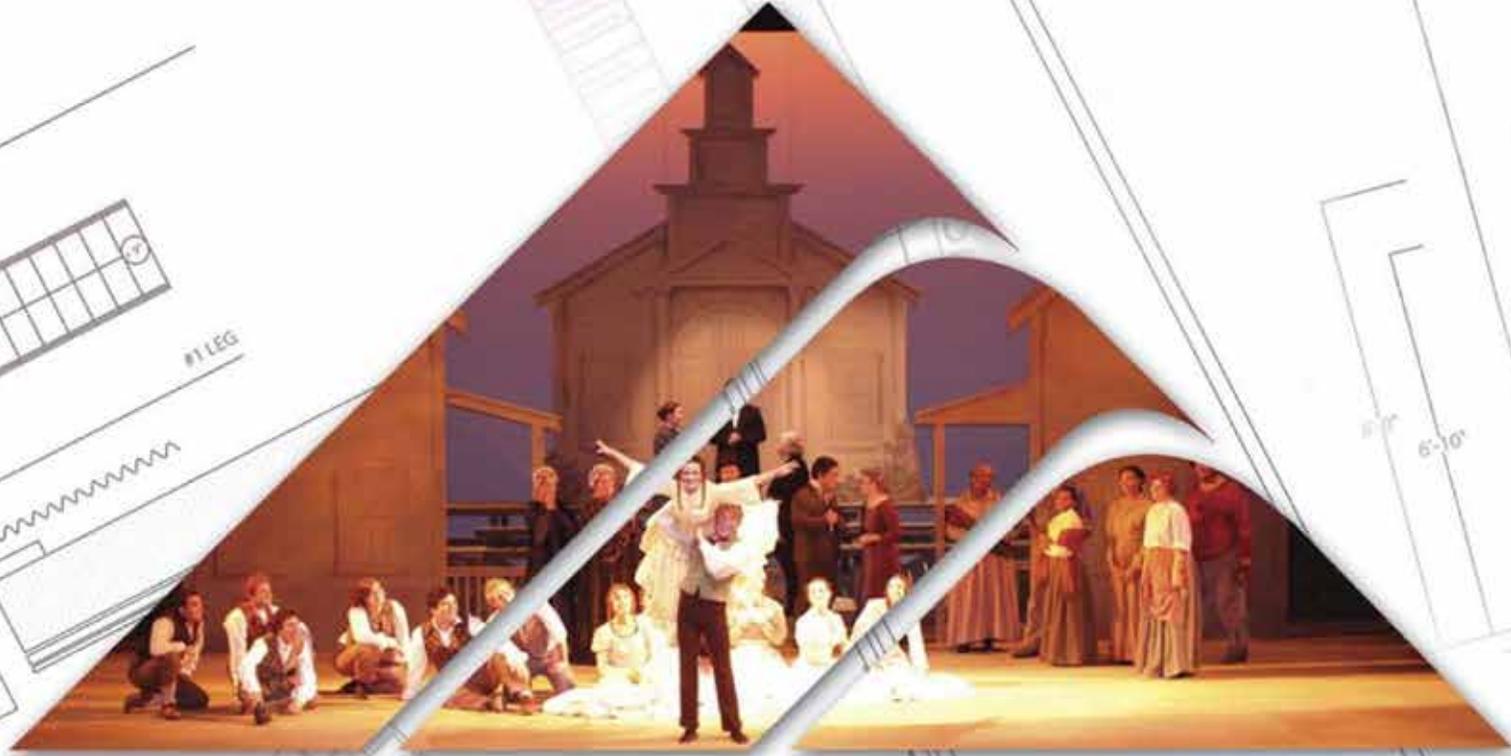


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#3 SOFT/HARD LEG

# Santa Clarita Community College District COLLEGE OF THE CANYONS



NO. 1  
OF 20  
DATE 08-20-07  
GROUND PLAN

2008-2010

Valencia Campus • Canyon Country Campus • Online Campus

**2008-2010**

**A CALIFORNIA COMMUNITY COLLEGE**

**ACCREDITED BY**

The Western Association of Schools and Colleges  
Accrediting Commission for Community & Junior Colleges  
3402 Mendocino Avenue  
Santa Rosa, CA 95403  
(707) 569-9177  
Fax (707) 569-9179

**APPROVED BY**

The Board of Governors of the California Community Colleges  
The California Department of Education  
The University of California  
The California State Universities

**APPROVED FOR**

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

**COLLEGE OF THE CANYONS**

**Valencia Campus**  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

**Canyon Country Campus**  
17200 Sierra Highway  
Santa Clarita, CA 91350  
(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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Mr. Michael Joslin	Dean, Student Services
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Ms. Cathy Ritz	Chief Operational Officer, COC Foundation

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## Welcome to College of the Canyons!

On behalf of our faculty, staff, administration, Board of Trustees, and your fellow students, I want to welcome you to College of the Canyons.

We all know you have many choices when it comes to selecting a college where you will pursue your goals.

Whether you intend to transfer to a four-year institution, or seek a rewarding, high-wage position in the field of your choosing, you've come to the right place. At College of the Canyons, we can help you accomplish whatever it is you have in mind.

College of the Canyons is a place of character, innovation and creativity that is uniquely equipped to help you create a path to your dreams. That is evident the moment you step on either campus – Valencia or Canyon Country. Our 153-acre Valencia campus boasts more than 560,000 square feet of space dedicated to innovative learning. Whether you find yourself peering into a microscope in one of our labs, or with a torch in your hand in our welding shop, or behind a keyboard in our digital music lab, or on stage at the Performing Arts Center, or working with life-like patient simulators in our Nursing Skills Lab, we offer state-of-the-art facilities that give you unparalleled opportunities to learn by doing.

Within the last year we opened Aliso Lab and Aliso Hall, two new buildings that feature new science labs, and comfortable, well-appointed lecture halls. Nearby Hasley Hall also made its debut last year. New computer labs give you the chance to work with top-of-the-line hardware, and the built-in wireless access means you can jump on the Internet from anywhere in the building.

We're not done adding to our facilities. A much-needed expansion to the P.E. Building will open this year, providing you with more practice courts, bigger locker rooms, and for the first time at College of the Canyons, tennis courts. At the south end of the Valencia campus, our University Center continues to take shape. A revolutionary concept in higher education, the facility will bring bachelor's, master's and doctoral degree programs to Santa Clarita. So when you're ready to transfer, you'll have your pick of up to 70 different program options, and you'll never have to leave the valley to earn a degree from some of the top public and private colleges and universities in California.

Also in the works is an expansion of our Library, which will bring more computers on line, expand our Tutoring Learning Computing Center, and provide much-needed group study rooms. The current Administration and Student Services Building is slated to be demolished

and replaced with a two-story facility that brings together the support services students use most in one accessible, convenient location.

At the Canyon Country Campus, we are making plans to begin designing our first permanent building, which is slated to be a 40,000-square-foot classroom and laboratory facility. This will be an exciting addition to the campus that will enable us to make more classes in more subjects available on our new campus.

While we have great facilities, ample parking, and a broad spectrum of classes available, the key component that sets College of the Canyons apart is our people.

Faculty, staff, and administrators alike are committed to investing in you and helping you achieve your goals and dreams, whatever they may be. Perhaps you intend to transfer to a four-year college or university. This is the place to do it, as College of the Canyons sends a greater percentage of its students on to continue their educations than any other community college in Los Angeles County. Success here translates into success at a California State University, a University of California, or a private college. Or, your next step might be completing the classes needed to secure a well-paid position in a high-demand field like nursing, nanotechnology, medical lab assisting, automotive technology, land surveying, or construction technology.

At the same time, COC offers you a chance to develop life skills that will enable you to give back to the community. The people of College of the Canyons are committed to doing so, and we welcome you to join us. Whether it's volunteering to help children with cancer, or exploring ideas of environmental sustainability and putting them into practice, we look for ways to make a difference.

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

I am proud to welcome you to our campus, and I thank you for choosing this college as the place to lay a foundation for your future and get a great start on achieving your goals. We look forward to supporting you in your efforts to achieve success.

Dr. Dianne Van Hook  
Chancellor-President

**MISSION STATEMENT**

College of the Canyons provides relevant academic education at the lower division level, workforce training for businesses and lifelong learning programs for all who seek those opportunities. College of the Canyons will help students with diverse interests and needs meet their educational goals and develop learning strategies required of productive citizens in an ever-changing world.

**VISION STATEMENT**

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

**PHILOSOPHY**

We believe in the following values:

**Teaching and Learning**

We honor and reward high performance in teaching and learning.

**Respect for All People**

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

**Partnership with Community**

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

**Excellence**

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

**Creativity and Innovation**

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

**2008-2009 CALENDAR:**

**FALL SEMESTER 2008 • August 25 - December 13, 2008**

Monday through Thursday, August 18-21 ..... Fall Flex Program for Faculty  
 Friday, August 22 ..... Mandatory Opening Day for Faculty  
 Monday, August 25 ..... First Day of Fall Semester  
 Sunday, Monday, August 31-September 1 ..... Labor Day Holiday  
 Sunday, Monday, November 9-10 ..... Veterans' Day Holiday  
 Thursday through Sunday, November 27-30 ..... Thanksgiving Holiday  
 Saturday, December 13 ..... Last Day of Fall Semester  
 Campus Closed ..... December 20, 2008 through January 4, 2009

**WINTER INTERSESSION 2009 • January 5 - February 7, 2009**

Monday, January 5 ..... Intercession Begins  
 Sunday, Monday, January 18-19 ..... Martin Luther King, Jr. Holiday  
 Saturday, February 7 ..... Intercession Ends

**SPRING SEMESTER 2009 • February 9 – June 4, 2009**

Monday through Friday, February 2-6 ..... Spring Flex Program for Faculty  
 Monday, February 9 ..... First Day of Spring Semester  
 Friday through Monday, February 13-16 ..... Lincoln/Washington Holidays  
 Monday through Sunday April 6-12 ..... Spring Break  
 Sunday, Monday, May 24-25 ..... Memorial Day Holiday  
 Thursday, June 4 ..... Last Day of Spring Semester  
 Friday, June 5 ..... Commencement

**SUMMER SEMESTER 2009 (TENTATIVE) • June 8 -August 21, 2009**

Monday, June 8 ..... Various Summer Sessions Begin  
 Friday, Saturday July 3-4 ..... Independence Day Holiday

**2009-2010 CALENDAR:**

**FALL SEMESTER 2009 • August 24 - December 12, 2009**

Monday through Thursday, August 17-20 ..... Fall Flex Program for Faculty  
 Friday, August 21 ..... Mandatory Opening Day for Faculty  
 Monday, August 24 ..... First Day of Fall Semester  
 Sunday, Monday, September 6-7 ..... Labor Day Holiday  
 Sunday, Monday, November 8-9 ..... Veterans' Day Holiday  
 Thursday through Sunday, November 26-29 ..... Thanksgiving Holiday  
 Saturday, December 12 ..... Last Day of Fall Semester  
 Campus Closed ..... December 19, 2009 through January 3, 2010

**WINTER INTERSESSION 2010 • January 4 - February 6, 2010**

Monday, January 4 ..... Intercession Begins  
 Sunday, Monday, January 17-18 ..... Martin Luther King, Jr. Holiday  
 Saturday, February 6 ..... Intercession Ends

**SPRING SEMESTER 2010 • February 8 – June 3, 2010**

Monday through Friday, February 1-5 ..... Spring Flex Program for Faculty  
 Monday, February 8 ..... First Day of Spring Semester  
 Friday through Monday, February 12-15 ..... Lincoln/Washington Holidays  
 Monday through Sunday April 5-11 ..... Spring Break  
 Sunday, Monday, May 30-31 ..... Memorial Day Holiday  
 Thursday, June 3 ..... Last Day of Spring Semester  
 Friday, June 4 ..... Commencement

**SUMMER SEMESTER 2010 (TENTATIVE) • June 7 -August 14, 2010**

Monday, June 7 ..... Various Summer Sessions Begin  
 Friday, Saturday July 4-5 ..... Independence Day Holiday

## WRITING A RICH HISTORY, DAY BY DAY

In the span of just 39 years, College of the Canyons has been transformed from a small community college serving several hundred students into one of the nation's fastest-growing community colleges (colleges with 10,000 or more students).

Change and significant progress have occurred throughout the Santa Clarita Valley over the years and College of the Canyons has been propelled forward by a combination of the community's growth and an unwavering vision to transform this place into the best community college in the country.

Projections indicate enrollment will continue to rise, topping 20,000 before the end of the decade. More than 18,000 students enrolled for classes this year, surpassing 2011 enrollment projections well ahead of schedule. This sort of growth has demanded flexibility and innovation. It also has created demands for new academic, occupational and athletic programs, training partnerships with business and industry – and the facilities to house them.

If one looks around the campus today, they will see a significant amount of construction activity. These projects, as well as the ongoing construction of the new Canyon Country campus, signify the highest level of construction and preparation for the future since the original campus was built in the early 1970s. In fact, most of the College's square footage has been added during the tenure of Dr. Dianne G. Van Hook, who has served as superintendent-president since 1988. She has radically changed this campus not only to keep up with the community's demands, but to anticipate the

educational and training programs that will be in demand in the future.

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

During this period, academic and occupational offerings also have been vastly expanded. The College offers associate in arts and science degrees in 61 academic programs, as well as credentials in 69 certificate programs. Academic programs range from Animation to Television, Film and Video Production, from Audio/Radio Production to Video Game Animation, from Biotechnology to Theatre Arts, from Child Development to Paralegal Studies, and from Dance to Industrial Manufacturing. And the list goes on.

College of the Canyons' institutional philosophy is to educate both the body and the mind. Sixteen intercollegiate athletic programs – divided equally between men's and women's sports – provide outstanding opportunities. The College competes in the

Western State Conference. Notable achievements include the football team's state and national championships in 2004, the men's golf team's four state championships since 2000, and women's golf's state championships in 2001 and 2007.

Helping meet students' needs has been a historically supportive and generous community, which has always approved requests for bond funding for capital construction projects. The most recent bond measure, Measure M, was approved by voters in November 2006, providing \$160 million in general-obligation bond funding to pay for the next big wave of expansion and modernization projects. The measure – the fourth in the College's history – will allow the Santa Clarita Community College District to add more classrooms and labs, build permanent facilities and equip classrooms at the new Canyon Country campus, upgrade technology to expand instruction in public-safety and other high-demand professions, and improve earthquake, security and fire safety. The locally generated funds also will help the district secure as much as \$80 million in additional state matching funds.

#### **College Formation**

Local voters approved creation of the College in 1967. Taking the helm of the fledgling institution was the first superintendent-president, Dr. Robert Rockwell. College of the Canyons officially opened in temporary quarters at William S. Hart High School in Newhall in 1969. The College purchased 153 acres of land along the east side of Interstate 5, south of Valencia Boulevard and north of McBean Parkway, in 1970. It was here that the College relocated, moving into a collection of modular buildings as permanent facilities were being built.

#### **Looking Forward**

Construction of the addition to the Physical Education building and the Dr. Dianne G. Van Hook University Center on the Valencia campus are well under way as are plans to expand Mentry Hall, the Library, and the Student Services and Administration building.

The unique University Center allows students to earn bachelor, master or doctoral degrees from a collection of public and private universities that offer their programs here.

The idea is to improve access to education by eliminating the need for residents to commute long distances to obtain advanced degrees.

The Canyon Country campus opened in August of 2007 with nearly 3400 students in new, modular facilities. When the permanent buildings, funded by a combination of Measure M and state funds, are completed, this campus will accommodate as many as 10,000 students.

#### **Innovative Partnerships**

The College participates in several innovative partnerships that have redefined the traditional role of community colleges. Academy of the Canyons, operated by the William S. Hart Union High School District, opened at College of the Canyons in 2002 and allows promising high school students to attend high school and college concurrently. In addition, an Early College High School funded by the Bill and Melinda Gates Foundation and operated by the William S. Hart Union High School District, opened on the Canyon Country campus in August, 2007.

Also operating at the College are the Center for Applied Competitive Technologies and Employee Training Institute, both of which have helped local businesses become more efficient and train employees in the latest emerging fields. In partnership with Henry Mayo Newhall Memorial Hospital, the College operates the Clinical Education Center at the hospital. The College of the Canyons Biotechnology Center provides a 2000-square-foot clean-room in partnership with the Mann Biomedical Park.

#### **Gateway to Opportunity**

College of the Canyons has served as a gateway to higher education, professional training and, by extension, opportunity for the community. Nearly 200,000 people have attended the College since it opened some 39 years ago. Thousands have graduated, and many students have returned to pursue their professional careers. Some 45 percent of the College's staff members were once students here.

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

## THE SPECIAL MISSION OF COLLEGE OF THE CANYONS FOUNDATION

The mission of 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 more support. Individuals, businesses and organizations interested in contributing to the College of the Canyons Foundation are encouraged to contact:

Cathy Ritz, Chief Operating Officer of the College of the Canyons Foundation, 26455 Rockwell Canyon Road, Santa Clarita, California 91355; Telephone: (661) 362-3639.

## COC FOUNDATION OFFERS ACTIVITIES TO THE COMMUNITY

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

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

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

If one is interested in becoming involved with the College of the Canyons Foundation, please call: (661) 362-3435.

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

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*CPA*

**Jay Thomas**  
*CEO, Six Flags*

**Dianne G. Van Hook**  
*Chancellor-President, College of the Canyons*

**Doris Marie Zimmer**  
*Life & Corporate Coach*

**Steve Zimmer**  
*Vice President, Newhall Land*

**Emeriti Members**

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Gene Burke\*  
Tom Dierckman  
David Deitz  
Rick Hiatt  
Dick Luechtefeld  
Michael Maloney*

*\*Deceased*

# **Admission to the College / Getting Started**

**Eligibility for Admission Definitions:**

- A. Advanced scholastic or vocational work is identified as College of the Canyons degree applicable course work.
- B. A special part-time student is identified as attending high school and College of the Canyons concurrently, and is enrolled in 11.0 college units or less.
- C. A special full-time student is identified as a high school student who has been completely released by his or her high school to attend College of the Canyons full-time, and is enrolled in 12.0 units or more.
- D. A highly gifted student would be a student in K-8 who has a score of 150 or higher on the most current version of the WISC intelligence test.

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

- A. Be a graduate of high school, or have passed the California High School Proficiency Exam.
- B. Has completed coursework for high school graduation and is in possession of a Certificate of Specialization, or the equivalent.
- C. Be 18 years of age or over and be capable of profiting from the instruction offered.
- D. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.
  - 1. Students falling under these criteria must be approved by their high school principal or designee for "advanced scholastic or vocational work," and must be identified as a special part-time or full-time student.
  - 2. Students may be admitted from K-8 if identified as "highly gifted."
  - 3. Students may be admitted as a special part-time or full-time student if:
    - (a) The class is open to the general public, and
    - (b) The student is currently enrolled in grades 9-12. Exceptions may be made for some special programs and course work, and
    - (c) The student has demonstrated eligibility for instruction by completing assessment and orientation.

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

Students participating in the Santa Clarita Valley Youth Orchestra program do not have a grade level restriction for taking music classes in this program. Students

participating in Academy of the Canyons middle college and Early College High School programs follow the same assessment and orientation process as other special admission students. However, Academy of the Canyons and Early College High School students will be enrolled in classes according to the agreement their institution has made with College of the Canyons.

Students enrolled in grades 9-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades 9-12 must meet state guidelines for special admit students to apply for admission.

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

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

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

**Admission Procedure - Application**

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

**Documents Required (Transcripts)**

Applicants entering as first-time freshmen must arrange to have academic transcripts from their high school of graduation or school of last attendance sent to the Admissions and Records Office. Students should have transcripts sent from each college attended. All transcripts should arrive before the "Transcript Submission Deadline" published each term in the Schedule of Classes to be used to meet course prerequisites and prevent an interruption to the automated registration process. All transcripts become the property of the College, and photocopies may not be released.

**Student Correspondence**

College of the Canyons is making every effort to communicate with students by sending correspondence through email. We advise you to check your email often, as information we may send will often be time sensitive and important to your college career. If you change email providers, please update your email address promptly using the online registration program at [www.canyons.edu](http://www.canyons.edu).

**Credit Accepted**

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

**Residency**

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

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

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

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

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

**International Students**

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

**MATRICULATION**

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

The primary purpose of matriculation is enhancing student success. The matriculation agreement acknowledges responsibilities of both the College and the student to attain this objective. All students must participate in the process unless granted a specific exemption. For the College, the agreement includes providing an admissions process, orientation to college,

student services, pre-enrollment assessment, counseling and advisement on course selection, a curriculum or program of courses, follow-up on student progress with referral to support services when needed, and a program of institutional research and evaluation.

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

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

**ADMISSION**

New students must complete and submit an application for admission either online ([www.canyons.edu](http://www.canyons.edu)) or in person prior to enrollment at College of the Canyons. Particular questions on the application for admission will ask students to declare an academic major, choose an educational goal and list previous colleges attended. Students are also asked to send official transcripts from high school and any previous college work at the time of admission. The College uses the information received from the application and transcripts to refer students to specialized services across campus, and to complete the assessment process and online orientation. These services will allow students to progress towards completion of their stated educational goals.

**ASSESSMENT**

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

Assessment tests are used to evaluate skill levels and are not intended to advance a student to a higher level. Once a student enrolls in a course in a sequence, and has received a grade, the student can no longer retest to skip forward in the sequence. The course must be completed with a "C" or better before moving on to the next level. If students feel that they have the skills to be

successful in a higher-level course, but lack the academic evidence, they will be referred to the counseling office for information on possible options.

### ORIENTATION

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

Counseling faculty and program advisors offer a 0.50 unit college course 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. Call the Counseling Office at (661) 362-3287 or go to [www.canyons.edu](http://www.canyons.edu) and click on "New Student Info" for the dates and location of new student advisement. Students may also print out their registration date and time from the Web. That page will also include the calendar of new students' advisement sessions.

### COUNSELING

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

### FOLLOW-UP

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

### EXEMPTION CRITERIA

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

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

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

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

### COUNSELING/PROGRAM ADVISEMENT

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

Counselors take turns throughout open office hours at the drop-in desk in the Counseling Office for quick consultations. Students should contact the Counseling Office or the counseling Web page at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling) to schedule private half-hour appointments. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

New students may attend a New Student Advisement Workshop after completing the online orientation. The workshop meets in a computer lab so students can learn to search for classes and register online. By the end of the workshop, students will have developed a plan of classes to take their first semester at COC. All students are encouraged to see a counselor as soon as possible after enrolling at College of the Canyons. Counselors provide valuable assistance with educational and career planning. They help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals.

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

Program advisors are available in the counseling office on a walk-in basis during open office hours. These paraprofessionals provide information regarding transfer requirements, graduation requirements for the Associate Degree, as well as major and certificate 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 online registration ([www.canyons.edu](http://www.canyons.edu)), and the STAR telephone registration system. To call STAR from the 661 area code, dial 255-2867; from outside the 661 area code, dial 1 (888) 206-7827. Students with appointments for regular priority registration will have no priority in obtaining a class unless they register in 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 for classes and the ability to obtain verifications of enrollment, grades, academic transcripts and degrees.

**Classification of Students**

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

**SCHEDULE OF FEES**

Fees are due at the time of registration each semester or each time materials are acquired or services rendered. College of the Canyons allows a seven day grace period for payment each term.

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 2008.

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

**Enrollment Fee**

Students are required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the fee is \$20 per unit. The enrollment fee and other fees are subject to change during the academic year. Check the current schedule of classes for the most up-to-date fee information.

**Additional Fees**

Annual Student Center Fee .....	\$1.00 per unit/ \$10.00
.....	maximum
Audit Fee (see Community Education).....	\$15.00/unit
Credit by Exam Fee* .....	\$29.00/unit
Enrollment Certification* (first two free) .....	\$1.00
Health Fee (Fall and Spring)* .....	\$17.00
Health Fee (Winter & Summer)* .....	\$14.00
International Student and	
Non-Resident Tuition .....	\$155.00 plus \$20.00
.....	enrollment fee/unit
Official Transcript (first two free).....	\$5.00
Official Transcript (48 hour rush processing) .....	\$8.00
Parking Fee Auto (Winter & Summer) .....	\$20.00/term
Parking Fee Auto (Fall & Spring) .....	\$40.00/term
Parking Fee Motorcycle .....	\$15.00/term
Student Support Fee .....	\$15.00/Fall/Spring term
.....	\$10.00 intersessions
Student Representation Fee* .....	\$1.00/term
Refund Processing Fee (once classes begin) .....	\$10.00

**Student Representation Fee\***

College of the Canyons requires all students attending college, both full and part-time, to pay the Student Representation Fee as outlined in the California Education Code Section 76060.5. According to statute, students who fall into one of the following categories may apply for an exemption to the Student Representation Fee at the Student Business Office at either the Valencia and Canyon Country campuses for the following reasons: religious, political, financial or moral grounds.

**Credit by Exam Fee**

The \$29.00/unit fee applies equally for resident, non-resident and international students. See page 27 for the Credit by Exam policy and procedure.

**Enrollment Certification Fee**

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 who fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low income students eligible for a Board of Governors Enrollment Fee Waiver. See the Financial Aid Department for a Board of Governors Fee

Waiver. For all other exemptions, apply at the Student Business Office located in Building A, Room 101, Valencia campus.

#### **Instructional Materials Fee**

Some courses at College of the Canyons require an instructional materials fee. The fee is used to supply the students with materials of particular value outside the classroom setting. Such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment. In most cases, these materials are being provided at or below cost to the college. Students may waive this fee if they choose to provide the materials themselves. Fees are listed each term under appropriate course descriptions in the schedule of classes. See the individual department for a complete list of materials. See the Student Business Office located in Building A, Room 101 (Valencia campus) for a fee waiver.

#### **International Student/Non-Resident Tuition**

Students classified as non-residents by the residency determination date each semester or term are subject to non-resident tuition. For the 2008-2009 academic year, tuition is set at \$155 per unit, plus \$20 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 F1 or J-1 visa) are subject to International Student tuition. For the 2008-2009 academic year, tuition is set at \$155 per unit, plus \$20 per unit enrollment fee for international students. Fees are subject to change during the academic year.

#### **Returned Check Policy**

If a check is not honored by the bank, the student will be notified by mail that payment of the original fees plus a \$25 dishonored check fee will be charged. Payment must be made by cash or certified funds. If a check is returned and the student withdraws from classes, the regular withdrawal procedures must be followed. These procedures are outlined in the class schedule. A "hold" will be placed on the student's account until receipt of full payment.

