strands are integrated throughout the course: knowledge, nursing process, nursing diagnosis, psychomotor skills, communication, management, professional-legal-ethical practices, collaboration, and self-direction. The knowledge strand includes self-care deficit theory, growth and development, health deviations, nutrition, pharmacology, teaching, the continuum of care as well as psychosocio-cultural, spiritual values. Principles of the management of up to six clients and the economics of health care are included.

### **NURSNG 204L ADVANCED MEDICAL-SURGICAL NURSING LAB**

Units: 4.50 - CSU 13.50 hours lab weekly

*Prerequisite: All previous Nursing courses. Co-requisite: NURSNG-204.*

This is the final clinical medical surgical course. Students are expected to integrate relevant prior clinical skills and classroom theory as well as to apply new theory and practice new skills in a variety of settings in which their role as a professional, a manager and a provider of care becomes more independent. The student collaborates in the management of up to six adult clients with complex deviations of health care requisites as well as in the care of clients with critical and chronic deviations associated with the maintenance of sufficient intake of air, elimination, balance between activity and rest, and between solitude and social interaction. The student promotes the elimination of hazards and the promotion of normalcy. The student independently utilizes the nursing process by analyzing for nursing diagnoses, determining outcomes, and planning, applying or supervising nursing interventions which are wholly compensatory, partly compensatory or supportive/educative to assist the client toward self care. In addition the student evaluates the outcomes and nursing interventions, revising the plan as needed. The student collaborates with professional nurses in managing the care of the clients in the intensive care, oncology unit, the perioperative areas, in clinics, in home health, and other specialty areas. The student is expected to communicate independently in writing as well as verbally in each area as dictated by the course objectives. Clinical experience is obtained primarily in secondary and tertiary facilities.

### **NURSNG 206 OPERATING ROOM NURSING**

Units: 5.00 - CSU 5.00 hours lecture weekly

Theory of operating room nursing. Encompasses three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation.

### **NURSNG 208 OBSTETRICAL NURSING**

Units: 7.00 - CSU 7.00 hours lecture weekly

This course provides seven hours of lecture each week. Lecture content focuses on the obstetrical patient undergoing the four states of labor and include anatomy, physiology, assessment factors. In the clinical setting, the student works directly with a staff nurse preceptor. Student applies lecture theory to patients in the labor/ delivery/recovery suite of the hospital. It is highly recommended that students be sponsored by a clinical facility, which will provide a preceptor for an average of eight hours each week so the student can integrate the seven hours of theory taught at College of the Canyons.

### **NURSNG 210 NURSING INTERNSHIP**

Units: 3.00 - CSU 0.50 hours lecture weekly, 8.50 hours lab weekly

Six-week class designed for nurses who have graduated from a registered nursing program. Course is designed to bridge the way for graduates from their educational program to employment. One-hundred forty-four (144) hours are spent with a preceptor at a clinical site, either a hospital or home health agency. Nine (9) hours of lecture include topics such as resume writing, interviewing skills, and role transition from student to registered nurse. Certificate of completion is given to student which assists in job search. Offered January and June. Schedule is determined by student and instructor and preceptor.

### **NURSNG 212 PHYSICAL ASSESSMENT**

Units: 1.00 - CSU 1.00 hours lecture weekly, 1.00 hours lab weekly

Designed to develop an in-depth review and synthesis of physical assessment skills and knowledge covering the life span. Integration of the health history, physical examination techniques, and the nursing process is emphasized. Offered credit/no-credit only.

**NURSNG 214 GERONTOLOGICAL NURSING**

Units: 3.00 - CSU 3.00 hours lecture weekly

A comprehensive study of gerontological nursing which includes the normal aging process, functional and structural. This class also examines neurological and behavioral problems in the elderly. Medical and nursing management in cardiovascular problems, diabetes mellitus, gastrointestinal problems, hearing loss, hypertension, incontinence and other urinary problems, muscular skeletal problems, cancer and other problems such as chronic diseases in the elderly.

**NURSNG 241 CRITICAL CARE NURSING I**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to principles of electrocardiography and arrhythmia recognition with special emphasis on the physiology and treatment of arrhythmias. Pharmacology of drugs used in the treatment of cardiac arrhythmias and CPR. Designed for allied health personnel currently working in the field.

**NURSNG 242 CRITICAL CARE NURSING II**

Units: 3.00 - CSU 3.00 hours lecture weekly

A study of current concepts of critical care nursing of disease processes for each of the major body systems: pulmonary, cardiovascular, neurologic, renal, endocrine, hematologic, immunologic, gastrointestinal and multi-system. Critical care equipment and procedures related to the care of these clients will be discussed. Psychosocial and ethical and legal aspects of critical care nursing will be addressed.

## **PERSONAL DEVELOPMENT**

**PERDEV 010 CAREER PLANNING**

Units: 2.00 2.00 hours lecture weekly

Focuses on the various components of career choice and long-term life planning. Assessment of interests, values, personal preferences and skills are featured, as is the use of occupational information and the development of job-search skills. Also featured are resume

writing and visits to the College Career Center. Offered on a credit/no credit basis only.

**PERDEV 020 SELF AWARENESS**

Units: 0.50-1.00 0.50 hours lecture weekly

Counseling groups, led by professional counselors, which emphasize the understanding of self and others through group discussion and interaction. The identification of values and personal alternatives in interpersonal situations are stressed so that decision-making is facilitated. Offered on a credit/no-credit basis only.

**PERDEV 051 PEER ADVISEMENT**

Units: 3.00 3.00 hours lecture weekly

Prepares students in assisting other students with the necessary knowledge and skills to interact effectively with selected populations. The course provides an overview of principles, skills and methods used in peer advisement. In addition, students will be exposed to a variety of student services, on campus, and the procedures used by these student services. Peer Advisors will participate in locally scheduled field work activities on and off campus.

**PERDEV 060 LIFE SKILLS AND PERSONAL GROWTH**

Units: 1.00-4.00 3.00 hours lecture weekly

Emphasizes personal, educational, and career development skills for single parents, displaced homemakers, re-entry students, teen parents, at-risk youth, the economically disadvantaged and the non-traditional career seeker. This course includes study skills, aspects of self-esteem, parenting and communication, and career development. Open-entry/open exit, 1-4 units. Offered credit/no-credit only.

**PERDEV 080 TRANSFER SUCCESS**

Units: 1.00 1.00 hours lecture weekly

Designed to provide students with information and resources to facilitate a smooth transfer to 4-year colleges and universities. Topics include UC/CSU applications, major and general education requirements, financial aid/scholarships, personalized student education plans, and factors involved in choosing the right college. The course will increase the student's ability to understand the benefits of the transfer process.

**PERDEV 090 COLLEGE ORIENTATION**

Units: 0.50 0.50 hours lecture weekly

Part of the Steps to Success program designed for new students to orient them to the college environment and educational opportunities. Provides students with pre-enrollment and enrollment services designed to improve opportunities for success in pursuing educational and occupational goals. The Steps to Success program consists of an assessment of skill levels in English, reading and math, and interpretation of results; an orientation to college services, programs, policies and procedures; assistance with identifying educational and career goals; and pre-enrollment counseling/advising to assist in course selection and registration. Offered credit/ no-credit only and not degree applicable.

**PERDEV 098 TOPICS IN PERSONAL DEVELOPMENT**

Units: 1.00 1.50 hours lecture weekly

Presentation, discussion and study of personal development issues. Topics may include body image awareness, stress management, assertive training and conflict resolution, and other relevant topics. Units will vary depending upon the topic and the number of meetings scheduled. Intended for students wishing to deal with issues relating to their own personal development.

Offered on a credit/no-credit basis only.

**PERDEV 100 LEADERSHIP DEVELOPMENT**

Units: 3.00 - CSU 3.00 hours lecture weekly

Focuses on developing, within each student, leadership skills, knowledge and techniques that will have a carry-over value to campus clubs, organizations, student government and/or any formal or informal group that entails a leadership position.

**PERDEV 101 LEADERSHIP PRACTICUM**

Units: 2.00 - CSU 6.00 hours lab weekly

Provides opportunities for practical application of leadership skills, techniques and strategies for students involved with on-campus organizations such as Associated Student Government or clubs and organizations.

**PERDEV 111 PLANNING FOR COLLEGE SUCCESS**

Units: 1.00 - CSU 1.00 hours lecture weekly

Focuses on the various components necessary for college planning and academic success. Readiness for college will be explored with special attention given to student responsibilities, personal values, motivation, and goal setting. Topics include: the responsible student, career interest, choosing a major, goal setting, learning styles, time management, college services and resources and educational planning. Additional topics covered for student athletes include academic strategies for student athletes based on NCAA regulations for participation at all levels of competition.

**PERDEV 150 STUDENT SUCCESS**

Units: 3.00 - CSU 3.00 hours lecture weekly

Designed for new students as a complete orientation to the responsibilities and benefits of higher education. Educational planning, goal setting, and career choices are examined. College survival skills are provided to ensure a successful academic experience.

## PHILOSOPHY

**PHILOS 101 INTRODUCTION TO PHILOSOPHY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN PHIL 2

Topical introduction to philosophy, including western and non-western philosophies. Surveys major philosophical figures and philosophical issues including theory of knowledge, nature of reality, the mind/body problem, philosophy of religion, political philosophy, and ethical theory.

**PHILOS 102 INTRODUCTION TO EASTERN RELIGION AND PHILOSOPHY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introductory examination designed to give a basic understanding of the philosophies contained in Hinduism, Buddhism, Confucianism, Taoism and Zen.

### PHILOS 110 HISTORY OF EARLY PHILOSOPHY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of ancient and medieval European philosophical thought from the pre-socratics to the great Athenian philosophers - Socrates, Plato, and Aristotle - through medieval philosophy including the philosophical works of Anselm, Augustine, Abelard, Aquinas, and Plotinus.

### PHILOS 111 HISTORY OF PHILOSOPHY: RENAISSANCE THROUGH THE 19TH CENTURY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A historical survey of developing Western philosophical thought from the Renaissance through the 19th century including philosophical systems of empiricism, rationalism, skepticism, idealism, etc.

### PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A survey of philosophical activity relating to the notions of human nature, the place of individuals in history, and the determination of value and choice, in the 20th century including European existentialism, analytical philosophy, and recent thinkers and movements.

### PHILOS 205 INTRODUCTION TO LOGIC

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN PHIL 6  
Critical reasoning skills for the analysis of arguments from everyday life and college-level courses. Skills for evaluating and understanding arguments will be included using deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence.

### PHILOS 210 INTRODUCTION TO ETHICS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN PHIL 4  
Surveys some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

### PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
A philosophical overview and study of major world religions, eastern and western. Includes historical roots, major doctrines and figures, and central concerns.

### PHILOS 230 SYMBOLIC LOGIC

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
An introduction to the symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction.

### PHILOS 240 CONTEMPORARY MORAL PROBLEMS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
An introduction to ethical theory by means of the philosophical and applied analysis of contemporary moral issues in areas such as medicine, business, health care, technology, and the environment.

## PHOTOGRAPHY

### PHOTO 090L OPEN PHOTO LAB

Units: 1.00-2.00 3.00 hours lab weekly  
*Prerequisite: Enrollment in another COC Photo course.*  
An open lab for the currently enrolled photography student who wishes to increase skills through the use of the photography lab facility. Offered on a credit/no-credit basis only. Units do not apply to the associate degree.

### PHOTO 091L ADVANCED OPEN PHOTOGRAPHY LAB

Units: 1.00 3.00 hours lab weekly  
*Prerequisite: PHOTO-160*  
An open lab for the currently enrolled advanced photography student who wishes to increase skills through the use of the photography lab facility. Offered credit/no-credit only and does not apply to the associate degree.

**PHOTO 140 HISTORY OF PHOTOGRAPHY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
History and appreciation of photography from 19th century to present; relationship with history, culture, technology, art, social values, and other concerns.

**PHOTO 150 INTRODUCTION TO CAMERAS & COMPOSITION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Designed to provide information in the use of cameras, lenses, film and exposure to produce photographs. Students also review photographic works that have been a major influence and reflect broader artistic and societal issues. No laboratory. Students must furnish a fully manual/ adjustable 35mm camera. UC credit limitations.

**PHOTO 160 BLACK AND WHITE PHOTOGRAPHY**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly CAN ART 18  
A beginning course in 35mm black and white photography. Acquaints students with the history, mechanics, optics, chemistry, aesthetics, and lighting principles of elementary photography. Students must furnish a fully manual/adjustable 35mm SLR camera. UC credit limitations.

**PHOTO 165 DIGITAL PHOTOGRAPHY I**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
An introduction to digital cameras and digital photographic manipulation. Through application of theory, students explore the digital image workflow including: Adobe Photoshop software, image compositing, color correction, acquisition techniques and output technologies. Other topics will include a brief history of digital imaging and its application within commercial and fine arts. (Same as DAT-105).

**PHOTO 171 HANDMADE BOOK AND PHOTOGRAPHIC REPRODUCTION PROCESS**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
Explores methods of traditional and non-traditional forms of bookbinding such as signature and hard case

binding. Various processes of reproducing text and image will be demonstrated.

**PHOTO 175 INTERMEDIATE PHOTOGRAPHY**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
*Prerequisite: PHOTO-160.*

Continuation of beginning black and white photography. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35 mm camera.

**PHOTO 180 DOCUMENTARY AND LANDSCAPE PHOTOGRAPHY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
*Prerequisite: PHOTO-160*

Explores documentary and landscape genre photography for its aesthetic, social and political impact. The class consists of fieldwork with field trips to off-campus locations. Students must furnish a fully manual/adjustable 35mm camera.

**PHOTO 185 ALTERNATIVE PROCESSES IN PHOTOGRAPHY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
*Prerequisite: PHOTO-160*

An intermediate level photography course designed to teach alternative processes in photography. The course will cover the arts of cyanotype and Van Dyke printing, as well as sepia toning, hand coloring, image transfer and some digital manipulation of photographic images.

**PHOTO 190 STUDIO PHOTOGRAPHY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
*Prerequisite: PHOTO-160.*

The exploration of the photographic studio through lectures and practical demonstrations. Students learn to operate medium format cameras and studio light equipment. A critical look at the history of studio photography is also covered.

## PHOTOGRAPHY

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### PHOTO 195 COLOR PHOTOGRAPHY

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: PHOTO-160*

Studies in the theory of light and color in photography and its relationship to exposure and color printing type R. Color printing techniques and basic quality control are studied and practiced. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35mm camera.

### PHOTO 198 SPECIAL TOPICS IN PHOTOGRAPHY

Units: 0.50-3.00 - CSU 0.50 hours lecture weekly

An exploration of various techniques and subjects related to photography and photographic processes. Topics to be announced per semester. Please see the current schedule of classes for specific course description and recommended preparation. Offered credit/no-credit only.

### PHOTO 200 PORTRAITURE

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: PHOTO-160*

An exploration of basic portraiture techniques for commercial photographic use. Students use outdoor/available and studio lighting to shoot a commercial and theatrical headshot, fashion photography and wedding basics. Medium format cameras will also be demonstrated (Formerly PHOTO-198B).

### PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY

Units: 3.00 - CSU 1.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: PHOTO-160*

A course for intermediate and advanced students to explore individual photographic projects and techniques. Under the guidance of the instructor, each student will devise a written set of goals that will define the photographic project to be completed. The student will be evaluated based on the completion of their individual goals. Access to the photography facilities includes black and white, color, digital and the studio (Formerly PHOTO-198A). Offered credit/no-credit only.

### PHOTO 205 ADVANCED DIGITAL PHOTOGRAPHY

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An advanced course covering expert skills in digital imaging software and hardware. Topics will include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation (Same as DAT-271).

### PHOTO 260 PHOTOJOURNALISM

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: PHOTO-160*

Emphasizes composition of news and feature pictures for use in mass communications media and stresses the use of the photograph as an art form in telling the story. Includes picture editing, cropping, caption writing, and layout. For students planning careers in journalism, public relations, advertising, and commercial and industrial photography. Students must furnish a fully manual/adjustable 35mm camera.

### PHOTO 285 ADVANCED PHOTOGRAPHY

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: PHOTO-160*

Advanced theory and practice in the contemporary use of the camera. Expands technical skills and develops artistic expression, including special effects procedures with an emphasis on creative thinking and idea execution. Students must have a 35mm camera. (Formerly PHOTO-170). UC credit limitation.

### PHOTO 295 PROFESSIONAL PRACTICES AND PORTFOLIO

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: PHOTO-160*

Students prepare and present a photographic portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. Provides essential skills necessary for a photography career. Topics include entrepreneurial and communication skills needed in industry, project planning, and team work.

# **PHYSICAL EDUCATION- KINESIOLOGY**

## **PHYSED 100 HEALTH EDUCATION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey of the physical, emotional and social dimensions of health. Topics of study include physical fitness, nutrition, weight management, substance abuse, tobacco and alcohol use, diseases, sexuality, mental health, stress management, consumerism, environmental health, dying and death. This course meets the Physical Education/Wellness requirement for the associate degree.

## **PHYSED 101 INTRODUCTION TO KINESIOLOGY AND PHYSICAL EDUCATION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to the field of kinesiology and physical education as a profession and an academic discipline covering the purposes, philosophical and historical, biological, biomechanical, sociological, and psychological foundations of physical education. Focuses on educational preparation, the job market, and alternative careers in physical education. Does not satisfy the physical education requirement for the associate degree.

## **PHYSED 102 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

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.

## **PHYSED 104 FOOTBALL THEORY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Analysis of advanced football fundamentals, theory and philosophy of offensive and defensive strategy. Principles of the kicking game of football, coaching

organization and implementation. Does not satisfy the Physical Education activity requirement for the associate degree.