#### **Refund Policy**

A student must request a refund from the Student Business Office prior to the refund deadline. Requests are accepted on both Valencia and Canyon Country campuses. Parking permits must be returned prior to refund deadlines.

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

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

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

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

A week consists of three calendar days, including Saturday.

#### **Refund of Student Support Fee**

Refund of the student support fee must be applied for by the refund deadline date on the individual class printout. To opt out of the student support fee one must do so in person at the Office of Student Development, Student Center, Room 102 on the Valencia campus during business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Student Development Web pages on the College's Website at [www.canyons.edu](http://www.canyons.edu) or email questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu).

#### **Late Refund Policy**

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

#### **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 or designee, in conjunction with the Director of Admissions and Records and the Academic Senate, will determine the last day to add classes. The specific date for each semester will be published in the schedule of classes and made available in Admissions and Records. Exceptional cases will be considered by the Director of Admissions and Records after receipt of documented extenuating circumstances. Students must follow the established change of program procedures.

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

Exceptions to this policy may be made for students who:

1. are transferring from one section to another section of the same class;
2. are transferring from an advanced section to a less advanced section in the same department;

3. enter an open entry/open exit class;
4. are being reinstated following an administrative adjustment.

## WAITLISTS

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

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

As students drop themselves, or are dropped for nonpayment, seats will become available. The College will then automatically enroll students from the waitlist into the class. As students are moved into the class, those remaining on the waitlist will move up closer to the top of the list. Students enrolled in a class from a waitlist will be notified by both email and by phone that this action has taken place.

Because this procedure is run daily, students should access the online or telephone registration systems often to check their waitlist status. Students may drop themselves from the waitlist or the class at any time. It is important that the College has the most current email address and phone number on file. Changes to your email address and phone number can be submitted on the College website at [www.canyons.edu](http://www.canyons.edu) and click “My Canyons”. Students are responsible to meet all eligibility requirements to enroll in the class, such as clearing any holds, prerequisites, time conflicts, and unit maximums.

Once students are enrolled in the class from the waitlist, they have seven calendar days to pay their fees or they will be dropped from both the class and the waitlist. If students are dropped for nonpayment, they may attempt to place themselves back on the waitlist, if there is room available; however, the original waitlist position is not guaranteed.

## ADD PROCEDURES

**Open Classes:** Classes that have not met their maximum seat capacity will remain open during the first week of the fall or spring semesters. Students may use online 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 waitlist are considered closed and require instructor permission to enroll. The instructor will issue an add code to students

allowed to enroll in the course. The add code must be processed using either the online or telephone registration system. The exception to this rule is for 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. Freshmen and sophomores must obtain instructor permission to enroll in any class the first day the course meets. Freshmen 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 and Records Office during business hours.

## LATE ADD PROCEDURES

All adds must be processed by the add deadlines, which are published in the schedule of classes, or obtained by the class instructor. Students who have verifiable 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 the instructor for first date of attendance, instructor comments, and signature.

The student’s first date of attendance must be prior to the established add deadline to submit a petition.

Submit the forms with documented evidence of extenuating circumstances (mandatory) as soon as possible. Some examples of extenuating circumstances are verified cases of accidents, illness, family, work obligations, or other circumstances beyond the control of the student.

The Academic Standards Committee will notify the student with a determination in two to four weeks after receiving the above documents.

Late Add Petitions will no longer be accepted after 50 percent of the semester/term for which the student wishes to add the class has passed.

## 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 online registration system at [www.canyons.edu](http://www.canyons.edu), click “My Canyons”, the STAR telephone registration system, or by visiting the Admissions and Records Office during business hours. To call STAR from the 661 area code, dial 255-2867; from outside the 661 area code, dial 1 (888) 206-7827. Drop forms may be obtained in the Schedule of Classes, on the College Web site, or in the Admissions and Records Office.

**WITHDRAWAL PROCEDURES**

A student may withdraw from class or from college any time 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 W's 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 online registration at [www.canyons.edu](http://www.canyons.edu), click "My Canyons", STAR telephone registration, or by visiting the Admissions and Records Office during business hours. To call STAR from the 661 area code, dial 255-2867; from outside the 661 area code, dial 1 (888) 206-7827. Withdrawal forms may be obtained in the Schedule of Classes, on the College Web site or in the Admissions and Records Office.

**WITHDRAWAL AFTER THE ESTABLISHED DEADLINE**

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

Extenuating circumstances are verified cases of accidents, illness, family, work obligations, or other circumstances beyond the control of the student. A student who completes a course, for example, by taking a final exam, or turning in a final paper or project is not eligible for a late withdrawal under any circumstance.

Petition forms may be obtained from the Admissions and Records and Counseling offices. All petitions for withdrawal must be submitted to the Academic Standards Committee no later than one year subsequent to the end of the term for which the student is requesting the withdrawal. Once a determination has been made by the committee, and/or its designee, notification of action will be sent by mail.

# **Academic Information**

**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 Title 5, section 51006 of the California Administrative Code.

**ABSENCE FROM CLASS**

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

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

**DEGREE APPROPRIATE CLASSES**

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

**TRANSFERABLE COURSES**

In the following course descriptions, "CSU" indicates that a course is baccalaureate certified to California State Universities; "UC" indicates that a course is transferable to the University of California.

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

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

**Graduation with Honors**

Students who have attained a grade point average of 3.5 for all college work and have completed a minimum of 30 semester units at a community college are awarded honors at graduation. Students meeting all these requirements and who attain a grade point average of 3.75 and above are graduated with high honors. The grade point average for graduation is posted from the last semester or term completed prior to the graduation ceremony.

**HITE and Honors Program**

The High-Intensity Transfer Enrichment (HITE) and Honors Program is designed to challenge students to achieve their highest academic potential and to successfully transfer to a four-year institution. To meet

these goals, students in the program undertake special course projects in addition to the regular course requirements. Projects are completed on a contractual basis with individual faculty members. Students completing projects/contracts in 18 units and who also have at least a 3.25 GPA are eligible to be HITE graduates. All students who complete the program receive special recognition at graduation. Diplomas and transcripts are also notated. Other benefits for participating in the HITE and Honors Program include the opportunity to establish a closer relationship with professors, increasing the likelihood of better letters of recommendation for transfer admissions and scholarships. HITE and Honors students also have the chance to tour local four-year colleges and universities, where they meet with counselors and often receive complimentary catalogs and tickets to cultural and sporting events.

**Transfer Alliance Agreements and Honor Societies**

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 the Pomona Agreement for Transfer Honors (PATH) to qualify for priority admission and scholarship consideration. Students interested in transferring to UC Riverside can participate in the Honors Alliance for Riverside Transfers (HART) for priority admission, housing, and scholarship consideration.

**Alpha Gamma Sigma**

Students with a 3.0 grade point average or better are eligible to join the COC chapter of Alpha Gamma Sigma (the California Community College honor society).

**Phi Theta Kappa**

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, contact the HITE Office at (661) 362-3333, or drop by the office in the Student Center Room 123 on the Valencia campus.

**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 semesters of coursework or three quarters taken at any college.

These conditions are:

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

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

All units and grade points earned during such a 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.

### **ADVANCED PLACEMENT**

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

### **Advanced Placement Credit**

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

## COLLEGE OF THE CANYONS ADVANCED PLACEMENT COURSE EQUIVALENCY LIST

AP Examination	AP Score	COC Unit Credit	Prerequisite Met for COC Courses(s)	COC Associate Degree GE	CSU GE	IGETC
Art History	3,4,5	6	N/A	Humanities & Fine Arts	Area C1	Area 3A or 3B
Art-Studio Drawing	3,4,5	6*	N/A	Humanities & Fine Arts		
Art Studio 2-D	3,4,5	6*	N/A	Humanities & Fine Arts		
Art Studio 3-D	3,4,5	6*	N/A	Humanities & Fine Arts		
Biology	3,4,5	6	Biological Science 201, 202, 204, 221, 230 and 250	Natural Science	Area B2 & B3	Area 5B w/lab
Calculus AB	3,4,5	5*	Math 212	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
Calculus BC	3	6*	Math 212	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
Calculus BC	4 or 5	6	Math 212 & 213	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
Chemistry	3,4,5	6	Chemistry 201	Natural Science	Area B1 & B3	Area 5A w/lab
Chinese Language and Culture	3,4,5	N/A	N/A	N/A	Area C2	Area 3B
Computer Science A	3,4,5	3-max. 3 units for A&B	N/A	Elective	N/A	N/A
Computer Science B	3,4,5	3-max. 3 units for A&B	N/A	Elective	N/A	N/A
English Language and Composition	3,4,5	6	English 102, 103, 105, 106, 107, 108, 109, 111, Psychology 101H, Sociology 101H	Language & Rationality; English Composition & 3 units Elective	Area A2	Area 1A
English Literature and Composition	3,4,5	6*	English 102, 103, 105, 106, 107, 108, 109, 111, Psychology 101H, Sociology 101H	Language & Rationality: English	Area A2 & C2	Area 1A or 3B
Environmental Science	3,4,5	3	N/A	Natural Science	Area B1 & B3	Area 5A w/lab
European History	3,4,5	6	N/A	3 units Social Science & 3 units Humanities	Area D6	Area 3B or 4F
French Language	3,4,5	6	French 202	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
French Literature	3,4,5	6	French 202	3 units Humanities and 3 units elective	Area C2	Area 3B and 6A
German Language	3,4,5	6	German 202	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
Government and Politics: Comparative	3,4,5	3	N/A	3 units Social Science	Area D8	Area 4H
Government and Political: United States	3,4,5	3	N/A	3 units Social Science (does not meet California State and local government requirement for COC or CSU)	Area D8	Area 4H
Human Geography	3,4,5	3	N/A	3 units Social Science	Area D5	Area 4E
Italian Language and Culture	3,4,5	6	N/A	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
Japanese Language and Culture	3,4,5	6	N/A	3 units Humanities and 3 units Elective	Area C2	Area 3B and 6A
Latin Literature	3,4,5	3	N/A	3 units Humanities	Area C2	Area 3B and 6A
Latin: Virgil	3,4,5	3	N/A	3 units Humanities	Area C2	Area 3B and 6A
Macroeconomics	3,4,5	3	N/A	3 units Social Science	Area D2	Area 4B
Microeconomics	3,4,5	3	N/A	3 units Social Science	Area D2	Area 4B
Music Theory	3,4,5	6	N/A	3 units Humanities & 3 units Elective	N/A	N/A
Physics B	3,4,5	6	N/A	3 units Natural Science	Area B1 & B3	Area 5A w/lab
Physics C: Mechanics	3,4,5	3	N/A	3 units Natural Science	Area B1 & B3	Area 5A w/lab
Physics C: Electricity and Magnetism	3,4,5	3	N/A	3 units Natural Science	Area B1 & B3	Area 5A w/lab
Psychology	3,4,5	3	Psychology 102, 230	3 units Social Science	Area D9	Area 4I
Spanish Language	3,4,5	6	Spanish 202	3 units Humanities & 3 units Elective	Area C2	Area 3B and 6A
Spanish Literature	3,4,5	6	Spanish 202	3 units Humanities & 3 units Elective	Area C2	Area 3B and 6A
Statistics	3,4,5	4	N/A	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4	Area 2A
United States History	3,4,5	6	N/A	3 units Social Science & 3 units U.S. History Title 5 requirement	Area D6	Area 3B or 4F
World History	3,4,5	6	N/A	3 units Social Science & 3 units Elective	Area D6	Area 3B or 4F

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

## ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

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

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

All updates to Associate Degree Requirements after the printing of this catalog can be found on the Counseling Department Website at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling).

### Philosophy of General Education

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

- The skills necessary to think clearly, logically, and ethically; to find information from a variety of sources and technologies; to examine information critically; to communicate effectively both orally and in writing; to develop 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 non-western cultures.
- An understanding of history, the political and economic practices of societies, and the social and psychological dimensions of human behavior.
- An understanding and appreciation of the differences and similarities that exist within the pluralistic society of the United States, including the rights and responsibilities of participating within its democratic system.
- An understanding and appreciation of cultural diversity and a motivation for lifelong learning and well-being.

## GENERAL EDUCATION REQUIREMENTS

Complete a minimum of 23 semester units of general education including at least one course in each of the following areas. A given course meets the requirements in only one area.

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

Anthropology 101, 101L  
 Astronomy 100, 101, 102  
 Biological Science 100, 104, 106, 107, 112, 130, 132, 140, 170, 180, 201, 202, 204, 205, 215, 216, 218, 219, 221, 230, 231, 240, 250  
 Chemistry 110, 151, 201, 202, 221, 255, 256  
 Geography 101, 101L  
 Geology 100, 101, 102, 105, 106, 107, 109  
 Physical Science 101  
 Physics 101, 110, 111, 220, 221, 222  
 Psychology 102

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

Anthropology 103, 105, 210, 215, 220  
 Biological Sciences 120  
 Business 103, 126  
 Communication Studies 223, 235, 246, 256, 260  
 Early Childhood Education 120, 125  
 Economics 130, 150, 170, 201, 202, 230  
 Geography 102  
 History 101, 102, 111, 112, 115, 116, 117, 120, 130, 150, 161, 165, 170, 191, 192, 193, 210, 212, 230, 240, 241, 242, 243, 245  
 Journalism 100  
 Political Science 100, 150, 150H, 210, 230, 250, 270, 290  
 Psychology 100, 101, 101H, 105, 109, 126, 150, 172, 175, 180, 225, 230, 235, 240, 272  
 Radio/TV/Film 100  
 Sociology 100, 101, 101H, 102, 103, 105, 106, 108, 110, 112, 150, 151, 200, 201, 203, 207, 208, 209, 210, 217, 226, 230, 233, 242

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

Animation 100  
 Anthropology 210, 215, 220  
 Arabic 101  
 Art 110, 111, 113, 114, 115, 124A, 124B, 133, 140, 141, 142, 205, 222  
 Business 160  
 Chinese 101  
 Cinema 120, 121, 122, 123, 127, 129, 131  
 Communication Studies 105, 105H, 150, 225, 246, 250, 256, 260  
 Dance 100, 101, 111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 160, 161, 170  
 English 102, 105, 106, 108, 109, 111, 122, 135, 225, 250, 251, 260, 261, 262, 263, 264, 265, 270, 271, 272, 273, 274, 275, 280, 281, 285  
 French 101, 102, 150, 201, 202  
 German 100, 101, 102, 111, 201, 202  
 History 101, 102, 161, 165, 191, 192, 193, 240, 241, 242, 243  
 Humanities 100, 101, 105, 106, 150

Interior Design 114, 115  
 Italian 101, 102, 150  
 Music 100, 105, 106, 107, 112, 113, 120, 125, 142, 174, 175, 176  
 Philosophy 101, 102, 110, 111, 112, 210, 215, 220, 225, 240, 250  
 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

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

- English Composition:**  
*Select one course from the following:*  
 English 091, 094, 101, 101H, 102, 103, 204, or ESL 100
- Communication and Analytical Thinking:**  
*Select one course from the following:*  
 Business 144, 291; Communication Studies 105, 105H, 205, 223, 225, 227; Computer Science 111, 132; Economics 291; Journalism 105 (F06); Math 070, 083, 102, 103, 104, 111, 120, 130, 140, 211, 212, 213, 214, 215, 240; Philosophy 205, 230; Psychology 103, 135; Sociology 102, 108 or 135

#### E. American Institutions

*6 semester units required*  
 United States History – 3 units  
 U.S. Constitution, State and Local Government – 3 units (*complete one course from #1 and one course from #2*)

- Economics 170; History 111, 112, 120, 130, 150, 170, 230 or 245
  - Political Science 150 or 150H
- Or complete both History 111 and 112

#### F. Physical Education and Wellness - *Minimum two units or 2 courses:*

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

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

Anthropology 103, 210, 215; Biological Science 120; Business 126; Cinema 123; Communication Studies 235, 256, 260; Early Childhood Education 160, 165; Education 200, 203; English 262, 270, 271, 273, 274, 280, 285; Geography 102; History 116, 117, 120, 130, 161, 191, 192, 193, 210, 230, 242, 243, 245; Music 108; Philosophy 102, 220; Political Science 290; Psychology 230, 235, 240, 272; Sign Language 110; Sociology 100, 101, 101H, 103, 105, 106, 110, 112, 151, 200, 207, 208, 210, 217, 230, 233. The course used to satisfy this area may also be used to satisfy another area of General Education if applicable.

#### COMPETENCY REQUIREMENTS

- Reading Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of English: 091, 094, 101, 101H, or ESL100
- Written Expression Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of English: 091, 094, 101, 101H, 102, 103, 204, or ESL 100 or JOURN 105 (F06)
- Mathematics Competency** - Minimum grade of "C" required. Competence is demonstrated by completion of Business: 144, 291; Economics 291; Mathematics 070, 083, 102, 103, 104, 111, 120, 130, 140, 211, 212, 213, 214, 215, 240; Psychology 135 or Sociology 135

#### MAJOR REQUIREMENT

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

#### UNIT REQUIREMENT

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

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

#### GRADE POINT REQUIREMENT

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

#### RESIDENCE REQUIREMENT

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

#### PETITION FOR GRADUATION

File a petition for graduation in the Counseling Office no later than the first class meeting of the semester/term of graduation. See the schedule of classes for the specific date.

#### SECOND ASSOCIATE DEGREE

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

- Minimum of 18 semester units are completed in the new major after the awarding of the first degree.
- Minimum of 12 semester units are completed in residence at College of the Canyons after the awarding of the first degree.
- 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.

## AUDITING CREDIT COURSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to Ed Code 76370.

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

- Physical Education activity-*all*
- Nursing Science-*all*
- Animation-*all*
- Art-091L
- Dance-160, 161
- ESL-040, 050
- Graphics and Multimedia Design-090L, 094L, 097L
- Music-080, 081, 082, 083, 116, 153, 173, 174, 175, 176, 177, 185, 186
- Photography-090L, 091L
- Radio/TV/Film-090L, 091L
- Theatre-090L, 092L, 093L, 120, 161, 190

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

### Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. Students wishing to audit a course must be in at least grades 9 to 12. Those students in grades kindergarten through 8 are not eligible to audit classes.
3. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
4. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.
5. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer semester units. Audit fees are paid through the Community Education office.
6. Once enrolled, students must present their class instructor with a copy of the audit receipt obtained in the Community Education office.

### BASIC SKILLS (College Success Skills)

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

### Basic Skills Course Limitation

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

### Exemptions from Basic Skills Course Limitation

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

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

### Waiver of Basic Skills Course Limitation

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

### CATALOG RIGHTS FOR CONTINUING STUDENT STATUS

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

Upon reentry 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 reentry.

Students who have a break in attendance of one year or longer must reapply for admission to the College. One year is defined as four consecutive terms (including summer and winter intersessions).

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

### CERTIFICATES

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

### Certificate of Achievement

A Certificate of Achievement is awarded by the Board of Trustees of the Santa Clarita Community College District as authorized by the Board of Governors of the California Community Colleges when a student has successfully completed required courses in an approved program of study as specified in the 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 in the office of Admissions and Records during the semester in which requirements will be completed.

#### **Certificate of Specialization**

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

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

#### **COURSE PREREQUISITES**

Some courses offered by the college require the completion of a prerequisite. A prerequisite is a course or placement 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 C, CR, P or better; C-, D, F, FW, NC, or NP grades are not acceptable.

#### **Important Definitions:**

- **Prerequisite** – course or test score that a student is required to complete in order to demonstrate current readiness for enrollment in a course or educational program.
- **Corequisite** – a course or test score that a student is required to take simultaneously in order to enroll in another course.
- **Strongly Recommended or Recommended Preparation** – a course 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 Admissions & Records 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 and ability to succeed in the course despite not meeting the prerequisite.

In each case, the student must provide written documentation to support the challenge. The documentation should provide strong evidence of the student's ability to challenge the prerequisite. Some examples might include: transcripts, copies of certificates, proof of knowledge of the required material, past graded papers and/or portfolios. The documentation must be provided at the time the petition is requested. The petition will be filled out in the Admissions & Records office and the documentation will be attached. The student will then be enrolled in the course. The petition will be forwarded to the appropriate department chair and must be acted upon by the end of the fifth business day. If the petition is approved, the student will remain in the class. If the petition is denied, the student will be dropped from the class and can no longer continue to attend. The student will be notified of the petition status, regardless of the outcome.

#### **COURSE REPETITION**

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

#### **Definitions:**

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

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

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

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

#### **Exceptions:**

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

- That previous grades were, at least in part, the result of extenuating circumstances.
- A student should repeat a course because there has been a significant lapse of time, normally over 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, a Transfer-Course Repeat Form must be filed in the Admissions and Records Office to have the grades posted to the College of the Canyons academic transcript.

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

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

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

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

#### **CREDIT/NO CREDIT, PASS/NO PASS**

It is recognized that many students fail to explore outside their specific fields of competence for fear of damaging their academic records. To offset this, a system of credit (CR)/no credit (NC), pass (P)/no pass (NP) grading has been devised. Students have the option, during the time of registration, to petition to take

classes on a CR/NC, or P/NP basis in lieu of a grade of A, B, C, D, F, or FW.

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

#### **Regulations**

1. A maximum of 18 semester units of credit can be applied towards the associate in arts or associate in science degree. Credit (CR)/no credit (NC), pass (P)/no pass (NP) grades received as a result of awarding Advance Placement units are exempt from the 18 unit limit.
2. Students who elect to take a course on a credit/no credit, pass/no pass basis must receive approval from their counselor and file a Credit/No Credit, Pass/No Pass Petition in the Admissions and Records Office before 30 percent of the semester, or term, transpires.
3. Courses in which this option is available are listed in the college catalog. Generally, no course taken for a credit/no credit, pass/no pass grading option may be used toward a major for an associate degree. Exceptions are made for General Arts & Science majors, who are limited to 9.0 units of CR/NC, P/NP towards this major. Students should be aware that courses graded CR/NC, P/NP might not be accepted in a transfer major, and are advised to consult with their intended transfer institution.
4. Students who elect to be evaluated on a credit/no credit, pass/no pass basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a CR/NC, or P/NP basis are held responsible for all assignments and examinations.
6. Courses graded on a CR/NC, P/NP basis are not counted in calculating grade point average; however, they are considered in calculating progress probation/dismissal. Students electing to take courses on a credit/no credit, pass/no pass basis must meet any course prerequisite prior to enrolling in the course.
7. The CR/NC, P/NP option is not applicable to courses taken through credit by examination.
8. Some courses are offered on a CR/NC, P/NP basis only. These courses are listed in the college catalog.

#### **CREDIT BY EXAMINATION**

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

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

Students must obtain permission from the division dean or department chair from which the course is offered and obtain approval from a counselor. A \$29/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

1. 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.
2. 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.
3. Courses taken through credit by examination are subject to A - F grading. Incomplete, withdrawals, or no-credit grades are not allowed.
4. Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for prerequisites once the more advanced course has been completed.
5. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment procedures.
6. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
7. A maximum of 18 units may be taken through credit by examination.
8. Resident, non-resident and international students will all be charged at the same rate of \$29/unit through credit by examination
9. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

#### 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.
- Unit credits granted for Law Enforcement Academy Training will be posted upon completion of one unit of College of the Canyons coursework.
- Physical Education and Wellness for the associate degree requirement will be waived.

#### CREDIT FOR MILITARY SERVICE

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

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

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

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

#### DIRECTORY INFORMATION

The Santa Clarita Community College District regards the following as "directory information" which can be released to the public: student's name, 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 a student desires to withhold directory information, he or she must file a written request with the Admissions and Records Office.

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

#### GRADES

Awarding grades to students is the responsibility of the instructor of the course in which the student is enrolled. Once awarded, grades may not be changed except where evidence is presented that a clerical error has occurred. (See Student Grievance Policy, page 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, NP, P and IP are not used in computing grade point averages; however, I, W, NP, and NC are used in the calculation of progress probation/dismissal. MW grades are given to students called up to active duty in the military. Upon presentation of orders, an MW grade is awarded for each class for which the student was enrolled, regardless of when the student stopped attending. MW grades are non-evaluative and do not count in computing the grade point average, nor are they used in calculating progress probation/dismissal. Upon returning from active duty, the student is considered a continuing student with no break in attendance. They retain original catalog rights and resume the same level of priority registration.

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

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

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

## Grading Review Policy

### 533.1 Introduction

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

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

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

### 533.2 Conditions under which final grades may be reviewed

- The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 508.
- Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
  - Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based upon extenuating circumstances as defined in Education Code.
- Grades may only be reviewed within the following context:
  - Mistake** – defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
  - Bad Faith** – defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
  - 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.
  - 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.
- Students possess evidence that the final grade was determined based upon one of the criteria in 533.2.C above.

### 533.3 Review Procedure

#### 533.3.A Step I

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

#### 533.3.B Step II Hearing

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

- 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.
- Students may be accompanied by representation at the student’s expense.

3. The division dean shall produce a written decision on the matter within fourteen (14) calendar days. Copies of the decision will be forwarded to the student and the faculty member in question.

### 533.3.C STEP III Appeal

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

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

## PROBATION/DISMISSAL

### Academic Standards Definitions:

1. **Units attempted:** for probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.
2. **Units enrolled:** All units of credit for which the student is enrolled after the first four weeks or 30 percent of the time the class is scheduled to meet, whichever is less, at the College.
3. **Consecutive semesters:** Enrollment in two semesters (fall and spring) or enrollment in one semester, followed by a break, then enrollment in another full semester. Summer sessions and intersessions 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

1. **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.
2. **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.

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

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

### Standards for Dismissal

A student shall be dismissed under the following conditions:

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

### Exceptions to Dismissal

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

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

### Appeal of Dismissal

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.

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: 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.

- 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.

Dismissal may also be postponed if the student participates in a one day counseling workshop called an "Intensive." Upon completion of the Intensive, the student will be reinstated for the next semester and given a contract that specifies the academic performance requirements. This option may only be exercised once.

#### **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. Re-admitted students are returned in subject-to-dismissal status in accordance with policy 536.7.

## **TRANSCRIPTS**

### **Transcript Evaluation**

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

### **Transcript Requests**

Copies of the student academic transcript may be sent upon completion of coursework to another institution or agency upon receipt of a signed written release. Signed statements of release may be mailed or faxed to the Admissions and 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. Transcript requests can be made in the Admissions Office on either the Valencia or Canyon Country campus. Official and Unofficial transcript requests can be made online at [www.canyons.edu](http://www.canyons.edu), click "My Canyons," or in the Admissions and Records Office on either the Valencia or Canyon Country campus.

## **TRANSFER REQUIREMENTS**

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

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

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

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

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

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

### **2008-2009 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR TRANSFER TO CSU AND UC**

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

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

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better ("C"–grades are not allowed). Certification of IGETC is not

automatic; certification must be requested from Admissions and Records at the time when the final COC transcript is sent to the transfer college/university. The first term that a course can be applied to this plan is indicated by the semester and year. For example, F00 indicates Fall 2000, which is the first term this course can be applied.

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

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

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

### AREA 1 - ENGLISH COMMUNICATION

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

#### Group A:

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

#### Group B:

Critical Thinking - English Composition (one course, three semester units)

English 102 or English 103.

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

#### Group C:

Oral Communication - CSU only (one course, three semester units)

Communication Studies 105 or 105H

### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

*(One course, three semester units minimum)*

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

### AREA 3 - ARTS & HUMANITIES

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

#### Arts Courses:

Art 110, 111, 115, 205; Cinema 120, 121, 122, 123 (SP06), 131; Dance 100; Music 100, 105, 106, 107 (F03), 112, 113; Photography 140 (F00); Theater 110, 220, 221

#### Humanities Courses:

Anthropology 210; Economics 170; English 111 (F05), 135, 225, 250, 251, 260, 261, 262(F03), 263, 264, 265, 270, 271 (F96), 272, 273 (F99), 274 (F99), 275, 280 (F95), 281, 285; French 201, 202; German 201, 202; History 101, 102, \*111, \*112, 115 (Sp07), 116 (F06), 117 (F06), 120 (F00), 130 (F06), \*150, 161 (F02), 165,

170, 191 (F00), 192 (F00), 193 (F06), 210, 212, 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, 225 (F06), 240, 250 (F02); Sign Language 110 (F00); Sociology 200; Spanish 201, 202, 240

### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

Anthropology 103, 105, \*210, 215, 220; Biological Science 120 (F00); Communication Studies 250, 256 (F97); Early Childhood Education 125 (F03); Economics 170, 190, 201, 202, 230; Geography 102; History 101, 102, \*111, \*112, 115, 116 (F06), 117 (F06), \*120 (F00), 130 (F06), 150, 161 (F02), 165, 170, 191 (F00), 192 (F00), 193 (F06), 210, 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01), 245 (F96); Journalism 100; Political Science 100 (F03), 150, 230, 250, 270; Psychology 101, 101H, 105, 109 (F02), 126, 172, 225, 230 (F00), 235 (F95), 240 (F03), 272; Radio/Television/Film 100; Sociology 100 (F95), 101, 101H (F06), 102, 103 (F01), 105 (F97), 106 (F03), 108 (F05), 110, 112, 150 (F04), 200, 207, 208 (F00), 209, 210 (F00), 217, 226, 230, 233 (F04)

*Note: Journ 100 and RTVF 100 are the same course.*

### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

#### Underlined courses indicates a laboratory course

#### Physical Sciences:

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

#### Biological Sciences:

Anthropology 101, 101L (F02); Biological Sciences \*100 (F01), 104, \*106, \*107, 130 (F95), 132, 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. High School Transcript must be on file in Admissions and Records Office.*

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

**AMERICAN INSTITUTIONS**

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

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

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

Or complete History 111 and 112 combined

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

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

### **2008-2009 GENERAL EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM**

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

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

**NOTICE:**

1. These requirements apply to students who began college starting with the Fall, 2006 Semester.
2. Students must have a minimum of 60 transferable semester units with a "C" average (2.0 GPA) to be considered an upper division transfer. Of the 60 units needed, at least 30 semester units must be from the GE courses listed below.
3. Students must complete all of Area A (Communication in the English Language & Critical Thinking) and Area B-4 (Mathematics/Quantitative Reasoning) with "C" grades or better. Please be aware that some campuses may not let a student complete Area A and B-4 during the last term prior to transfer to CSU -- please see a counselor for specifics.
4. With the exception of the science lab requirement (B-3), a single course may not meet more than one general education requirement.
5. For clarification of transfer eligibility, please contact a COC counselor or program advisor.

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

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

**A-1: Oral Communication:**

Communication Studies 105, 105H (SP07), 205 (F01), 223 (F97)

**A-2: Written Communication:**

English 101, 101H

**A-3: Critical Thinking:**

Communication Studies 225; English 102, 103; Philosophy 205, 230 (F01); Sociology 108 (F01)

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

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

**B-1: Physical Science:**

Astronomy 100 (F96), 101, 102; Biological Science 218 (F03); Chemistry 110 (F02), 151, 201, 202, 221, 255, 256; Geography 101; Geology 100, 101, 102, 105, 106, 107, 109; Physical Science 101 (F01); Physics 101(Sp07), 110, 111, 220, 221, 222

**B-2: Life Science:**

Anthropology 101; Biological Science 100 (F01), 104, 106, 107, 130, 132, 140 (F02), 201(F03), 202 (F03), 204, 205, 215, 216, 219 (F02), 221, 230 (F98), 231 (F01), 240 (F02), 250; Psychology 102

**B-3: Laboratory Activity:**

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

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

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

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

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

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

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

Art 110, 111, 113, 115, 124A, 124B, 133 (F99), 140, 141, 205; Cinema 120, 121, 122, 123 (F06), 131; Communication Studies 150; Dance 100, 111, 121, 122, 131, 132, 141, 142, 160, 170; English 105; Interior Design 114 (F02), 115 (F02); Music 100, 105, 106, 107 (F03), 112, 113, 120, 121 (F00), 122 (F00), 123 (F00), 125, 126 (F00); Photography 140 (F00), 150, 160, 285; Theater 110, 140, 141, 190, 220

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

Anthropology 210; Arabic 101; Business 160 (F02); Chinese 101; English 102, 108 (F03), 109 (F03), 111

(F03), 135, 225, 250, 251, 260, 261, 262 (F03), 263, 264, 265, 270, 271, 272, 273 (F98), 274 (F98), 275, 280, 281, 285; French 101, 102, 201, 202; German 101, 102, 201, 202; History 101, 102, 115, 116 (F06), 117 (F06), 120 (F00), 130 (F06), 161 (F02), 165, 191 (F00), 192 (F00), 193 (F06), 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01); Humanities 100 (F02), 101 (F00), 105 (F00), 106 (F00), 150 (F02); Italian 101 (F06); KPET 209; Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 215 (F05), 220, 225 (F05), 240 (F02), 250; Sign Language 101 (F06), 102 (F06), 103, 250 (F06), 104 (F06), 110 (F00); Sociology 200; Spanish 101, 101A (F00), 102, 102A (F00), 150, 160, 201, 202, 240; Theater 240 (F00)

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

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

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

Sociology 100, 101, 101H (F06), 102, 106 (F03), 108 (F00), 110 (F03), 112, 150 (F03), 151 (F03), 200, 201, 203 (F01), 207, 208 (F00), 209, 210 (F00), 217, 226, 230, 233 (F01), 242

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

Anthropology 103, 105, 215, 220

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

Economics 150, 201, 202, 230

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

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

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

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

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

Geography 102

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

Economics 170; History 101, 102, 111, 112, 115, 116 (F05), 117 (F05), 120 (F00), 130 (F06), 150, 161 (F02), 165, 170, 191 (F00), 192 (F00), 193 (F06), 210, 212, 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01), 245

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

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

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

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

##### **D-9: Psychology:**

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

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

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

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

(b) Political Science 150

OR Complete History 111, 112

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

*Three Units*

Communication Studies 250; Counseling 110 (SP07), 111, 150 (F07); Dance 101 (F00), 107 (F06), 108 (F06), 133 (F00), 134 (F00), 135 (F00), 137 (F03), 180 (F00), 181 (F05) (all Dance courses limited to two units); Health Science 100, 149 (F05), 150 (F00), 243; Journalism 100; Kinesiology/PE Activity (KPEA) 100, 101A, 101B, 102, 103, 104, 105, 106, 107 (F07), 108, 109, 110, 111, 112, 113, 115, 118A, 118B, 118C, 119, 120, 122, 140, 141, 150, 165A, 165B, 165C, 170A, 170B, 175A, 175B, 180A, 180B, 180C, 185A, 185B, 185C, 195A, 195B, 195C, 196, 200, 245, 260, 280, 290, KPET 150, Kinesiology/PE Intercollegiate (KPEI) 152, 153, 245, 250A, 250B, 255, 260, 265, 270, 275, 280, 290, 295 (All preceding PE courses are limited to two units toward this requirement); Kinesiology/PE Theory (KPET) 200 (F01), 204; Psychology 105, 150, 172 (F00), 230 (F00); Radio/Television/Film 100; Recreation 101 (F06), 103 (F06); Sociology 103, 110 (F03), 201, 208 (F00), 230, 233 (F01)

# Support Services & Programs

**ACADEMY OF THE CANYONS**

College of the Canyons 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 Valencia campus is the Academy of the Canyons.

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

Applications are made through the high school district. For more information regarding the Academy of the Canyons, contact the principal at 661-362-3056 or by email at: aoc@hartdistrict.org, or visit [www.academyofthecanyons.com](http://www.academyofthecanyons.com).

**ATHLETICS**

College of the Canyons Cougar athletic teams compete in the Western State Conference. The Valencia campus 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, and volleyball. 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****Bookstore Hours**

To contact the bookstore for current store hours, please call (661) 362-3255. The Valencia campus bookstore is located in room STCN-134A of the Student Center Building and the Canyon Country campus bookstore is located in Quad 3, room 302.

The campus bookstore services the general needs of the student body. The store stocks current semester textbooks, paperbacks, greeting cards, clothing and miscellaneous supplies for sale to students, faculty and campus visitors.

**Buyback**

Students may sell their books back to the bookstore every day. However, the best time for students to sell back their books and receive up to 50 percent of the retail price back is during the last week of each semester. Books sold back to the bookstore outside of the last week, do not receive as much as they do during the last week of the term.

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

**Refund Policy Textbooks:**

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

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

- No refunds given on textbooks without a receipt.
- Refund given within two days of purchase after the first week of class.
- No refunds given on custom course materials, outlines or study guides.
- Textbooks must be in original condition, including shrink wrap if applicable.

**All Other Merchandise:**

- Full refund in your original form of payment with a receipt within 30 days of purchase.
- No refunds given on magazines or prepaid phone cards.
- All merchandise must be in original condition.

**CALWORKS PROGRAM****RE-ENTRY AND TRANSITIONAL SUPPORT SERVICES**

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

- 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 percent exempt from cash aid
- Personal and academic counseling in a supportive and informative environment that encourages student success
- Vocational and career counseling
- Study skills, life skills, job skills, classes and workshops
- Confidential liaison between program participant, the College, the Department of Public Social Services (DPSS), and other agencies
- Referral to other departments at the College and to other agencies when required

**CalWORKs Eligibility Criteria**

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

CalWORKs applications and information are available in room X-9 or call (661) 362-3279 on the Valencia campus or in Building 1B on the Canyon Country campus. Information is available at [www.canyons.edu/offices/calworks](http://www.canyons.edu/offices/calworks)

**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 STCN-102 in the Student Center on the Valencia campus or Building 1C on the Canyon Country campus.

**Associated Student Government (ASG)**

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

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

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

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

**ASG Benefits/Student Support Fee**

The Associated Student Government provides benefits to all students who pay the \$15.00 student support fee during the time of registration each semester and/or \$10.00 each Summer or Winter session. The revenue generated from the student support fee funds students services, programs and campus activities that benefit all students and the campus.

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

- FREE 25-SCORE card that provides 10-50% discounts from 600-plus local merchants;
- Use of the computer lab in the Student Center includes free black and white or color printing, use of copier, FAX, other office supplies;
- FREE legal services (30-minute consultation);
- FREE admission to all regular season Cougar home athletic events;
- 50% discount for all instructional performances in the Santa Clarita Performing Arts Center;
- Ability to purchase discounted movie tickets for Regal, Edwards, AMC or Pacific Theatres\*;
- Discounted tickets to Disneyland, Seaworld, Legoland, Magic Mountain and more;
- Eligibility to apply for \$17,000+ in student government scholarships.

Available through the Office of Student Development, Student Center Room STCN-102 on the Valencia campus or in Building 1C on the Canyon Country campus.

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

Students who wish to opt out of the student support fee may do so in person at the Office of Student Development, Student Center Room STCN-102, by the refund deadline for each term in which a student enrolls. For more information, please check the Student Development Web pages on the college's Website at [www.canyons.edu](http://www.canyons.edu) or email questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu).

**Clubs and Organizations**

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

More than 30 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 RESOURCE CENTER**

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

**First Year Experience**

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

**First Year Experience Course**

The office of Student Development also offers a credit/non-credit First Year Experience course each semester. This course focuses on topics that are aimed at equipping students with skills and tools to help them succeed during the first year of college. Topics are facilitated by various faculty members and range from time management tips to test-taking skills.

**Cougar Mentor Program**

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

**Student Success Seminars**

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

**Getting Connected**

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

**Student Development Transcript Program**

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

**Cougar Volunteer Program**

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

**Service-Learning**

Service-Learning opportunities exist through various courses on campus that provide students the ability to directly tie in their volunteer experience with what they are learning in the classroom while also receiving class credit. The Volunteer and Service-Learning Center, located in the Student Center, Room 110 on the Valencia campus, coordinates the placement of students with community agency partners, provides an orientation to the program, and monitors students' experiences. For more information please call (661) 362-3422.

**Photo Identification Card**

All students, when on campus, are required to carry a photo identification card provided through the Student Development Office on the Valencia Campus or in the Building 1C on the Canyon Country campus. In addition to serving as a form of photo identification, the card is also used by other departments when 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. There is a fee for replacement ID cards.

**CAMPUS SAFETY**

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 Safety Department will provide reasonable protection by using methods that fit within and contribute to the educational philosophy and process of the institution.

**CAREER SERVICES/JOB PLACEMENT**

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

Career Services offers career exploration, assessment and advisement; more than 300 community and campus jobs posted daily; resume, interviewing, job fair preparation and job search workshops; Internet access; resume-critique service; faxing and phone privileges;

semi-annual job fairs and on-campus recruitment. Appointments are available. The Career Center is located in Seco Hall Room 103 on the Valencia campus and in Building 1B on the Canyon Country campus. For more information call (661) 362-3286.

### CHILD CARE

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

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

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

Coming soon: Children's center Canyon Country campus.

### CIVIC CENTER

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

### COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program dedicated to assisting single parents who receive cash aid. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department, Department of Public Social Services, 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 on the Valencia campus or by calling (661) 362-3279 or [www.canyons.edu/offices/eops/](http://www.canyons.edu/offices/eops/).

### 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 provision of 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, in Seco Hall on the Valencia campus, uses state-of-the-art adaptive computer technology, and 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 Seco Hall Room 103 on the Valencia campus or Building 1B on the Canyon Country campus or by calling (661) 362- 3341 or visit the DSP&S Website at [www.canyons.edu/offices/DSPS](http://www.canyons.edu/offices/DSPS).

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 services. Contact the Vice President of Student Services (661)259-3292 located in A-101 on the Valencia campus for more information.

### **EARLY COLLEGE HIGH SCHOOL**

College of the Canyons, in collaboration with the William S. Hart School District and the Bill and Melinda Gates Foundation, operates an Early College High School. The ECHS focuses on providing students, who are typically underrepresented in postsecondary education, an accelerated academic program leading to the completion of a high school diploma along with up to two years of college coursework while still in high school. Students are enrolled in both college and high school classes starting in the 9th grade. Applications are made through the high school district. For more information regarding the ECHS, contact the school at (661)476-3861 or at [www.hartdistrict.org/scvearlycollegehigh](http://www.hartdistrict.org/scvearlycollegehigh).

### **ECONOMIC DEVELOPMENT**

#### ***Services for the Community***

#### **Small Business Development Center**

SBDC offers free assistance to emerging businesses in the SCV by providing a wide variety of information and guidance.

For more information or to schedule a free appointment, call (661) 294-9375 or visit the Website at [www.canyonsecondev.org](http://www.canyonsecondev.org) and click on SBDC.

#### **Advanced Technology Business Incubator**

The mission of the Advanced Technology Business Incubator is to attract, grow and “graduate” start-up and early-stage companies which in turn will provide economic growth and good quality, high-paying jobs to the local Santa Clarita Valley economy.

For more information, visit [www.canyonsecondev.org](http://www.canyonsecondev.org) or call (661) 259-3874.

#### **Employee Training Institute**

The Employee Training Institute, the contract education unit of the College’s Economic Development Division, is focused on solving local business needs through customized training. ETI provides high quality, flexible, convenient training solutions to help local businesses become more competitive and successful.

Call (661) 362-5657 or visit [www.canyonsecondev.org](http://www.canyonsecondev.org) and click on ETI for more information.

#### **Center for Applied Competitive Technologies**

The Center for Applied Competitive Technologies (CACT) is one of 13 technology centers hosted at California community colleges. This center is dedicated to helping California manufacturers compete successfully in the global marketplace by providing them with a single point of access to advanced technology training.

Call (661) 294-9809 or visit [www.canyonsecondev.org](http://www.canyonsecondev.org) and click on CACT 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 goal is to serve and encourage students from various backgrounds to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that are over and above traditional college programs. Qualified students may receive, but are not limited to:

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

#### **EOPS Eligibility Criteria**

1. Full-time student (12 units or more)
2. Legal resident of the State of California
3. Eligible for the Board of Governors fee waiver
4. An EOPS contract must be signed and followed
5. Maintain normal progress (as defined by college policies) toward a goal, certificate, or degree while maintaining a satisfactory grade point average (2.0 or higher)

EOPS applications and information are available in X-9 on the Valencia campus, and Building 1B on the Canyon Country campus or by calling (661) 362-3279 or [www.canyons.edu/offices/eops/](http://www.canyons.edu/offices/eops/).

### **FINANCIAL AID AND SCHOLARSHIP PROGRAMS**

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

Fee waivers, grants, loans and work study programs provide opportunities to students who establish financial need by submitting an application for financial aid called the “FAFSA” (Free Application for Federal Student Aid). All students are encouraged to apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) regardless of their financial status.

Eligible students are awarded financial aid on a first-come, first-served basis, as funding permits. The priority application deadline for the next fall semester is May 15th. Students who apply early and meet the May 15th deadline, will receive award notification prior to the beginning of July.

Students must apply for financial aid every academic year and maintain satisfactory academic progress by meeting the financial aid standards of progress, both unit and academic (cumulative grade point average) progress. A full copy of the financial aid standards of progress is available on the COC Webpage at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

#### **Fee Waiver**

The Board of Governors provides an enrollment fee waiver program to eligible California residents. Students qualify in one of three ways: Public assistance benefits, meeting income standards, or by demonstrating \$1 of financial need by filing a FAFSA. The BOGW application may be obtained in the schedule of classes, online at [www.canyons.edu/money4college](http://www.canyons.edu/money4college) or from the Financial Aid Office, Seco Hall Room 110 or the EOPS/CARE Office, Room X-9, both on the Valencia campus or in Building 1A on the Canyon Country campus.

#### **Grants**

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

#### **Loans**

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

#### **Scholarships**

Many community groups and organizations sponsor student scholarships as a means of expressing confidence in College of the Canyons students as a reward of academic excellence. These scholarships range in amounts from \$100 to \$5,000 and are available intermittently throughout the year. Scholarship eligibility varies according to each individual scholarship. An up-to-date listing of available scholarship opportunities is available on the scholarship board or on the Webpage at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

#### **Workstudy**

The College also participates in a variety of on-campus job programs. Although students must be enrolled in a minimum of six units each semester and maintain a 2.0 GPA, the additional program criteria vary as much as the sources of funding. Some programs require that the student be eligible based upon documented financial need, whereas other workstudy programs require that the applicant have faculty recommendations, special

training, past experience, specific skills or merely an interest and desire to work.

A current listing of on-campus jobs is available in the Career Service Office, located in Seco Hall Room 103 on the Valencia campus.

#### **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.

#### **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 Seco Hall Room 100 on the Valencia campus. 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. Additional information is available at [www.canyons.edu/offices/isp/](http://www.canyons.edu/offices/isp/).

#### **LIBRARY**

The College library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, instructor reservation, open computer lab (with internet access and word processing available), and interlibrary loans. Printing from many computer stations is possible with the purchase of a print card in the library or TLC Lab. Materials include books, pamphlets, magazines and newspapers; audiovisual media such as videotapes, DVD's, cassette tapes, CDs and CD ROMs are also available. A number of online data bases are accessible to students, faculty, and staff on campus and at home; these include ProQuest (a large full-text periodical database), Biography Resource Center, NetLibrary and CQ Researcher.

On the Valencia Campus, the Open Media Lab on the library's second floor houses the video/DVD library, College-by-Television videotapes, foreign language instructional material, English-as-a-Second-Language material, and circulation keys for most group study rooms. The library and TLC on the Canyon Country campus are located in Room 306.

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

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

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

### **PARKING**

In order to park on campus legally, all vehicles must display a valid parking permit. Parking permits are available for purchase at the time of registration and throughout the term at the Student Business Office Room A-101, Valencia campus or at the Admissions and Records Office (Quad 1) at the Canyon Country campus.

Permits cost \$40 per semester (Fall and Spring) and \$20 during the Winter and Summer terms. Motorcycle permits are \$15. One day parking permit vending machines are located in lots 15 and 6 on the Valencia campus, and may be purchased at the Canyon Country campus Admissions and Records Office. An all-day parking permit may be purchased for \$1 and is good in any student lot for the day.

All parking funds generated by parking fees are used directly for parking related projects, including but not limited to, lighting, maintenance and security.

### **PERFORMING ARTS CENTER**

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

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

PACE is an accelerated educational format for working adults to complete their education while meeting the demands of their busy lives. Most classes meet on selected Saturdays. While the traditional semester lasts for approximately 16 weeks, most PACE classes run in eight-week sessions. If a student takes two classes at a time, they are able to complete 12-15 units per semester. In only five semesters, taking two courses

each session, they can fulfill most requirements for the associate degree and prepare to transfer to a university.

Features of the PACE program include

- College courses for busy adults
- Classes meet on selected Saturdays
- Classes that start every seven weeks
- Career skills enhancement
- Completion of an associate degree or preparation to transfer in only five semesters
- Choose from Business Administration, Liberal Studies, or Social Science tracks

For more information, see

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

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

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

#### **Eligibility**

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

#### **Cost**

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

#### **Personnel**

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

#### **Services include:**

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

**Treatment of a Minor**

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

**ACCIDENT INSURANCE**

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

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

**Health Recommendation**

Each student should be free from any communicable disease. It is strongly recommended that student immunizations are current, including two doses of the measles-mumps-rubella vaccine.

**TECH PREP**

Tech Prep is a sequenced program of study beginning in high school and/or a 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 component of Tech Prep is the creation of partnerships between education and employers in order to help students learn more about their potential career path. College of the Canyons is continuously working with its business partners and local feeder high schools to develop programs in the fastest and largest growing occupational areas in this geographic region. In addition to career exploration and career-related school-based learning, Tech Prep promotes work-based learning, such as: Cooperative Work Experience Education, internships, volunteer and Community Service Learning, job shadowing and mentoring.

**TRANSFER CENTER**

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

In the Transfer Center students will receive assistance in reaching their transfer goals. The Transfer Center has college catalogs and computer based information and resources. In addition, the Center offers workshops to assist transfer-ready students in completing admission's

applications, the writing of personal statements and the overall knowledge of the transfer process.

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

Students may obtain additional information by visiting the Transfer Center, Student Center Room 123 on the Valencia campus and Building 1C on the Canyon Country campus or by calling (661) 362-3455. Please go to the Website at

[www.canyons.edu/offices/transfercenter](http://www.canyons.edu/offices/transfercenter) to get information on activities and events.

**TUTORING**

The TLC Lab on the Valencia campus is located in Bonelli Hall Room 209 and on the Canyon Country campus in Building 4D Room 411.

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.

**UNIVERSITY CENTER**

The Interim University Center affords students the opportunity to earn selected bachelor's, master's, credential, or doctoral degrees from one of several accredited colleges and universities on the College of the Canyons campus.

The University Center is temporarily located in the Y-building on the Valencia campus while the permanent Dianne G. Van Hook University Center is being designed and built. The permanent Center will be the home to numerous colleges and universities committed to making degree programs readily available to residents and employers of the Santa Clarita Valley. For more information regarding any of the universities and upcoming programs, please call (661) 362-UNIV, visit the Website at [www.canyons.edu/universitycenter](http://www.canyons.edu/universitycenter), or stop by the office in Y-112 on the Valencia campus.

**VETERANS' INFORMATION**

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

Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the:

1. **Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30),**
2. **Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606) and**
3. **VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.**

**Vocational Rehabilitation (Chapter 31)** - Veterans who served in the armed forces are eligible for vocational rehabilitation if they suffered a service connected disability while on active service which entitles them to compensation or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of their disabilities.

Spouses and/or children of the following categories of veterans may be eligible for Dependent's Educational Assistance Program (Chapter 35):

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

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

#### **Veterans Policy**

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

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

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

#### **Counseling**

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

#### **Attendance**

All students, including veterans, are expected to regularly attend all classes. Any student absent for any reason whatsoever, from any class for one more time than that class meets in one week may be dropped from the class. Students who will be required to leave due to a call to action prior to the end of the term must file an Academic Standards Committee petition with the Veteran's Office in the Admissions and Records Office. Official orders must be attached to the petition.

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

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

#### **Extended Benefits**

The Veterans Administration assumes that when students receive an associate degree or complete 70 semester units, they have met their objective. Any additional 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 satisfactorily completed previous training. Transcripts of all college work attempted must be on file in the Admissions and Records Office at College of the Canyons prior to certification for veterans benefits. (See Credit for Military Service in the following pages.)

#### **WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM (CWEE)**

The Cooperative Work Experience Education (CWEE) Program has been integrated into academic departments throughout the College. This program allows students to apply knowledge gained in college courses to an actual work setting. In addition, interns who qualify for this program are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting that provides elective college credit. Information regarding student eligibility

requirements is available from the CWEE Office by calling (661) 362-3309 for general CWEE information or (661) 362-5937 for internship information. To search for internships or to acquire additional program information, visit the CWEE Website: <http://www.canyons.edu/offices/CWEE>; Office location: TY-105 on the Valencia campus.

# **Instructional Programs**

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

### General Education

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

### Transfer Education

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

### Career/Technical Education

Career education programs at College of the Canyons include courses that enable students to acquire or update job skills or prepare for transfer to technical programs at four-year institutions. All career programs firmly support the principle of gender equity: 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 gender.