## **PHYSED 105 PERSONAL TRAINER CERTIFICATION PREPARATION**

Units: 2.00 - CSU 2.00 hours lecture weekly

Preparation for taking the CPT, Certified Personal Trainer, exam through the National Strength and Conditioning Association, NSCA. This course covers methods of client assessment, measurement, and evaluation. Highlights include resistance training program design, nutrition, body composition, and cardio-respiratory fitness. Does not satisfy the Physical Education requirement for the associate degree.

## **PHYSED 107 THEORY AND ANALYSIS OF BASKETBALL**

Units: 2.00 - UC:CSU 1.50 hours lecture weekly, 1.50 hours lab weekly

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparations of teams for games and weekly practice schedules, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations.

## **PHYSED 108 THEORY AND ANALYSIS OF SOCCER**

Units: 2.00 - UC:CSU 1.50 hours lecture weekly, 1.50 hours lab weekly

Emphasis on history, rules, game strategy, current developments, preparations of teams for games and weekly practice schedules, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations.

## **PHYSED 109 EMERGENCY PROCEDURES**

Units: 2.00 - CSU 2.00 hours lecture weekly, 1.00 hours lab weekly

Introduces procedures to maintain health in emergency situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. Does not satisfy the Physical Education requirement for the associate degree.

### **PHYSED 110 PREVENTION AND CARE OF ATHLETIC INJURIES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
An introductory course in athletic training. The role of the athletic trainer shall be explored in relation to the physician, coach and athlete. Emphasis will be placed on prevention, recognition, treatment of the most common sports injuries. Does not satisfy the Physical Education requirement for the associate degree.

### **PHYSED 110L PREVENTION AND CARE OF ATHLETIC INJURIES LAB**

Units: 1.00 - UC:CSU 3.00 hours lab weekly  
Covers principles and techniques for application of protective taping, padding, wrapping, and bracing with an emphasis on the prevention of sport and exercise injuries. Does not meet the Physical Education activity requirement for the Associate Degree.

### **PHYSED 112 ATHLETIC TRAINING CLINICAL EXPERIENCE**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
*Prerequisite: PHYSED-110 or concurrent enrollment and approval of the instructor.*

Designed to provide clinical experience for students interested in sports-related injury care and prevention. Experiences will include prevention, recognition, treatment, and rehabilitation of sports injuries.

### **PHYSED 113 ATHLETIC TRAINING, FALL SPORTS**

Units: 2.00 - CSU 6.00 hours lab weekly  
*Prerequisite: PHYSED-112*

Provides exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the Associate Degree.

### **PHYSED 114 ATHLETIC TRAINING, SPRING SPORTS**

Units: 2.00 - CSU 6.00 hours lab weekly  
*Prerequisite: PHYSED-112*

Exposure to immediate recognition and treatment of sports injuries unique to spring sports with an emphasis on rehabilitation and taping technique to enable athletes to return to competition.

### **PHYSED 115 ADVANCED ATHLETIC TRAINING, FALL SPORTS**

Units: 2.00 - CSU 6.00 hours lab weekly  
*Prerequisite: PHYSED-113*

Provides additional exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the Associate Degree.

### **PHYSED 116 ADVANCED ATHLETIC TRAINING, SPRING SPORTS**

Units: 2.00 - CSU 6.00 hours lab weekly  
*Prerequisite: PHYSED-114*

Provides exposure to immediate recognition and treatment of sports injuries unique to spring sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the Associate Degree.

### **PHYSED 117 SWIMMING ACTIVITIES**

Units: 1.00 - UC:CSU 3.00 hours lab weekly  
A class designed to introduce the students to swimming activities and water games. These will include water polo, water basketball, relays and an introduction to the skill of skin diving.

### **PHYSED 118 RED CROSS LIFEGUARD TRAINING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly  
*Prerequisite: Students must be at least 15 years of age and be able to perform the following skills: swim 500 yards continuously using each of the following strokes at least 100 yards (crawl stroke, breaststroke, side-stroke), submerge to a minimum depth of 7 ft., retrieve a 10 lb. object and return to the surface; tread water for two minutes using the legs only. Meets industry driven standard.*

The primary purpose of the Red Cross Lifeguard Training program is to provide lifeguard candidates and lifeguards with the skills and knowledge necessary to keep patrons of an aquatic facility safe in and around the water. Upon successful completion of the course, students receive Red Cross certification in Lifeguard Training, Waterfront Lifeguarding, and CPR for the Professional Rescuer.

**PHYSED 119 WATER SAFETY  
INSTRUCTOR**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

The student will become qualified to teach Red Cross swimming classes including seven (7) levels of the Learn to Swim program; Infant/preschool Aquatic; Basic Rescue and Emergency Water Safety.

**PHYSED 120 AQUA AEROBICS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Aquatic aerobic exercises for swimmers and non-swimmers designed to improve cardiovascular endurance, strength, and flexibility through free dynamic movement in the water. The water provides resistance and buoyancy that promotes a workout virtually free of orthopedic stress.

**PHYSED 121 DEEP-WATER RUNNING  
AND CONDITIONING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

An exercise program incorporating various practices while running in deep water. This class is well suited for those unable to run because of chronic injuries to the lower extremities or in rehabilitation from injury.

**PHYSED 122 ULTIMATE FRISBEE**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Instruction in present throwing, catching, and passing skills of ultimate frisbee and their application to team play. Covers offensive and defensive patterns and team strategies.

**PHYSED 125 CARDIO CROSS-  
TRAINING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A group exercise class focusing on improvement of cardiovascular and muscular fitness. Various training methods such as step aerobics, kick boxing, plyometrics, muscle sculpting, and core training are included. Proper form, exercise technique, and safety are addressed for all training modes. Basic anatomy and physiology of human conditioning will also be discussed.

**PHYSED 126 RUNNING FOR FITNESS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Cardiovascular fitness training utilizing running and jogging. Principles and theories of aerobic, cardiovascular training. Individual exercise programs will be created to attain desired levels of cardiovascular efficiency and fit-

ness goals. Strength, flexibility, and jogging/ running programs will be emphasized.

**PHYSED 127 BOWLING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Introduction to the fundamentals of indoor bowling.

Includes techniques of bowling, scoring, rules, and etiquette along with social and recreational benefits.

Practice and class competition are provided to enhance skill development and strategy.

**PHYSED 128 SPIN CYCLING FITNESS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Group cardiovascular conditioning utilizing stationary cycles. Emphasis is placed on proper cycling technique and safety while students are guided through a training ride encountering various cycling modes (hills, sprints etc.). Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve fitness levels and cycling ability.

**PHYSED 129 BEGINNING GOLF**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Golf instruction for the individual who has little or no background in the fundamentals of golf. The student will learn the basic skills necessary to enable the student to begin playing the game.

**PHYSED 130 BEGINNING TENNIS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Designed to teach the fundamentals of tennis, including the grip, ground strokes, and the serve for the beginner.

**PHYSED 131 BEGINNING BEACH  
VOLLEYBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Provides the student with a basic knowledge and the fundamental skills of the game. Includes serving, passing, setting, hitting, digging, blocking and variations in technique unique to this sport. Outdoor rules and strategies differ significantly. Students will be required to learn the Federation of International Volleyball and the California Beach Volleyball Association rules.

**PHYSED 133 BEGINNING SOCCER**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Instruction and practice in the techniques of the sport of soccer. Class is designed to develop the knowledge and skills for the beginning level player. Emphasis will be

placed on basic skills, rules of the game, and proper attitude toward participation.

### **PHYSED 134 SOFTBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A beginner's level course in the avocational and recreational game of softball.

### **PHYSED 138 BEGINNING VOLLEYBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

The methods, techniques, and strategy associated with an introductory course in volleyball.

### **PHYSED 145 STEP AEROBICS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Group cardiovascular conditioning utilizing a step platform. Emphasis is placed on proper technique and safety while students exercise to music. Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve their levels of fitness.

### **PHYSED 146 BODY MECHANICS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Introduction in physical conditioning, physiology of exercise, nutrition, and weight control. This course is open to anyone who has a desire for physical fitness. Some weight training will be included.

### **PHYSED 149 BASKETBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A beginning level course teaching the basic fundamentals of basketball. Content primarily deals with basic skills needed to play the sport. Designed for all levels of basketball ability with an emphasis on large muscle activity.

### **PHYSED 150 PHYSICAL FITNESS LAB**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A laboratory physical fitness course designed to develop and encourage positive attitudes and habits in a personalized exercise program. Designed to work the five health related components of fitness. The primary training activity is aerobic weight training utilizing a sequence of specific weight lifting machines and stationary bicycles organized into aerobic activity stations.

### **PHYSED 151 WEIGHT TRAINING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Instruction and practice at the beginning level in resistance training with an emphasis on techniques of lifting. Individual program adaptation is stressed. Principles of different weight training techniques and program design along with basic nutrition and wellness education will be covered.

### **PHYSED 152A CONDITIONING FOR INTERCOLLEGIATE SPORTS**

Units: 1.00-2.00 - UC:CSU 3.00 hours lab weekly

Specific physical fitness related to in-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement.

### **PHYSED 152B OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS**

Units: 1.00-2.00 - UC:CSU 3.00 hours lab weekly

Specific physical fitness related to off-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement.

### **PHYSED 160 INTERMEDIATE BASEBALL**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Designed to accommodate a large number of students interested in building a proficiency in baseball skills and knowledge. Fundamentals of individual and team play will be stressed.

### **PHYSED 161 FOOTBALL TECHNIQUES & WEIGHT TRAINING**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Instruction and practice in weight training and football with an emphasis on weight training and its relationship to football. Individual programs are stressed.

**PHYSED 162 INTERMEDIATE FOOTBALL**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Advanced football fundamentals as they relate to inter-collegiate football. An understanding of and participation in advanced football techniques and schemes. Intended for individuals interested in competing on the intercollegiate football team.

**PHYSED 163 INTERMEDIATE TRACK AND FIELD**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Introduction to intermediate techniques and strategies of all track and field events. Prepares the student for a competitive season emphasizing skills needed for proficiency. Topics covered include methods of training, conditioning, proper technique, and competitive tactics of track and field.

**PHYSED 165 INTERMEDIATE SOCCER**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Instruction and practice in the techniques of soccer designed to develop skills for the intermediate level player, knowledge of the rules, background, analysis of technique and desirable attitude toward participation.

**PHYSED 166 INTERMEDIATE GOLF**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

A review of the fundamentals of golf skills and the developing of techniques for playing trouble shots.

**PHYSED 167 INTERMEDIATE SWIMMING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Designed to encompass a large range of swimming skills. The student should have had some previous swimming experience. The course, when completed, will provide the student with Red Cross Intermediate Swimming Card.

**PHYSED 168 INTERMEDIATE TENNIS**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Designed to enable students to become proficient in the intermediate skills of tennis. Progressive instruction includes the volley, overhead, singles and doubles strategy. Instruction also covers tennis scoring, court position, rules and strategy.

**PHYSED 169 INTERMEDIATE VOLLEYBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Basic skills are taught with an emphasis on play, strategy and rules.

**PHYSED 170 INTERMEDIATE SOFTBALL**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Prepares the student in softball fundamentals such as hitting, fielding, throwing and catching. Included are weight training and conditioning. A lead-up class for intercollegiate softball.

**PHYSED 171 INTERMEDIATE BEACH VOLLEYBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Provides the student with an opportunity for further development of skills and strategies. Emphasis is placed on a review of the fundamentals adding basic offensive and defensive strategies. Also adds advanced skills such as tipping/dinking, roll, shot, drop shot, jump serve, reading the opposing hitter, and one-hand set. Later emphasis is on strategy and tournament play along with officiating matches to ensure a thorough knowledge of the rules and their interpretation. Incorporates four-person and doubles play into its competitive formats. Students will be required to use the Federation of International Volleyball and the California Beach Volleyball Association rules.

**PHYSED 177 ADVANCED GOLF**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Assists the student in gaining an understanding of the mechanics involved in developing the distance and direction of the golf swing.

**PHYSED 178 ADVANCED SWIMMING**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Provides the individual with the additional strokes and miscellaneous water skills that will produce an all-around swimmer. For the accomplished swimmer who plans to qualify for an advanced swimmer's card.

### **PHYSED 179 SWIM STROKE MECHANICS**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

Covers the four basic swim strokes including starts and turns. No prior competitive swim experience is necessary.

### **PHYSED 180 ADVANCED VOLLEYBALL**

Units: 1.00 - UC:CSU 3.00 hours lab weekly

Advanced volleyball skills with an emphasis on tournament play and advanced strategy. Additional emphasis on spiking and blocking.

### **PHYSED 181 SONG AND YELL LEADERS**

Units: 2.00 - UC:CSU 6.00 hours lab weekly

A physical activity class designed for spirit squad members, as well as others, interested in cheer, dance, gymnastics, and stunting. Extensive choreography in all areas of dance; hip-hop, jazz, and pom. Cheers will consist of straight arm movements as well as stunting and proper spotting techniques.

### **PHYSED 194 OFFICIATING FALL SPORTS**

Units: 2.00 - UC:CSU 2.00 hours lecture weekly

Introduction to the rules, methods, and techniques of officiating the fall sports of football and basketball. The student will receive a complete overview of officiating opportunities at the youth level in fall sports, the role and responsibilities of the official, and develop a working knowledge of the principles of officiating fall sports. Does not meet the Physical Education requirement for the associate degree.

### **PHYSED 250 INTERCOLLEGIATE FOOTBALL-MEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly

Intercollegiate competition in the sport of football.

Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics.

### **PHYSED 251 INTERCOLLEGIATE CROSS-COUNTRY - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly

Intercollegiate competition and preparation in cross-country at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of cross-country racing.

### **PHYSED 252A INTERCOLLEGIATE BASKETBALL I - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly

Intercollegiate competition in men's and women's basketball. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. Includes a pre-season game schedule with both home and road competition.

### **PHYSED 252B INTERCOLLEGIATE BASKETBALL II - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lecture weekly

Intercollegiate basketball competition for men and women. Students must meet California Community College eligibility requirements as established by the Commission on Athletics. Includes home and road games in the Western State Conference and post-season competition.

### **PHYSED 253 INTERCOLLEGIATE SOCCER - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly

Intercollegiate competition in the sport of soccer.

Students must meet California Community College eligibility requirements as established by the California Commission on Athletics.

### **PHYSED 254 INTERCOLLEGIATE TRACK & FIELD-MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly

Intercollegiate competition and preparation in track and field at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of track and field events.

### **PHYSED 255 INTERCOLLEGIATE BASEBALL-MEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly  
Intercollegiate competition in the sport of baseball.  
Students must meet California Community College eligibility requirements as established by the California Commission on Athletics.

### **PHYSED 256 INTERCOLLEGIATE GOLF - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly  
Study and execution of the theory and technique necessary to enable an individual to compete in golf at the community college level.

### **PHYSED 257 INTERCOLLEGIATE VOLLEYBALL - WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly  
Designed to provide an opportunity for students with advanced skills to participate in intercollegiate competition. Must meet SCCIAC eligibility requirements.

### **PHYSED 258 INTERCOLLEGIATE SOFTBALL - WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly  
Intercollegiate competition in the sport of softball for women. Students must meet California Community College eligibility requirements as established by the CCJCA Commission on Athletics and the Western State Conference.

### **PHYSED 259 INTERCOLLEGIATE SWIMMING-MEN'S/WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly  
Intercollegiate competition in swimming.

### **PHYSED 260 INTERCOLLEGIATE WATER POLO - WOMEN'S**

Units: 2.00 - UC:CSU 10.00 hours lab weekly  
Intercollegiate competition in the sport of water polo. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics.

## **PHYSICAL SCIENCE**

### **PHYSICI 101 PHYSICAL SCIENCE**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

A survey of the basic physical phenomena of mechanics, heat, light, sound, electricity, chemistry, geology, meteorology, and astronomy. Emphasizes basic principles, relationships, status and applications to modern civilization. Topics are developed within a minimum of mathematical presentation. Designed for all non-science, industrial technology and education majors. UC credit limitations.

## **PHYSICS**

### **PHYSIC 101 INTRODUCTION TO PHYSICS**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

An introductory survey course in classical and modern physics: motion, gravity, heat, light, sound, electricity, magnetism, atomic and nuclear physics, relativity, and quantum mechanics.

### **PHYSIC 110 GENERAL PHYSICS I**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

CAN PHYS 2

*Prerequisite: MATH-102 or equivalent.*

An introduction to the mechanics of solids and fluids, heat and wave motion. Course is designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course.

**PHYSIC 111 GENERAL PHYSICS II**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly  
CAN PHYS 4

*Prerequisite: Completion of MATH-102 and PHYSIC-110 or 220 or equivalent.*

An introduction to electricity and magnetism, optics, and modern physics. Designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course.

**PHYSIC 220 PHYSICS FOR SCIENTISTS & ENGINEERS: MECHANICS OF SOLIDS AND FLUIDS**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly CAN PHYS 8

*Prerequisite: Completion of MATH-211.*

Dynamics and statics of particles and rigid bodies, harmonic vibrations, and fluid mechanics. Physics 220 uses calculus and is designed for students majoring in courses of study such as: chemistry, engineering, and physics.

**PHYSIC 221 PHYSICS FOR SCIENTISTS & ENGINEERS: ELECTRICITY & MAGNETISM**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly  
CAN PHYS 12

*Prerequisite: Completion of PHYSIC-220 and credit or concurrent enrollment in MATH-212.*

Electric and magnetic fields, circuit theory and electromagnetic induction. Physics 221 uses calculus and is designed for students majoring in courses of study such as: chemistry, engineering, and physics.

**PHYSIC 222 PHYSICS FOR SCIENTISTS & ENGINEERS: WAVE MOTION, HEAT, OPTICS, AND MODERN PHYSICS**

Units: 4.00 - UC:CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: PHYSIC 220 and MATH-211.*

Heat, introduction to thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics, and an introduction to modern physics. For students majoring in courses of study such as: Chemistry, Engineering and Physics.