### College Success Skills

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

### DISTANCE LEARNING

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

### College by Television (CTV)

CTV (telecourse) classes are aired on the local public access cable channel. Because of the times that public TV broadcasts course lessons, having access to a VCR or DVD is critical. Students watch recorded broadcasts, review the lessons, complete study assignments, and attend on-campus classes for review sessions and exams.

### Online Classes

Online classes require no on-campus meetings. To access the class, regular access to a computer with modem and World Wide Web browser software such as Internet Explorer is required. Also required is access to an internet service provider. Communication occurs with instructor(s) and/or other online students via email

and in an online classroom. Some classes may require proctored testing that can be arranged through the College's TLC center on the Valencia campus.

### Hybrid Internet-based Classes

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

### Educational Travel Program

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

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

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

### SPECIAL COURSES

#### Special Topics

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

#### Experimental Courses listed as 199 or 099

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

#### Directed Study Courses Listed as 299

Directed study courses are designed to independently pursue a topic not in the regular curriculum. Enrollment in directed study courses is by consent of the instructor who acts as sponsor. Admission is based on evidence of ability to pursue in-depth independent study and approval of a project by the instructor 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.

### COURSE DESCRIPTIONS

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

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

**Repeatability**

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

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

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

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

**CLASSES THAT DO NOT PROVIDE CREDIT****Noncredit Courses**

These courses are offered tuition-free and are supported by the State of California. Courses include English as a Second Language (ESL), Citizenship, Basic Skills, Parenting, and Programs for Older Adults (Emeritus College) as well as many other topics. Some courses may require a materials fee to be paid at the time of registration to cover the cost of supplies and materials given to students during the class. This fee does not cover the cost of any required textbooks.

**Community Education**

Community Education provides new avenues for personal enhancement and professional development, skills, cultural enrichment and recreational enjoyment for all ages. These fee-based courses include continuing education for professionals, cultural events, youth sports, teen activities and lifelong learning experiences for all ages. All programs are open to the public. Community Education 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 a class proposal. Additional information is available at [www.canyons.community.ext.net](http://www.canyons.community.ext.net).

Program	Associate Degree	Certificate of Achievement	Certificate of Specialization	Courses	Program	Associate Degree	Certificate of Achievement	Certificate of Specialization	Courses
<b>Administration of Justice</b>	X	X			<b>Graphic &amp; Multimedia Design</b>				
<b>American Sign Language Interpreter</b>	X				Graphic Design	X	X		
<b>Animation</b>					Multimedia	X	X		
Animation Production	X	X			<b>Health Science</b>				X
Computer Animation	X	X			Emergency Medical Tech. I			X	
Video Game Animation		X			<b>History</b>	X			
<b>Arabic</b>				X	<b>Hotel/Restaurant Management</b>	X			
<b>Architectural Drafting</b>	X	X		X	Hotel Management	X			
<b>Art</b>	X				Restaurant Management	X			
<b>Astronomy</b>				X	<b>Humanities</b>				X
<b>Athletic Training</b>	X				<b>Instructional Aide</b>			X	
<b>Automotive Technology</b>	X	X			<b>Interior Design</b>				
<b>Biological and Physical Science</b>	X				Interior Design	X	X		
<b>Biology</b>				X	Interior Decorating and Merchandising		X		
<b>Biotechnology</b>		X			Set Decorator			X	
<b>Business</b>					<b>Italian</b>				X
Accounting Technician	X	X			<b>Journalism</b>	X	X		
Accounting (transfer option)	X	X			<b>Kinesiology (formerly Physical Education)</b>				X
E-Commerce/Business			X		<b>Land Surveying</b>	X	X		
Finance			X		<b>Liberal Arts and Sciences</b>	X			
Human Resources Management	X	X			<b>Library Media Technology</b>	X	X		
International Trade-Finance			X		<b>Manufacturing Technology</b>	X	X		
International Trade-Marketing			X		CAD/CAM			X	
Marketing	X	X			CATIA			X	
Retail Management		X			Machining/CNC			X	
Small Business Management	X	X			<b>Mathematics</b>	X			
<b>Chemistry</b>				X	<b>Medical Assistant</b>		X		
<b>Chinese</b>				X	<b>Modern Languages</b>				
<b>Cinema</b>				X	Arabic				X
<b>Communication Studies</b>					Chinese				X
General Communication Theory			X		French	X			
Rhetoric/Public Address			X		German				X
<b>Computer Electronics</b>				X	Italian				X
<b>Computer Information Technology</b>					Spanish	X			
Administrative Assistant	X	X			<b>Multimedia</b>	X	X		
Computer Applications	X	X			<b>Music</b>				
E-Commerce/Technology			X		Composition	X			
Web-Site Development			X		Concert Performance	X			
<b>Computer Networking</b>	X	X			Guitar Performance	X			
Linux/UNIX Administration			X		Jazz Performance	X			
Network Associate			X		Voice Performance	X			
Network Engineering			X		<b>Nursing</b>				
Security Technologies			X		Certified Nursing Assistant			X	
Systems Administration			X		Home Health Aide			X	
<b>Computer Science</b>	X				LVN to RN Career Ladder	X			
<b>Construction Management</b>	X	X			Medical Assistant		X		
Building Inspection		X			Registered Nurse (RN)	X			
<b>Counseling</b>				X	<b>Paralegal</b>	X			
<b>Culinary Arts</b>		X	X		<b>Philosophy</b>				X
Baking and Pastry				X	<b>Photography</b>				
<b>Dance</b>				X	Commercial Photography		X		
<b>Drafting</b>					Fine Art Photography	X	X		
Architectural Drafting	X	X			<b>Photojournalism</b>	X	X		
Mechanical Drafting		X			<b>Physical Science</b>				X
<b>Early Childhood Education</b>	X				<b>Physics</b>				X
Core			X		<b>Political Science</b>				X
Infant/Toddler		X			<b>Psychology</b>	X			
Preschool		X			<b>Radio-Television-Film</b>				
School Age		X			Audio/Radio Production	X	X		
Special Education		X			Film/Video Production	X	X		
Supervision/Administration of Childrens Programs		X			Television Production	X	X		
<b>Economics</b>				X	<b>Real Estate</b>	X	X		
<b>Education</b>	X				<b>Recreation Management</b>	X			
Special Education				X	<b>Sign Language</b>				
<b>Emergency Medical Technician (EMT)</b>			X		American Sign Language Interpreting	X			
<b>Engineering</b>	X				<b>Social Science</b>	X			
Mechanical Drafting			X		<b>Sociology</b>	X*		X	
<b>English</b>	X				Crime, Deviance and Social	X		X	
<b>English as Second Language</b>				X	Life and Longevity			X	
<b>Fire Technology</b>					Race, Gender and Multiculturalism			X	
In-Service	X	X			<b>Spanish</b>	X			
Pre-Service	X	X			<b>Special Education</b>				X
<b>French</b>	X				<b>Speech Language Pathology</b>	X*			
<b>Geography</b>				X	<b>Theater</b>	X			
<b>Geology</b>				X	Theater Performance	X			
<b>German</b>				X	<b>Transfer Studies</b>	X			
<b>Gerontology</b>				X	<b>Water Systems Technology</b>	X			
					<b>Welding</b>	X	X		
					<b>Wine Studies</b>				X
					Hospitality Wine Services				X

\* Pending State Approval

# **Program/Course Description**

# ADMINISTRATION OF JUSTICE

The Administration of Justice program focuses on the study of law enforcement in the United States with the primary emphasis on California law, procedures, and evidence. The student gains an insight into the history of law enforcement, the evolution of law, both Constitutional and statutory, investigative techniques, report writing, evidence, and criminal procedure. Upon successful completion of the Administration of Justice degree program, the student will have a general, but very practical knowledge of modern law enforcement in the United States and an in-depth knowledge of California criminal laws and techniques.

Degrees are awarded to those who complete the required courses for an Administration of Justice major along with the additional requirements for the associate degree. 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 employment. 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: 24

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

*Plus six units from the following:*

ADMJUS 150	Police Field Operations . . . . .	3.0
ADMJUS 155	Criminal Investigation . . . . .	3.0
ADMJUS 160	Traffic: Enforcement and Investigation . . . . .	3.0

ADMJUS 175	Organized Crime and Vice . . . . .	3.0
ADMJUS 180	Dangerous Drugs and Narcotics . .	3.0
ADMJUS 185	Police-Community Relations . . . . .	3.0
ADMJUS 190	Police Administration . . . . .	3.0
ADMJUS 250	Basic Academy . . . . .	14.0 – 22.0
SOCI 151	Juvenile Delinquency . . . . .	3.0

## Continuing Education

The College, in conjunction with various community partner agencies, provides additional courses that are approved by the Commission on Peace Officer Standards Training (P.O.S.T.) for continuing education units. These courses, listed as part of the PUBSAF series, are available for review at <http://webcms.canyons.edu>.

## ADMJUS 098 ADVANCED OFFICER TRAINING

Units: 0.25-5.00 4.25 – 90.0 hours lecture maximum,  
13.5 – 270.0 hours lab maximum

Variable format depending on subject matter. Course content includes refresher material from all areas of law enforcement responsibility such as law, firearms, first aid, and patrol procedures. Each course will have its own title and letter designation in the class schedule. Designed for upgrading currently employed law enforcement personnel. Unlimited repeats allowed.

## ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces the history, philosophy and practical aspects of the U.S. Criminal Justice System, including related subsystems, concepts, terms and theories of law enforcement, the judiciary and correctional systems. UC credit limitation: ADMJUS-101 and 110 combined maximum credit one course.

## ADMJUS 110 PRINCIPLES AND PROCE- DURES OF THE JUSTICE SYSTEM

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
An in-depth study of the history, role and responsibility of each primary segment within the administration of justice system: law enforcement, judicial and corrections. Each subsystem is examined from the initial entry to final disposition and the relationship each segment maintains with its system members. UC credit limitation: ADMJUS 101 and 110 combined maximum credit one course.

## ADMJUS 125 CRIMINAL LAW

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Presents the historical development, philosophy of law, and constitutional provisions. Covers definitions, classification of crimes, concepts of legal research, including case law, & concepts of law as a social force. Discusses various elements of crimes and relates common law to current California law.

**ADMJUS 126 SUBSTANTIVE CRIMINAL LAW**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
*Prerequisite: ENGL-091 or ENGL-094.*  
Reviews basic investigation principles, note-taking techniques and rules for writing police reports, warrants and memos. Specifically designed for individuals considering law enforcement, security work or those currently employed in these fields.

**ADMJUS 135 EVIDENCE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the basics of law enforcement and the study of law while reviewing relevant constitutional issues, Supreme Court decisions, and the federal Rules of Evidence. Also discusses types, kinds and preservation of evidence, the Hearsay Rule, admissibility, privileges, identification, and search and consent.

**ADMJUS 150 POLICE FIELD OPERATIONS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Explores the theories, philosophies, and concepts related to the role expectations of the line enforcement officer, including patrol, traffic, and public service responsibilities and their relationship to the administration of justice.

**ADMJUS 155 CRIMINAL INVESTIGATION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the basic principles of investigation utilized in the justice system, including how to deal with the public, knowledge of crime scenes, interviews, evidence, surveillance, follow-up, technical resources and case preparation.

**ADMJUS 160 TRAFFIC: ENFORCEMENT AND INVESTIGATION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines traffic law enforcement, accident investigation, and traffic control, specifically emphasizing the California Vehicle Code. Basic accident reporting and classification and determination of cause and prevention are also reviewed.

**ADMJUS 175 ORGANIZED CRIME AND VICE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the history of gangs and organized crime and presents social, political and legal issues of organized crime and its influence on vice activity. Reviews California laws dealing with prostitution, gambling, and pornography.

**ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Law enforcement's role in the prevention of narcotics and dangerous drug sales and use, including the study of laws pertaining to controlled substances, detailed identification of drugs, symptoms of use, sales and packaging and investigative techniques.

**ADMJUS 185 POLICE-COMMUNITY RELATIONS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
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: 0.25-10.00 - CSU 4.25 – 180.0 hours lecture maximum, 13.5 – 540.0 hours lab maximum  
Advanced officer training with a variable format depending on subject matter. Course content includes new topics and refresher material from all areas of law enforcement responsibility such as firearms, first aid, and patrol procedures. Designed for upgrading currently employed law enforcement personnel. This course may be repeated if used for legally mandated training.

**ADMJUS 202 CUSTODY ASSISTANT**

Units: 8.00 - CSU 180.0 hours lecture maximum, 40.5 hours lab maximum  
Trains students to assist Deputy Sheriffs in supervising the conduct of inmates, how to process inmate records, prepare inmates for court appearances, assign classification of security categories and supervise inmate visitation.

**ADMJUS 250 BASIC ACADEMY**

Units: 14.00-22.00 - CSU 252.0 – 396.0 hours lecture maximum; 756.0 – 1188.0 hours lab maximum  
*Prerequisite: Students must successfully complete or pass a written examination, physical agility and strength test, comprehensive medical examination, intensive personal background investigation, and psychiatric evaluation. Test results must comply with the published guidelines of individual agencies and police departments, including the Los Angeles County Health Department, Los Angeles County Civil Service Commission, and the State of California as directed by Peace Officers*

*Standards and Training. Registration is limited to students who have successfully completed program prerequisites.*

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

### **ADMJUS 291 RESERVE OFFICER TRAINING LEVEL III**

Units: 3.00-4.50 - CSU 54.0 hours lecture maximum – 81.0 hours lecture maximum

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, intensive personal background investigation and certification of physical fitness.*

A demanding and highly structured course of fundamental instruction that will award the student with a certification of Level III status upon successful completion of the 163 hours. Also certifies the student under P.C. 832.

This course may be repeated if used for legally mandated training.

### **ADMJUS 292 RESERVE OFFICER TRAINING LEVEL II**

Units: 3.00-6.00 - CSU 54.0 hours – 108.0 hours lecture maximum

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, intensive personal background investigation and certification of physical fitness.*

A demanding and highly structured course of medium level instruction that will award the student a certification of level II status upon successful completion of the 160 hours. Also certifies the student's ability to proceed to Level I training. This course may be repeated if used for legally mandated training.

### **ADMJUS 293 RESERVE OFFICER TRAINING LEVEL I**

Units: 5.00 - CSU 90.0 hours lecture maximum

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, intensive personal background investigation and certification of physical fitness.*

The highest level of Reserve Officer, carrying with it the equivalency of having completed a Basic P.O.S.T.

Academy. The most demanding and highly structured course of the 799 hour Reserve Officer program.

Awards the student a certification of Level I status upon successful completion. May be repeated if used for legally mandated training.

# ANIMATION

The Animation Program will prepare students for an entry-level position in the animation industry with emphasis in either computer or hand-drawn methods. The Associate Degrees are also designed for transfer to four-year colleges or universities. At the conclusion of their studies, all students will be prepared for entry-level positions in a number of fields (for example: video game design, television and motion picture production) requiring them to create animation, by either computer or hand-drawn methods, or a combination of the two. Classes are offered in traditional drawn animation, character design, layout, storyboarding, 2-D computer animation, and 3-D computer animation.

### **Associate in Arts Degree: Animation Production**

Units required: 42

ANIM 100	History of Animation . . . . .	3.0
ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 130	Flash Animation . . . . .	3.0
ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 173	Motion Design . . . . .	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	Environmental Design for Animation . . . . .	3.0
ANIM 222	Character and Prop Design for Animation . . . . .	3.0

*Recommended electives:*

ANIM 190	Digital Animation Production . . . . .	3.0
ART 224A	Drawing III - Life Drawing . . . . .	3.0
GMD 172	Desktop Video . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

## Certificate of Achievement: Animation Production

Units required: 36

ANIM 101	Introduction to Animation	3.0
ANIM 120	Story Development and Storyboarding	3.0
ANIM 130	Flash Animation	3.0
ANIM 190	Digital Animation Production	3.0
ANIM 201	Advanced Animation	3.0
ANIM 221	Environmental Design for Animation	3.0
ANIM 222	Character and Prop Design for Animation	3.0
ANIM 280	Animation Portfolio	3.0
ART 124A	Drawing I	3.0
ART 124B	Drawing II	3.0
GMD 101	Introduction to Digital Media	3.0

*Plus three units from the following:*

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

*Recommended electives:*

GMD 172	Desktop Video	3.0
THEATR 140	Acting Fundamentals	3.0

### COMPUTER ANIMATION

#### Associate in Arts Degree: Computer Animation

Units required: 39

ANIM 100	History of Animation	3.0
ANIM 101	Introduction to Animation	3.0
ANIM 130	Flash Animation	3.0
ANIM 201	Advanced Animation	3.0
ANIM 280	Animation Portfolio	3.0
ART 124A	Drawing I	3.0
ART 124B	Drawing II	3.0
ART 140	Beginning Design: 2 dimensional Media	3.0
ART 141	Beginning Design: 3 dimensional Media	3.0
GMD 101	Introduction to Digital Media	3.0
GMD 173	Motion Design	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	Environmental Design for Animation	3.0
ANIM 222	Character and Prop Design for Animation	3.0
ART 224A	Drawing III - Life Drawing	3.0
GMD 172	Desktop Video	3.0
THEATR 140	Acting Fundamentals	3.0

## Certificate of Achievement: Computer Animation

Units required: 33

ANIM 101	Introduction to Animation	3.0
ANIM 120	Story Development and Storyboarding	3.0
ANIM 130	Flash Animation	3.0
ANIM 280	Animation Portfolio	3.0
ART 124A	Drawing I	3.0
ART 124B	Drawing II	3.0
GMD 101	Introduction to Digital Media	3.0
GMD 173	Motion Design	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

*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 190	Digital Animation Production	3.0
ANIM 221	Environmental Design for Animation	3.0
GMD 172	Desktop Video	3.0
THEATR 140	Acting Fundamentals	3.0

**VIDEO GAME ANIMATION**

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

**Certificate of Achievement: Video Game Animation**

Units required: 28

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

*Plus three units from the following:*

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

*Recommended electives:*

CMPSCI 235	C Programming . . . . .	3.0
CMPSCI 236	C++ Object Oriented Programming . . . . .	3.0
CWEXP 188	Cooperative Work Experience – ANIM . . . . .	1-4.0

**ANIM 085 APPLICATIONS: MAYA I**

Units: 1.00 18.0 hours lecture maximum

*Co-requisite: ANIM-091L*

*Recommended Preparation: Basic computer skills.*

A short-term introduction to the basics of Maya 3D animation software. Includes Maya and 3D terms, as well as understanding how Maya nodes work with basic modeling and animation controls. Part 1 of 3 courses. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**ANIM 091L SHORT-TERM OPEN ANIMATION LAB**

Units: 0.50 27.0 hours lab maximum

A short-term open animation lab for currently enrolled animation students who wish to increase their skills through the use of the computer animation lab. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**ANIM 092L OPEN ANIMATION LAB**

Units: 1.00-2.00 54.0 – 108.0 hours lab maximum

An open lab for the currently enrolled animation student who wishes to increase skills through the computer animation lab. Recommend concurrent enrollment with another computer animation production course. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**ANIM 093L DRAWN ANIMATION OPEN LAB**

Units: 0.50-2.00 27.0 – 108.0 hours lab maximum

A drawn animation open lab for the currently- enrolled animation student who wishes to increase skills through the use of this lab. Designed for ANIM-101 and ANIM-201 students. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**ANIM 098 SPECIAL TOPICS IN ANIMATION**

Units: 0.50-3.00 9.0 – 54.0 hours lecture maximum

An exploration of various techniques and subjects related to animation and animation techniques. Topics to be announced per semester. See the current schedule of classes for specific course description and recommended preparation. Field trips may be required.

**ANIM 100 HISTORY OF ANIMATION**

Units: 3.00 - CSU 54.0 hours lecture maximum

Surveys and analyzes animated motion pictures and television masterpieces from their inception to the present including a study of ideas and values of the examined animated films as reflected and emphasized through artistic techniques.

**ANIM 101 INTRODUCTION TO ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: ART-124B.*

Introduces the principles of animation, laws of motion, timing, analysis and the production of a short animated narrative video. Traditional drawing methods will be used. May be taken four times for credit.

**ANIM 120 STORY DEVELOPMENT AND STORYBOARDING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

An introduction to story development and storyboarding for animation. Emphasis is on storyboarding as well as the understanding of traditional story structure for animated film, television and Internet. Staging, dramatic structure, film narrative, clarity and continuity is applied to hands-on projects. Students also explore a variety of storyboarding styles, from the realistic to stylized boards.

**ANIM 130 FLASH ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: Basic Computer Skills.*

*Recommended Co-requisite: ANIM-091L or 092L.*

An introduction to interactive 2D computer animation. Drawing tools, bitmaps, symbols, layers, animation and basic interactivity will be utilized to create a short 2D animated interactive movie. May be taken four times for credit.

**ANIM 140 INTRODUCTION TO 3D STUDIO MAX/ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Co-Requisite: ANIM-092L.*

An introduction to 3D computer design, modeling, textures, and animation through the use of 3D Studio Max software. 3D models and animations with light, sounds, and textures will be explored. Students create character animation, construct set designs, and complete an independent animated project. Basic computer skills are assumed. May be taken four times for credit.

**ANIM 141 INTRODUCTION TO 3D COMPUTER ANIMATION: MAYA**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: Basic computer skills. Recommended Preparation: ANIM-092L.*

An introduction to 3D computer design, modeling, textures and character animation through the use of Maya software. Understanding how Maya nodes work with basic modeling and animation controls. Learning how to design and explore detailed textures, cameras, lighting, intermediate surfaces, intermediate modeling of polygons and NURBS. Head and body modeling, inverse kinetics and animation constraints. May be taken four times for credit.

**ANIM 190 DIGITAL ANIMATION PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-101.*

Examines the techniques and skills needed to create digitally animated films including pre-production, production, and post-production. May be taken four times for credit.

**ANIM 201 ADVANCED ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-101. Recommended Preparation: ANIM-190.*

Examines 2D, digital character animation and its techniques. Students will complete advanced animation in-depth exercises, as well as design and produce a short animated file. May be taken two times for credit.

**ANIM 221 ENVIRONMENTAL DESIGN FOR ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-101. Recommended Preparation: ART-124A and ANIM-140 or 141.*

Studies design, composition, perspective, atmospheric and psychological lighting, and camera placement as applied to the construction of scenes, the congruency of sequences, and the designing of environments for animation.

**ANIM 222 CHARACTER AND PROP DESIGN FOR ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: ART-124B.*

Introduces traditional and digital tools to create animated models, emphasizing emotional content and clarity of design, as well as technical conventions. May be taken two times for credit.

**ANIM 230 TEXTURE MAPPING FOR COMPUTER ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: GMD-047 and ANIM-141. Recommended Co-Requisite: ANIM-092L.*

Digital image manipulation software to create textures, which will be applied to 3D computer models. May be taken four times for credit.

## **ANIM 240 ADVANCED 3D STUDIO MAX/ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-140. Recommended Preparation: ANIM-101. Recommended Co-Requisite: ANIM-092L.*

Covers advanced concepts for producing 3D computer models and animations. Character and architectural animations are produced using lighting, sound and texture. Students produce an independent project in 3D Studio Max. May be taken four times for credit.

## **ANIM 241 ADVANCED MAYA ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-141 OR ANIM-087. Recommended Co-Requisite: ANIM-092L.*

A comprehensive exploration of 3D computer design, modeling, textures and character animation through the use of Maya software. Students collaborate in creating team projects, designing characters and animation. May be taken four times for credit.

## **ANIM 260 REAL-TIME VIDEO GAME ANIMATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-140 or ANIM-141. Recommended Co-Requisite: ANIM-092L.*

Animated movie-making within a real-time, virtual, 3D game environment. Involves 3D character and set modeling, character animation, surface texturing, virtual set lighting and directing. May be taken four times for credit.

## **ANIM 280 ANIMATION PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ANIM-101.*

Students organize and prepare an animation portfolio in a professional manner. Emphasis is on evaluating the selection of work as well as improving construction and design of presentation. Career options and employment opportunities will be examined. May be taken four times for credit.

# ANTHROPOLOGY

Anthropology is a scientific discipline that studies human beings from a biological and cultural (bio-cultural) perspective using data, methodology and research results from biological science and social science and behavioral science disciplines under the paradigm of evolution. Physical (biological) anthropology studies humans and their animal relatives, both living and extinct, primarily as species originating in the natural world. Cultural (social-cultural) anthropology compliments physical anthropology through the observation and recording of the broad range of human diversity using ethnographic data collected from participant observer field studies and ethno-historical accounts. Archaeology, the study of human life ways in the past, adopts a strategy similar to cultural anthropology but relies mainly on evidence from the material culture of a people as well as on the use of specialized field, laboratory and preservation methods rather than upon ethnographic information provided by informants. Students who complete introductory courses in anthropology are equipped to understand those complex interactions between human biology, culture, technology and language that have enabled our species to evolve and adapt to the natural world, a foundation important for their future success as upper-division and graduate level university students.

Anthropology majors with B.A. degrees are well prepared to enter specific fields as diverse as teaching and bilingual education, art, law and paralegal studies, medicine and health treatment, library and information science, translating and interpreting, publishing and media, journalism, photography, documentary film-making, travel, leisure and culinary arts, cultural and historic preservation, business and management, government and industry, as well as more directly related jobs in archaeology, applied anthropology, biological sciences and environmental studies. An associate degree in Anthropology is not offered.

**ANTHRO 101 PHYSICAL ANTHROPOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Studies humans and lower primates from the biological perspective. Deals with human population genetics in the conceptual framework of evolutionary processes, comparisons, and analyses, including primate behavior, primate evolution, human fossils, as well as race formation and classification.

**ANTHRO 101L PHYSICAL ANTHROPOLOGY LABORATORY**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
*Co-requisite: ANTHRO-101.*

Provides a hands-on scientific study of human evolution and variation. Students conduct laboratory work on human and non-human primate laboratory specimens using the methods, materials and techniques of physical anthropology. Includes analysis of DNA, blood and protein samples, measurement and comparison of skeletal materials and fossil casts and the performance of standard anthropometric measurements on human subjects. Students also conduct first-hand observations of primate behavior in a zoo or research setting. A half-day field trip is required.

**ANTHRO 103 CULTURAL ANTHROPOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Studies the nature of humankind, culture and society, including concepts and theories used for their analysis and understanding. Prehistory and cultural growth, social organization, family systems, politics and economics, war, religion, values, culture shock, and applied anthropology are examined.

**ANTHRO 105 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Introduces the methods and theories related to anthropological archaeology and the archaeology of the human past from a global perspective, including the science of archaeology, archaeological survey and excavation, archaeological laboratory analysis, dating methods in archaeology, and archaeological interpretation.

**ANTHRO 210 INDIANS OF CALIFORNIA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Reviews the main cultural aspects of the California Indians, including the prehistory, modes of subsistence, social organization, customs, and geographical and historical relationships of the native people of California and draws upon ethnological, ethnographical, historical and archaeological materials.

**ANTHRO 215 INDIANS OF THE SOUTH-WESTERN UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys the cultural adaptations of the native people of the southwestern United States, and the changes of those cultures through time. Emphasizes their environments, archaeological backgrounds, historic relations with the Spanish, Mexican, and Anglo-American occupiers of their lands, and their historically known and contemporary cultures including means of subsistence, technology, social organization, religion, and arts.

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

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Presents an anthropological examination of the phenomenon of religion in tribal, present, and contemporary societies, including how religion is integrated into culture. Specifically reviews religious symbolism, ritual, magic, deviation, witchcraft, and syncretism.

**ARABIC**

*(See Modern Languages)*

# ARCHITECTURAL DRAFTING

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

## Associate in Science Degree: Architectural Drafting

Units required for Major: 44

ARCHT 100	Architecture and Related Fields . . .	2.0
ARCHT 120	Design I - Elements of Architectural Design . . . . .	3.0
ARCHT 140	Materials and Methods of Construction . . . . .	3.0
ARCHT 160	AutoCAD for Architecture and Interior Design . . . . .	3.0
ARCHT 180	Codes and Zoning Regulations . . .	3.0
ARCHT 200	Design III - Environmental Design . . . . .	3.0
ARCHT 220	Architectural Drafting II . . . . .	3.0
ARCHT 240	Architectural Design Portfolio . . . .	3.0
ARCHT 260	Advanced CAD for Architecture and Interior Design . .	3.0
ARCHT 280	Design IV - Advanced Design . . . .	3.0
ID 103	Perspective and Interior Illustration . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 114	Architecture and Interiors History: Antiquity - Classical Revival . . . . .	4.0

*Plus three units from the following:*

ARCHT 110	Architectural Drafting I . . . . .	3.0
ID 110	Architectural Drafting I . . . . .	3.0

*Plus three units from the following:*

ARCHT 190	Design II - Space Planning . . . . .	3.0
ID 190	Design II - Space Planning . . . . .	3.0

*Recommended electives:*

ANTHRO 103	Cultural Anthropology . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ID 102	Applied Color for Designers . . . . .	3.0

ID 115	Architecture and Interiors History: Classical Revival – Post Modern . . . . .	3.0
ID 207	Residential Design . . . . .	3.0

## Certificate of Achievement: Architectural Drafting

Units required: 33

ARCHT 100	Architecture and Related Fields . . .	2.0
ARCHT 110	Architectural Drafting I . . . . .	3.0
ARCHT 140	Materials and Methods of Construction . . . . .	3.0
ARCHT 160	AutoCAD for Architecture and Interior Design . . . . .	3.0
ARCHT 180	Codes and Zoning Regulations . . .	3.0
ARCHT 190	Design II - Space Planning . . . . .	3.0
ARCHT 220	Architectural Drafting II . . . . .	3.0
ARCHT 240	Architectural Design Portfolio . . . .	3.0
ARCHT 260	Advanced CAD for Architecture and Interior Design . .	3.0
ARCHT 270	CAD 3-D Modeling/Animation . . . .	4.0

*Plus three units from the following:*

ID 114	Architecture and Interiors History: Antiquity - Classical Revival . . . . .	4.0
ID 115	Architecture and Interiors History: Classical Revival – Post Modern . .	3.0

## ARCHT 096L OPEN ARCHITECTURAL DRAFTING AND CAD LAB

Units: 1.00 54.0 hours lab maximum

An open lab for architectural drafting students who wish to increase skills through the use of manual architectural drafting and CAD lab. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit. (Formerly ID-095L and DRFT-095L)

## ARCHT 100 ARCHITECTURE AND RELATED FIELDS

Units: 2.00 - CSU 36.0 hours lecture maximum

Introduces the design process as a basis for architecture analysis, including an overview of engineering, city planning, landscape architecture, allied arts and construction.

## ARCHT 110 ARCHITECTURAL DRAFTING I

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Provides the 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 ID-163 and DRFT-163) Same as ID-110.

**ARCHT 120 DESIGN I - ELEMENTS OF ARCHITECTURAL DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the fundamentals of 2D and 3D design and the design process and problems of structural and spatial definitions. Projects will focus on visualization, perception, representation, and expression as well as introduction to the examination of physical/contextual/cultural aspects of design.

**ARCHT 140 MATERIALS AND METHODS OF CONSTRUCTION**

Units: 3.00 - CSU 54.0 hours lecture maximum

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

**ARCHT 160 AUTOCAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ARCHT-110 or ID-110.*

Drawing and editing commands and procedures to complete basic 2-D drawings for an architectural set of construction documents. Students wishing to use lab outside of class time must sign up for ARCHT-096L. May be taken two times for credit. (Formerly ID-264 and DRFT-264)

**ARCHT 180 CODES AND ZONING REGULATIONS**

Units: 3.00 - CSU 54.0 hours lecture maximum

Provides an in-depth review of California Building Codes, ADA or California Title 24 (Disabled Access Regulations based on the Americans with Disability Act), as related to commercial, residential and institutional projects. Students will apply building and zoning codes for the design and drafting in architecture and interior design. (Formerly ID-260 and DRFT-260)

**ARCHT 190 DESIGN II - SPACE PLANNING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ID-110 or ARCHT-110. Recommended Preparation: ARCHT-120 and ID-103.*

Includes the design process, methods, and presentations of interior commercial spaces. Schematic planning, code application, and human dimensions are related to anthropometrics and proxemics and the use of space for special populations will be applied to student projects. Same as ID-190. (Formerly ID-212)

**ARCHT 198 SPECIAL TOPICS: ARCHITECTURE**

Units: 0.25-3.00 - CSU 4.25 – 54.0 hours lecture maximum

An exploration of various topics related to architecture. See class schedule for topics to be announced each term. (Formerly DRFT-198)

**ARCHT 200 DESIGN III - ENVIRONMENTAL DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisites: ARCHT-110 or ID-110. Recommended Preparation: ARCHT-120, ARCHT-140 and ID-103.*

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

**ARCHT 220 ARCHITECTURAL DRAFTING II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ARCHT-160. Recommended Preparation: ARCHT-140 and ARCHT-180.*

Application of architectural drafting standards and appropriate codes to create a set of construction documents for a two-story, wood frame structure. Includes building methods, materials, and ordinances. Special consideration given to solving problems involving two-story additions to existing one-story structures. (Formerly ID-262 and DRFT-262)

## ARCHT 240 ARCHITECTURAL DESIGN PORTFOLIO

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite:* ARCHT-190.

Development of individual student portfolios that emphasize student accomplishments, instructional objectives and portfolio content desired for interviews in industry, and required by accredited schools of architecture. Development of resume, projects and portfolios will include using state-of-the-art computer modeling, rendering, animation and multimedia presentation techniques. May be taken three times for credit. (Formerly ID-269B and DRFT-269B)

## ARCHT 260 ADVANCED CAD FOR ARCHITECTURE AND INTERIOR DESIGN

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite:* ARCHT-160. *Recommended Preparation:* ARCHT-220.

Application of advanced computer-aided drafting (CAD) features to create three-dimensional conceptual drawings. Emphasis on design development, construction documents, working drawings, wire-frame, rendering, surface and solid modeling. Computer system and file management practices will be developed. May be taken three times for credit. (Formerly ID-265 and DRFT-265)

## ARCHT 270 CAD 3-D MODELING/ ANIMATION

Units: 4.00 - CSU 36.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite:* ARCHT-260.

Intermediate to advanced architecture CAD in 3-D illustration, rendering and animation. Virtual 'walk-through' and 'fly-through' of interior/exterior 3-D models with photo-realistic materials and light will be produced. May be taken two times for credit.

## ARCHT 280 DESIGN IV - ADVANCED DESIGN

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisites:* ARCHT-140, ARCHT-200, ARCHT-220 and ID-114. *Recommended Preparation:* ID-115.

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

# ART

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

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

### Associate in Arts Degree: Art

Units required for major: 18

ART 110	Art History: Ancient and Medieval .....	3.0
ART 111	Art History: Renaissance to Modern .....	3.0
ART 124A	Drawing I .....	3.0
ART 124B	Drawing II .....	3.0
ART 140	Beginning Design: 2 Dimensional Media .....	3.0
ART 141	Beginning Design: 3 Dimensional Media .....	3.0
<i>Recommended electives:</i>		
ART 227	Painting I .....	3.0
ART 235	Sculpture .....	3.0

### ART 085 ART HISTORY FIELD TRIPS

Units: 1.50 27.0 hours lecture maximum

Fosters art appreciation by visiting local museums and art galleries in the Los Angeles area. Field trips to museums and galleries will be augmented with lectures at each venue designed to provide background information and suggested techniques for viewing and analyzing the art in each collection. Locations will vary each term but may include: J. Paul Getty Museum, Museum of Contemporary Art, Norton Simon Museum, UCLA's Armand Hammer Museum, Huntington Library and Gardens, and Bergamot Station. May be taken four times for credit. (Formerly ART-114)

**ART 091L ART/DESIGN LAB**

Units: 1.00-2.00 54.0 – 108.0 hours lab maximum  
An open lab for the currently enrolled art student who wishes to increase skills through the use of the art-design lab facility. Units do not apply to the associate degree. May be taken four times for credit. Offered credit/no-credit or pass/no-pass only.

**ART 110 ART HISTORY: ANCIENT AND MEDIEVAL**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ART2

The first in a series of two survey classes in art history. Students study major works of art through reproductions made available in pictures and slides. Emphasis is placed on major monuments of art in painting, sculpture, and architecture of the western world from prehistoric times until the Renaissance.

**ART 111 ART HISTORY: RENAISSANCE TO MODERN**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ART4

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

**ART 113 CONTEMPORARY AMERICAN ARTISTS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 27.0 hours lecture maximum  
This is an eight-week course of museum, gallery and studio visits which may include the Museum of Contemporary Art, Los Angeles County Museum of Art, Norton Simon Museum, J. Paul Getty Museum, Bergamot Station, UCLA's Armand Hammer Museum, Huntington Library and Gardens, and the Pacific Design Center. The course will include interactive discussions and projects with students, faculty, gallery professionals and artists. Different lectures and exhibits each semester. May be taken four times for credit.

**ART 115 ART HISTORY: IMPRESSIONISM TO PRESENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Surveys the history of architecture, sculpture and painting from the mid-nineteenth century to the present in Western Europe and North America, with emphasis on the twentieth century. Museum field trips will be required.

**ART 124A DRAWING I**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum CAN ART 8  
Beginning course in drawing experiences emphasizing basic drawing techniques in a variety of media; and compositional and design fundamentals.

**ART 124B DRAWING II**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Recommended Preparation: ART-124A.*

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

**ART 140 BEGINNING DESIGN: 2 DIMENSIONAL MEDIA**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum CAN ART14

Studies elements and principles of design with special emphasis on structure, color, and 2-D composition through experimental media; provides basic fundamentals for 2-D oriented art courses.

**ART 141 BEGINNING DESIGN: 3 DIMENSIONAL MEDIA**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

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

**ART 205 LANDMARKS OF ART**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Exposes the student to visual art reproductions and offers a means of stimulating the student's visual, emotional and intellectual awareness of the artistic heritages of world art without a chronological approach. Analyzes the work of the great masters.

**ART 220 WATERCOLOR PAINTING**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

A beginning course in the use of transparent watercolor media that will include instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Emphasis will be placed upon creative application and composition. May be taken four times for credit.

**ART 222 ILLUSTRATION I**

Units: 3.00 - CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Prerequisite:* ART-124A or ART-140.

Introduces materials and techniques used by commercial illustrators. Projects emphasize concept development, style, imagery, and illustrative communication for use in and in combination with advertising, editorial print media, and various publications. Projects are designed to meet professional standards. Field trip may be required.

**ART 224A DRAWING III - LIFE DRAWING**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum CAN ART 24

Intermediate course in life drawing; study and graphic representation of the human figure with the use of professional posed models. Special emphasis on structure of skeletal and muscular systems. May be taken four times for credit.

**ART 227 PAINTING I**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Prerequisite:* ART-124A or ART-140. CAN ART10

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

**ART 228 PAINTING II**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Prerequisite:* ART-227 or presentation of portfolio.

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

**ART 229 LANDSCAPE PAINTING**

Units: 3.00 - CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Recommended Preparation:* ART-124A.

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

**ART 235 SCULPTURE**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum CAN ART12

*Prerequisite:* ART-141.

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

**ART 236 SCULPTURE II**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Prerequisite:* ART-235.

A continuation of ART 235 with advanced casting techniques in various materials. Additive and subtractive techniques are further explored. May be taken four times for credit.

**ART 237 FUNDAMENTALS OF PRINTMAKING**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum CAN ART 20

*Recommended Preparation:* ART-124A.

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

**ART 238 PRINTMAKING (INTAGLIO)**

Units: 3.00 - UC:CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

*Prerequisite:* ART-237.

Introduces intaglio printmaking techniques and image development, including etching, photo etching, engraving, dry-point, and aquatint. May be taken two times for credit.

**ART 295 PROFESSIONAL SKILLS FOR ARTISTS**

Units: 3.00 - CSU 27.0 hours lecture maximum, 76.5 hours lab maximum

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

Astronomy is the study of the principles and development of the solar system and the galaxies. Astronomy classes include general survey introductory courses for physical science majors or students looking for interesting alternatives to fulfill general education requirements. The following is a sample of career options available for astronomy majors. Most require a baccalaureate degree, and some require a graduate degree: teacher, astrophysicist and astronomer. An associate degree is not available in astronomy.

## ASTRON 100 GENERAL ASTRONOMY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Survey of the content and dynamics of the solar system; the earth and its motions; time and the calendar; moon, eclipses and tides; physics of the sun, planets, comets and meteors, including their dynamical aspects of motion. Principles, logic, and development of stellar astronomy. Physics of the stars, stellar type populations, and stellar evolution; stellar organizations, galaxies, and cosmology. UC credit limitation: No credit for ASTRON-100 if taken after 101 or 102.

## ASTRON 101 THE STELLAR SYSTEM

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
A survey of stellar astronomy. Covers the scientific method, ancient and Renaissance astronomy; the earth and its motion, seasons, time and the calendar; the moon, eclipses, and tides; electromagnetic radiation; tools of the astronomer; physics of the sun. Physics of the stars, stellar types, populations, and stellar evolution; stellar organizations, galaxies, and cosmology are included.

## ASTRON 102 THE SOLAR SYSTEM

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 meteors; and the evolution of the solar system.

# ATHLETIC TRAINING

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: 29

HLHSCI 100	Health Education . . . . .	3.0
HLHSCI 150	Nutrition . . . . .	3.0
KPET 120	Emergency Procedures . . . . .	2.0
KPET 201	Principles of Physical Fitness and Conditioning . . . . .	3.0
KPET 210	Prevention and Care of Athletic Injuries . . . . .	3.0
KPET 210L	Prevention and Care of Athletic Injuries Lab . . . . .	1.0
KPET 212	Athletic Training Clinical Experience . . . . .	3.0
KPET 213	Practicum in Athletic Training . . . . .	3.0

*Plus eight units from one of the following options:*

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

# AUTOMOTIVE TECHNOLOGY

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

Currently there is an unprecedented need for trained automotive technicians. The need continues to grow as the automotive industry changes and retools to meet demands from consumers and the economy.

## Associate in Science Degree and Certificate of Achievement: Automotive Technology

Units required for major: 42

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

*Plus a minimum one unit from the following:*

CWEXP 188	Cooperative Work Experience – AUTO . . . . .	1.0 – 4.0
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## AUTO 090 AUTOMOTIVE MAINTENANCE AND OPERATION

Units: 3.00 36.0 hours lecture maximum, 54.0 hours lab maximum

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

## AUTO 094 AUTOMOTIVE HEATING AND AIR CONDITIONING

Units: 3.00 27.0 hours lecture maximum, 81.0 hours lab maximum

*Recommended Preparation: AUTO-101.*

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

## AUTO 101 AUTOMOTIVE ENGINE FUNDAMENTALS

Units: 4.00 - CSU 54.0 hours lecture maximum, 66.0 hours lab maximum

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

## AUTO 102 ENGINE PERFORMANCE I

Units: 4.00 - CSU 45.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: AUTO-101.*

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

## AUTO 103 AUTOMOTIVE ELECTRICAL SYSTEMS

Units: 5.00 - CSU 72.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended preparation: AUTO-101.*

Presents the theory and practical application of basic electricity and automotive electrical systems such as battery, starting, charging, and electronic ignition. Laboratory work includes repair work on starters, alternators and trouble shooting components of the electrical system as well as practice with the latest diagnostic equipment.

## AUTO 104 STEERING, SUSPENSION AND ALIGNMENT

Units: 3.00 - CSU 36.0 hours lecture maximum, 81.0 hours lab maximum

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

**AUTO 105 AUTOMATIC TRANSMISSIONS**

Units: 5.00 - CSU 72.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: AUTO-101.*

Introduces the theory and principles of automatic transmissions and transaxles. Procedures for diagnosing problems, adjusting, and overhauling the automatic transmission and transaxle are studied and applied in the shop. May be taken three times for credit.

**AUTO 106 MANUAL TRANSMISSIONS, TRANSAXLES AND DRIVETRAINS**

Units: 5.00 - CSU 72.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: AUTO-101.*

Presents the principles, theory, operation, and diagnosis of problems and service procedures of clutches, manual transmissions, drivelines, transfer cases, and transaxle assemblies, including non-slip differentials. May be taken three times for credit.

**AUTO 107 ADVANCED ELECTRICAL SYSTEMS**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: AUTO-103 .*

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

**AUTO 108 ENGINE PERFORMANCE II**

Units: 4.00 - CSU 45.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: AUTO-102.*

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

**AUTO 109 AUTOMOTIVE BRAKE SYSTEMS**

Units: 4.00 - CSU 45.0 hours lecture maximum, 81.0 hours lab maximum

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

# BIOLOGICAL & PHYSICAL SCIENCES

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

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

Units required for major: 18

*Eight units from the following:*

BIOSCI 100	General Biology . . . . .	4.0
BIOSCI 106	Organismal & Environmental Biology . . . . .	4.0
BIOSCI 107	Molecular and Cellular Biology . . . . .	4.0
BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
BIOSCI 204	Human Anatomy and Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy and Physiology II . . . . .	4.0
BIOSCI 215	General Zoology . . . . .	4.0
BIOSCI 216	General Botany . . . . .	4.0
BIOSCI 219	Marine Biology . . . . .	4.0
BIOSCI 221	Introduction to Microbiology . . . . .	5.0
BIOSCI 230	Introduction to Biotechnology . . . . .	5.0
BIOSCI 231	Advanced Topics in Biotechnology . . . . .	5.0
BIOSCI 240	Molecular Genetics . . . . .	4.0
BIOSCI 250	Human Anatomy and Physiology . . . . .	8.0

Plus ten units from the following:

ANTHRO 101	Physical Anthropology	3.0
ANTHRO 101L	Physical Anthropology Laboratory	1.0
ASTRON 100	General Astronomy	3.0
ASTRON 101	The Stellar System	3.0
ASTRON 102	The Solar System	3.0
BIOSCI 104	Introduction to the Human Body	3.0
BIOSCI 130	Contemporary Issues in Environmental Biology	3.0
BIOSCI 132	Concepts in Evolution	3.0
BIOSCI 140	Principles of Human Genetics	3.0
BIOSCI 170	Introduction to Forensic Biology	4.0
BIOSCI 180	Biology of Cancer	3.0
BIOSCI 190	Introduction to Bioinformatics	2.0
BIOSCI 208	Human Prosection	1.0
BIOSCI 218	Introduction to Oceanography	4.0
CHEM 110	Introductory Chemistry	4.0
CHEM 151	Preparatory General Chemistry	4.0
CHEM 201	General Chemistry I	6.0
CHEM 202	General Chemistry II	5.0
CHEM 255	Organic Chemistry I	5.0
CHEM 256	Organic Chemistry II	5.0
GEOG 101	Physical Geography	3.0
GEOG 101L	Physical Geography Lab	1.0
GEOL 100	Physical Geology Lab	1.0
GEOL 101	Physical Geology	3.0
GEOL 102	Historical Geology	3.0
GEOL 105	Geology of California	3.0
GEOL 106	Geology of National Parks and Monuments	3.0
GEOL 107	Minerals, Rocks and Fossils	3.0
GEOL 109	Earth Science	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 and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC 221	Physics for Scientists and Engineers: Electricity and Magnetism	4.0
PHYSIC 222	Physics for Scientists and Engineers: Wave Motion, Heat, Optics, and Modern Physics	4.0
PSYCH 102	Physiological Psychology	3.0

## BIOLOGICAL SCIENCE

### BIOSCI 050L BIOLOGY COMPUTER LABORATORY

Units: 0.50 27.0 hours lab maximum

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. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit. (Formerly BIOSCI-050)

### BIOSCI 095 CLEANROOM TECHNOLOGY

Units: 0.50 4.5 hours lecture maximum, 13.5 hours lab maximum

Introduces basic techniques and theory of cleanroom science. General building design, water systems, HVAC, utilities, instrumentation, process control systems and external environment effects will be taught and demonstrated in a clean room setting. Offered credit/no-credit or pass/no-pass only.

### BIOSCI 100 GENERAL BIOLOGY

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

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

### BIOSCI 104 INTRODUCTION TO THE HUMAN BODY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces the structure and function of the human body and how they relate to health and illness.

### BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

Introduction to organismal and environmental biology, cell theory, patterns of reproduction, embryological and organ development in major plant and animal groups, behavior, Mendelian genetics, population genetics, diversity of plants and animals, classification, and principles of ecology and evolution.

### BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: MATH-070*

Introduces the principles of bioenergetics; molecular structure, function, and evolution; and cell morphology, anatomy and physiology.

**BIOSCI 112 FIELD BIOLOGY OF REGIONAL HABITATS**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

Focuses on the natural history and ecology of various habitats (mountains, deserts, and ocean) in the Santa Clarita Valley and neighboring areas. Major flora and faunas, as well as the distribution, abundance and interactions of these organisms. Use of plants and other organisms for biological science and medical research. Quantifying of organisms using various ecological sampling techniques. Field trips required and may extend beyond lab times. Weekend trips may be required.

**BIOSCI 120 DIVERSITY IN THE SCIENCES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Explores the significant contributions of individuals of diverse backgrounds in science and mathematics. Examines case studies of women and people of diverse ethnic backgrounds who have made important discoveries and contributions to the understanding of science and mathematics.

**BIOSCI 130 CONTEMPORARY ISSUES IN ENVIRONMENTAL BIOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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

**BIOSCI 132 CONCEPTS IN EVOLUTION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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

**BIOSCI 140 PRINCIPLES OF HUMAN GENETICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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

**BIOSCI 170 INTRODUCTION TO FORENSIC BIOLOGY**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

Focuses on current information and techniques used in investigatory biology such as DNA, RNA, proteins, cells, tissues, and organs as well as entomology and human behavior and how such information is used to investigate crimes. A field trip may be required.

**BIOSCI 180 BIOLOGY OF CANCER**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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

**BIOSCI 190 INTRODUCTION TO BIOINFORMATICS**

Units: 2.00 - CSU 36.0 hours lecture maximum

*Recommended preparation: BIOSCI-100, CHEM-110 or CHEM-151.*

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

**BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: BIOSCI-107.*

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

**BIOSCI 202 INTRODUCTION TO HUMAN PHYSIOLOGY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: BIOSCI-107.*

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

**BIOSCI 204 HUMAN ANATOMY AND PHYSIOLOGY I**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: BIOSCI-107.*

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

**BIOSCI 205 HUMAN ANATOMY AND PHYSIOLOGY II**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: BIOSCI-204.*

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

**BIOSCI 208 HUMAN PROSECTIONS**

Units: 1.00 - CSU 54.0 hours lab maximum

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

Provides experience in the dissection of a human cadaver including identification of major visceral organs and structures, and fine dissection of specific regions or organs. May be taken two times for credit.

**BIOSCI 215 GENERAL ZOOLOGY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite:* MATH-070. *Recommended Preparation:* BIOSCI-107.

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

**BIOSCI 216 GENERAL BOTANY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite:* MATH-070. *Recommended Preparation:* BIOSCI-107.

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

**BIOSCI 218 INTRODUCTION TO OCEANOGRAPHY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

A study of the history of oceanography, geological, chemical, biological and physical oceanography. Laboratories will include both in-class and required field studies - which may include times outside of assigned laboratory times.

**BIOSCI 219 MARINE BIOLOGY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

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

**BIOSCI 221 INTRODUCTION TO MICROBIOLOGY**

Units: 5.00 - UC:CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite:* BIOSCI-107.

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

**BIOSCI 230 INTRODUCTION TO BIOTECHNOLOGY**

Units: 5.00 - UC:CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite:* BIOSCI-107.

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

**BIOSCI 231 ADVANCED TOPICS IN BIOTECHNOLOGY**

Units: 5.00 - CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite:* BIOSCI-107.

Covers advanced molecular biology concepts and refined lab skills, as students will independently conduct lab experiments. Topics include DNA science, tissue culture, and protein studies.

**BIOSCI 240 MOLECULAR GENETICS**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite:* BIOSCI-107.

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

**BIOSCI 250 HUMAN ANATOMY AND PHYSIOLOGY**

Units: 8.00 - UC:CSU 108.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite:* BIOSCI-107.