**POLITICAL SCIENCE****POLISC 100 INTRODUCTION TO POLITICAL SCIENCE**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Survey of the nature and scope of political science, including basic concepts, terms, contending theories, institutions and subfields in the discipline. Description of the methodology and research techniques employed by political scientists.

**POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT & POLITICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
An examination of the institutions, activities, and issues of American and California governments. This course satisfies the Title V, U.S. Constitution requirement and the California State and Local Government requirement.

**POLISC 198 SPECIAL TOPICS IN POLITICAL SCIENCE: INTERNATIONAL RELATIONS**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Provides students with a basic overview of the interplay between international organizations (e.g. multilateral inter-governmental organizations, corporations, non-profits, NGO's, multilateral security and/or trade organizations) and sovereign nation-states. With a focus on different topics and different regions/states each semester, students will explore not only the narrow position and relative strength of an assigned state, but the overall global ramifications for multiple potential outcomes on the given issue. This class will engage students in independent research, active learning, simulated diplomacy, bargaining and negotiations in a multilateral international context.

**POLISC 230 POLITICAL THEORY**

Units: 3.00 - CSU 3.00 hours lecture weekly  
An exploration of the major political concepts, such as the origins of government, state power, justice, and the distribution of political and economic resources, that impact our conceptions of the good life. The contributions made by leading political theorists cover the period from the early Greeks to modern day political philosophers.

**POLISC 250 COMPARATIVE GOVERNMENT & POLITICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A study of the governments of other countries as compared to the United States with a particular emphasis on the presidential and parliamentary forms. Examines a variety of political cultures and institutions, drawing examples from both developed and underdeveloped countries.

**POLISC 270 INTERNATIONAL RELATIONS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An analysis of the basic historical, geographical, economic, ideological, and strategic factors which underlie conflict and cooperation among nations. Focuses on relations between states and the structure of the international system.

**POLISC 290 ETHNIC AND GENDER POLITICS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An overview of the history, issues and political processes that affect the status and power of groups which have traditionally been politically and economically disadvantaged in the United States. Includes, but are not restricted to, African-Americans, Asians, Native-Americans, Latinos, and Women.

# PSYCHOLOGY

**PSYCH 101 INTRODUCTION TO PSYCHOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN PSY 2

Scientific study of behavior through an exploration of major concepts, methods, and research findings. Topics include biological, physiological, and cognitive processes; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior; and applied psychology.

**PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN PSY 10

*Prerequisite: PSYCH-101*

A detailed consideration of the functional and anatomical aspects of the nervous system in order to interpret behavior in terms of physiological processes. Topics include the cellular and organizational structure of the nervous system, the effects of psychoactive substances on the nervous system, the means by which sensory systems detect and process environmental events, and the biological basis of a variety of complex behaviors and mental processes.

**PSYCH 103 INTRODUCTION TO BEHAVIORAL RESEARCH METHODS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Classic studies in psychology are highlighted as students learn the basic principles and concepts of research through a survey of methods currently used in psychology including: naturalistic observation, case study, questionnaire, correlation research and laboratory experiments. Students have the opportunity to examine research designs and the process of data analysis to gain added insight into the scientific method. Requires research study and manuscript writing using APA guidelines and format.

**PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Discusses personality, emphasizing the application of theoretical psychology to the issues of personal growth. Students will examine a diverse variety of concepts of the psyche, including several crosscultural perspectives on human nature.

**PSYCH 109 SOCIAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to the psychological theories, psychological research and applications in major areas of social psychology, including communication and social interaction, group dynamics, attitudes, stereotyping and prejudice, altruism and aggression, person perception and social cognition, roles, and cultural differences as seen by the discipline of psychology.

## **PSYCH 150 CRISIS INTERVENTION & MANAGEMENT**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to the strategies used to assist people in crisis will be provided in a variety of areas. Students learn to identify the crisis state and the stages of crisis; understand and perform the steps and strategies of crisis intervention; and become familiar with the skills necessary to intervene with persons in crisis.

## **PSYCH 172 DEVELOPMENTAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Surveys human development, emphasizing the changes occurring throughout the lifespan. Students will examine the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults.

## **PSYCH 230 HUMAN SEXUALITY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: PSYCH-101.*

Explores the psychological and physiological range of human sexuality. Topics include the social and biological foundations of sexuality, human anatomy, reproduction, the birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross-cultural views of sexuality, sexual dysfunction, sexually transmitted diseases, and sexual problems and issues in society.

## **PSYCH 235 PSYCHOLOGY OF GENDER ROLES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Presents a survey of gender issues which affect the psychological development of women and men. The development of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work, and interpersonal relationships will be explored.

## **PSYCH 240 ABNORMAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Recommended preparation: PSYCH-101.*

The field of abnormal psychology is examined by reviewing history, patterns, and causes of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies; and prevention of behavioral disorders.

# **QUALITY TECHNOLOGY**

## **QCTECH 100 THE QUALITY CONTROL FUNCTION**

Units: 3.00 - CSU 3.00 hours lecture weekly

Presents the fundamentals of quality control as is state-of-the-art in industry. The basic organizational and functional responsibilities are discussed along with a general overview of occupations within the field of quality control.

## **QCTECH 101 MEASUREMENT-MECHANICAL/ELECTRICAL TECHNOLOGY**

Units: 4.00 - CSU 3.00 hours lecture weekly, 3.00 hours lab weekly

Provides technical information applicable to mechanical and electrical inspection devices. The primary thrust will be toward measurement and the relation of mechanical and electrical to quality inspection.

## **QCTECH 150 INTERPRETATION OF SPECIFICATIONS**

Units: 2.00 - CSU 2.00 hours lecture weekly

Covers the facets of specifications used in conjunction with engineering drawings used for product manufacturing and description, including materials, processing and testing.

## **QCTECH 151 STATISTICAL CONCEPTS**

Units: 2.00 - CSU 2.00 hours lecture weekly

Designed to outline the basic statistical techniques which have a wide range of industrial applications. Special emphasis is placed on statistical concepts for quality control and sampling inspection.

## **QCTECH 152 PROCESS CONTROL**

Units: 4.00 - CSU 4.00 hours lecture weekly

Provides the method and technique required to control manufacturing processes such as plating, metal removal, heat treating, foundry practices and welding certification. The manufacturing process is discussed in detail and how the control of a process sequence is properly traceable to measurement.

**QCTECH 153 NON-DESTRUCTIVE TESTING**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Establishes minimum requirements for the training, qualifying, examining and certification of non-destructive inspection personnel for the inspection of materials and parts by eddy current, liquid penetrant, magnetic particle, radiographic and ultrasonic test methods.

## **RADIO/TELEVISION/ FILM**

**RTVF 090L OPEN RADIO, TELEVISION, FILM LAB**

Units: 1.00 3.00 hours lab weekly  
An open lab for the currently enrolled RTVF student, who wishes to increase skills through the use of the RTVF lab facility. Direct access to RTVF facilities and equipment for students to work independently on projects/assignments related to RTVF production courses. Offered credit/no-credit and not degree applicable.

**RTVF 091L ADVANCED OPEN RADIO, TELEVISION, FILM LAB**

Units: 1.00 3.00 hours lab weekly  
An open lab for the currently enrolled advanced RTVF student who wishes to increase skills through the use of the RTVF lab facility. Offered credit/ no-credit and not degree applicable.

**RTVF 100 MEDIA AND SOCIETY**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also disclosed (Same as JOURN-100).

**RTVF 101 STRUCTURE OF THE MOVING IMAGE**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Examines dramatic structure as it applies to narrative discourse within motion picture storytelling. Representative films and television programs are reviewed and analyzed.

**RTVF 112 INTRODUCTION TO BROADCASTING TECHNOLOGY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
Surveys field of production, format script writing, video-journalism, editing (ENG), audio production, and basic cinematography (camera and lighting). Students produce individual short videos and television studio broadcast shows. Also stresses the fundamentals of electronic audio/visual technique while introducing key crew positions and equipment found in most broadcast television environments.

**RTVF 115 WRITING FOR BROADCAST**

Units: 3.00 - CSU 3.00 hours lecture weekly  
Examines and develops language and style as it applies to broadcast journalism. Students analyze and perform script development of news excerpts, applicable to radio and television production.

**RTVF 118 INTRO TO DIGITAL EDITING FOR FILM/VIDEO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
*Recommended Preparation: DAT-172 or RTVF 122*  
Introduces motion picture and television/video theory and technologies designed to develop students' skills in basic professional editing arrangements. Students will analyze and perform editing processes applicable to specific media formats. Surveys technical and historical developments of editing related to film and video production.

**RTVF 125 INTRO TO TELEVISION PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly  
Surveys and examines broadcast journalism in the television news format, emphasizing the roles of professional videojournalist as a reporter, and the functions of

## **RADIO/TELEVISION/FILM**

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the supporting production crew. Introduces techniques of television field and studio production, using digital broadcast production technologies.

### **RTVF 129 MUSIC PRODUCTION FOR FILM AND TELEVISION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Designed to provide the technical and aesthetic tools needed for the production of music for motion pictures and video. Focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart (Same as MUSIC-129).

### **RTVF 151 RADIO/TELEVISION ANNOUNCING**

Units: 3.00 - CSU 3.00 hours lecture weekly

Theory and practice in Radio/TV announcing for news-casts, commercials, sportscasts, and talk-show hosting with an emphasis on developing the individual 'Air' personality.

### **RTVF 170 INTRODUCTION TO AUDIO PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to aural theory and related audio hardware found in media production environments including new digital technologies. Training in the operation of the studio console, multi-channel recorders, and micro-phones. Audio editing projects/assignments are presented and evaluated by the class.

### **RTVF 172 DESKTOP VIDEO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to digital video media using desktop computer-based technologies. (Same as DAT-172.) (Formerly RTVF-168).

### **RTVF 175 INTRO TO RADIO PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Introduces techniques and practices of producing audio radio program media. Students develop broadcast radio programs using digital webcasting technology for the Internet.

### **RTVF 190 INTRO TO FILM PRODUCTION**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Surveys basic principles and production techniques of filmmaking. Students examine and develop standard and experimental filmmaking techniques to produce film projects from the point of view of the individual.

### **RTVF 195 INTRO TO SCREENPLAY WRITING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Introduces technical and aesthetic tools necessary for writing an effective screenplay in proper format. Students examine the following techniques of script development: analysis of premise, construction of triangular character relationships, formulation and inciting incidents, examining turning points, crisis, and climax, and appraising the components of non-cliche, three-dimensional characters.

### **RTVF 218 ADVANCED DIGITAL EDITING FOR FILM/VIDEO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: RTVF-118*

Advanced post-production film/video technique and aesthetics including the analysis, application and mastery of editing styles. Focus is to gain competent skills in using digital editing software applications and the respective hardware.

### **RTVF 250 FILM/VIDEO CINEMATOGRAPHY**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Examines the well-disciplined creative control of the film or video camera and lighting technique for both the studio and field production. Evaluates the components of the role of Director of Photography in film/video production.

**RTVF 255 ADVANCED SCREENPLAY WRITING**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Evaluates advanced aspects of screenwriting including main plots, subplots, progressive complications, 1st, 2nd, 3rd act, turning points, and primary and incidental characters.

**RTVF 270 ADVANCED DIGITAL AUDIO PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Examines techniques of studio and remote audio production as they apply to sound design for film/video post-production. Training in multi-source mixing and multi-track digital recording as well as the sculpting and application of sound effects.

**RTVF 280 ADVANCED FILM/VIDEO PRODUCTION**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Examines methods and techniques of directing for film/video, including processes related to coordinating production, lighting, and camera. Students produce and evaluate short-film/video projects that relate traditional and explorative techniques of filmmaking.

**RTVF 290 RTVF PORTFOLIO**

Units: 3.00 - CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

For advanced students who have completed or are currently enrolled in courses in the RTVF program. Students design and create film/video portfolio project work in their specific area of concentration and develop necessary skills for entry-level positions in media production environments, for transfer to four-year film schools, and art institutes.

**RTVF 299 DIRECTED STUDIES IN RADIO, TELEVISION AND FILM**

Units: 1.00-3.00 - CSU

A course intended to provide radio, television, film students with further work and experience. A study of the major aspects of media production responsibilities. Taught in a consultation, laboratory setting and of particular value to production students. Offered credit/no-credit only.

**REAL ESTATE****REAL 100 REAL ESTATE PRINCIPLES**

Units: 3.00 - CSU 3.00 hours lecture weekly

Introduces the student to real estate fundamentals, including the economics of land ownership and the responsibility of the broker, owner and purchaser. Covers terminology and definitions and the varied vocational opportunities in the general field of real estate.

**REAL 101 REAL ESTATE PRACTICES**

Units: 3.00 - CSU 3.00 hours lecture weekly

Important phases of practical day-to-day operations in a real estate office. Includes study of real estate office operation having to do with listings, valuations, prospecting, selling, financing, exchanging, taxation and specialized brokerage operations.

**REAL 105 REAL ESTATE FINANCING**

Units: 3.00 - CSU 3.00 hours lecture weekly

A study of the principles and practical aspects of financing real estate in California. Includes a detailed analysis of the financing of real estate including sources of loans and loan processing, governmental loans, methods of financing residential property, and appraisal.

**REAL 115 LEGAL ASPECTS OF REAL ESTATE**

Units: 3.00 - CSU 3.00 hours lecture weekly

California real estate law with emphasis on practical applications. Includes a study of sources of real estate law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyances, and security devices.

**REAL 120 REAL ESTATE APPRAISAL I**

Units: 3.00 - CSU 3.00 hours lecture weekly

Covers real estate appraisals, the appraisal process as well as the different approaches, methods, and techniques used to determine the value of real property. Emphasis is on residential and single unit property. Approved by the Department of Real Estate (DRE) for

Sales and Broker's educational requirements. Also approved by and meets the California Office of Real Estate Appraisal (OREA) guidelines.

### REAL 121 REAL ESTATE APPRAISAL II

Units: 3.00 - CSU 3.00 hours lecture weekly

An advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Emphasis will be placed on selecting and applying the correct approach to the valuation of these types of properties. Approved by the California Department of Real Estate for the Sales and Broker's license.

### REAL 130 ESCROW PROCEDURES & PROCESSING

Units: 3.00 - CSU 3.00 hours lecture weekly

Designed to familiarize the layman with the documentation and paperwork involved in processing a simple escrow and the basic functions of the escrow holder in a real estate transaction.

## SIGN LANGUAGE

### SIGN 101 AMERICAN SIGN LANGUAGE I

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

A fundamental study of American Sign Language (ASL) designed to develop student's proficiency in basic ASL communication skills with an emphasis on comprehension skills. Covers conversational skills, cultural awareness, grammatical features and vocabulary development. This course corresponds to the first two years of American Sign Language offered in the high school.

### SIGN 102 AMERICAN SIGN LANGUAGE II

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: SIGN-101.*

A continuing study of American Sign Language (ASL) designed to increase the student's proficiency in intermediate ASL communication skills with a continued emphasis on comprehension skills. Includes conversational skills, cultural awareness, grammatical features and vocabulary development.

### SIGN 103 AMERICAN SIGN LANGUAGE III

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: SIGN-102*

A continuing study of ASL designed to increase the student's proficiency in intermediate ASL communication skills with an emphasis on both comprehension and production skills. The course components are: conversational skills, cultural awareness, grammatical features and vocabulary development.

### SIGN 104 AMERICAN SIGN LANGUAGE IV

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: SIGN-103*

A continuing study of American Sign Language (ASL) focusing on further development and refinement of ASL skills and fluency with emphasis on both comprehension and production skills. The course components are conversational skills, cultural awareness, grammatical features and vocabulary development.

### SIGN 110 AMERICAN DEAF CULTURE

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

The study of various aspects of American Deaf Culture, including description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people.

### SIGN 111 FINGERSPELLING

Units: 2.00 - CSU 2.00 hours lecture weekly

*Prerequisite: SIGN-102*

Designed to develop basic skills in receptive and expressive fingerspelling. Deals with specific problems and techniques for correction. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people.

# SOCILOGY

## SOCI 100 CHICANO/A CULTURE

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Examines the academic field of Chicano/a studies. The historical, political, social, and cultural aspects of the heterogeneous Chicano and Chicana experience are reviewed. Current issues and challenges facing Chicanos and Chicanas in education, families and work are also explored.

## SOCI 101 INTRODUCTION TO SOCIOLOGY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
CAN SOC 2

Provides a foundation of understanding and uses the “sociological imagination” to explore human behavior. Through the examination of American society and other cultures, students learn the specific conceptual, theoretical, and methodological principles and applications that distinguish sociology from other social sciences. Micro and macro explanations are reviewed to explain how culture, values, roles, norms, social interaction, and social stratification influence the characteristics and processes of everyday life and create social change.

## SOCI 102 SOCIOLOGICAL ANALYSIS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Scientific logic and procedure are used to collect, interpret, and analyze social phenomena. The characteristics, strengths, and weaknesses of qualitative and quantitative research practices are examined as students learn to conceptualize and relate social variables as they develop measurable hypotheses.

## SOCI 103 THE CHANGING FAMILY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Changing definitions of what comprises a family are examined within a multicultural American society. This course analyzes the concepts of commitment, love, and intimacy found in human relationships, and explains their importance to forming lasting partnerships. Controversial issues involving marriage, divorce, singlehood, dating, and parenting are discussed. Diversity of function and form is central to understanding the contemporary family from a sociological perspective.

## SOCI 105 MULTICULTURALISM IN THE UNITED STATES

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Explores several levels of cultural diversity in the context of a complex, modern society. Provides students with tools to be better prepared to understand and live in an increasingly diverse society. (Formerly INTERD-100).

## SOCI 106 RACIAL AND ETHNIC RELATIONS IN U.S. SOCIETY

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
Focuses on the theoretical, historical and social viewpoints about race and ethnicity; social and historical practices and institutions that support and/or challenge racial and ethnic inequalities; and patterns of interactions between different racial and ethnic groups. Political, economic, educational and health-related opportunities among members of various groups are reviewed, while intragroup variations related to social class, gender, and other categories are examined.

## SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES

Units: 3.00 - UC:CSU 3.00 hours lecture weekly  
*Recommended preparation: Eligibility for ENGL-101*  
Examines the definitional and contextual nature of social issues. Develops a “critical thinking” approach which integrates interdisciplinary principles and incorporates a comparative framework utilizing literary criticism, logic, argumentation, and persuasion to analyze and compare the content and validity of social issues and specifically explores how the media and scientific community collect, interpret and report social data.

**SOCI 110 SELF AND SOCIETY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines ways in which culture and socialization affect individual conduct. Investigation of social structures and social institutions, and their effect on the development of self identity, attitudes, values, and norms of social behavior.

**SOCI 150 INTRODUCTION TO CRIMINOLOGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Explores the scientific study of crime and criminality. Examines the definition of crime and its violations as well as laws and methods used to control criminal behavior. Sociological theories and research methods provide the means of data collection and analysis in understanding the nature of crime, law, and justice.

**SOCI 151 JUVENILE DELINQUENCY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Studies the deviant and criminal behavior of minors and the status offenses and unlawful acts they commit. The concept of childhood provides the foundation of examining contemporary delinquency in the United States, especially differentiating juvenile offenders and status offenders from adult offenders, and examining their offenses in a separate juvenile justice system.

**SOCI 197 SOCIAL SCIENCE PRACTICUM**

Units: 1.00 - UC:CSU 1.00 hours lecture weekly

*Co-requisite: SOCI-101*

This is a collaborative, interdisciplinary course which introduces students to sociological methodology, library information technology, and research writing skills. Taken concurrently with SOCI-101, this course provides students with the opportunity to receive additional support in completing their semester projects.

**SOCI 198 SPECIAL TOPICS IN SOCIOLOGY**

Units: 1.00-3.00 - CSU 3.00 hours lecture weekly

Lectures in specific areas of interest in contemporary sociology. Topics will change each semester and will include areas of study such as popular culture, stratification, intimate partner violence, sexuality, race relations, holocaust, media, globalization, poverty, social movements, and social psychology.

**SOCI 200 INTRODUCTION TO WOMEN'S STUDIES**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Provides an overview of the academic field of women's studies. The social and cultural consequences of living in a "gendered world" are examined with regard to topics like socialization, communication, politics, sexuality, and religion. Gender relationships are also explored within their historical and cross-cultural contexts.

**SOCI 203 SOCIOLOGY OF WORK, ORGANIZATIONS, AND COMMUNITY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Uses the sociological perspective to examine the role of the modern organization in both community and society. Students will participate in an ethnographic field of study which will require them to participate in 25 hours of community service outside of the classroom at an organization's site. Observations recorded in field journals will provide students with the data from which they will analyze and reach sociological generalizations. Students complete an organizational analysis of their workplace by interpreting ethnographic data gathered through participant observation. Work site placement is arranged through the Volunteer and Service-Learning Center.

**SOCI 207 SOCIAL PROBLEMS**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

CAN SOC 4

Applies sociological principles and the research process to identify and analyze selected contemporary social problems that are occurring in the United States. Issues of crime, substance abuse, overpopulation, poverty, gender violence, and the environment are examined nationally, while global comparisons are also reviewed.

**SOCI 208 SOCIOLOGY OF DEATH AND DYING**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Studies the cultural, social, and political meaning of death as it exists within the United States and abroad. Using the sociological perspective, this course examines the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by societal members. The inevitability and consequences of death influence social interaction among groups, institutions, and nations and results in

conflicting relationships based on moral, ethical, and fiscal concerns.

**SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Provides a sociological explanation of deviance, crime, and social control in the United States. Through the examination of American society, specifically by identifying cultural norms, values and beliefs, and with the use of cross-cultural comparisons, students will learn the basic theories, methods, and concepts used to understand deviant behavior. The goal of this course is to develop a sociological awareness among students, and to recognize the social forces that influence deviant behavior and its relationship with groups, institutions and society.

**SOCI 230 SOCIOLOGY OF SEXUALITY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines the social, cultural, historical, and religious influences that shape contemporary sexual values and normative beliefs in the United States. Explores the diversities and dysfunctions of sexual practices and behavior, including cross-cultural traditions, sexual attraction and response, sexual deviance, sexual orientations and the commercialization of love, sex, and eroticism.

**SOCI 233 SOCIOLOGICAL ISSUES OF LIFE AND LONGEVITY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Examines the life course of older adults and the aging process. Cultural, social, and political influences that shape contemporary concepts of “growing old”, in particular those found in Western society, are explored. Theories of aging are reviewed as are issues of socio-psychological changes, alternative housing arrangements, changing family roles, aging and sexuality, and death and bereavement.

**SPANISH**

**SPAN 080A INTENSIVE ELEMENTARY SPANISH I**

Units: 2.00 2.00 hours lecture weekly

Intended to provide the students with basic listening, speaking, reading and writing skills in Spanish. Designed for students with little or no previous experience in the Spanish language. Intensive practice in the expression and comprehension of spoken Spanish. Offered credit/ no-credit only.

**SPAN 080B INTENSIVE ELEMENTARY SPANISH II**

Units: 2.00 2.00 hours lecture weekly

Designed for students who possess some basic knowledge of the Spanish language. Course is intended to review and further develop the grammar, vocabulary and conversation acquired in Spanish 080A. Continuous practice in the expression and comprehension of spoken Spanish. Offered credit/no-credit only.

**SPAN 082A INTENSIVE INTERMEDIATE SPANISH I**

Units: 2.00 2.00 hours lecture weekly

Develops a working knowledge of reading and writing skills in Spanish. Course is intended to review and further develop the grammar, vocabulary and conversation acquired in SPAN- 080B. Offered credit/no-credit only.

**SPAN 082B INTENSIVE INTERMEDIATE SPANISH II**

Units: 2.00 2.00 hours lecture weekly

Builds oral proficiency while presenting a balanced-skills approach to listening, speaking reading and writing. A continuation of SPAN-082A. Offered credit/no-credit only.

**SPAN 084A INTENSIVE ADVANCED SPANISH I**

Units: 2.00 2.00 hours lecture weekly

Examines oral proficiency while strengthening reading and writing skills in a cultural context. A continuation of SPAN-082B. Offered credit/no-credit only.

## SPANISH

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### **SPAN 098 SPANISH LANGUAGE AND CULTURE**

Units: 0.25-3.00 0.25 hours lecture weekly

Presents students with an opportunity for intensive group conversation and discussions during the lunch hour. Offered credit/ no-credit only.

### **SPAN 101 ELEMENTARY SPANISH I**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN SPAN 2

Practice in understanding, speaking, reading and writing simple Spanish, using a basic vocabulary and stressing idiomatic expressions. Intensive drill in pronunciation and the fundamentals of Spanish. This course corresponds to the first two years of high school Spanish.

### **SPAN 101A SPANISH FOR SPANISH SPEAKERS I**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

Focuses on developing and strengthening reading and writing skills. Emphasis is placed on spelling, punctuation, lexical variations, idioms and cultural components of the Spanish language. Designed for the students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. No credit is given to students who have earned credit in SPAN- 101.

### **SPAN 102 ELEMENTARY SPANISH II**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN SPAN 4

*Prerequisite: SPAN-101 or two years of high school Spanish or equivalent.*

Review and further study of the fundamentals of the Spanish language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. This course corresponds to the third year of high-school Spanish.

### **SPAN 102A SPANISH FOR SPANISH SPEAKERS II**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: SPAN-101A or equivalent.*

A continuation of SPAN-101A. Focuses on developing reading and writing skills. Designed for students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting.

### **SPAN 150 CONVERSATIONAL SPANISH**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: One year of college Spanish or three years of high school Spanish or equivalent.*

A course of intensive practice in the expression and comprehension of spoken Spanish. The verbal active method used stresses oral communication.

### **SPAN 160 SPANISH FOR PUBLIC SAFETY PERSONNEL**

Units: 3.00 - CSU 3.00 hours lecture weekly

A specialized course of basic Spanish for public safety personnel with emphasis on communication with the Spanish-speaking community. Emphasis will be on acquiring a practical, working knowledge of Spanish with a vocabulary suitable to the student's area of specialization. Extensive use of audio-visual materials and the language laboratory.

### **SPAN 198 SPECIAL TOPICS IN SPANISH LANGUAGE, LITERATURE AND CULTURE**

Units: 1.00-3.00 - CSU 1.00 hours lecture weekly

Special topics in Spanish language, literature and culture. Courses are offered in variable formats and for variable units. Consult the current schedule of classes for topics being offered each term. Offered credit/no-credit only.

### **SPAN 201 INTERMEDIATE SPANISH I**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: SPAN-102 or equivalent.*

Comprehensive review of Spanish grammar with special emphasis upon practical and idiomatic usage. Readings of short stories in Spanish by famous Latin American authors. Discussions and written and oral reports in Spanish based upon reading selections. This course corresponds to the fourth year of high-school Spanish.

### **SPAN 202 INTERMEDIATE SPANISH II**

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

CAN SPAN 10

*Prerequisite: SPAN-201*

Complete review of Spanish grammar. Oral discussion and written composition dealing with assigned readings of current Spanish prose. Intensive reading of outstanding Spanish and Latin American literature.

## SPAN 240 LATIN AMERICAN LITERATURE

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey course of the literature of Latin America from the time of the discovery to the twentieth century. This course may be conducted in English or Spanish (refer to schedule of classes). Especially recommended for Spanish majors and students enrolled in History 240.

# THEATRE

## THEATR 060 THE BUSINESS OF ACTING

Units: 1.00 1.00 hours lecture weekly

Covers acting as a business and becoming a professional in the entertainment industry. Topics also include: pictures, resumes, agents, unions, interviewing, auditioning and marketing.

## THEATR 061 AUDITIONING FOR STAGE, FILM AND TELEVISION

Units: 2.00 2.00 hours lecture weekly

*Prerequisite: THEATR-140*

Auditioning processes for professional work in theatre, television and film. Selection, preparation and performance of material with which to audition.

## THEATR 090L OPEN THEATRE LAB

Units: 0.50-2.00 1.50 hours lab weekly

An open lab for currently enrolled theatre students who wish to rehearse and prepare for performance in a theatrical environment. Provides access to additional coaching and instruction. Offered credit/no-credit only and not degree applicable.

## THEATR 110 UNDERSTANDING THEATRE

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A critical analysis of theatre from the audience perspective. Examination of the functions of producer, architect, playwright, director, actor, designer and critic through lecture and reading of selected plays.

## THEATR 120 STAGECRAFT

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Provides the theory and practical application of scenic elements for the stage including design, construction, painting, rigging, safety practices, methods of shifting, handling scenery and handling properties.

## THEATR 126 IMPROVISATION

Units: 2.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to the principles and practice of theatrical improvisation. This course focuses on the development of spontaneity, physicalization and interaction as they pertain to the creation of improvised character and ensemble performance techniques. Exercises, games and improvised situational scenes are utilized to create an understanding of improvisation as a means to achieving enhanced performance skills.

## THEATR 140 ACTING FUNDAMENTALS

Units: 3.00 - UC:CSU 3.00 hours lecture weekly CAN DRAM 8

Introduction to the basic principles and techniques of acting as an artistic discipline. Analysis of plot, character and language. Development of voice and movement skills. Provides theory and process through the use of games, exercises, performances of scenes, monologues, readings and lecture.

## THEATR 141 SCENE PERFORMANCE

Units: 4.00 - UC:CSU 4.00 hours lecture weekly

*Prerequisite: THEATR-140.*

A refinement of the art, craft and discipline of acting, designed to further develop voice, movement and the ability to analyze dramatic text and characters through exercise and extended scene work.

## THEATR 144 ACTING FOR THE CAMERA

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: THEATR-126 or THEATR-140*

The practice and study of the fundamental techniques required in acting before the camera in contrast to the variance from stage work. Students will address areas of voice and movement for the camera; blocking; mem-

## THEATRE

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orization and audition techniques including the preparation and presentation of headshots and resumes.

### **THEATR 161 MUSICAL THEATRE**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

Performance methods and practices of musical theatre as they relate to the performer. Develops vocal skills, choreographic movement, and acting technique through exercises, solo performances and fully staged scenes.

### **THEATR 175 INTRODUCTION TO STAGE DIRECTION**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

*Prerequisite: THEATR-110.*

An introduction to the fundamental techniques of stage direction including text analysis, styles and genres, stage composition, blocking, working with actors and designers. Incorporating study of the works of the great directors, students will create a directorial vision and means of working and apply them during in-class scene work.

### **THEATR 190 THEATRE PRODUCTION**

Units: 1.00-4.00 - UC:CSU 3.00 hours lab weekly

Provides study and laboratory exploration of all aspects of theater production involving actors, technicians and manager, and their contributions to the total aesthetic effect of the dramatic production before a public audience.

### **THEATR 192 THEATRE FOR YOUNG AUDIENCES**

Units: 2.00-3.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Audition, rehearsal, staging and live performance of theatrical play scripts suitably targeted for audiences composed of children from the ages of 6 to 14.

### **THEATR 194 READER'S THEATRE WORKSHOP**

Units: 2.00-3.00 - UC:CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Techniques and practices of adapting prose material into theatrical performance. Prose material selected will be analyzed, scripted, cast, staged and performed before a live audience.

### **THEATR 220 THEATRE HISTORY I**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A survey of theater as a product or reflection of its time. Examination and analysis of the effects of major historical epochs to the 18th century upon audience, playwright, actor, director and technician as they have evolved. Readings of representative plays and attendance at performances.

### **THEATR 221 THEATRE HISTORY II**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

A study of theater as a product and reflection of its time from the late 18th Century to the present. Examination and analysis of the effect of the audiences upon playwright, actor, director and setting. Readings of representative plays.

### **THEATR 230 INTRODUCTION TO PLAYWRITING**

Units: 3.00 - CSU 3.00 hours lecture weekly

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. (Same as ENGL-107)

### **THEATR 240 ACTING SHAKESPEARE**

Units: 3.00 - UC:CSU 2.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: THEATR-140.*

An exploration of Shakespeare's plays and poetry through research, exercises, monologues and scene study. Introduction to the process and technique of analyzing play scripts and poetry while establishing a performance discipline. Includes textual analysis, historical research, scansion, imagery, vocal technique, period movement, song and dance.

### **THEATR 241 MOVEMENT FOR THE PERFORMER**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

Develops the performer's instrument as it pertains to the body through awareness, relaxation, flexibility, and responsiveness in order to communicate openly and effectively. Includes movement as a key to character development and as an aid to understanding the complex relationship between the actor, character and text.

## **THEATR 242 VOICE FOR THE PERFORMER**

Units: 3.00 - UC:CSU 3.00 hours lecture weekly

An introduction to the fundamentals of vocal production for the performer. Develops the performer's instrument as it pertains to the voice by eliminating negative habits and tension and improving vocal support, tonal production, vocal quality and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character and the text.

# **VOCATIONAL NURSING**

## **VOCNSG 100 NURSING FUNDAMENTALS I**

Units: 5.00 - CSU 6.00 hours lecture weekly, 12.00 hours lab weekly for 8 weeks

*Prerequisite: Acceptance into the Vocational Nursing Program.*

The first of two nursing courses that introduce the student to basic concepts and skills. Orem's Self-Care Deficit Theory of Nursing is used as the program's conceptual framework, professional/ legal/ethical practices and oral and written communication techniques, and collaboration are studied. The nursing process is explained to provide a solid basis for succeeding courses. Through simulated clinical experiences provided in the lab the student learns assessment of the universal, developmental, and health deviation self-care requisites, self-care deficits, and therapeutic self-care demands of a client; selection of appropriate nursing diagnoses; planning of goals and criteria; selection of nursing interventions in the wholly or partly compensatory and educative/supportive categories; implementation of interventions and evaluation of effectiveness of nursing interventions. Basic nursing skills are learned in the laboratory.

## **VOCNSG 101 NURSING FUNDAMENTALS II**

Units: 5.00 - CSU 6.00 hours lecture weekly, 12.00 hours lab weekly for 8 weeks

*Prerequisite: VOCNSG-100.*

The second in the nursing fundamentals series. The student learns about nutrition, mental health concepts, cultural aspects of care, client education, advanced nursing skills, the musculoskeletal system and gerontology. Advanced nursing skills are learned in the laboratory and actual clinical experience begins in the hospital. Orem's Self-Care Deficit Theory is applied utilizing current and previously learned knowledge and skills. The student will provide care to one client with simple health deviations, primarily of the musculoskeletal system.

## **VOCNSG 102 PHARMACOLOGY**

Units: 3.00 - CSU 3.00 hours lecture weekly, 1.00 hours lab weekly

*Prerequisite: VOCNSG-101*

The student gains knowledge about medications including the classification of drugs, methods and routes of administration, distribution, absorption, excretion, and desired and toxic effects. Skills of converting measures, calculating dosages for adults, infants and children are learned. Simulated clinical experiences are provided in the laboratory for students to learn the skills and to use the nursing process for a client receiving medications. Take concurrently with Medical- Surgical I in which the student administers medications to clients.