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

# BIOTECHNOLOGY

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

## Certificate of Achievement: Biotechnology

Units required for certificate: 24.0

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 095	Cleanroom Technology . . . . .	0.5
BIOSCI 221	Introduction to Microbiology . . . . .	5.0
CHEM 202	General Chemistry II . . . . .	5.0

### *One English course may be taken:*

ENGL 091	Introduction to College Reading and Writing . . . . .	3.0
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### *Or*

ENGL 094	Introduction to Technical Reading and Writing . . . . .	3.0
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# BUSINESS

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

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

Units required for major: 22

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

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

Units required: 22

BUS 201	Principles of Accounting I . . . . .	5.0
BUS 202	Principles of Accounting II . . . . .	5.0
BUS 211	Business Law . . . . .	3.0
ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0

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

ECON 291	Statistical Methods in Business and Economics . . . . .	3.0
MATH 140	Introductory Statistics . . . . .	4.0

### *Recommended elective:*

CIT 145	QuickBooks Pro . . . . .	3.0
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### Associate in Science Degree and Certificate of Achievement: Human Resources Management

Units required: 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: Marketing

Units required: 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 211	Business Law . . . . .	3.0

*Plus three units from the following:*

BUS 190	Principles of Electronic Commerce . . . . .	3.0
BUS 192	E-Business Strategy . . . . .	3.0

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

Units required: 23

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

*Plus three units from the following:*

BUS 100	Introduction to Business . . . . .	3.0
BUS 110	Principles of Management . . . . .	3.0

*Recommended elective:*

CIT 145	QuickBooks Pro . . . . .	3.0
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### RETAIL MANAGEMENT

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

### Certificate of Achievement: Retail Management

Units required: 34

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

*Plus three units from the following:*

COMS 105	Speech Fundamentals . . . . .	3.0
COMS 223	Small Group Communication . . . . .	3.0

### E-COMMERCE: BUSINESS

In recent years, various changes in the business environment have occurred, including the emergence of new information technologies. Consequently, many businesses need to realign with the new Internet economy in order to compete effectively in our changing world. In addition, there are opportunities for e-business start-ups with sound business foundations and competitive strategies. This certificate of completion in E-Commerce/ Business attempts to provide students with the skill-building techniques and knowledge that will empower them to achieve career goals in the current e-business environment.

**Certificate of Completion: E-Commerce - Business**

Units required: for certificate: 15

BUS 192	E-Business Strategy . . . . .	3.0
CIT 170	Web Site Development I . . . . .	3.0

*Plus three units from the following:*

BUS 100	Introduction to Business . . . . .	3.0
BUS 110	Principles of Management . . . . .	3.0
BUS 211	Business Law . . . . .	3.0

*Plus three units from the following:*

BUS 140	Principles of Marketing . . . . .	3.0
BUS 141	Principles of Advertising . . . . .	3.0

*Plus three units from the following:*

BUS 190	Principles of Electronic Commerce . . . . .	3.0
CIT 190	Principles of Electronic Commerce . . . . .	3.0

**FINANCE**

The Certificate of Specialization in Finance is designed for students who wish to learn about the financial issues that affect their daily lives. It introduces and explores the tools needed to make informed financial decisions.

Topics covered include broad issues such as how the U.S. economy operates and the role of business within the economy in addition to specific issues such as how to evaluate investments and develop an effective financial plan. Students will learn how to apply financial concepts such as the time value of money, mutual funds, accounting and budgeting practices, cash management to everyday financial decisions.

**Certificate of Completion: Finance**

Units required: 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

**INTERNATIONAL TRADE**

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

**Certificate of Specialization: International Trade - Finance**

Units required: 15

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

*Plus three units from the following:*

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

**Certificate of Completion: International Trade - Marketing**

Units required: 15

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

*Plus three units from the following:*

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

## **BUS 097 BUSINESS LEADERSHIP INSTITUTE: SPECIAL TOPICS**

Units: 0.50-4.00 9.0 – 72.0 hours lecture maximum  
Special topics courses. These courses will consist of a variety of topics depending on the needs of the business community and will vary each term. Content of the course will include managerial leadership and business components. Check the current schedule of classes for the special topics offered each semester. Units do not apply to the associate degree.

## **BUS 100 INTRODUCTION TO BUSINESS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
An introduction to the field of business administration. Primary emphasis is on the United States enterprise system, its economic foundation, and the fundamental concepts of business organization. Topics include economic systems, strategic management, marketing, entrepreneurship, accounting, finance, operations, management information systems, human resources, ethics, social responsibility, and globalization.

## **BUS 101 BOOKKEEPING AND ACCOUNTING**

Units: 5.00 - CSU 90.0 hours lecture maximum  
Introduces the theory and application of double entry bookkeeping for non-transfer business majors. Examines the accounting cycle for both service and merchandising sole-proprietorship firms, including the use of ledgers, worksheets, and special purpose journals.

## **BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
A combination of global business theory as affected by cultural, political, legal, and international economic factors with instruction on government regulation, foreign market analysis, exporting, and importing. Internet applications are utilized to familiarize the student with available international business and government resources. Case studies are emphasized to demonstrate the practical applications of course subject matter.

## **BUS 110 PRINCIPLES OF MANAGEMENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines the fundamental functions of modern management in a changing world with an emphasis on planning, leading, and organizing, including leadership in management, motivation, communication, cultural diversity, team decision-making, management by objectives, organizational environment, sustainability, planning and strategic management, control process, organizational structure, and managing organizational change.

## **BUS 111 HUMAN RELATIONS IN THE WORKPLACE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace. Strategies and techniques that influence interpersonal, administrative, and organizational communications and

interactions among people. Fundamentals of multi-disciplined science/nature of human relations in developing employee leadership, in working toward win/win situations, and in enhancing performance evaluations and respective reward systems.

## **BUS 112 HUMAN RESOURCE MANAGE- MENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the management of human resources and an understanding of the impact and accountability to the organization in terms of human resource activities. Topics include global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

## **BUS 113 RETAIL MANAGEMENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces principles and practices used in the management of retail stores. Topics include site selection, layout, organization, staffing, positioning, customer service, promotional techniques and all aspects of critical buying function.

## **BUS 117 BUSINESS ENTREPRENEURSHIP**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Comprehensive analysis of establishing, marketing, financing, promoting, insuring, developing and staffing a small business.

## **BUS 126 MANAGING DIVERSITY IN THE WORKPLACE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines the effects of increasing diversity in the workplace, including the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments.

## **BUS 132 NEGOTIATION AND CONFLICT RESOLUTION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces organizational conflict and strategies for effective resolution with concentration on internal and external sources of conflict. Emphasizes non-litigation resolution, including arbitration, mediation, and mini-trial.

## **BUS 140 PRINCIPLES OF MARKETING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Focuses on fundamental concepts of modern marketing in a changing world. Substantive areas include: creating customer value, buying behaviors, market research, market strategy, target market analysis, global marketing, electronic marketing, and sales techniques, with particular emphasis on the marketing mix, including product, pricing, promotion, and distribution decisions.

**BUS 141 PRINCIPLES OF ADVERTISING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Focuses on fundamental concepts of modern advertising in the current business environment while using specialized techniques to create and promote an advertising campaign. Topics include the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electronic advertising, media selection, ethics, creative advertising message design, and integrated marketing. Emphasizes planning an advertising campaign and communicating ideas using advertising techniques.

**BUS 142 PRINCIPLES OF SELLING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Focuses on developing concepts of selling in the current business environment, including electronic selling, communication styles, sales servicing, ethics, and sales-force management. Emphasizes developing effective selling strategies and confidence building when making sales decisions.

**BUS 143 INTERNATIONAL MARKETING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Introduces the marketing of goods and services in an international environment, including the development of a comprehensive commercial marketing program. Covers topics such as market selection, effective distribution, and pricing.

**BUS 144 BUSINESS MATHEMATICS**

Units: 5.00 - CSU 90.0 hours lecture maximum  
*Prerequisite: Satisfactory completion of MATH-025 or higher or appropriate math placement as determined by the COC assessment process.*

Basic mathematics used in typical accounting, financial, and merchandising transactions. Emphasis is on analyzing word problems, selecting appropriate mathematical procedures, and solving the requisite algebraic equation. Extensive use of real-world business problems in the areas of cash and trade discounts, markup and markdown, compound interest, annuities, loan amortizations, inventory control, depreciation, insurance, investments, and financial statement analysis. Meets the associate degree math competency graduation requirement, and prepares students entering the accounting program.

**BUS 154 FINANCE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Introduces the concepts, tools, and applications of personal financial planning, including developing and prioritizing goals, managing money and credit, identifying investment alternatives, as well as examining retirement planning, housing decisions, tax planning, risk management/insurance, and estate planning.

**BUS 156 INTRODUCTION TO INVESTMENTS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Introduces the principles of investing and money management as primarily related to the stock market, including the various types of financial assets an investor must choose from, as well as related institutional settings and valuations.

**BUS 157 BUSINESS FINANCE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: MATH-103, 111, 120, 130, or 140.*

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

**BUS 159 INTERNATIONAL FINANCE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: BUS-157.*  
 Examines the international aspects of commercial finance. Topics include international corporate finance, foreign exchange, foreign direct investment, and multinational tax implications.

**BUS 160 BUSINESS ETHICS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Presents different schools of ethical thought applicable in the business environment including ethical issues and methodologies used for appropriate conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas.

**BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Introduces the basic aspects of importing and exporting providing students with a working knowledge of terms and techniques essential to operating an import/export business.

**BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Introduces the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues related to conducting business via the Internet. Topics include: evolving e-business models, Web-based technologies, value chains, electronic marketing, payment systems, security, ethics, legal, international, and cross-cultural issues. Familiarity with navigating the Internet is assumed. Same as CIT-190.

**BUS 192 E-BUSINESS STRATEGY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines the fundamental concepts of strategic planning for conducting business via the Internet, including case analysis of business strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Familiarity with the Internet is assumed.

**BUS 201 PRINCIPLES OF ACCOUNTING I**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum  
*Prerequisite:* MATH-025 or MATH-026.  
Presents the fundamental principles, theory, and application of accounting through the use of journals, ledgers, and worksheets. Covers the entire accounting cycle for both sole-proprietorships and partnerships, including the preparation and analysis of financial statements. Designed for transfer majors in business disciplines.

**BUS 202 PRINCIPLES OF ACCOUNTING II**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum  
*Prerequisite:* BUS-201.  
A continuation of the basic accounting theories and practices covered in BUS 201, expanding the use of financial and managerial accounting concepts used to make business decisions. Designed for transfer majors in business disciplines.

**BUS 211 BUSINESS LAW**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces the legal environment of business, including the classification of civil actions and business crimes, examination of state and federal court systems, detailed study of contract, tort, employment, and property law.

**BUS 214 INTERNATIONAL BUSINESS LAW**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the legal environment of international commerce including a study of the forms of international business, multinational enterprises, trade in goods and services, and dispute settlement.

**BUS 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite:* MATH-070.  
Examines descriptive statistics, elements of probability distributions, sampling, estimation, and confidence intervals, tests of hypothesis, linear regression and correlation, including applications to problems in business and economics. Writing and the use of spreadsheet software are required (same as ECON-291). UC credit limitation: BUS-291, ECON-291, MATH-140, PSYCH-135 and SOCI-135 combined, maximum credit one course.

# CHEMISTRY

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

**CHEM 110 INTRODUCTORY CHEMISTRY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite:* MATH-060.

An introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, a description of the elements, and their compounds. Nomenclature and formula writing as well as biological applications of chemistry will be emphasized. UC credit limitation: No credit if taken after CHEM-201 or 202. CHEM-110 and 151 combined, maximum credit, one course.

**CHEM 151 PREPARATORY GENERAL CHEMISTRY**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite:* MATH-060.

A preparatory course for Chemistry 201. Provides basic foundation in problem solving, atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. Laboratory enforces principles learned in lecture and emphasizes the development of skills in measurement and observation. UC credit limitation: CHEM-110 and 151 combined, maximum credit, one course. Students in need of a non-major general education course in chemistry are encouraged to take Chemistry 110 (Introductory Chemistry).

**CHEM 201 GENERAL CHEMISTRY I**

Units: 6.00 - UC:CSU 90.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite:* MATH-070 and CHEM-151, or MATH-070 and COC Chemistry Placement Exam.

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. UC credit limitation: maximum credit, 5 units.

### **CHEM 202 GENERAL CHEMISTRY II**

Units: 5.00 - UC:CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite: CHEM-201.*

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

### **CHEM 221 QUANTITATIVE ANALYSIS**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*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 54.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite: CHEM-201.*

Primarily for majors in the physical and biological sciences. The study of various classes of aliphatic, aromatic and heterocyclic compounds with emphasis on modern concepts of structure and reactivity. Laboratory: study of basic physical properties of organic compound synthesis and identification of organic compounds using modern instrumentation.

### **CHEM 256 ORGANIC CHEMISTRY II**

Units: 5.00 - UC:CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite: CHEM-255.*

A continuation of Chemistry 255 with emphasis upon biochemical processes. The classes of compounds most important to biological functions: amino acids, carbohydrates, proteins, lipids, nucleic acids, etc. The laboratory work includes multi- step synthesis; purification and characterization of biological macromolecules; spectrophotometry; catalysis; chromatography, etc.

## CHINESE

*(See Modern Languages)*

## CINEMA

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

### **CINEMA 120 FILM AESTHETICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A critical survey of the motion picture both as a medium of mass communication and as a developing art form. Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact. Designed as an introductory course. Film examples are screened in class.

### **CINEMA 121 HISTORY OF AMERICAN CINEMA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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

**CINEMA 122 HISTORY OF CINEMA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
An historical survey and critical analysis of motion picture masterpieces from their inception to the present. A study of the ideas and values of the examined films as reflected and emphasized through artistic techniques.

**CINEMA 123 AMERICAN CINEMA: CROSSING CULTURES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys American motion pictures that have been made by filmmakers representing a variety of American ethnic groups. Students will analyze Hollywood's treatment of ethnic cultures throughout film history.

**CINEMA 127 GREAT FILM MAKERS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Covers one film maker each semester and examines their work in artistic, social and historical terms. The selection of the film makers studied each semester will be denoted in the class schedule each semester. May be taken two times for credit.

**CINEMA 129 AN INTRODUCTION TO FILM GENRES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Surveys the development, artistic, social and entertainment ingredients of basic film genres. Emphasizes such genres as the science-fiction film, western, gangster, crime and detective ('film noir'), musical, comedy or horror film. Genres vary each semester. May be taken two times for credit.

**CINEMA 131 HISTORY OF INTERNATIONAL CINEMA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Survey and critical analysis of international motion picture masterpieces from their inception to the present. A study of the ideas and values of the examined films as reflected and emphasized through artistic techniques.

**CINEMA 198 SPECIAL TOPICS IN INTERNATIONAL CINEMA**

Units: 0.25-3.00 - CSU 4.25 – 54.0 hours lecture maximum  
Cinema of different countries will be studied each semester, focusing on directors, cultures, social movements, gender and sexuality issues, and classic films of that country's cinema. Each offering will focus on different countries of study.

# COMMUNICATION STUDIES

Courses in Communication Studies focus on the ways in which verbal and nonverbal communication impacts the meaning of messages within different contexts. Course work emphasizes the development of both effective communication practices and skills. As a society becomes more diverse and technologies more complex, the 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. Course work in communication studies provides a foundation for success in all disciplines.

**CERTIFICATES OF SPECIALIZATION**

Certificates of completion are available through the Department of Communication Studies that focus on general communication theory and rhetoric and public address. The courses of study for these certificates include both an introduction to the field of Communication Studies as well as coursework that address particular types of communication contexts and the knowledge and skills to be successful in them. Both certificates offer students an opportunity to master concepts, skills, and real-world practices in public speaking, argumentation and persuasion, rhetorical criticism, pre-law, communication theory, group communications, and competitive intercollegiate speech and debate (forensics). Whether the final goal is to transfer or to gain employment, completion of either will enable students to acquire communication techniques that are not only useful in the workplace, but also helpful in everyday lives.

**Certificate of Specialization – General Communication Theory**

Units required for certificate: 15

*12 units from the following:*

COMS 105	Fundamentals of Public Speaking . . .	3.0
<i>OR</i>		
COMS 105H	Fundamentals of Public Speaking - Honors . . . . .	3.0
COMS 246	Interpersonal Communication . . . . .	3.0
COMS 250	Process of Communication . . . . .	3.0
COMS 256	Intercultural Communication . . . . .	3.0

*Plus three units from the following:*

COMS 223	Small Group Communication . . . . .	3.0
COMS 227	Persuasion and Contemporary Culture . . . . .	3.0
COMS 235	Intergenerational Communications . . .	3.0
COMS 260	Communication and Gender . . . . .	3.0

### Certificate of Specialization – Rhetoric/Public Address

Units required for certificate: 15

*12 units from the following:*

COMS 105	Fundamentals of Public Speaking .	3.0
<i>OR</i>		
COMS 105H	Fundamentals of Public Speaking - Honors . . . . .	3.0
COMS 205	Essentials of Persuasive Speaking . . . . .	3.0
COMS 225	Strategies of Argumentation . . . . .	3.0
COMS 227	Persuasion and Contemporary Culture . . . . .	3.0

*Plus three units from the following:*

COMS 150	Oral Interpretation . . . . .	3.0
COMS 190	Forensics . . . . .	3.0
COMS 223	Small Group Communication . . . . .	3.0

### COMS 105 FUNDAMENTALS OF PUBLIC SPEAKING

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN SPCH4

Examines the principles and practices of public speaking, especially speech organization and development, research, audience analysis, presentation skills, listening, and the use of language and ethics for the development of informative and persuasive speeches.

### COMS 105H FUNDAMENTALS OF PUBLIC SPEAKING - HONORS

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the principles and practices of public speaking. Emphasis is on speech organization and development, research, audience analysis, presentation skills, listening, and the use of language and ethics for the development of informative and persuasive speeches. Speech analysis and rhetorical criticism skills will differentiate COMS-105H from COMS-105.

### COMS 150 ORAL INTERPRETATION

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

An introduction to the ways in which literature may generate, reproduce, and resist socio-cultural meanings through performance. Course focuses on theories that prepare students to interpret various pieces of literature and the practice and skills involved in the performance of that literature.

### COMS 190 FORENSICS

Units: 2.00-4.00 - CSU 18.0 – 36.0 hours lecture maximum, 54.0 – 108.0 hours lab maximum

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

### COMS 205 ESSENTIALS OF PERSUASIVE SPEAKING

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: COMS-105.*

Focuses on advanced principles of audience adaptation, analytical skills, critical thinking, and analysis of public discourse used in public speaking. Public communication skills are enhanced through various types of persuasive presentations.

### COMS 223 SMALL GROUP COMMUNICATION

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Explores theories of group decision making and leadership. Preparation for the workplace is emphasized through critical thinking and problem solving, and strategies for successful group interaction are discussed.

### COMS 225 STRATEGIES OF ARGUMENTATION

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces the strategies used for rhetorical argument. Topics include finding issues, using evidence, and detecting fallacies in rhetorical communications.

### COMS 227 PERSUASION AND CONTEMPORARY CULTURE

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Introduces principles of rhetorical theory and their application to the analysis and evaluation of formal public discourse, as well as to film, advertising, music, and television. Emphasizes theory and criticism in the public sphere through the use of effective analysis, writing, and discussion of persuasive communication.

### **COMS 235 INTERGENERATIONAL COMMUNICATION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Analyzes intergenerational interaction and communication patterns throughout the lifespan, including the examination of theories, attitudes, stereotypes, myths, and cultural differences.

### **COMS 246 INTERPERSONAL COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces theories and principles of interpersonal communication. Examines two-person communication, especially topics of verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure. Theories of relationship development within committed relationships, family, and friendship will be explored.

### **COMS 250 PROCESS OF COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the range of theoretical approaches to the field of communication studies which provide an overview of communication contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication.

### **COMS 256 INTERCULTURAL COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines intercultural communication, including cultural patterns, verbal and nonverbal communication codes and their practical application in today's diverse society.

### **COMS 260 COMMUNICATION AND GENDER**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Compares and contrasts the communication styles of males and females in a variety of settings and suggests ways to develop communication competence in gendered societies, including the areas of family, friendship, courtship and marriage, education, media, and business.

# COMPUTER ELECTRONICS

### **CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces music technology, including music sampling, sequencing, synthesis, MIDI, guitar and amplifier electronics, microphones, mixing, recording, acoustics, hardware devices for music publishing, music notation software, software for music sequencing, MIDI hardware, software for creating, organizing, and editing sound, and hardware for digital sampling and recording.

### **CMPELC 130 COMPUTER ELECTRONICS I**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum  
Introduces fundamental topics in electricity. An overview of physics, chemistry, and math as they pertain to electronics. Principles and theory of DC, AC, transistors, and digital electronics with heavy emphasis on basic concepts. Circuit analysis methods, test measurements, and troubleshooting will be studied in a hands on approach.

# COMPUTER INFORMATION TECHNOLOGY

The CIT certificate and degree options are designed to prepare students for entry-level employment or promotional opportunities within establishments that use computers to manage information. The CIT curriculum is aligned with the needs of community businesses and organizations for technically-proficient employees to ensure the uninterrupted access to data and information technology services. Two associate degrees in Computer Information Technology are offered as well as certificates in computer applications, administrative assistant, Web technologies, and E-Commerce technology. The department is also an authorized testing center for the Microsoft Computer Application Specialist (MCAS) certificate and is an authorized educational partner with WOW (World Organization of Webmasters). The MCAS certification provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skill, achievement, and proficiency with programs included in the Microsoft Office Suite programs (Access, Excel, PowerPoint, Word). 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 Website 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 CIT Department offers a large assortment of courses employing a variety of delivery modalities and at different times and locations, including the main Valencia campus, the Canyon Country campus, online, during weekends, and throughout the day and evening.

## Associate in Science Degree and Certificate of Achievement: Administrative Assistant

Units required for major: 24

CIT 101	Introduction to Computers	3.0
CIT 105	Microsoft Windows	3.0
CIT 110	Keyboarding and Document Processing	3.0
CIT 116	Business Communications	3.0
CIT 120	Office Procedures	3.0
CIT 140	Survey of Microsoft Office Programs	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 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

## E-COMMERCE – TECHNOLOGY

The Certificate of Specialization 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 also appeals to those interested in general Website development due to the business nature of many sites that pervade the Web. The program's "hands-on" approach assures prospective employers that students who complete the sequence will have obtained practical experience employing Web technologies as business solutions. Courses are appropriate for those who seek entry level positions in the field and for managers or entrepreneurs who desire a better understanding of the technologies employed in developing commercial Websites.

## Certificate of Proficiency: E-Commerce – Technology

Units required for certificate: 15

BUS 192	E-Business Strategy	3.0
CIT 170	Website Development I	3.0
CIT 171	Website Development II	3.0
CIT 173	Web Development Software: Dreamweaver	3.0

*Plus three units from the following:*

BUS 190	Principles of Electronic Commerce	3.0
CIT 190	Principles of Electronic Commerce	3.0

## WEBSITE DEVELOPMENT

The certificate of Specialization in Website Development affords students the opportunity to acquire basic skills related to the design, planning, and realization of functional Websites. Many employers require their content developers to be proficient in markup languages, style sheets, generation of animated pages, and the latest authoring tools – the primary skills targeted by this certificate. This program is designed for those interested in all aspects of front-end Website development and especially those who are considering future study, career moves, and promotional opportunities related to this growing and continuously evolving area.

## Certificate of Proficiency: Website Development

Units required for certificate: 15

CIT 170	Website Development I . . . . .	3.0
CIT 171	Website Development II . . . . .	3.0
CIT 173	Web Development Software: Dreamweaver . . . . .	3.0
CIT 174	Web Development Software: Photoshop . . . . .	3.0
CIT 175	Web Development Software: Flash . . . . .	3.0

### CIT 010 EXPLORING COMPUTERS - BRIEF

Units: 1.50 18.0 hours lecture maximum, 27.0 hours lab maximum

Provides a brief overview of computers, their usage, and how they function, including computer hardware, software, file management, the Internet, and email as well as how to purchase, install, and maintain a personal computer.

### CIT 011 MICROSOFT WINDOWS - BRIEF

Units: 1.50 18.0 hours lecture maximum, 27.0 hours lab maximum

Provides a hands-on overview of Microsoft Windows fundamentals, including the basics of using a mouse, icons, Explorer, file management, windows manipulation, and multitasking (working with multiple programs simultaneously).

### CIT 035 THE INTERNET - BRIEF

Units: 1.50 18.0 hours lecture maximum, 27.0 hours lab maximum

*Recommended Preparation: CIT-105.*

Introduces the use of browsers and email to access and explore online resources, including search engines, libraries, blogs, chat rooms, RSS feeds, and entertainment sites.

### CIT 074 INTRODUCTION TO PHOTOSHOP - BRIEF

Units: 1.50 18.0 hours lecture maximum, 27.0 hours lab maximum

Introduces basic digital image editing using Photoshop. Topics include layers, selections, image retouching, color correction, scanning, paint tools, text tools, special effects, and application to desktop publishing and personal projects. Familiarity with PC and the Windows operating system is assumed. (Formerly CIT-167)

### CIT 080 MICROSOFT OFFICE SPECIALIST EXAM REVIEW

Units: 1.00 54.0 hours lab maximum

Designed for students with a knowledge of the various office applications, who wish to review in preparation for taking a Microsoft Specialist exam. Application choices include: Word Core or Expert, Excel Core or Expert, Access, PowerPoint or Outlook. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### CIT 082 ADOBE ACROBAT - BRIEF

Units: 1.50 18.0 hours lecture maximum, 27.0 hours lab maximum

Introduces Adobe Acrobat to create, modify, and authenticate universal PDF (Portable Document Format) documents for cross-platform distribution, including PDF conversion, multimedia content, interactive elements, electronic forms, security features, document review cycle, and publishing for both print and Web.

### CIT 090L OPEN COMPUTER LAB

Units: 1.00 54.0 hours lab maximum

An open lab for the currently enrolled Computer Information Technology student who wishes to increase skills through the use of the CIT lab facility. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### CIT 101 INTRODUCTION TO COMPUTERS

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Overview of computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and email applications.

### CIT 105 MICROSOFT WINDOWS

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Presents in-depth study of the Windows graphical user interface, including file management, windows manipulation, desktop customization, multitasking, data search, use of Windows accessories, Object Linking and Embedding (OLE), and troubleshooting.

### CIT 110 DOCUMENT PROCESSING AND FORMATTING

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces computer keyboard by touch and proficiency in producing business letters, reports, tables, memos, and other documents using Microsoft Word.

### CIT 111 ADVANCED DOCUMENT PROCESSING AND FORMATTING

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CIT-110.*

Presents advanced document and formatting techniques based on materials and proficiencies mastered in CIT-110. Familiarity with Microsoft Word is assumed.

**CIT 115 BUSINESS ENGLISH**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Provides an extensive review of the fundamentals of English grammar, punctuation style, and usage, placing heavy emphasis on language principles and applications that promote successful communication in the business world. Importance is placed on employment skills such as proofreading, editing, and writing.

**CIT 116 BUSINESS COMMUNICATIONS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Training in the development of writing principles and techniques; business vocabulary improvement; practical experience in the composition of correspondence typical of business environments. Additional emphasis on principles of business English.

**CIT 120 ADMINISTRATIVE OFFICE PROCEDURES**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Analyze and implement technological and procedural tasks typically encountered by the administrative assistant in the business environment.