## **VOCNSG 103 MEDICAL-SURGICAL NURSING I**

Units: 8.00 - CSU 4.00 hours lecture weekly, 12.00 hours lab weekly

*Co-requisite: VOCNSG-102.*

The first course in the medical-surgical series in which the student gains knowledge and skills needed to care for clients experiencing health deviations of the respiratory, endocrine, and gastrointestinal systems. It includes study of fluids and electrolytes, and basic acid-base imbalances. Skills appropriate to the health deviations are learned. Orem's Self-Care Deficit Theory is applied in the clinic using the knowledge and skills learned in the classroom. Taken concurrently with NURSNG-102/102L and the student integrates pharmacological concepts in the care of clients.

### VOCNSG 104 MEDICAL-SURGICAL NURSING II

Units: 6.00 - CSU 6.50 hours lecture weekly, 12.00 hours lab weekly for 10 weeks

*Prerequisite: VOCNSG-103*

The second course in the medical-surgical series offered in summer following the first year of the program in which the student gains knowledge in gerontology; health deviations of the integumentary (elimination) and immune systems; the human immunodeficiency virus (HIV); and sexually transmitted diseases. Includes the study of death and dying and the grief process. The nursing process is based on Orem's Self-Care Deficit Theory and applied in the clinic utilizing the knowledge and skills learned in the classroom. Therapeutic communication techniques, collaboration, and professional/ethical/legal practices are integrated.

### VOCNSG 105 MEDICAL-SURGICAL NURSING III

Units: 11.00 - CSU 7.00 hours lecture weekly, 12.00 hours lab weekly

*Prerequisite: VOCNSG-104.*

The third in the medical-surgical series in which the student gains knowledge and skills needed to care for clients with health deviations of the cardiovascular/blood/lymph (air) and renal (elimination) systems; clients with oncologic problems and clients undergoing surgery. Includes a study of substance abuse. Skills needed to care for clients in this unit of study are learned in the laboratory. The student applies the knowledge and skills in the clinical area during the nursing process utilizing Oren's Self-Care Deficit Theory. Communication techniques, collaboration and professional/ethical/legal practices are integrated in the nursing process.

### VOCNSG 106 MATERNAL-NEWBORN/PEDIATRIC NURSING

Units: 6.00 - CSU 4.00 hours lecture weekly for 17 weeks, 12.00 hours lab weekly for 8 weeks

*Prerequisite: VOCNSG-105*

The student gains the knoweldge and skills needed in the care of the perinatal mother and the newborn as well as the pediatric client. The nursing process based on Orem's Self-Deficit Theory is applied utilizing the knowledge and skills learned in the classroom. Communication techniques, collaboration and profes-

sional/ ethical/legal practices are integrated in the learning process.

### VOCNSG 107 MEDICAL-SURGICAL IV

Units: 5.00 - CSU 3.00 hours lecture weekly for 17 weeks, 12.00 hours lab weekly for 8 weeks

*Prerequisite: VOCNSG-106*

The fourth and last course in the medical-surgical nursing series in which the student acquires the knowledge and skills needed to care for clients with health deviations of the neurological and sensory systems (regulatory). Concepts of home health and leadership/supervision in long term care are included. The knowledge and skills learned are applied clinically and in home care during the nursing process utilizing Orem's Self- Care Theory of Nursing. Communication techniques, collaboration, and professional/legal/ethical practices are integrated in the nursing process. The student learns team leading in a long term facility.

## WATER SYSTEMS TECHNOLOGY

### WATER 030 WATERWORKS MATHEMATICS

Units: 3.00 - 3.00 hours lecture weekly

The study of the mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and secondary sewage treatments, calculation, and chemical dose rates as it relates to water/wastewater technology (Formerly Water 100).

### WATER 040 WATER DISTRIBUTION OPERATOR I

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER-030*

Covers fundamental aspects of water distribution after the water treatment plant. Studies the operation and maintenance of water distribution systems. Assists in preparation for the Grade I Water Distribution Operator's Certificate examination given by the State of California Department of Health Services (Formerly Water 105).

**WATER 041 WATER DISTRIBUTION OPERATOR II**

Units: 3.00 - 3.00 hours lecture weekly

Recommended Preparation: WATER-040 or four years of employment in a water treatment plant, water distribution system or hold a valid Grade I license.

An advanced course in water distribution. Assists in preparation for the Grade II Water Distribution Operator's Certificate examination given by the State of California Department of Health Services (Formerly Water 106).

**WATER 050 WATER TREATMENT PLANT OPERATION PROCESSES I**

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER-030*

Basic water treatment concepts and basic chemical dosage techniques. Assists in preparation for Grade I and II Water Treatment Plant Operator's Certificate examination given by the State of California Department of Health Services. (Formerly Water 101)

**WATER 051 WATER TREATMENT CHEMISTRY**

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER-050*

Examines the chemistry of water treatment and water quality regulations (Formerly Water 108).

**WATER 052 WATER TREATMENT PLANT OPERATION PROCESSES II**

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER-050 and 051.*

Emphasis on water treatment processes and associated duties commonly encountered within a treatment facility. Assists students in qualifying for Grade III and IV Water Treatment Plant Operator's Certificate examination given by the State of California Department of Health Services (Formerly Water 102).

**WATER 060 WASTEWATER TREATMENT & DISPOSAL I**

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER-030*

Wastewater treatment and disposal including the following: characteristics of wastewater, individual sewage

treatment and disposal systems, pre-treatment, primary treatment, secondary treatment, and effluent polishing. Assists in the preparation for Grade I Wastewater Treatment Plant operator's Certificate examination given by the State of California Department of Health Services. (Formerly Water 110)

**WATER 061 WASTEWATER TREATMENT AND DISPOSAL II**

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER 060*

Process control, trouble shooting, wastewater mathematics, and formula manipulations in wastewater treatment. Assists in the preparation for the Grade II or III Water Treatment Operator's Certificate examination given by the State of California Department of Health Services (Formerly Water 111).

**WATER 062 WASTEWATER TREATMENT AND DISPOSAL III**

Units: 3.00 - 3.00 hours lecture weekly

*Recommended Preparation: WATER-061*

Emphasis on phosphorous removal, tertiary treatment, and chemical additions, math and essay problems. Assists in preparation for Grade IV and V Water treatment Operator's Certificate examinations given by the State of California Department of Health Services (Formerly Water 112).

# WELDING

## WELD 090L OPEN WELDING LAB

Units: 1.00 3.00 hours lab weekly

*Prerequisite: Successful completion of one of the following courses: WELD-100, 101, 102, 120 or 150.*

Provides extended lab hours for continuing students to develop skills in welding. Offered credit/no-credit and not degree applicable.

## WELD 100 INTRODUCTION TO OXYACETYLENE WELDING

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to oxyacetylene welding techniques on ferrous and non-ferrous metals, use of alternate fuel gasses, and flame cutting. Includes safety procedures, basic weld-joint design, expansion, contraction, and residual stress in the welding of metals.

## WELD 101 INTRODUCTION TO ARC WELDING

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

An introduction to the process of shielded metal arc welding (SMAW). Emphasis on safety procedures, use of SMAW welding equipment and proper welding techniques. Theory and application of weld-joint design, expansion, and residual stress in the welding of metal.

## WELD 102 INTRODUCTION TO GAS TUNGSTEN ARC AND GAS METAL ARC WELDING

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Provides students with a solid foundation in Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW). Includes basic weld-joint design, expansion, contraction, and residual stress in welding of metals. Students are encouraged to earn welding certifications that can lead to employment opportunities in aerospace, entertainment, nuclear and automotive industries.

## WELD 103 METAL SCULPTURING

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

Provides students with a basic foundation in torch soldering, oxyacetylene welding, and shielded metal arc welding. Includes proper safety procedures in the use of shop tools and equipment. Demonstration of methods of proper cutting, forming and shaping of metals. Also covers basic weld-joint design, expansion, contraction, and residual stress in welding of ferrous and non-ferrous metals. Students learn to sketch, fabricate and assemble projects relative to metal/sculpture.

## WELD 120 INDUSTRIAL WELDING I

Units: 5.00 - CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

The first in a three-part series of trade technical courses providing theory and vocational skills related to current welding applications. Focuses on the oxyacetylene and shielded metal arc welding processes. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding.

## WELD 122 INDUSTRIAL WELDING II

Units: 5.00 - CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

*Recommended Preparation: WELD-120*

The second in a 3-part series of courses providing theory and skills related to current welding applications. Continued focus on the shielded metal arc welding process. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding.

## WELD 124 INDUSTRIAL WELDING III

Units: 5.00 - CSU 3.00 hours lecture weekly, 6.00 hours lab weekly

*Recommended Preparation: WELD-122*

The third in a three-part series of trade technical courses providing theory and skills related to current welding applications. Examines the gas tungsten arc welding and gas metal arc welding processes. Safety mathematics, metallurgy, and weld-joint design are studied in detail. Provides the levels of proficiency needed for various certifications available in today's welding industry.

**WELD 130 WELDING METALLURGY**

Units: 3.00 - CSU 3.00 hours lecture weekly

Basic metallurgy as applied to welding, metal structures, and strength of materials. Weldability of metals, heat treatment, weld procedures, welding stresses and control. Physical and mechanical properties, selection, identification and use of steel, cast iron, stainless steel, non-ferrous metals and alloys.

**WELD 140 WELDING INSPECTION**

Units: 3.00 - CSU 3.00 hours lecture weekly

Welding inspection procedures and techniques are studied and demonstrated to enable those with the necessary work experience to qualify for L.A. City, International Conference of Building Officials (I.C.B.O.) and American Welding Society certified welding inspector employment.

**WELD 150 WELDING TECHNOLOGY**

Units: 15.00 - CSU 5.00 hours lecture weekly, 30.00 hours lab weekly

A trade technical course providing theory and skills related to current welding applications. Examines the oxyacetylene, shielded metal arc, gas tungsten arc, and gas metal arc welding processes. Focus is placed on preparing students for welding certifications required in today's welding industry. Equivalent to WELD-120, 122, and 124.

**WELD 155 GTAW AND ORBITAL WELDING**

Units: 4.00 - CSU 2.00 hours lecture weekly, 6.00 hours lab weekly

*Prerequisite: WELD-150 or WELD-120.*

The Orbital Machine Gas Tungsten Arc Welding process will complement the use of manual GTAW. Certification is available to those completing the course.

**WELD 160 ADVANCED GAS TUNGSTEN ARC WELDING**

Units: 2.00 - CSU 1.00 hours lecture weekly, 3.00 hours lab weekly

*Prerequisite: WELD-102*

An extension of WELD-102 that provides further development and strengthening of gas tungsten arc welding (GTAW) skills on ferrous and non-ferrous metals. Emphasis is placed on theory, technique and applications of GTAW commonly used in the aerospace, pharmaceutical and motor sports industries.

## **OUTSTANDING EMPLOYEE AND DEPARTMENTAL AWARD RECIPIENTS**

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The Cougar Award Program was inaugurated during May 2001. The program is a campus-wide ritual and celebration created to recognize outstanding contributions by college employees and departments. In order to be considered for this award, an employee must exhibit "thinking outside the box" innovative thinking; "pushing the envelope" exceptional service; "trail blazing" outstanding leadership; or, "building community" teamwork within our campus community. The employee or department must be truly dedicated and loyal; exhibit expertise in job performance; demonstrate a willingness to assist others enthusiastically; take initiative in making his or her department more efficient and productive; maintain excellent relationships with co-workers, faculty, staff and students; and make contributions to the college community. Nominations are solicited from all faculty, staff, students and administrators. Selection of the Cougar Award winner is made by a steering committee that includes former recipients of the award. The winner is not revealed until the Cougar Parade reaches its destination. Once the parade locates the honoree, Superintendent/President Dr. Dianne Van Hook reads the official Cougar Award proclamation, presents the coveted, lifetime Cougar Award and inducts the winner into the Loyal Order of the Cougar. Persons/departments inducted into the Loyal Order of the Cougar are listed below.

### **MAY 2001**

Cindy Grandgeorge

### **2001-2002**

Jim Temple

Jan Keller

Reprographics Department

Lonnie Slusher

Jim Ruebsamen

Audrey Green

Jeff Haynes

TLC Lab

### **2002-2003**

Mauricio Escobar

Alicia LeValley

Maintenance Department

Fred D'Astoli

Bob Tolar

Beth Asmus

Admissions & Records Department

## **Faculty**

## FACULTY

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**ACOSTA, CLAUDIA (1998)**

**Spanish - Associate Professor**

MA Spanish .....UC Riverside  
BA Liberal Studies .....Cal St.San Marcos

**ALBERT, SUE (2000)**

**Asst. Dean Allied Health**

MHA Health Administration.....Univ. of La Verne  
MN Nursing .....UCLA  
BSN Nursing .....UCLA

**ALFANO, KATHLEEN (1996)**

**Counselor - Associate Professor**

PhD Higher ED .....UCLA  
MS Counseling.....Purdue  
BS Chemistry .....Chestnut Hill College

**ALONSO, EDEL (1999)**

**Counselor - Assistant Professor**

MA Counseling.....Loyola Marymount  
BA SpanishMontclair State College - New Jersey

**AMADOR, JONATHAN (2001)**

**Radio/Television/Film - Assistant Professor**

MFA Fine Arts .....Cal Arts  
BFA Music .....Cal Arts

**ANDERSON, JAMES (1991)**

**Chemistry - Professor**

MS Chemistry .....Cal State Fresno  
BS Chemistry .....UC Davis

**ANTHONY, KEVIN (1999)**

**Hotel/Restaurant Mgt - Assistant Professor**

BA Political Science .....Loyola

**AYRES, DIANE E. (1988)**

**English, Journalism - Professor**

MA Speech .....CSUN  
BA Speech .....CSUN  
AA General Education.....COC

**BABER, TIMOTHY J. (2000)**

**Welding - Assistant Professor**

AS Welding .....COC

**BAKER, DIANE (2002)**

**Nursing - Assistant Professor**

MSN Nursing .....CSULA  
BSN Nursing .....Univ West Florida

**BASHAM, ROGER E. (1970)**

**Anthropology/Sociology - Professor**

MA Sociology/Anthropology .....San Jose State  
BA Sociology/Anthropology .....UC Santa Barbara  
AA Liberal Arts .....Taft College

**BAUWENS, DENNIS MICHAEL (1987)**

**Mathematics/Acctg, Bus, Mgmt, Mrktg - Professor**

MBA Business Admin.....Cal State Dominguez  
BS Business Admin.....Cal State Dominguez

**BAYTARYAN, RUZANNA (2001)**

**Mathematics - Assistant Professor**

MS Equivalent Electrical  
Engineering ....Polytechnic Institute, Armenia  
BS Equivalent Electrical  
Engineering ....Polytechnic Institute, Armenia

**BEATTY, DONNA L. (2001)**

**Mathematics - Assistant Professor**

MS Mathematics .....CSUN  
BA Mathematics .....CSUN  
AA General EducationVentura Community College

**BLAKEY, CHRISTOPHER L. (2001)**

**Philosophy - Assistant Professor**

PhD Philosophy .....UC Riverside  
MA Philosophy.....CSU, LA  
BS Microbiology .....Cal Poly San Luis Obispo

**BORRELLI, PAMELA ANN (1999)**

**Nursing - Associate Professor**

MSN Nursing .....UCLA  
BSN Nursing .....Univ. of Arizona

**PALMER, ANAID (2001)**

**Mathematics - Assistant Professor**

MS Mathematics .....CSU LA  
BS Mathematics .....CSU LA

**BRANCH, STEPHEN EARL (2000)**

**History - Assistant Professor**

MA American Studies .....Univ. So. Florida  
BA History .....Univ. So. Florida

**BRANT, SUSAN (1999)**

**English - Assistant Professor**

MA English.....Humboldt State Univ.  
BA English.....Humboldt-State Univ.

**BRETTALL, LESLIE (1991)**

**Librarian - Professor**

MLS Public Library Spec. ....UCLA  
BA History .....UCLA

**BREZINA, JENNIFER (2001)**

**English - Assistant Professor**

PhD English .....UC Riverside  
MA English .....CSU San Diego  
BA English .....UCLA

**BRILL, DAVID (2003)**  
**Radio/Television/Film Assistant Professor**  
 BS Journalism .....Univ. Colorado

**BRILL-WYNKOOP, WENDY (1997)**  
**Photography - Associate Professor**  
 MFA Creative Photography .....Cal State Fullerton  
 BFA Photography .....USC

**BRODE, ROBERT (2000)**  
**Admin of Justice - Assistant Professor**  
 JD Law .....Whittier College  
 AA Accounting.....LA Valley College

**BROGDON-WYNNE, PAMELA (1997)**  
**Director EOPS/CARE - Associate Professor**  
 EdD Education .....Nova Southeastern University  
 MS Guidance Counseling.....Youngstown State Univ.  
 BS Education/Eng .....Youngstown State Univ.

**BROWN, KERRY (1998)**  
**Personal Development-Associate Professor**  
 MA ED Psych/Counseling .....CSUN  
 BA Deaf Studies .....CSUN  
 AA Social Sciences .....COC

**BUTTS, DANIELLE (1999)**  
**Director, Transfer Center - Assistant Professor**  
 EdD Education .....Pepperdine  
 MS Counseling .....CSUN  
 BA Deaf Studies/Special Ed .....CSUN

**CATAN, DANIEL (1999)**  
**Music - Assistant Professor**  
 PhD Music .....Princeton Univ.  
 MFA Music .....Princeton Univ.  
 BA Music .....Univ. South Hampton  
 BA Philosophy .....Univ. Sussex

**CHOATE, CHERIE E. (1973)**  
**Mathematics - Professor**  
 MA Mathematics .....Dartmouth  
 BA Mathematics .....Alfred Univ. NY

**CLARK, RICHARD L. (2000)**  
**Engineering - Assistant Professor**  
 PhD Materials Engineering .....Virgina Tech  
 MS Materials Science .....Virgina Tech  
 BS Materials Engineering .....Virginia Tech

**CLEMENTS, KATHLEEN A. (1974)**  
**Computer Information Technology - Professor**  
 MS Business Ed. ....CSUN  
 BA Business Ed. ....CSUN

**COMPTON, JACK D. (1976)**  
**Welding - Professor**  
 BA Industrial Arts.....CSULA  
 AA General Education .....Pierce College

**COON, PAMELA DENISE (2001)**  
**Computer Networking - Assistant Professor**  
 BA Computer Science .....UC Santa Barbara

**CORBIN, LEE G. (1973)**  
**Mathematics - Professor**  
 MA Mathematics .....Univ. of Northern Iowa  
 BA Mathematics .....Simpson College Iowa  
 AA Mathematics.....Otero Junior College

**CORNNER, SUSAN A. (1980)**  
**English - Professor**  
 MA English Ed .....CSUN  
 MA English .....CSUN  
 BA History .....USC

**COTA, CHRISTOPHER (2002)**  
 Med Physical Ed .....Azusa Pacific  
 BA Physical Ed .....CSUN  
 AA Math/Science.....COC

**CROSBY, LINDA (1998)**  
**Family Studies/Early Childhood Ed. - Associate Professor**  
 MS Home Economics/ Child Develop. .... Northern Illinois Univ.  
 MS Counseling Psych .....Mt. St. Mary's  
 BA Home Economics .....Northern Illinois Univ.

**CROWTHER, SUSAN (1988)**  
**Faculty Mesa Director/Biology - Professor**  
 MS Biology .....CSUN  
 BA Biology .....CSUN

**CRUZ, GILLERMO (2001)**  
**Economics - Assistant Professor**  
 MA Economics .....McGill University-Quebec  
 BS Economics .....University of Montreal

**D'ASTOLI, FRED (1999)**  
**English - Assistant Professor**  
 MA English .....CSUN  
 BA English .....CSUN

**DAVIDSON-SYMONDS, DONNA D. (1972)**  
**English - Professor**  
 EdD Higher Education .....UCLA  
 MA English.....Southern Methodist Univ. TX  
 BA English .....Penn State Univ.

## FACULTY

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DAVIS, DEANNA (1998)

English - Associate Professor

Ph.D Philosophy/English .....UCLA  
MA English .....UCLA  
BA English .....UCLA

DAYBELL, MARK (2000)

Multimedia - Assistant Professor

MFA Art/Creative Photo .....CSU Fullerton  
BS Applied Art & Design,  
Photo .....Cal Poly San Luis Obispo

DELATORRE, MARY (2002)

Geography – Assistant Professor

MA Geography .....CSUN  
BA Geography .....SCUN  
AA Social Science .....COC

DELAVERA-SOLOMAN, OLGA AKA DIANE (1998)

DSPS Counselor -Associate Professor

MEd Educational & Counseling  
Psychology .....Univ. of Missouri-Columbia  
BA Psychology .....San Diego State Univ.

DEMERJIAN, MARLENE DIANE (1990)

Mathematics - Professor

EdD Higher Education .....Nova Univ.  
MA Applied Mathematics .....UCLA  
BS Applied Mathematics .....UCLA  
AA Math .....Glendale Community College

DERMODY, MICHAEL (1988)

History/Poli Sci - Professor & Pres of Academic Senate

MA History/Political Science .....UC Riverside  
BA History .....UC Riverside

DIDRICKSON, SALLY (2000)

Div. Dean Math & Science

MSN Nursing Ed .....CSULA  
BSN Nursing .....CSULA  
AA College of the Sequoias

DIXON, STEVEN M. (1998)

Fire Technology - Associate Professor

BA Management .....Univ. of Redlands  
AA El Camino College

DOS REMEDIOS, ROBERT (1999)

Physical Education - Assistant Professor

MA Physical Education .....CSUN  
BA Social Sciences .....UC Berkeley

DREILING, RONALD DEAN (2000)

PACE English - Assistant Professor

MA English .....Univ. of Kansas  
BA English & Philosophy ....Washburn Univ., KS

ERIKSSON, ERIK E. (1980)

Chemistry - Professor

MS Chemistry .....UCLA  
BS Chemistry .....UPPSALA Univ-Sweden

ETIENNE-CUDMOR, PIERRE (2000)

French - Assistant Professor

MA French Lang. & Literature .....Tufts Univ-MA  
BA French & German .....Middlebury College-VT

FELDMAN, BERNARDO (1989)

Music - Professor

PhD Music Composition .....UCLA  
MFA Fine Arts/Music .....CalArts  
BFA Fine Arts/Music .....CalArts

FERDMAN, STUART H. (1987)

Counselor - Professor

MS Counseling .....San Diego State Univ.  
BA Psychology .....San Diego State Univ.  
AA Social Welfare .....San Diego City College

FERGUSON, CHRISTOPHER (1999)

Computer Science - Assistant Professor

MS Computer Science .....CSUN  
BS Computer Science .....CSUN

FEUERHELM, JANE A. (1995)

Director, Disabled Students Programs & Svcs - Associate Professor

PhD Teaching & Curriculum .....USC  
MA Learning Disabilities & Emotionally  
Disturbed .....Univ. of N.Colorado  
BA Speech Pathology &  
Audiology .....Univ. of Denver

FISHER, HOWARD (2000)

Physical Ed. - Assistant Professor & Head

Coach of Men's Basketball

MA Physical Ed .....UCLA  
BA Physical Ed/Recreation .....Whittier College  
AA Liberal Arts .....Pierce Colelge

FLYNN, KATHY (1999)

Chemistry - Associate Professor

PhD Inorganic Chemistry .....UC Davis  
MS Chemistry .....San Diego State Univ.  
BS Chemistry .....San Diego State Univ.

FORBES, DOUGLAS JOHN (1985)

Computer Science/Electronics - Professor

AS Computer Science & Electronics .....COC

**FRANKLIN, CHRISTI (2002)**

**Learning Disability Specialist**

PhD Clinical Psychology Fuller Theological Seminary  
 MA Christian Leadership .....Fuller Theological Seminary  
 MA Psychology .....Fuller Theological Seminary  
 MA Counseling Psychology .....National Univ.  
 BA Biology .....Point Loma College San Diego

**GERDA, JOSEPH J. (1987)**

**Mathematics - Professor**

MA Mathematics .....Univ. of Texas  
 MS Biomathematics .....UCLA  
 BA Mathematics .....Univ. of Texas

**GIBSON, COLLETTE J. (1999)**

**Mathematics - Assistant Professor**

MA Mathematics .....UCLA  
 BS Mathematics .....UCLA  
 AS Mathematics .....COC

**GILMORE, JAMES (2001)**

**Mathematics - Assistant Professor**

MS Mathematics .....CSUN  
 BA Mathematics .....UC Berkeley

**GLAPA-GROSSKLAG, JAMES (1999)**

**PACE Director/History Instructor - Associate Professor**

MA History/Humanities .....Univ. of Chicago  
 BA History .....Wesleyan Univ.

**GOLBERT, MIRIAM (2001)**

**Biology - Assistant Professor**

MS Biology .....CSUN  
 BS Biochemistry .....National Univ. of Cordoba, Argentina

**GONZALES, SARA (2001)**

**EOPS Counselor - Assistant Professor**

M.Ed Counseling and Student Affairs .....UCLA  
 BA Sociology/Education .....UCLA

**GREEN, AUDREY JOAN (1989)**

**Articulation Coordinator (Professor)**

MA Educational Psychology  
 Counseling & Guidance .....CSUN  
 BA History .....UCLA  
 AA Social Sciences .....COC

**GRIBBONS, BARRY (1999)**

**Exec. Dean Institutional Dev. & Technology**

PhD Education .....USC  
 MS Education .....USC  
 BA Psychology .....CSUN  
 AA Psychology .....COC

**GURNEE-SIMON, KIM (2000)**

**English - Assistant Professor (Writing)**

MA English .....Cal Poly San Luis Obispo  
 BA Language Studies .....Humboldt State

**HARTLEY, PHILIP (1998)**

**Asst. Superintendent/Vice-President Instruction & Student Services**

PhD Physiological Psychology .....UC Riverside  
 MA Psychology .....UC Riverside  
 BA Psychology .....Humboldt State

**HARUTUNIAN, MICHAEL (1999)**

**English - Associate Professor**

MA English Literature .....CSUN  
 BA History .....CSUN  
 AA General Ed .....COC

**HELFIG, SHELDON (2002)**

**Sociology - Assistant Professor**

MSW Social Work .....Univ. of Washington  
 MA Education .....CSUN  
 BA Psychology/Sociology .....CSUN

**HILLIARD, LEE (2003)**

**Computer Networking - Assistant Professor**

AA Computer Networking .....COC

**HINSHAW, SUSAN (1999)**

**Theatre - Associate Professor**

MFA Theatre Arts-Acting .....Cal State Fullerton  
 BA Drama .....Univ. of Washington

**HOOPER, LISA D. (2001)**

**Physical Education - Head Coach Women's Volleyball/Assistant Professor**

MA Kinesiology Science .....CSU Long Beach  
 BS Nutrition .....Pepperdine Univ.

**HOWE, RICHARD R. (2001)**

**Psychology - Assistant Professor**

MA General-Experimental Psychology .....CSUN  
 BA Psychology .....CSUN

**HOWRY, LINDA (2000)**

**Nursing - Assistant Professor**

MSN Nursing .....Univ of Colorado  
 BSN Nursing .....N. Illinois Univ.

**JACOBSON, JOAN D. (1973)**

**Counselor - Professor**

MS Counseling .....Cal State LA  
 BA Psychology .....UCLA

**JADAON, VICTOR (1999)**

## FACULTY

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### Computer Information Technology - Assistant Professor

MS Educational Technology .....National Univ.  
BS Electrical EngineeringGolden State Univ. in LA  
BS Computer Science.....National Univ.

### JENKINS, JAMES "KEVIN" (2002)

#### Graphic Arts & Design - Assistant Professor

MFA Studio Art & Photography.....UC Irvine  
BFA Fine Art .....CA College of Arts & Crafts

### JOHNSON, CHARLES (2000)

#### Mathematics - Assistant Professor

MS Mathematics.....Cal Poly San Luis Obispo  
BS Mathematics .....UCLA

### JOSLIN, MICHAEL (1991)

#### Asst. Dean Student Dev.& Retention

MS Counseling .....CSUN  
BA Journalism.....CSUN  
AA Moorpark College

### JULIAN, JOANNE M. (1974)

#### Art - Professor

MA Art .....CSUN  
MFA .....Otis Art Institute of LA  
BA Art .....CSUN

### KANE, BELINDA (1999)

#### Physical Education - Assistant Professor/Coach

MEd Physical Ed.....Azusa Pacific Univ.  
BA Physical Ed/Teaching & Coaching .....CSUN

### KARLIN, RONALD G. (2000)

#### Librarian Bibliographic Instruction/Electronic Resources - Assistant Professor

MLS Library & Information Science .....UCLA  
BA Anthropology .....USC

### KELLEHER, JAMES (2001)

#### Political Science - Assistant Professor

Ph.D Political Science.....UC Santa Barbara  
MA Political Science .....CSU LA  
BA Political Science .....CSUN  
AS Real Estate .....Moorpark College

### KEMMERLING, BEVERLY (2000)

#### Student Health & Wellness Director -Assistant Professor

MS Nursing.....Univ. of Rochester  
MBA Management & Organizational

Behavior .....Cal Lutheran  
BSN Nursing .....Univ. of Iowa

### KEMPLER, ADAM (1997)

#### English - Associate Professor

MA English LiteratureCal State Univ Long Beach  
BA Humanities, English, English Education,  
Psychology .....Cal State Univ. Long Beach  
AA General Ed .....Orange Coast College

### KICENSKI, KARYL (2000)

#### Communications Studies/Speech - Assistant Professor

MA Speech Communication .....CSUN  
BA Speech Communication .....CSUN

### KRESSIN, ANN M. (2000)

#### Chemistry - Assistant Professor

MS Chemistry.....UC San Diego  
BS Chemistry.....Marquette Univ., WI

### KUBO, KATHY (2000)

#### Mathematics - Assistant Professor

MA Mathematics .....UCLA  
BS Business Admin .....UC Berkeley

### LABRIE, MICHELLE (2002)

#### Counselor Assistant Professor

MA Psychology .....UC Santa Cruz  
BA Psychology .....UC Santa Cruz  
AA Social Science .....COC

### LAMONICA, GINA (2000)

#### Dean Occupational Programs

EdD Institutional Management....Pepperdine Univ.  
MA Physical Ed .....USC  
BA Physical Ed .....CSUN

### LAWRENCE, THOMAS O. (1969)

#### Mathematics/Physics - Professor

MS Physics/Math.....San Diego State  
BA Physics/Math.....San Diego State

### LE, LUONG H. (1999)

#### Mathematics - Assistant Professor

MS Mathematics.....UC Riverside  
BS Mathematics.....UC Davis  
AS Mathematics .....COC

### LEONARD, VICTORIA R. (1995)

#### Speech - Associate Professor

MA Speech Communication .....CSUN  
BA Speech Communication .....CSUN

### LIPMAN, MELANIE (1998)

#### Computer Information Technology - Associate Professor

MS Instructional Leadership/

Ed. Admin .....National Univ.  
 BS Secretarial .....Fairleigh Dickinson Univ.  
 AA Liberal Arts .....Nassau Community College

**LONG, CAROLE (1996)**

**Dean Instructional Services**

EdD Institutional Management .....Pepperdine Univ.  
 MFA Dance .....UCLA  
 BFA Dance .....UCLA

**LORIGAN, JAMES (2000)**

**Fine Art - Assistant Professor**

MA Art-Drawing & Painting .....CSU Fullerton  
 MFA Painting, Drawing,  
 Printmaking.....CSU Fullerton  
 BA Art .....CSU Fullerton

**LOWE, ANN S. (2000)**

**Nursing - Assistant Professor**

MSN Nursing .....CSU Long Beach  
 BSN Nursing .....UCLA

**LYNCH, SVETLANA (2000)**

**English - Assistant Professor**

Equivalent to:  
 MA Philosophy & English .....International  
 Ed. Institute Russia

**LYNN, CYNTHIA (1996)**

**FS & ECE - Associate Professor**

BA Human Develop .....Pacific Oaks College  
 AA Child Dev .....COC

**LYON, CHARLES (1998)**

**Physical Education - Associate Professor**

MA Education emphasis PE .....Asuza Pacific  
 BA Physical Education .....CSUN  
 AA General Ed .....COC

**MACLEAN, HEATHER (2001)**

**ESL - Assistant Professor**

MA TESOL .....Monterey Institute of Int'l Studies  
 BA German/Russian .....Bradford Univ-England

**MAHN, MOJDEH ZAHRA (1998)**

**Tutoring/Learning Computing Lab Director -  
 Associate Professor**

MS Mathematics .....CSUN  
 BS Mathematics .....CSUN  
 AS Math/Science.....COC

**MALINOSKI, VALERI (2003)**

**Nursing – Assistant Professor**

MSN Nursing .....UCLA  
 BSN Nursing .....CSULA

AA Nursing .....LA Valley College

**MALONEY, DENA (1997)**

**Dean Economic Development**

MA Government .....Georgetown Univ.  
 BA Political Science .....Loyola Marymount Univ.

**MANJI, KIMI C. (2001)**

**Music - Assistant Professor**

MA Music.....Kansas State Univ.  
 BA Music Education .....Humboldt State Univ,  
 BA Music .....Univ. of Washington

**MAPLE, CHELLEY (2001)**

**Director of Matriculation - Assistant Professor**

PhD Anthropology .....UCLA  
 MA Counselor Education .....USC  
 MA Anthropology .....UCLA  
 BA Psychology .....CSUN

**MARCELLIN, PHILIP (1998)**

**Physical Education - Head Soccer**

**Coach/Associate Professor**

MEd Education/Physical Ed./  
 Athletic Admin .....Univ. of Toledo, OH  
 BS Physical Education-Teaching/  
 Coaching .....Cal Poly SLO

**MARSHALL, MONICA (1999)**

**Instructor**

AS Child Development .....COC

**MARTIN, JOSÉ F. (2001)**

**Spanish - Assistant Professor**

PhD Spanish Literature .....UC Irvine  
 MA Spanish .....UC Irvine  
 BA Social Work .....Univ. of Maryland

**MAXWELL, ROBERT (2001)**

**Accounting - Assistant Professor**

MBA Marketing .....Wichita State Univ.  
 BA Accounting .....Wichita State Univ.

**MC KIMMEY, GLORIA NANCY (1976)**

**Computer Information Technologies - Professor**

MS Business Administration .....CSUN  
 BA Business Education.....CSUN

**MCMAHAN, MICHAEL (2000)**

**Div. Dean Fine Arts & Humanities**

PhD Philosophy .....Claremont Grad Univ.  
 BS Mathematics .....Cal Poly U Pomona  
 BA Philosophy .....CSU LA

**MICHAELIDES, ANTHONY (2001)**

**Director of Career Services**

MS Psychology .....CSU LA  
 BA Behavioral Science .....Cal Poly U Pomona

## FACULTY

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**MINARSCH, DOROTHY (1999)**

**CAD/Drafting/Interior Design - Associate**

**Professor**

BFA Interior Design .....American InterContinental  
.....University  
AS Interior Design .....Mt. San Antonio College

**MOHNEY, LEN (1986)**

**Div. Dean Physical Education & Athletics**

M Ed Education .....Azusa Pacific Univ.  
BA Physical Ed .....CSUN  
AA Physical Ed .....COC

**MOOS, FLOYD A. (1990)**

**English - Professor**

EdD Higher Education ....Nova Southeastern Univ.  
MA English Education .....CSUN  
BA English .....UCLA

**MOREY, DIANE (1999)**

**Nursing - Associate Professor**

MSN Nursing .....Cal State Dominguez Hills  
BS Health Science .....CSUN  
BSN Nursing .....Cal State Dominguez Hills  
AA Nursing .....LA Pierce College

**MORROW, DENNIS PAUL (1983)**

**Mathematics - Professor**

MA Mathematics .....UCLA  
BA Mathematics .....UCLA

**MOSLEH, MAJID (2001)**

**Political Science - Assistant Professor**

PhD Political Science.....USC  
MA Political Science.....USC  
BA Political Science/World Politics .....CSULA

**MUCHA, GREGORY (1999)**

**Mathematics - Assistant Professor**

MS Mathematics .....Purdue Univ.  
BS Mathematics .....Indiana Univ.