**CIT 130 MEDICAL OFFICE PROCEDURES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Designed to train students for employment as an Administrative Medical Assistant. Covers the role of the administrative medical assistant, office equipment, patient registration and appointment scheduling. Includes correspondence, transcription and facility management.

**CIT 132 MEDICAL OFFICE FINANCES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Trains students in the various financial methods used in medical offices for insurance billing, collection of fees, etc. Also covers teaching the student how to handle various insurance claims.

**CIT 135 THE INTERNET**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: CIT-105.*

Covers how to operate and configure browsers and other software to navigate and use the Internet. Topics include how to evaluate and select a service provider, send and receive email, append attachments, use the latest productivity software to create schedules, calendars, address books, and journals, teleconferencing, distance learning, and e-commerce.

**CIT 140 SURVEY OF MICROSOFT OFFICE PROGRAMS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Examines operating systems, Microsoft Office, word processing, spreadsheet analysis, database management, presentation software, and the application of information technologies to organizational settings.

**CIT 145 QUICKBOOKS PRO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Provides an in-depth introduction to the basics of the popular accounting program QuickBooks Pro, designed to assist in the operation of a small business. Familiarity with the Windows operating system is assumed.

**CIT 146 QUICKBOOKS PRO II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CIT-145.*

Provides a continuation of CIT 145, presenting advanced features such as pass-throughs, inventory group items, assemblies, time tracking, advanced sales tax topics, payroll setup and processing, estimates and sales orders, budgeting, forecasting, business planning, and year-end procedures.

**CIT 150 MICROSOFT WORD I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the latest version of Microsoft Word, including creating, editing, formatting, saving, retrieving, and printing a variety of business documents. Skills are developed from basic functions through advanced features such as producing tables, charts, newsletters, and Web pages; working with wizards, templates, clip art, WordArt; performing mail merge with envelopes and labels. Prepares students for the Microsoft Office User Specialist (MOS) certification core exam in Word.

**CIT 151 MICROSOFT WORD II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CIT-150.*

Provides a continuation of CIT-150, presenting a comprehensive overview of advanced features of Microsoft Word including: merging documents, sorting and selecting data using Access database, formatting, macros, styles, working with shared documents, creating specialized tables and indexes, and using XML data in different applications. Prepares students for the Microsoft Office User Specialist (MOS) certification expert exam in Word.

**CIT 155 MICROSOFT EXCEL I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the latest version of Microsoft Excel, including formulas and functions as related to charting, formatting worksheets, creating absolute cell references, working with large worksheets, conducting what-if analy-

sis, and using Excel to create static and dynamic Web pages. Prepares students for the Microsoft Office User Specialist (MOUS) certification core exam.

### **CIT 156 MICROSOFT EXCEL II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CIT-155.*

Provides a continuation of CIT-155, presenting advanced features of Microsoft Excel, including: formatting techniques, sorting and filtering information in spreadsheets, developing pivot table and chart reports, creating outlines and reports using report manager, generating and editing macros, guiding cell entry with data validation, using scenarios to perform what-if analysis, Goal Seek, tracking changes, creating hyperlinks using data from the Internet and other sources, collaborating with workgroups, and integrating applications. Prepares students to take the Microsoft Office Expert (MOS) exam in Excel.

### **CIT 160 MICROSOFT ACCESS I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Provides an in-depth introduction to the latest version of Microsoft Access. Topics include creating, querying, and maintaining a relational database; developing data access pages, reports, forms, combo boxes; and using OLE fields, hyperlinks, and subforms.

### **CIT 161 MICROSOFT ACCESS II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CIT-160.*

Provides a continuation of CIT-160, presents advanced features of Microsoft Access including: creating, querying and maintaining a database; creating reports, forms, and combo boxes; formulating cross tab queries, mailing labels, and mail merge reports; defining relationships, integrating Excel worksheet data into an Access database; using OLE fields, creating an application system using the Switchboard Manager; customizing forms using VBA, working with PivotTable and PivotChart objects, administering a database; establishing customized menu bars; publishing to the Internet using Data Access pages using XML to share data, and using data from the Internet and other sources. Prepares students for the Microsoft Expert (MOS) exam in Access.

### **CIT 165 MICROSOFT POWERPOINT**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: CIT-105.*

Provides an in-depth study of presentation fundamentals using PowerPoint software to create slide presentations incorporating templates, images, typography, screen transitions, sound, and animation. Examines how to create dynamic slides, and develop slide shows based on business topics. Prepares students for the Microsoft Office Specialist (MOS) certification Core and Expert exams in PowerPoint.

### **CIT 166 DESKTOP PUBLISHING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: CIT-105.*

Introduces desktop publishing using Adobe InDesign to create graphically rich layouts, brochures, posters, fliers, and newsletters, including layout concepts and integration of graphics with text.

### **CIT 170 WEBSITE DEVELOPMENT I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Creating Websites using XHTML coding, including basic through advanced XHTML tags, and introductory CSS. Fundamental class in the sequence leading to a certificate in Web development. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

### **CIT 171 WEBSITE DEVELOPMENT II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Creating interactive Websites using XHTML and DHTML, including implementation of CSS, JavaScript, Java applets, audio, and video. Concepts related to large-scale development, site promotion, and e-commerce are also covered. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

### **CIT 173 WEB DEVELOPMENT SOFTWARE: DREAMWEAVER**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: Proficiency with Windows, OS, PC, the Internet, and basic HTML.*

Explores the process of developing Websites through hands-on training with comprehensive authoring tools, such as Macromedia Dreamweaver. Covers concepts related to site management, database integration, form validation, scripted behaviors, stylesheet application, layers, and e-commerce.

### **CIT 174 WEB DEVELOPMENT SOFTWARE: PHOTOSHOP**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: Windows, PC and basic Web authoring skills.*

Hands-on training and application of theoretical concepts related to creating imagery for Web delivery with digital imaging software, such as Adobe Photoshop and ImageReady. Topics include graphic formats, image optimization, image slicing, resolution, layers, masks, channels, special effects, image maps, GIF animation, and establishment of brand identity.

**CIT 175 WEB DEVELOPMENT SOFTWARE:  
FLASH**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: Proficiency with Windows, and elementary HTML skills.*

Develops and implements Web-based animation and interactive content using Macromedia Flash and examples of Action Script.

**CIT 190 PRINCIPLES OF ELECTRONIC  
COMMERCE**

Units: 3.00 - CSU 54.0 hours lecture maximum

Surveys electronic commerce concepts and practical issues related to conducting business on the Internet, including evolving business models, value chains, marketing strategies, payment systems, security, legal, ethical, and tax issues. Familiarity with a PC and Internet browser is assumed. Same as BUS-190.

# COMPUTER NETWORKING

The Computer Networking Program will prepare students for an entry-level position in an IT related industry with emphasis in either systems administration or network administration. The Associate Degree has two options: CCNA Network Administrator or MCSE Systems Administrator. It is designed for transfer to four-year colleges or universities. The program offers an associate degree and 5 certificates of completion: Network Associate, Network Engineering, Network System Administrator, Linux/UNIX System Administrator, and Security Technologies.

Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Emphasis is placed on hands-on labs and case studies designed to apply principles and develop troubleshooting skills. Students can prepare for industry certifications from industries and organizations such as BISCO, Cisco, CompTIA, or Microsoft. All designed to give novice networking students the foundation to enter the IT field. This will prepare students for jobs such as computer repair technician, cabling technician, network associate.

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

Units required for major: 30

CMPELC 130	Computer Electronics I	4.0
CMPNET 131	Voice and Data Cabling	4.0
CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0

*Plus fourteen units from the following:*

CMPNET 184	MS Client & Server OS	3.5
CMPNET 185	MS Network Infrastructure	3.5
CMPNET 186	MS Active Directory	3.5
CMPNET 187	MS Security	3.5

*OR*

CMPNET 151	CCNA Prep 1	7.0
CMPNET 152	CCNA Prep 2	7.0

*Recommended electives:*

CMPSCI 111	Introduction to Algorithms and Programming/Java	3.0
CMPSCI 111L	Introduction to Algorithms and Programming Lab	1.0
CWEXP 188	Cooperative Work Experience Education	1.0-4.0
MATH 140	Introductory Statistics	4.0

**LINUX/UNIX ADMINISTRATION**

The Linux/UNIX track prepares the student for implementing, troubleshooting, and managing a UNIX based network.

**Certificate of Proficiency: Linux/UNIX Administration**

Units required for certificate: 15

CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0
CMPNET 191	Linux/UNIX 1	3.5
CMPNET 192	Linux/UNIX 2	3.5

**NETWORK ASSOCIATE**

The Network Associate track prepares the student for an entry level network position using CISCO LAN and WAN technologies.

**Certificate of Proficiency: Network Associate**

Units required for certificate: 14

CMPNET 151	CCNA Prep 1	7.0
CMPNET 152	CCNA Prep 2	7.0

**NETWORK ENGINEERING**

The Network Engineering track prepares the student for implementing, troubleshooting, and managing large enterprise networks.

**Certificate of Specialization: Network Engineering**

Units required for certificate: 14

CMPNET 251	CCNP-1: Preparation for BSCI	3.5
CMPNET 252	CCNP-2: Preparation for ISCW and MPLS	3.5
CMPNET 253	CCNP-3: Preparation for BCMSN	3.5
CMPNET 254	CCNP-4: Preparation for ONT and QO5	3.5

**SECURITY TECHNOLOGIES**

The Security Technologies track prepares the student for designing, implementing and managing policy to secure the network infrastructure and electronic information.

**Certificate of Specialization: Security Technologies**

Units required: 17.5

CMPNET 187	MS Security	3.5
CMPNET 271	CCSP-1: Preparation for SND & SNRS	3.5
CMPNET 272	CCSP-2: Preparation for SNPA	3.5
CMPNET 273	CCSP-3: Preparation for IPA & HIPS	3.5
CMPNET 274	CCSP-4: Preparation for CANAC & MARS	3.5

**SYSTEMS ADMINISTRATION**

The Systems Administration track prepares the student for implementing, troubleshooting and managing a mixed vendor based LAN network.

**Certificate of Specialization: Systems Administration**

Units required: 15.5

CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0
CMPNET 134	Network+ Certification	4.0
CMPNET 184	MS Client & Server OS	3.5

**CMPNET 081L OPEN LAB - COMPUTER NETWORKING**

Units: 0.25-2.00 13.5 – 108.0 hours lab maximum

An open networking lab for Computer Networking students who wish to increase their skills. This course does not meet eligibility requirements for MSDNAA software. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken three times for credit.

**CMPNET 131 VOICE AND DATA CABLING**

Units: 4.00 - CSU 36.0 hours lecture maximum, 108.0 hours lab maximum

Focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Develops skills on reading network design documentation, determining and purchasing cabling equipment, pulling and mounting cable, managing cable, selecting wiring closets, terminating cable at patch panels, installing jacks and testing cable. Stresses documentation, design, and installation issues, as well as laboratory and on-the-job safety, and working effectively in group environments. Prepares students for the BICSI Level 1 Installer Exam.

**CMPNET 132 A+ CERTIFICATION**

Units: 4.00 - CSU 36.0 hours lecture maximum, 108.0 hours lab maximum

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.

**CMPNET 133 SERVER+ CERTIFICATION**

Units: 4.00 - CSU 36.0 hours lecture maximum, 108.0 hours lab maximum

Covers concepts in TCP/IP processes and network administration. For new users of Network Operating Systems (NOS), teaches students how to install the operating system and configure basic network services including setting up Web server, an FTP server, telnet, and basic network security and troubleshooting. Includes fundamental command-line features of NOS environments including file system navigation, file permissions, the vi text editor, command shells and basic network use. GUI features include Applications Manager, Text Editor, printing, and mail. Also introduces basic administrative tasks using script programming. More on fundamental networking basics including LAN

and WAN topologies, networking hardware placement and uses, and cabling Standards. With A+ Certification course, prepares the student for the Server+ Certification exam. With Linux/UNIX 1, course prepares the student for the LINUX+ Certification exam.

### **CMPNET 134 NETWORK+ CERTIFICATION**

Units: 4.00 - CSU 36.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisites: CMPNET-132 and CMPNET-133.*

Covers designing, implementing, and managing vendor neutral networks. Topics include introduction to networks and their functionality, OSI model and networking standards, protocols, networking hardware, LANs & WANs technologies, various network operating systems, and network management and administration. Prepares the student for the CompTIA Network+ certification exam.

### **CMPNET 151 CCNA PREP 1**

Units: 7.00 - CSU 108.0 hours lecture maximum, 54.0 hours lab maximum

Design configuration and maintenance of LAN's, including cabling, routing, IP addressing, Cisco supported network technologies and network troubleshooting skills. Preparation for CCNA and Network+ certification.

### **CMPNET 152 CCNA PREP 2**

Units: 7.00 - CSU 108.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CMPNET-151.*

Extends knowledge and experience in design, configuration and maintenance of LANs. Topics include WAN technologies, VLANs, OSPF, EIGRP. Completes preparation for CCNA and Network+ certification.

### **CMPNET 153 WIRELESS LANS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

An introduction to Wireless LANs focusing on the design, planning, implementation, operation and troubleshooting of Wireless LANs. Covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11 (a, b, and g) technologies, products and solutions; radio technologies; WLAN applications and site surveys; resilient WLAN products, design, installation, configuration and troubleshooting; WLAN security; vendor interoperability strategies; and emerging wireless technologies. Prepares the student for the Cisco WLANFE Certification exam.

### **CMPNET 171 SECURITY+ CERTIFICATION**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-133.*

Covers basic concepts in network security including security baselines, securing the network infrastructure, Web security, cryptography, operational security, security policies, and introduces computer forensics. Prepares the student for the Security+ certification exam.

### **CMPNET 184 MS CLIENT & SERVER OS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

Beginning course for pursuing a Microsoft M CSE certification. Topics include installing Windows client and server operating systems, managing and maintaining access to resources, managing users, computers, and groups, managing and maintaining a server environment, and managing and implementing disaster recovery.

### **CMPNET 185 MS NETWORK INFRA-STRUCTURE**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-184.*

Second course for pursuing a Microsoft M CSE certification. Topics include planning a TCP/IP network infrastructure and topology, DHCP, server roles and baselining, server clusters and load balancing, DNS and name resolution, remote access including VPNs, and IPsec. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 186 MS ACTIVE DIRECTORY**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-185.*

Third course for pursuing a Microsoft M CSE certification. Topics include planning and creating a Microsoft Active Directory enterprise infrastructure, evaluating network traffic considerations for placing global catalog servers, implementing a directory service forest and domain structure and planning and implementing user, computer, and group strategies. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 187 MS SECURITY**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-186.*

Fourth and final course for pursuing a Microsoft M CSE certification. Topics include designing, implementing, and administering security in a Microsoft server network. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 188 MS SQL SERVER**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-184.*

Covers designing, implementing, configuring and administering Microsoft SQL server. Topics include developing a logical data model; creating database files, objects, space management, and growth strategy; using Transact-SQL and Data Transformation Services (DTS) to manipulate data; extracting data in XML format; programming business logic using stored procedures, transactions, triggers, user-defined functions, and views; optimizing database performance by using SQL Profiler and the Index Tuning Wizard; managing security-data access,

object-level security, and application roles. Prepares student for the two Microsoft certification exams for these topics.

### **CMPNET 189 MS EXCHANGE SERVER**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-184.*

Covers designing, implementing, and managing Microsoft Exchange Server. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 191 LINUX/UNIX 1**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

Introduction to the Linux/UNIX operating systems with the primary focus on Sun Microsystems' Solaris UNIX operating system. Topics covered include how to access the system, UNIX graphical interfaces utilizing online help, user accounts, file systems, text editors, printing, backing up and restoring, UNIX processes, UNIX shells, basic shell scripting and networking concepts. Provides the foundation for the development of UNIX administration skills.

### **CMPNET 192 LINUX/UNIX 2**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-191.*

An intermediate course on the Linux and UNIX operating systems with the primary focus on Red Hat's Linux operating system. Builds on the foundation established by CMPNET-191. Topics covered include Linux installation, graphical user interfaces, printers, boot loaders, user accounts, file compression, recompiling the kernel, firewalls, routers, servers and file sharing. A hands-on, lab oriented course preparing the student for Linux/UNIX administration.

### **CMPNET 251 CCNP: PREPARATION FOR BSCI**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-152, CMPNET-157 or Possession of a valid Cisco CCNA certificate.*

Part of the Cisco CCNP offered through the College of the Canyons Cisco Academy. Topics include advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, multicast, IPv6, and configuration of advanced networks.

### **CMPNET 252 CCNP: PREPARATION FOR ISCW & MPLS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-152, CMPNET-157 or Possession of a valid Cisco CCNA certificate.*

Part of a four-course series preparing the student for Cisco CCNP certification. Topics include WANs, Modems, PPP, ISDN, Frame Relay, Queuing, Network Address Translation, and Virtual Private Networks.

### **CMPNET 253 CCNP: PREPARATION FOR BCMSN**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-152, CMPNET-157 or Possession of a valid Cisco CCNA certificate*

Part of a four-course series preparing the student for Cisco CCNP certification. Some topics include LAN switching, network design LAN media types, VLAN identification and spanning tree protocol.

### **CMPNET 254 CCNP: PREPARATION FOR ONT & QOS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-152, CMPNET-157 or possession of a valid Cisco CCNP certificate.*

Part of the Cisco CCNP series. Topics include troubleshooting methodologies, management and diagnostic tools, LAN switch environment, VLANs, frame relay, ISDN, EIGRP, OSPF, and BGP protocols. Prepares students for the Cisco CCNP certification exams.

### **CMPNET 255 BGP ROUTING**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-251.*

Advanced routing covering BGP - the Internet routing protocol. Topics include BGP: Resource requirements, path decision process and attributes, tuning performance, policy control, designing enterprise networks and service provider networks, and implementing multiprotocol extensions.

### **CMPNET 261 CCVP-1: PREPARATION FOR CVOICE**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-152 Recommended Preparation: CMPNET-254.*

Introduces Voice over IP (VoIP) focusing on interconnecting traditional telephony and IP telephony with particular emphasis on applied skills. Equipment used includes Cisco routers and PIX firewalls, POTS, and PBX's. Prepares the student for the CVOICE certification exam.

### **CMPNET 262 CCVP-2: PREPARATION FOR CIPT**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CMPNET-261.*

Continues the pursuit of the Cisco Certified Voice Professional industry certification. Equipment used includes Cisco routers and PIX firewalls, POTS, and PBXs. Prepares the student for the CIPT certification exam.

**CMPNET 263 CCVP-3: PREPARATION FOR GWGK**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite:* CMPNET-262.

Continues the pursuit of the Cisco Certified Voice Professional industry certification. Equipment used includes Cisco routers and PIX firewalls, POTS, and PBXs. Prepares the student for the GWGK certification exam.

**CMPNET 271 CCSP-1: PREPARATION FOR SND & SNRS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite:* CMPNET-152 *Recommended Preparation:* CMPNET-252.

Introduces WAN Network Security focusing on the overall security processes with particular emphasis on applied skills. Equipment used includes Cisco routers and PIX firewalls. Prepares the student for the SND & SNRS certification exams.

**CMPNET 272 CCSP-2: PREPARATION FOR SNPA**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite:* CMPNET-271 .

Course continues the pursuit of the Cisco Certified Security Professional industry certification. Equipment used includes Cisco routers, PIX firewalls, and adaptive security appliances. Prepares the student for the SNPA certification exam.

**CMPNET 273 CCSP-3: PREPARATION FOR IPA & HIPS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite:* CMPNET-272.

The third course in the Cisco Certified Security Professional industry certification. Equipment used includes Cisco routers, PIX firewalls, and adaptive security appliances. Prepares the student for the IPS & HIPS certification exams.

**CMPNET 274 CCSP-4: PREPARATION FOR CANAC & MARS**

Units: 3.50 - CSU 54.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite:* CMPNET-273.

The final course in the pursuit of the Cisco Certified Security professional industry certification. Equipment used includes Cisco routers, PIX firewalls, and adaptive security appliances. Prepares the student for the CANAC & MARS certification exams.

# COMPUTER SCIENCE

Computer Science deals 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 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 236	C++ Object Oriented Programming	3.0
CMPSCI 282	Advanced Data Structures	3.0

*Plus three units from the following:*

CMPSCI 222	Computer Organization	3.0
CMPSCI 235	C Programming	3.0

*Plus three units from the following:*

CMPSCI 132	Introduction to Programming	3.0
CMPSCI 190	Web Programming: JavaScript	3.0
CMPSCI 191	CGI Programming: Perl	3.0
CMPSCI 192	PHP Programming	3.0
CMPSCI 222	Computer Organization	3.0
CMPSCI 235	C Programming	3.0
PHILOS 230	Symbolic Logic*	3.0

*Plus 13 units from the following (for Transfer students):*

MATH 211	Calculus I	5.0
MATH 212	Calculus II	5.0
MATH 214	Linear Algebra	3.0

Or (for Non-Transfer students):

MATH 211 Calculus I . . . . . 5.0

Plus eight additional CMPSCI units not already taken.

*\*PHILOS 230 is recommended choice for transfer students*

### **CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Co-Requisite: CMPSCI-111L.*

This course is an introduction to programming and the organization of computers. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured programming. This course will use Java to demonstrate the application of software engineering methodologies.

### **CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
*Co-Requisite: CMPSCI-111.*

A required laboratory to support CMPSCI-111.

### **CMPSCI 122 INTRODUCTION TO DIGITAL COMPUTERS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Primitive computer architecture: internal organization and utilization of digital computers. Data representation and storage organization. Primitive instructions and operations. Illustrative instruction and practice in assembly language programming of a representative computer.

### **CMPSCI 132 INTRODUCTION TO PROGRAMMING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduction to programming using Visual Basic. Designed for students with little or no experience in computer programming. Includes hands-on programming projects, as well as the history of computer science and theories of software development.

### **CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: CMPSCI-111. Co-requisite: CMPSCI-182L.*  
Object-oriented view of data structures: stacks, queues, trees, lists, hash tables and their implementation. Analysis of performance of algorithms for data structures. A second semester (intermediate) Java programming language course.

### **CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
*Co-requisite: CMPSCI-182.*  
Implementation and programming of object-oriented data structures using the Java programming language.

### **CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
For Website designers who need to extend their skills beyond HTML in the development of Websites through the use of scripting. Topics include creating animated Webpages, client-side forms validation, creating and using cookies to track users, processing forms data, and generating dynamically updated Webpages. Experience creating Webpages with HTML is strongly suggested prior to taking this course.

### **CMPSCI 191 CGI PROGRAMMING: PERL**

Units: 3.00 - CSU 54.0 hours lecture maximum  
An introduction to CGI (Common Gateway Interface) programming using the Perl language. Students will go beyond writing Webpages and build programs that generate entire Websites and create server side programs to process form input, create dynamic Webpages, and interface with databases. Experience creating Webpages with HTML is strongly recommended prior to taking this course.

### **CMPSCI 192 PHP PROGRAMMING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: Student must be familiar with HTML and creating Webpages.*  
Introduces programming and PHP language. Covers PHP language elements including object oriented programming (OOP). In depth coverage of CGI programming and processing FORM elements from a Webpage. Additional topics include XML manipulation, data base interfaces and programming e-commerce Webpages.

### **CMPSCI 222 COMPUTER ORGANIZATION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
An advanced computer architecture course. Basic addressing concepts to more advanced address ability such as base register and self-relative addressing. Computer architecture comparisons between such organizations as multiple register processors and stack machines. Introduction to the concept of micro programmable systems. Low-level language translation process associated with assemblers.

### **CMPSCI 232 CONCEPTS OF PROGRAMMING LANGUAGES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: CMPSCI-111/111L and CMPSCI-122. Recommended Preparation: CMPSCI-182/182L.*  
Studies the issues in the design, implementation, use and comparison of high-level computer languages. Discusses language development, syntax/semantics, bindings and scope, data types, expressions, control structures, subprograms, and exception handling. Different categories of programming languages introduces and compares: imperative (procedural), object-oriented, functional, and logic. Students will use at least one language from each category.

**CMPSCI 235 C PROGRAMMING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces 'C' Programming including data types, operators and expressions, control flow logic, program structure, arrays functions and file I/O.

**CMPSCI 236 C++ OBJECT ORIENTED PROGRAMMING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Prerequisite: CMPSCI-235.

Object Oriented Programming (OOP) using the C++ language. Topics covered will be C++ classes/objects, input/output streams, overloading, inheritance, templates and exception handling. This is a second semester course in C++, students entering course should already be familiar with the C programming language.

**CMPSCI 282 ADVANCED DATA STRUCTURES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Explores the foundations of database design with in-depth coverage of data structures. Using the Java programming language, covers effective storage of data in disk-based files.

# CONSTRUCTION MANAGEMENT TECHNOLOGY

The Construction Management Technology program is designed to prepare students with the foundation needed to meet the current technological requirements of the construction workplace. The program has two tracks, one for those interested in transfer to a four-year college or university to major in Construction Engineering Technology or Construction Management; the other option is for those students already employed in the construction industry or who plan to enter the industry after completion of a certificate or associate degree. The certificate and associate degree curriculum provides students with the industry identified skill competencies for entry into the field.

## Associate in Science Degree and Certificate of Achievement: Construction Management Technology

Units required for major: 33

CONST 101	Introduction to Construction and Construction Engineering . . . . .	3.0
CONST 102	Construction Management Principles . . . . .	3.0
CONST 103	Blue Print Reading for Construction . . . . .	3.0
CONST 104	The Construction Process - Planning and Scheduling . . . . .	3.0
CONST 105	Construction Estimating Principles . . . . .	3.0
CONST 106	Construction Law Survey . . . . .	3.0
CONST 108	Introduction to Construction Inspection and Codes . . . . .	2.0
SURV 101	Introduction to Land Surveying . . .	4.0

*Plus ten units from the following:*

*(A minimum of one unit must be completed in  
CWEXP 188 – CONST)*

ARCHT 110	Architectural Drafting I . . . . .	3.0
ARCHT 140	Materials and Methods of Construction . . . . .	3.0
BUS 101	Bookkeeping and Accounting . . . . .	5.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0-4.0

## Building Inspection

The Building Inspection option is designed to prepare students to meet entry-level requirements for employment in the building inspection profession. The course work prepares students to take Code certification exams typically required for employment. Inspectors are employed by government agencies, private companies, contractors and lending institutions. Inspectors observe, evaluate, judge and enforce laws and regulations pertaining to building construction. The inspector is required to have a broad base of knowledge in all components of construction including plan reading, specification interpretation, and legal requirements.