**NISHIYAMA, GREGORY (2000)**

**Biology - Assistant Professor**

MS Biology .....USC  
BS Biological Sciences .....UC Irvine

**OTOO, SAMUEL (1992)**

**ESL - Professor**

EdD Higher Education ....Nova Southeastern Univ.  
MA Tesol .....William Carey Int'l Univ.  
MA Ed.....Point Loma Nazarene College  
.....San Diego  
MA Tesol .....Biola Univ.  
BA English .....Univ of Cape Coast Ghana

**PATENAUDE, ROBERT A. (1983)**

**Mathematics - Professor**

PhD Mathematics .....Calif Inst. of Tech  
MA Mathematics .....Syracuse Univ.  
BA Mathematics .....Humboldt State

**PELKEY, MARTIN BRUCE (1988)**

**Director International Students Program -**

**Professor**

EdD Higher Education ....Nova Southeastern Univ.  
MS Educational Psychology .....Cal Lutheran  
MA European History .....CSUN  
BA History/Geography .....CSUN

**PENNINGTON, SHERRILL (1999)**

**History - Assistant Professor**

MA History .....Columbia Univ.  
BA Secondary Education .....Univ. of Missouri  
BA History & Asian Studies ..Northwestern Univ.

**PESCARMONA, KRISTINA "DENE" (2002)**

**English - Assistant Professor**

PhD English .....UC Santa Barbara  
MA English .....Arizona State Univ.

**PETERSON, GARY L. (1984)**

**Physical Education/Speech/Cinema - Professor**

MA Speech Communication .....CSUN  
BS Speech CommunicationSt. Cloud State Univ.  
AA Gen Ed .....North Hennepin Community  
.....College

**POWELL, CAROLYN S. (1997)**

**Counselor - Associate Professor**

MS Psychology .....CSULA  
BA Psychology .....CSUN  
AA Liberal Arts .....LA Valley

**RAFTER, MARK STEPHEN (2000)**

**Psychology - Assistant Professor**

MA Psychology .....Cal State San Bernardino  
BA Psychology .....UC Riverside

**REYNOLDS, BRADLEY M. (1977)**

**History - Professor**

PhD History .....USC  
MA History .....USC  
BA History & Political Science .....UCLA

**RHYS, GEORGE (2002)**

**Mathematics – Assistant Professor**

MA Mathematics .....CSUN  
 BA Philosophy .....Princeton

**RICHARDSON, RUSSELL C. (1987)**

**Political Science - Professor**

EdD Higher Education .....Texas Tech Univ.  
 MA Political Science .....Western Kentucky Univ.  
 BS Business Admin.....Western Kentucky Univ.

**RIVEIRA, DEANNA (2001)**

**Psychology - Assistant Professor**

MA Clinical Psychology .....Pepperdine Univ.  
 BA Psychology .....Univ of Hawaii

**ROBINSON, PATRICIA (1999)**

**Sociology - Associate Professor**

PhD Sociology .....UC Davis  
 MA Sociology.....CSUN  
 MA Sociology .....Davis  
 BA Sociology.....CSUN

**ROSE, BETTY B. (1986)**

**Biology - Professor**

MS Biology .....CSUN  
 BS Biology .....CSUN  
 AA Gen Ed .....Glendale Community College

**RUEBSAMEN, JAMES (1999)**

**Journalism - Assistant Professor**

MA Teaching of Journalism .....Pepperdine Univ.  
 BA Journalism.....Univ. of Missouri

**SEGUI, ROBERT W. (1999)**

**Counselor -Assistant Professor**

MS Counseling .....San Diego State Univ.  
 BA Psychology.....San Diego State Univ.  
 AA Applied Arts.....San Diego MESA  
 .....Community College

**SHANKS, SYDNEY (1990)**

**Mathematics - Professor**

MS Mathematics .....CSUN  
 BA Mathematics .....UCLA

**SHEPHERD, REBECCA E. (1996)**

**Psychology - Associate Professor**

MA Psychology .....Univ. of Nebraska  
 BA Psychology.....UC Davis

**SHERARD, TRACEY (2001)**

**English - Assistant Professor**

PhD. English .....Philosophy  
 .....Washington State Univ.  
 MA English .....San Francisco State Univ.  
 BA English.....CSU Fresno

**SIONKO, DIANE (2000)**

**Business Assistant Professor E-Commerce**

MBA Mgmt .....UCLA  
 BA History .....Univ. of Buffalo

**SMITH, NANCY (2000)**

**Div. Dean Social Science & Business**

EdD Higher Education .....UCLA  
 MS Community College Counseling .....CSU LA  
 BS Biology.....Univ. Arizona

**SMITH, PHYLISE (1999)**

**Dance - Associate Professor**

MA Dance .....UCLA  
 MA Public and Social Affairs ..UC Santa Barbara  
 BA Political Science .....Univ of Santa Barbara

**SOFIAN, SHEILA (2001)**

**Animation - Assistant Professor**

MA Fine Arts .....California Inst. of the Arts  
 BFA Fine Arts .....Rhode Island Sch of Design

**SPIPKER, BETTY (1969)**

**English - Professor**

MA English .....UCLA  
 BA English .....UCLA

**ST. MARTIN, LESLIE (2000)**

**English - Assistant Professor**

PhD English .....Univ of Hawaii-Manoa  
 MA Folklore & Mythology .....UCLA  
 BA English .....UCLA

**STANICH, DIANA L. (1987)**

**Physical Education - Professor**

MA Physical Ed./Dance .....CSU Long Beach  
 MBA Business .....Univ. of LaVerne  
 BS Kinesiology/Dance .....UCLA

**STEELE, BRODIE (2002)**

**Theatre Technical Director/Scenic Design – Assistant Professor**

BA Theatre .....Ball State Univ.

**STEPHENS, CINDY (2001)**

**FS & ECE - Assistant Professor**

MS Counseling .....CSUN  
 BA Child Development .....CSUN  
 AA Interdisciplinary Studies .....LA Valley

**STEVENSON, DAVID (1999)**

**Speech - Assistant Professor**

MA Rhetoric & Public Address.....CSU Chico  
 BA Broadcasting .....CSU Chico

## FACULTY

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**STEWART, DIANE (2001)**

**Dir. Family Studies & ECE**

MA Human Development ....Pacific Oaks College  
AA Early Childhood Ed. ....San Jose City College

**STROZER, ALAN (2000)**

**Computer Information Technology - Assistant Professor**

MS Electronic Commerce .....National Univ.  
BA Psychology .....UCLA

**SU, BOO (2001)**

**Economics - Assistant Professor**

PhD Economics .....Michigan State Univ.  
MA Economics .....Michigan State Univ.  
BA Economics .....Korea Univ.

**TAKEDA, DONALD (1972)**

**Biology - Professor**

MS Biology .....CSU LA  
BS Biology .....CSU LA

**TALKIN, MARY (2002)**

**Nursing – Assistant Professor**

MSN Nursing .....UCLA  
BSN Nursing .....Mount St. Marys

**TEMPLER, LEA (1985)**

**Economics - Professor**

MA Economics.....CSUN  
BA Economics .....Cal State LA

**TERZIAN, ALENE (2002)**

**English – Assistant Professor**

MA English .....CSUN  
BA English .....CSUN

**TOLAR, ROBERT A. (1988)**

**Mathematics - Professor**

PhD Mathematics Education .....Texas A & M  
MA Mathematics .....Univ. of Texas  
BS Mathematics.....Lamar Univ.

**TRIPP, CONNIE (2001)**

**History - Instructor**

MA History .....CSUN  
BS History .....CSUN

**TUJAGUE, GARETT (1998)**

**Counselor & Assist Football Coach - Associate Professor**

MA Educational Counseling ....Univ. of Redlands  
BS Recreation Mgmt. ....Brigham Young Univ.

**UESUGI, ISAO (1997)**

**Librarian-Technical Services - Associate**

**Professor**

PhD Government .....Claremont Graduate School  
MA Political Science .....CSU Hayward  
MLS Library Science .....San Jose State Univ.  
BA Political Science .....CSU Hayward

**VALENZUELA, CAMILLA (2001)**

**CD Site Director - Assistant Professor**

BA Child Development .....CSUN

**VAN HOOK, DIANNE G. (1988)**

**Superintendent-President**

EdD .....Univ. of LaVerne  
MS .....Univ. of LaVerne  
BA .....CSU Long Beach  
AA .....Long Beach City College

**VARGA, JOHN (1999)**

**History - Assistant Professor**

MA History .....CSUN  
BA History .....CSUN

**VILLA, CHRISTOPHER (2000)**

**Assoc. Dean Student Services**

MPA Public Administration .....USC  
BA Social Ecology .....UC Irvine

**VISNER, JULIA GOULD (1985)**

**Counselor - Professor**

MA Educational Psychology .....CSUN  
BA Psychology .....CSUN

**WALDON, RUSSELL (2000)**

**Business /Business Law - Assistant Professor**

JD Law .....Univ. of Notre Dame  
BBA Bus. Admin-International  
Fin & Mrktg .....Univ. of Miami, FL

**WALKER, ROBERT M. (1991)**

**Art - Professor**

MFA Art.....UC Irvine  
BA Biology.....Loma Linda Univ.

**WALLACE, LISA (2000)**

**English - Assistant Professor**

PhD English .....UC Irvine  
MA English .....UC Irvine  
BA English .....UC Irvine  
BA Spanish .....UC Irvine

**WATKINS, DIANA (1999)**

**Interim Director, University Center**

EdD Computing & Info Tech .....Nova  
Southeastern Univ.  
MEd Adult Ed .....Univ. of Arkansas  
BA Anthropology .....UCLA





## **Regulations and Policies**

## REGULATIONS

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### **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY**

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity. Pursuant to the provisions of state and federal law, the District's Board of Trustees has adopted policies and procedures ensuring that its programs and activities are available to all persons without regard to race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status. Both the policy and procedure apply to students, employees and applicants.

The Santa Clarita Community College District is committed to implementing the concept, intent, and spirit of providing equal employment and educational opportunity to all persons. Positive action will be taken by the administration, faculty, staff and students to ensure the implementation of this policy and to overcome any form of exclusion or discrimination, whether purposeful or inadvertent.

Additional information on these policies and procedures is available in the District's Equal Employment Opportunity Office (Human Resources) Building X-6; (661) 362-3424; TTY (661) 362-5426

#### **Non-discrimination Policy**

The Santa Clarita Community College District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status in any of its policies, procedures, or practices, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or

to request a copy of the procedures covering discrimination complaints may be directed to the Dean of Human Resources, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661) 362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Coordinator, Building C-103, (661) 362-3341, to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

#### **Aviso de Ley de Anti-discriminación**

El distrito universitario de Santa Clarita no discrimina por motivo de raza, color, religión, nacionalidad, sexo, edad (más de 40), condición médica (cáncer), incapacidad mental o física (incluyendo VIH y SIDA), estado civil, orientación sexual o veteranos de la época de Vietnam en ningunas de sus políticas o prácticas de acuerdo con Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977.

Este plan anti-discriminatorio incluye licencia médica por circunstancias de índole familiar y de maternidad. Se refiere en particular al ingreso, acceso, así como a la aplicación y empleo de los programas y actividades de dicha institución incluyendo educación vocacional.

Para mayor información sobre esta ley, reclamos judiciales o para simplemente solicitar una copia de dichos procesos, favor de comunicarse con la directora de Personnel Services, Anita L. Morris, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424.

College of the Canyons hace suyas las obligaciones

con respecto a proveer acceso total a personas incapacitadas. Para más información sobre los servicios, actividades y locales habilitados y disponibles a personas incapacitadas, comuníquese con el coordinador de la oficina de DSP & S.

Para pedir informes sobre leyes federales referente a decretos de anti-discriminación en el sistema educativo o al cumplimiento de dichos reglamentos, favor dirigirse a la siguiente oficina: Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102

## **SEXUAL HARASSMENT POLICY**

### **I. POLICY STATEMENT**

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in District programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the District's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The District will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

### **II. APPLICABILITY**

This policy applies to all applicants for employment and admission to District programs, officers and employees of the District, students, and persons who serve the District as its agents and are under the control of the District. It applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, place-

ment, 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.

## REGULATIONS

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Examples of prohibited behavior or prohibited acts that constitute sexual harassment may take a variety of forms. Examples of behavior generally viewed as sexual harassment when they are unwelcome include, but are not limited to:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; sexually suggestive or insulting sounds or gestures, including sucking noises, winking, and throwing kisses; unwelcome flirting or sexual propositions, invitations or solicitations; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature (direct or indirect threats or bribes for unwanted sexual activity); or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, stroking, lingering or intimate touches, grabbing, pinching, leering, squeezing, staring, unnecessarily brushing against or blocking another person, whistling, sexual gestures, or giving a neck or shoulder massage. In addition to stalking (either inside or outside the institution), and attempted or actual sexual assault.
3. Visual or Written: The display or circulation of offensive sexually-oriented visual or written material. This may include, but is not limited to, objects, pictures, posters, cartoons, calendars, drawings, graffiti, video tapes, audio recordings, literature, computer graphics, electronic media transmissions or other materials with sexual content.
4. Environmental: An academic or work environment that is permeated with sexually-oriented talk, innuendoes, insults or abuse not relevant to the subject matter of the class or employment. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is

directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work. This may include, but is not limited to, consensual sexual relationships.

Romantic or sexual relationships between supervisors and employees, or between faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the faculty or staff member must evaluate the student's work or make academic decisions affecting the student or if a supervisor must evaluate the performance of an employee. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or other employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the District.

Sexual harassment may occur between peers. Unwelcome sexual behavior between peers under this definition is unacceptable in the District.

Examples of harassment can include, but are not limited to, all of the behaviors described above as well as the following behaviors:

- leaving obscene messages on campus computers;
- creating a sexually demeaning atmosphere, such as displaying posters and pictures that are sexist or otherwise demeaning to females or males;
- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;

- whistling or yelling obscenities at people walking by, or loudly discussing their sexual attributes and rating them;
- threatening rape;
- mooning, whereby individuals expose their buttocks aggressively;
- exposing one's genitals;
- "streaking" - running naked in front of others;
- "sharking" - biting breasts, buttocks, or other private body parts; · shouting obscenities;

The aforementioned lists of behaviors should be used to assist in identifying offensive behaviors but in no way should be construed as exhaustive lists of unacceptable acts. In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the records of the incident or incidents as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

This definition recognizes two categories of sexual harassment:

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority (supervisor and subordinate or teacher and student) makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. (Please note: the relationship may be an indirect one where the harasser has the power to direct others who have authority over the victim.) The perpetrator's intent or lack of intent to harass is not relevant to the determination of whether quid pro quo harassment occurred.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively 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.

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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 s/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first report that harassment to their supervisor (or instructor).
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and

- Report the incident to the District's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

### B. Administrators, Managers and Supervisors

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not there has been a written or formal complaint. Administrators, managers and supervisors must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the District's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

### C. Faculty

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus whether or not they are reported to them. Faculty members must:

- Ensure that harassment or inappropriate sexually oriented conduct is reported to an appropriate administrator or directly to the District's Affirmative Action Officer.
- Discuss sexual harassment policy with their students, as appropriate. Students should be informed of their rights under this policy.

#### D. All Employees

All employees of the District shall:

- Report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

### VIII. NON-REPRISAL

No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

### IX. MALICIOUS, FALSE ACCUSATIONS

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, informal reprimand, formal reprimand, demotion, transfer, suspension, or dismissal.

### X. CONFIDENTIALITY

District administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Information will be revealed strictly on a need-to-know basis. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

### STUDENT GRIEVANCE POLICY

In the pursuit of academic ends, the student should be free of unfair or improper action by any members of the academic community. A grievance may be initiated by a student when it is believed she/he has been subject to

unjust action or denied rights as stipulated in published college regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress through the following policy and procedures.

*Note: Complaints involving alleged discrimination on the basis of race, color, national origin, sex, age, religion or disability should be submitted under the discrimination complaint procedure below.*

Students may initiate a grievance for any of the following actions:

1. Prejudicial or capricious action in the evaluation of the student's academic performance. Such grievances may be referred to the chief instructional officer.
2. Acts or threats of intimidation, harassment, or physical aggression. Such grievances may be referred to the Dean, Student Services.
3. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in published College rules and regulations. Such grievances may be referred to the Dean, Student Services.

#### Procedure to File Grievances Preliminary Action

1. Not later than twenty (20) school days after a student believes an injustice has been done, she/he shall first attempt to resolve the grievance by informal consultation with the following persons, preferably in sequence:
  - a. Student, faculty member, or administrator concerned,
  - b. Coordinator, Student Activities,
  - c. Dean, Student Services,
  - d. Chief instructional officer where an academic grievance is concerned.
2. Within ten (10) school days, if the student still believes that the issue has not been resolved by informal consultation, the student may submit a signed statement specifying the time, place, and

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nature of the grievance to the Dean, Student Services or chief instructional officer, as appropriate, who shall arrange for the meeting of a hearing committee to consider the grievance.

### Formal Hearing

1. The Superintendent-President, the Chairperson(s) of the Academic Senate and the President of the Associated Students shall form a hearing committee within five (5) school days as follows:
  - a. Two faculty members and two alternates, three students and three alternates, one administrator and one alternate.
  - b. Six students and three alternates or the existing Student Judiciary, in cases where only students are involved, if the parties so desire.
  - c. Committee members shall select one of their members as chairperson. The chair person shall have the privilege of voting on all issues.
2. The President of the Associated Students shall notify each party of the membership of the committee within five (5) school days. Each party shall be allowed one peremptory challenge and two challenges for cause. Challenges will be communicated to the President of the Associated Students. Released members will be replaced by alternates.
  - a. Legitimacy of challenges for cause against faculty members shall be decided by the Chair-person(s) of the Academic Senate.
  - b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
  - c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.
3. The hearing committee shall conduct its proceedings according to academic due process standards.
4. Hearings shall be closed and confidential unless it is the request of all parties that a hearing be open to the public.
5. The hearing committee shall submit its findings of fact and recommendations to both parties and the Student Judiciary (when only students are involved) for Associated Students' constitutional review.
6. The findings of fact and recommendations, along with any judicial review, will be sent to the Superintendent-President no later than twenty (20) school days from the formation of the formal hearing committee.

### Final Action

1. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation within five (5) school days.
2. If the Superintendent-President rejects the committee recommendation, the Superintendent-President shall submit the decision with stated reasons to the hearing committee within five (5) school days.
3. The Superintendent-President shall transmit the decision to both parties, the Chairperson(s) of the Academic Senate and the President of the Associated Students. The Superintendent-President shall submit a report on the matter with the decision to the Board of Trustees.

### Appeal

Either party may appeal within five (5) days the Superintendent-President's decision, either in writing or by appearance to the Board of Trustees. Within fifteen (15) days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter.

## DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

### Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules. Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

### Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related.

This list is not intended to be exhaustive, but are examples of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.
- E. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.
- F. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.
- G. Disorderly, lewd, indecent, obscene or offensive conduct on College-owned or controlled property or at College-sponsored or supervised function.
- H. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- I. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8.
- J. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- K. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, or by posting on an official bulletin board designated for this purpose.
- L. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- M. Abusive behavior directed toward, or hazing of, a member of the College community.
- N. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- O. Attempting to do any of the causes for disciplinary action identified above.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.

### STUDENT CONDUCT-DISCIPLINARY ACTION

The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

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### Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

- (1) **Warning:** Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.
- (2) **Restitution:** The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.
- (3) **Official Reprimand:** A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed two years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.
- (4) **Disciplinary Probation:** Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be no less than one college month nor longer than a college year. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.
- (5) **Removal by Instructor:** An instructor may remove a student from his/her class when the student has interfered with the instructional process. The duration will be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.
- (6) **Disciplinary Suspension:** Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic and extracurricular purposes. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation."
- (7) **Expulsion:** Expulsion consists of the permanent and unconditional removal of the student from the College. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the Superintendent-President (Education Code 76030).
- (8) **Interim Suspension:** Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

### Interim Suspension shall be:

- (a) Imposed by the Superintendent-President of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- (b) Limited to only that period of time necessary to assure that the purposes of interim suspension are accomplished.
- (c) For not more than a maximum of ten (10) College days. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues:

- (a) the reliability of the information concerning the student's conduct,
- (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

### Student Rights - Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus. The following procedures outlined in sections 531.2 through 531.5 represent the steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### Definition of Terms

Student: The term "student" means an individual who:

1. is enrolled in or registered with an academic program of the College;
2. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

Notice: Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student's permanent address of record, shall constitute notice.

Days: For purposes of this Policy, the term "days" means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

### Due Process

#### A. Referral of Cases:

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct.

Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The President may grant exceptions.

#### B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction and Student Services. The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;

- (a) Campus Restraining Order (CRO): In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Policy 529.2(D) and/or

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529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. a copy of the student conduct procedures; and
3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

### C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for a hearing.

### D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;

2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;
3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, at the student's request; and
6. counsel the student regarding the campus discipline process as appropriate.
7. Students may be accompanied by any person(s) of their choice at the initial hearing.

### E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

#### 1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may

appeal this decision, within ten working days, to the Vice President of Instruction and Student Services.

2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- (a) Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- (b) Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- (c) Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- (d) Retention of the case file and the Informal Agreement of Resolution in the Dean of Students' Office for one year from the date appearing on the Agreement. During that year, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.

3. Formal Disciplinary Action:

- (a) If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient

evidence such that a Student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.

- (b) If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The President, below. The President's decision is final.

The Student Conduct Committee

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.
- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.

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- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.
- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.
- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as a witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
  2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.
- H. Responsibility for Presentation of Cases:
1. At the hearing, the accused student must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
  2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
  3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.
- I. Continuing Informal Resolution:
- Until the Student Conduct Committee makes its report to the President, any agreement between

the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

**J. Reports to the President:**

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the President of:

1. the Committee's specific finding of fact;
2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation. The President may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.

K. A copy of all reports required to be submitted to the President by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.

L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the President any written argument supporting the student's position.

M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

**The President**

A. Decision by the President:

The final decision regarding the case shall be made by the President except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

B. Bases for Decision:

The President shall base his or her decision upon:

1. the reports submitted by the Student Conduct Committee;
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

C. Sanctions:

The President may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, President, or President's designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanction(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively. Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be a public record of the District.

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### E. Discussion With Student:

If the President deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

### F. Decision by the President:

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the President's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor; and
3. the Dean of Student Services.

The President may also notify other parties of his or her decision. The President may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

## MATRICULATION - STUDENT RIGHTS AND RESPONSIBILITIES

Matriculation is a process that enhances access to the California Community Colleges and promotes and sustains the efforts of students to succeed in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

College of the Canyons provides students except as exempted pursuant to Title 5, section 55532, with all of the following matriculation services:

- A. The processing of applications for admission;
- B. Orientation and pre-orientation services designed to provide non-exempt students and potential students, on a timely basis, with information concerning college procedures and course schedul-

ing, academic expectations, financial assistance, and any other matters the college or district finds appropriate;

### C. Assessment for all non-exempt students pursuant to Title 5, section 55524;

### D. Counseling or advisement for non-exempt students pursuant to Title 5, section 55523;

### E. Assistance in developing a student educational plan pursuant to Title 5, section 55525, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them;

### F. Post enrollment evaluation, pursuant to Title 5, section 55526, of each student's progress; and

### G. Referral of students to:

- (1) Support services which may be available, including, but not limited to, counseling, financial aid, health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services and Disabled Students Programs and Services; and
- (2) Specialized curriculum offerings including but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

It is the responsibility of each non-exempt student under the provisions of Title 5, section 55530 and the Matriculation Plan to:

- A. Express at least a broad educational intent upon admission and to declare a specific educational objective no later than the term after which the student completes 15 semester units of degree applicable credit coursework. Once the student has declared the specific educational goal, the College will provide the student with an opportunity to develop a Student Educational Plan (SEP) pursuant to Title 5, section 55525.
- B. Participate in counseling or advisement.
- C. Diligently attend class and complete assigned coursework.

- D. Complete courses and maintain progress towards an educational goal in accordance with the College's standards for probation and dismissal.

If the student fails to fulfill the responsibilities listed above, fails to cooperate in the development of an SEP or fails to abide by the terms of his/her SEP, the College may, subject to the requirements of Title 5, Chapter 5, Article 4, suspend or terminate the provision of services authorized and required in this policy. Nothing in this policy shall be construed to permit the College to suspend or terminate any service to which a student is entitled under any other provision of law.

### **ORIENTATION**

Orientation is a process which acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional procedures.

All new students entering College of the Canyons will be required to participate in the Orientation component of the Matriculation Program unless exempted from this requirement according to the criteria listed below.

#### **Exemptions from Orientation**

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in orientation.

### **ASSESSMENT**

Assessment is the process that includes the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests and educational objectives, evaluating students' study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives.

All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below.

#### **Exemptions from assessment**

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.
- D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
- E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

### **COUNSELING**

Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives, and designing a plan to meet those objectives.

Counseling/Advisement shall be available to all students including those students entering the College for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below.

#### **Exemptions from Counseling/ Advisement**

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

## REGULATIONS

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The College will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

### **CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS (Family Educational Rights and Privacy Act)**

College of the Canyons maintains student records in a manner to ensure the privacy of all such records and shall not, except as otherwise authorized, permit any access to or release of information therein. Any currently enrolled or former student has the right to inspect and review his or her student records upon request and within five days of the request.

By law the College cannot release information about students without the student's written permission, regardless of the student's age.

All student records at College of the Canyons are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The College establishes and maintains such information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and establishes and maintains such information required by law.

A student may request access to those campus records which personally identify the student. The student may challenge the accuracy of the record or the appropriateness of its retention in College records.

Student consent is needed for the release of records, covered by the Act and College policy, to outside parties except for those persons or agencies entitled to access under the provisions of law, e.g., College officials, federal and state educational and auditing officers, and requests in connection with the application for or receipt of financial aid and then only on the basis of educational interest.

The College regards certain "student directory information" as public information which may be released for any student currently attending the College. "Student directory information" is limited to one or more of the following items: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent previous public or pri-

vate school attended by the student. The College, at its discretion, may limit or deny the release of "student directory information" to public or private persons or organizations based on the best interests of the students.

A student may request in writing to the Admissions and Records Office that "student directory information" applying to that student not be released. This request must be submitted at least 10 working days following that student's initial registration or the individual's registration for any term.

The College makes a reasonable charge for furnishing copies of any student record except that normal College procedures will apply to requesting transcripts.

Copies of the full text of College of the Canyons' policy on student rights and privileges under the Family Educational Rights and Privacy Act of 1974, are on file and available to all students in the Instructional Resource Center. Particular questions with respect to a student's prerogatives under this policy should be directed to the Office of the Dean, Student Services.

### **SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES (Board Policy #726)**

In the interest of promoting health and well-being of District students, staff, and visitors and maintaining the safety of District facilities, it shall be the policy of the District to prohibit smoking/tobacco usage in and on campus facilities.

#### **Procedures for Implementing Board Policy #726**

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the District, in accordance with State law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal District users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, Cougar Stadium (except in a designated area), and in all College vehicles.

- B. Smoking shall be allowed only in the specific areas described as follows:
1. The outside area west of the Student Center Building;
  2. The southeast exterior corner of the classroom building C north of the Fine Arts Building;
  3. The Honor Grove semi-circular seatwell;
  4. The southeast exterior corner of the Administration Building's emergency exit walkway;
  5. The seatwell area along the walkway from the Honor Grove to the Physical Education Building just east of the right field baseball field fence;
  6. All parking lots EXCEPT the parking area directly adjacent to the south side of the Laboratory Building L. In that area, smoking is permitted in the parking area midway between the Laboratory and Vocational Technology Buildings;
  7. A designated area near the Cougar Stadium; and
  8. Other areas as designated by the Superintendent-President. These allowable areas will be clearly designated as a "Smoking Area" and appropriate weather protection will be provided at locations 1 and 3, above.
- C. All other tobacco usage in and on District facilities is expressly prohibited.
- D. Violators shall be subject to appropriate disciplinary action.
- E. Questions regarding this policy shall be directed to the President-Superintendent or his/her designee. Any review and decision by the President-Superintendent or his/her designee shall be deemed to be final.

## SUBSTANCE ABUSE PREVENTION INFORMATION

As students and employees you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make

you aware of the dangers of abuse of illicit drugs and alcohol.

### HEALTH RISKS

The following are commonly abused drugs and their associated health risks:

#### Alcohol

- \* Brain, heart, liver disease
- \* Fetal alcohol syndrome
- \* Some forms of cancer
- \* Addiction
- \* Reduced life expectancy
- \* Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

#### Marijuana

- \* Increased appetite
- \* Loss of motivation and purpose
- \* Heavy psychological dependence
- \* Loss of sex drive and reduced fertility
- \* May cause heart and lung damage

#### Cocaine

- \* Excitability and restlessness
- \* False feeling of self-confidence
- \* Painful nose bleeds and nasal erosion
- \* Quick addiction
- \* Depression
- \* Easy overdose leading to heart failure
- \* Crack babies
- \* Behavior leading to exposure to the AIDS virus

#### Stimulants

- \* Loss of appetite
- \* Insomnia
- \* High distractibility
- \* Anxiety and severe depression

## REGULATIONS

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- \* Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, delirants, hallucinogens and tobacco have significant health risks.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

### APPLICABLE LEGAL SANCTIONS

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code. Legal sanctions may be taken against you if you are:

- \* Driving under the influence of any drug
- \* In position of illegal drugs or controlled substances
- \* Using a false I.D. to obtain alcohol
- \* Obtaining or providing alcohol for people under legal age
- \* Giving prescription drugs to others
- \* Selling any drug or controlled substance

### Santa Clarita Community College District Board Policy

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property and as part of any College-sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from College or termination from employment and referral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the superintendent/president of the College.

### College of the Canyons Resources

Student Health Center . . . . . (661) 362-3259  
Counseling Center . . . . . (661) 362-3287

### Off-Campus Resources

#### National Council on Alcoholism and Drug Dependence of Santa Clarita

24416 Walnut Street Newhall, CA91321  
(661) 254-0700

#### National Alcohol Hotline

800-ALCOHOL

#### Cocaine Anonymous (CA)

800-COCAINE or (661) 254-0700 or (818) 988-3001

#### Narcotics Anonymous (NA)

(818) 997-3822

#### Alcoholics Anonymous

(661) 254-0700 or (818) 988-3001

#### National Clearinghouse for Alcohol and Drug Information

(800) 729-6686

Personal health insurance policies may have their own treatment or referral services.

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<b>Santa Clarita Community College District</b>					
LOS ANGELES COUNTY					
Crime Statistics Report					
Report of offenses committed from 1997-2002.					
<u>Offense</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
<b>I. THE OCCURRENCE ON CAMPUS OF THE FOLLOWING CRIMINAL OFFENSES:</b>					
a) Murder	0	0	0	0	0
b) Forcible & nonforcible sexual assault	0	1	0	0	0
c) Robbery	0	0	2	0	0
d) Aggravated assault	4	0	0	0	5
e) Burglary	2	28	16	8	19
f) Motor vehicle theft	3	0	0	0	1
<b>II. The number of arrests for the following crimes occurring on campus:</b>					
a) Liquor Law Violations	0	0	0	0	0
b) Drug Abuse Violations	0	1	0	0	0
c) Weapons Possessions	2	0	0	0	0

<b>Academy of the Canyons</b> V-121 362-3056	<b>Distance Education</b> I-115 362-3600	<b>Progressive Adult College Education (PACE)</b> C-207 362-3632/3525
<b>ACCESS Center</b> Canyon Country 362-5800	<b>Employee Training Institute (ETI)</b> X-8 362-3245 By Appointment	<b>Public Information</b> A-118 362-3414/3415/3494 pio@canyons.edu
<b>Admissions &amp; Records</b> A-101 362-3280	<b>Extended Opportunities Programs &amp; Services/ Cooperative Agencies Resources for Education (EOPS/CARE )</b> X-9 362-3270, 3279	<b>Security</b> X-10 362-3229
<b>Audio Visual/Tutorial Lab</b> see Open Media Lab	<b>Financial Aid, Scholarship</b> C-110 362-3242/3409 FAX (661) 259-2617 finaid@mail.coc.cc.ca.us	<b>Student Business Office</b> A-101 362-3634
<b>Bookstore</b> S-134 362-3255	<b>Foundation</b> X-6 362-3434	<b>Student Development</b> S-102 362-3261
<b>Cafeteria</b> S-126 362- 3268	<b>High Intensity Transfer &amp; Enrichment (HITE)</b> C-103 362-3333 hchis008@huey.csun.edu	<b>Student Health &amp; Wellness Center</b> S-122 362-3259
<b>CalWORKs</b> I-24 362- 3015	<b>Human Resources</b> X-6 362-3427	<b>Superintendent-President</b> A-114 362-3400
<b>Canyon Call</b> M-120 362- 3265 canyoncall@mail.coc.cc.ca.us	<b>International Students</b> C-101 362-3580/3581	<b>Switchboard</b> A-111 362-7800 *0
<b>Career Center</b> C-103 362-3286	<b>Instruction Office</b> A-112 362-3411/3412	<b>Transcripts</b> A-101 362-3283
<b>Child Development Center</b> <b>ECE</b> 362-3501	<b>Library</b> R-203 362-3361 bretall_l@mail.coc.cc.ca.us	<b>Transfer Center</b> C-103 362-3455
<b>Community Extension</b> TY102 362-3304	<b>Math, Engineering and Science Achievement (MESA)</b> X-2 362- 3448	<b>Tutoring, Learning, Computing Lab (TLC)</b> I-209 362-3344
<b>Traffic School</b> TY102 362-3456	<b>New Horizons</b> I-23 362- 3393	<b>Veterans</b> A-101 362-3469
<b>Counseling &amp; Program Advisement</b> A-101 362-3287 Counseling Appts. 362-3287 Walk-in Counseling 362-3287 Orientation & Placement Test Info 362- 3457	<b>Nursing Office</b> I-315 362-3357	<b>Volunteer &amp; Service Learning Center</b> S-123 362-3248/3983 Evenings by appointment
<b>Cooperative Work Experience (CWEE)</b> TY105 362-3681/3309 cwee@mail.coc.cc.ca.us	<b>Open Media Lab</b> Library second floor 362-3334	<b>Weekend College Info. 362-7054</b> <b>Switchboard (661) 259-7800-7054</b> <b>TDD (661) 255-7967</b>
<b>Disabled Students Programs &amp; Services (DSP&amp;S)</b> C-103 362-3341	<b>Outreach</b> S-108 362-3678	
<b>Disabled Students Programs &amp; Services (DSP&amp;S) High Tech Center</b> 362-3341		