### Certificate of Achievement: Building Inspection

Units required for certificate: 18

CONST 103	Blue Print Reading for Construction . . . . .	3.0
CONST 108	Introduction to Construction Inspection and Codes . . . . .	2.0
CONST 109	California Building Code . . . . .	3.0
CONST 120	California Mechanical Code . . . . .	3.0
CONST 122	California Plumbing Code . . . . .	3.0
CONST 124	California Electrical Code . . . . .	3.0

*Plus three units from the following:*

CWEXP 188	Cooperative Work Experience – CONST . . . . .	1.0 – 4.0
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### CONST 050 UNIFORM BUILDING CODE

Units: 3.00 54.0 hours lecture maximum

*Recommended Preparation: General understanding of construction terminology, design and construction methods and practices, and ability to read and understand construction drawings and architectural plans.*

Covers state building code requirements for residential and non-residential construction as they pertain to the building inspection process. Emphasis is on the provisions of the model code currently used in California, the Uniform Building Code. Assists students in preparing for the ICBO (International Conference of Building Officials)/ICC (International Code Council) exams for building inspection in the State of California.

### CONST 098 SPECIAL TOPICS IN CONSTRUCTION

Units: 0.50-3.00 4.25 – 54.0 hours lecture maximum  
Explores the various topics in construction designed to provide a study of current concepts and problems in construction and related areas. Topics to be announced per semester. Please see current schedule of classes for specific course description.

### CONST 101 INTRODUCTION TO CONSTRUCTION AND CONSTRUCTION ENGINEERING

Units: 2.00 - CSU 36.0 hours lecture maximum  
Introduction to the construction industry, the building design process, the construction project process, and roles and responsibilities of those involved: clients, architects, engineers, contractors, project managers, technicians, sub-contractors, suppliers, regulatory agencies, bankers, lawyers, and the public. Includes an overview of careers in construction.

### CONST 102 CONSTRUCTION MANAGEMENT PRINCIPLES

Units: 3.00 - CSU 54.0 hours lecture maximum  
Principles of management as they pertain to the construction industry. Topics include licensing, insurance, construction accounting, bidding, contracts, scheduling, safety, and community relations. Also covers leadership/supervisory skills and employer/employee relationships.

### CONST 103 BLUE PRINT READING FOR CONSTRUCTION

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Basic drafting, analysis, multi-view and isometric drawings for construction. Provides skills in reading, interpreting, analyzing, and visualizing construction drawings and specifications prepared by architects and engineers. Emphasis is placed on reading and extracting information from detailed drawings for both residential and commercial construction.

### CONST 104 THE CONSTRUCTION PROCESS - PLANNING AND SCHEDULING

Units: 3.00 - CSU 54.0 hours lecture maximum  
Presents the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are featured. Includes program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring, and updating.

### CONST 105 CONSTRUCTION ESTIMATING PRINCIPLES

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: CONST-103.*  
Introduces methods and practices related to construction estimating, including quantities and costs of materials, labor and management as well as miscellaneous items related to construction costs. May include computer program applications.

**CONST 106 CONSTRUCTION LAW SURVEY**

Units: 3.00 54.0 hours lecture maximum  
 Introduces the legal aspects of construction industry, including the issues relating to contract formation, administration, interpretation and enforcement. Provides an introduction to California Contractor's License Law and licensing requirements, mechanics' lien laws, stop notices, attachment and collection techniques, and a comparison of arbitration and litigation processes.

**CONST 108 INTRODUCTION TO CONSTRUCTION INSPECTION AND CODES**

Units: 2.00 - CSU 36.0 hours lecture maximum  
*Recommended Preparation: ARCHT-140 or CONST-103.*  
 Introduction to construction inspection, function, responsibilities, authority and technical requirements related to construction. Includes state and building code requirements for residential and non-residential construction. Emphasis is on the provisions of the model code currently used in California, the Uniform Building Code.

**CONST 109 CALIFORNIA BUILDING CODE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: CONST-108.*  
 Focuses on California building code requirements for residential and non-residential construction as they pertain to the building inspection process.

**CONST 120 CALIFORNIA MECHANICAL CODE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: CONST-108.*  
 Interprets and applies the Uniform Mechanical Code as it applies to construction and maintenance in the State.

**CONST 122 CALIFORNIA PLUMBING CODE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: CONST-108.*  
 Introduces the Uniform Plumbing Code. Review of provisions of the Code and interpretation of construction documents, construction procedures and inspection procedures.

**CONST 124 CALIFORNIA ELECTRICAL CODE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: CONST-108.*  
 Introduces the Uniform Electrical Code. Review of provisions of the Code and interpretation of construction documents, construction procedures and inspection procedures.

# COOPERATIVE WORK EXPERIENCE

**WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM (CWEE)**

The Cooperative Work Experience Education (CWEE) Program has been integrated into academic departments throughout the College. This program allows students to apply knowledge gained in college courses to an actual work setting. In addition, interns who qualify for this program are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting that provides elective college credit. Information regarding student-eligibility requirements is available from the CWEE office by calling (661) 362-3309 for general CWEE information or (661) 362-5937 for internship information. To search for internships or to acquire additional program information, visit the CWEE Website: <http://www.canyons.edu/offices/CWEE>, Office location: TY-105 on the Valencia campus.

**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.

# COUNSELING

An associate degree is not available in Counseling.

## **COUNS 010 CAREER EXPLORATION**

Units: 1.00 18.0 hours lecture maximum

Assists students in making career decisions. Emphasis is on selecting a career based on personal interests, abilities, values, and goals through self-assessment and career research. Offered credit/no-credit or pass/no-pass only.

## **COUNS 060 LIFE SKILLS AND PERSONAL GROWTH**

Units: 1.00-4.00 18.0 – 72.0 hours lecture maximum

For re-entry students and those in transition. Offered in four modules: Enhancing Personal Effectiveness; Taking Responsibility for Yourself; Communicating Effectively; and Balancing Family, School and Self. Other topics include motivation, problem solving and decision-making. Open-entry/ open exit. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **COUNS 070 DISTANCE LEARNING AND STRATEGIES FOR SUCCESS**

Units: 1.00 18.0 hours lecture maximum

Provides students with the skills necessary to be a successful online student. Topics include: word processing, synchronous chat, asynchronous chat, email, the internet, learning styles, test taking strategies and time management. Familiarity with the Windows operating systems is necessary. Offered credit/no-credit or pass/no-pass only.

## **COUNS 075 BUILDING MATH CONFIDENCE**

Units: 0.50 9.0 hours lecture maximum

Builds math confidence and develops successful math study strategies while maintaining a positive attitude toward learning math. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

## **COUNS 085 CAREER AND JOB SEARCH PREPARATION**

Units: 0.50 9.0 hours lecture maximum

Through self-assessment, students discover occupations that match their interests, abilities, and values. Research labor market information, job search strategies, resume development and interview preparation. Students also attend required workshops. Offered credit/no-credit or pass/no-pass only.

## **COUNS 090 NEW STUDENT ADVISEMENT**

Units: 0.50 hours lecture maximum

Part of the Steps to Success program designed for educational opportunities. Assessment of skill levels (English, writing, reading, math, results interpretations), online orientation to college services, programs, policies and procedures, and pre-enrollment counseling assistance in course selection and registration. Offered credit/no-credit or pass/no-pass only.

## **COUNS 095 INTENSIVE WORKSHOP FOR POSITIVE CHANGE**

Units: 0.50 9.0 hours lecture maximum

Provides students in long-term academic difficulty with the skills necessary to improve academic performance. Topics include learning strategies, reflection and analysis of past obstacles to learning, self-assessment, and educational, career and personal planning. Emphasis is on creating action plans for achieving positive change that result in the attainment of educational and career goals. Offered credit/no-credit or pass/no-pass only.

## **COUNS 098 SPECIAL TOPICS: COUNSELING**

Units: 0.25-4.00 4.25 – 72.0 hours lecture maximum

An exploration of various subjects relating to personal development issues. Topics to be announced each semester. Please see current schedule of classes for specific course descriptions.

## **COUNS 110 CAREER-LIFE PLANNING**

Units: 3.00 - CSU 54.0 hours lecture maximum

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Students also examine the decision-making process, self-management, life roles and goal setting. Includes a review of labor market trends, career research, interviewing skills, resume and cover letter writing, and job search strategies.

## **COUNS 111 INTRODUCTION TO COLLEGE AND STRATEGIES FOR SUCCESS**

Units: 1.00 - CSU 18.0 hours lecture maximum

Focuses on achieving college planning and academic success. Career interests are examined as well as choosing a major, goal setting, learning styles, time management, college services and resources and educational planning. Sections designated for student athletes will also include academic strategies based on NCAA regulations for participation at all levels of competition.

## **COUNS 120 UNIVERSITY TRANSFER PLANNING**

Units: 1.00 - CSU 18.0 hours lecture maximum

Provides students with information and resources to facilitate a smooth transfer to four-year colleges and universities. Topics include UC/CSU applications, major and general education requirements, financial aid/scholarships, personalized student education plans, and analysis of factors involved in the selection of transfer schools.

**COUNS 150 STUDENT SUCCESS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 An orientation to the responsibilities and benefits of higher education, including educational planning, goal setting, and career choices are examined.

**CULINARY ARTS**

The Culinary Arts program is designed to prepare students for employment as culinary workers in commercial kitchens. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. The program will focus on cooking and baking skills development, problem solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations.

**Certificate of Achievement: Culinary Arts**

Units required for certificate: 27-28

CULARTS 050 Knife Skills	2.0
CULARTS 120 Introduction to the Culinary Arts	1.0
CULARTS 121 Culinary Fundamentals I	3.0
CULARTS 123 Culinary Fundamentals II	3.0
CULARTS 125 Principles of Pantry and Garde Manger	3.0
CULARTS 127 Principles of Baking	3.0
CULARTS 150 Food Service Costs and Controls	2.0
HRMGT 225 Food Service Sanitation and Safety	3.0

*Plus a minimum of three units from the following:*

CWEXP 188 Cooperative Work Experience Education –CULARTS	3.0
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*Plus a five-six units from the following:*

CULARTS 083 Wine and Food Affinities	1.5
CULARTS 128 Principles of Baking II	3.0
HRMGT 101 Introduction to the Hospitality Industry	3.0
HRMGT 126 Dining Room Service	2.0
HRMGT 220 Restaurant Operations	3.0

**Certificate of Specialization: Baking and Pastry**

Units required: 12

CULARTS 127 Principles of Baking	3.0
CULARTS 128 Principles of Baking II	3.0
CULARTS 129 Cake Decorating Essentials	3.0
CULARTS 130 Pastry Art	1.0
CULARTS 131 Chocolates	2.0

**CULARTS 050 KNIFE SKILLS**

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: HRMGT-225.*

Introduces basic knife skills, including theory and proper technique. Emphasizes correct sanitation practices and good motor skills.

**CULARTS 083 WINE AND FOOD AFFINITIES**

Units: 1.50 18.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: HRMGT-225 and students must be 21 years of age to enroll.*

Food and wine pairing in professional food service operations. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**CULARTS 085 ITALIAN CUISINE**

Units: 1.00 13.5 hours lecture maximum, 13.5 hours lab maximum

Italian cuisine cooking techniques with an emphasis on the creation of the primary food items of pasta, sauces, and desserts.

**CULARTS 086 ITALIAN FOOD AND WINE PAIRING**

Units: 1.00 18.0 hours lecture maximum

Examination of the pairing of Italian foods with the appropriate Italian wine. Examines the process of Italian wine making, the varieties of Italian wine, and related aspects of Italian culture. Includes wine tasting.

**CULARTS 090 CALIFORNIA CERTIFIED FOOD HANDLER**

Units: 0.50 9.0 hours lecture maximum

Provides the necessary training to become a Certified Food Handler. The certification examination will be administered during the last hour of the class (Formerly HRMGT-099A).

**CULARTS 120 INTRODUCTION TO THE CULINARY ARTS**

Units: 1.00 - CSU 18.0 hours lecture maximum

Introduces the fundamentals of the culinary arts, history, terminology, culinary mathematics, and explores culinary careers.

**CULARTS 121 CULINARY FUNDAMENTALS I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Co-Requisite: HRMGT-225.*

Introduces principles of food selection, preparation, and evaluation. Incorporates study in meal management, various cuisines and food presentation. Discusses current industry focus concerning foods and nutrition. Lab experience applies scientific cooking principles to a variety of products. (Formerly HRMGT-121)

**CULARTS 123 CULINARY FUNDAMENTALS II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CULARTS-121 and HRMGT-225.*

Culinary preparation techniques and modern cooking styles. Advanced sauce making, meat, poultry, fish, and shellfish cooking techniques emphasized.

**CULARTS 125 PRINCIPLES OF PANTRY AND GARDE MANGER**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CULARTS-050 and HRMGT 225.*

Introduces theory and practical skills needed to produce quality salads, sandwiches, and cold sauce for a restaurant pantry station.

**CULARTS 127 PRINCIPLES OF BAKING**

Units: 3.00 - CSU 27.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: HRMGT-225 and Serv-Safe Certificate.*

Introduces the principles of baking, including the basic characteristics and function of the major ingredients and the importance of accuracy in measuring weight.

**CULARTS 128 PRINCIPLES OF BAKING II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: CULARTS-127.*

Introduces the preparation of refined pastries and desserts. The theory and practical skills required to produce quality pastries for the hotel/restaurant/catering industries.

**CULARTS 129 CAKE DECORATING ESSENTIALS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisites: CULARTS-127 and HRMGT-225.*

Presents a variety of preparation techniques that emphasize the fundamentals of the American and European style of cake decoration. Commercial culinary practices that will be included are: equipment, procedures of cake production, coloring techniques, design transfer, cake construction, borders, and icings.

**CULARTS 130 PASTRY ART**

Units: 1.00 - CSU 9.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: CULARTS-128 and CULARTS-129.*

Introduces culinary techniques to prepare candies, individual plated desserts, and centerpieces. Includes working with pulled sugar and pastillage as well as preparation of frozen desserts.

**CULARTS 131 CHOCOLATES**

Units: 2.00 - CSU 9.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: CULARTS-128.*

Introduces fundamental techniques in chocolate production, including candies, confections, and desserts.

**CULARTS 150 FOOD SERVICE COSTS AND CONTROLS**

Units: 2.00 - CSU 36.0 hours lecture maximum

*Recommended Preparation: CULARTS-121 and HRMGT 220.*

Prepares the student to determine food, beverage, and labor costs and apply appropriate cost controls, including recipe conversions, menu pricing, food and labor cost percentages, and interpreting a profit and loss statement. Also covers fundamentals of purchasing based on analysis of quality, yield, cost of food and merchandise used in food service, control of purchases, receiving, storing, and issuing procedures using current computer applications.

**CULARTS 224 WINE CULTURE**

Units: 3.00 - CSU 54.0 hours lecture maximum

Provides a foundation in the subject of wine that can be used in a career in the culinary industry. Topics include the business of wine, how it is presented and managed as well as buying, cellaring, developing and maintaining a wine list. The ingredients for developing a successful and profitable wine program will also be discussed.

**CULARTS 226 FOOD AND WINE PAIRING I**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Analyzes 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. (Formerly HRMGT-226)

**CULARTS 227 FOOD AND WINE PAIRING II**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: CULARTS-226, and students must be 21 years of age to enroll.*

Provides tasting of vintages from wine producing regions where the highest quality and most popular wines are produced with an emphasis on the relationship between food and wine. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

# DANCE

The Dance program introduces students to a variety of dance techniques, theories and styles, both contemporary and classic. There are numerous opportunities for students of all skill levels and interest to develop talent in performance and choreography by participating in informal concerts or enrolling in the COC Dance Company. Many dance courses meet general education requirements in the arts, humanities and/or physical education categories. An associate degree is not available in dance. A certificate in Commercial Dance is being developed.

**Note:** UC limits transfer credits for Dance activity and KPEA courses to a combined total of four units maximum. Dance activity courses are 107,108,180 and 181.

**DANCE 100 DANCE APPRECIATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A non-performance course which examines dance through viewing films, dance performances, and lecture-discussions, artistically, athletically, and scientifically, with regard to its broad spectrum of development and the factors which have influenced change in dance historically, culturally, and as an art form. Does not satisfy the Physical Education activity requirement for the associate degree.

**DANCE 101 INTRODUCTION TO WORLD DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

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. May be taken four times for credit.

**DANCE 107 DANCE CONDITIONING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Focuses on dance conditioning, including practice of dance exercises for muscle development, conditioning, strength and flexibility. May be taken four times for credit.

**DANCE 108 PILATES**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduction to exercises designed for non-dancers and dancers to improve on the bio-mechanical and neuromuscular aspects of the body. May be taken four times for credit.

**DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
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. May be taken four times for credit.

**DANCE 121 MODERN DANCE I**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces the movements, patterns and style of modern dance, emphasizing elementary skills and techniques while conferring an appreciation of modern dance and increasing understanding of body structure and movement. May be taken four times for credit.

**DANCE 122 MODERN DANCE II**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
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. May be taken four times for credit.

**DANCE 131 INTRODUCTION TO JAZZ TECHNIQUES**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
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 54.0 hours lab maximum  
*Prerequisite: DANCE-131.*  
A progressive refinement of jazz dance technique, building upon skills and techniques covered in Dance-131. May be taken four times for credit.

**DANCE 133 INTRODUCTION TO AFRICAN DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
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. May be taken four times for credit.

**DANCE 134 BALLROOM AND SOCIAL DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
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. May be taken four times for credit.

**DANCE 135 BEGINNING TAP DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
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. May be taken four times for credit.

**DANCE 137 FLAMENCO AND SPANISH DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces the fundamental steps, movements, rhythms and music of flamenco and Spanish dance. Various choreographies in these dance forms are presented. May be taken four times for credit.

**DANCE 141 INTRODUCTION TO BALLET TECHNIQUES**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
The fundamentals of ballet dance technique. Students will learn and practice ballet barre exercises, center floor technique and traveling movement.

**DANCE 142 INTERMEDIATE BALLET**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
A continuation of the skills introduced in Dance 141, with additional emphasis on the rhythm, design, and dynamics. May be taken four times for credit.

**DANCE 159 COMMERCIAL DANCE**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum  
Movement technique for the dance entertainment industry including dance for feature films, videos, television, industrial shows, musicals, and other commercial applications. May be taken four times for credit.

**DANCE 160 BEGINNING DANCE ENSEMBLE**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
*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. May be taken four times for credit.

**DANCE 161 COLLEGE OF THE CANYONS DANCE COMPANY**

Units: 0.50-3.00 - UC:CSU 27.0 – 162.0 hours lab maximum  
*Prerequisite: Successful Audition. Co-requisite: DANCE 121-122 or 131-132 or 141-142.*  
*Recommended Preparation: DANCE-160.*  
Functions as the resident dance company of COC. Offers students the opportunity to study with COC dance faculty and guest artists on specific dance performance projects and to perform these dance projects in major on-campus and off-campus dance productions. Course requires successful audition. May be taken four times for credit.

**DANCE 170 INTRO TO CHOREOGRAPHY**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
 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. May be taken four times for credit.

**DANCE 180 INTRO TO YOGA/DANCE STRETCHING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
 An introduction to basic yoga concepts including poses, postures, breathing, and meditation techniques. Also covers dance stretches to increase flexibility. May be taken four times for credit.

**DANCE 181 INTERMEDIATE YOGA/DANCE STRETCHING**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite: DANCE-180.*  
 A continuation of DANCE-180 and includes a discussion component as well as practice of intermediate to advanced yoga postures. May be taken four times for credit.

# DRAFTING

The Drafting program is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. 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. The 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 these fields: civil, electrical, electronic, or mechanical.

**Certificate of Specialization: Mechanical Drafting**

Units required for major: 12

ENGR 112	Mechanical Drafting II	3.0
ENGR 114	Solids Modeling for Mechanical Drafting	3.0
ENGR 150	Introduction to Mechanical Drafting & AutoCAD	3.0
MFGT 102	Engineering Drawing Interpretation	3.0

# EARLY CHILDHOOD EDUCATION

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

The department focuses on: 1) educating students in the development of the young child; 2) preparing candidates for Child Development permits (awarded by the State Commission of Teacher Preparation and Licensing, Child Development Division); 3) providing a basis for further study (transfer) and preparation of teacher candidates; and 4) preparing students for work with children in a variety of community settings.

## Associate in Science Degree: Early Childhood Education

Units required for major: 24

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 125	Child, Family and Community . . . . .	3.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

*Plus ten units from the following:*

ECE 116B	Curriculum and Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum and Classroom Management Lab C . . . . .	1.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 135	School Age Child Care Programs and Curriculum . . . . .	3.0
ECE 140	Recreational Leadership in School Age Child Care . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0

ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . . . . .	2.0
ECE 160	Understanding and Education of Exceptional Children . . . . .	3.0
ECE 165	Teaching Children in a Diverse Community . . . . .	3.0
ECE 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 ECE: The Mentoring Process . . . . .	2.0
ECE 226	The Impact of Violence on Children . . . . .	3.0
ECE 227	Violence Intervention: Behavior Management Strategies . . . . .	3.0

## CERTIFICATES

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 by teachers in such funded programs as Children's Centers and Head Start programs.

## Certificate of Specialization Early Childhood Education: CORE

Units required for certificate: 14

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 125	Child, Family and Community . . . . .	3.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

**CERTIFICATE OF ACHIEVEMENT:  
INFANT/TODDLER**

Units required: 25

ECE 110	Introduction to Early Childhood . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum and Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum and Classroom Management Lab C . . . . .	1.0
ECE 125	Child, Family and Community . . . .	3.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

*Plus four units from one of the following groups:*

ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0

*OR*

ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . .	2.0

**Certificate of Achievement: Preschool**

Units required: 26

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum and Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum and Classroom Management Lab C . . . . .	1.0
ECE 125	Child, Family and Community . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . .	2.0

ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

**Certificate of Achievement: School Age**

Units required: 27

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum and Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum and Classroom Management Lab C . . . . .	1.0
ECE 125	Child, Family and Community . . . .	3.0
ECE 135	School Age Child Care Programs and Curriculum . . . . .	3.0
ECE 140	Recreational Leadership in School Age Child Care . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0
ECE 201	Supervision and Administra- tion of Children's Programs . . . . .	3.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

**Certificate of Achievement: Special  
Education**

Units required: 32

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum and Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum and Classroom Management Lab C . . . . .	1.0
ECE 125	Child, Family and Community . . . .	3.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science and Math for the Young Child . . . . .	2.0

ECE 156	Literature and Language Development for the Young Child . . .	2.0
ECE 160	Understanding and Education of Exceptional Children . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

Plus three units from the following:

ECE 120	Child Growth and Development . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

### Certificate of Achievement: Supervision and Administration of Children's Programs

Units required for certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education . . . . .	3.0
ECE 116A	Curriculum and Classroom Management Lab A . . . . .	1.0
ECE 116B	Curriculum and Classroom Management Lab B . . . . .	1.0
ECE 116C	Curriculum and Classroom Management Lab C . . . . .	1.0
ECE 125	Child, Family and Community . . . .	3.0
ECE 144	Music and Motor Develop- ment for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . .	2.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . .	1.0
ECE 201	Supervision and Administra- tion of Children's Programs . . . . .	3.0
ECE 202	Advanced Supervision and Administration of Children's Programs . . . . .	3.0

Plus three units from the following:

ECE 120	Child Growth and Development . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

### ECE 098 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION

Units: 0.25-1.00 4.25 – 18.0 hours lecture maximum  
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 54.0 hours lecture maximum  
*Recommended Co-Requisite: ECE-116A.*

Includes an overview of the history and development of the field of early childhood education as well as educational philosophy, developmental issues, teacher roles, partnerships with parents, and the current issues and trends in the field of early childhood. Field observation at sites designated by the instructor will be required. Meets the partial core requirement to teach in a Title XXII or Title V program. This course is the prerequisite for ECE-115.

### ECE 115 CURRICULUM AND CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: ECE/CHLDEV-110.*

Includes teacher's role and goals in facilitating a developmentally appropriate preschool learning environment for children. Covers planning for the physical, temporal, and interpersonal environment; including activity plans, scheduling, routines, transitions, group time, as well as techniques in implementation.

### ECE 116A CURRICULUM AND CLASSROOM MANAGEMENT LAB A

Units: 1.00 - CSU 54.0 hours lab maximum  
*Co-requisite: Previous completion or concurrent enrollment in ECE/CHLDEV-110.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children.

### ECE 116B CURRICULUM AND CLASSROOM MANAGEMENT LAB B

Units: 1.00 - CSU 54.0 hours lab maximum  
*Prerequisite: CHLDEV-116A or ECE-116A. Co-requisite: Concurrent or previous enrollment in ECE-115.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children.

### ECE 116C CURRICULUM AND CLASSROOM MANAGEMENT LAB C

Units: 1.00 - CSU 54.0 hours lab maximum  
*Prerequisite: ECE/CHLDEV-116A and 116B.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool pro-

gram or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children.

### **ECE 120 CHILD GROWTH AND DEVELOPMENT**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Covers the process of growth and change, which occurs in human development spanning conception through late childhood. Current theories and issues related to the field of Early Childhood Education are reviewed extensively.

### **ECE 125 CHILD, FAMILY AND COMMUNITY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Studies the child in various contexts, where the interrelationships between family, school, and community are seen as the foundation for human development. Emphasis is on societal issues that impact children and their families, and how that impact affects the roles of the early childhood educator. Meets the requirement for licensing and the Child Development Permit.

### **ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM**

Units: 3.00 - CSU 54.0 hours lecture maximum  
An overview of infant/toddler development and its implications for group child care settings. Principles of infant/toddler philosophy and care giving will be emphasized.

### **ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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.

### **ECE 140 RECREATIONAL LEADERSHIP IN SCHOOL AGE CHILD CARE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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.

### **ECE 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00 - CSU 36.0 hours lecture maximum  
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.

### **ECE 151 ART AND CREATIVITY FOR YOUNG CHILDREN**

Units: 2.00 - CSU 36.0 hours lecture maximum  
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.

### **ECE 155 SCIENCE AND MATH FOR THE YOUNG CHILD**

Units: 2.00 - CSU 36.0 hours lecture maximum  
Provides an experiential and discovery approach to learning in the areas of science and math. Students plan and implement developmentally appropriate math and science experiences for young children and apply theoretical concepts in a variety of ways.

### **ECE 156 LITERATURE AND LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00 - CSU 36.0 hours lecture maximum  
Emphasizes a basic understanding of how children learn language skills, including developing techniques to promote and establish a language and literature program in the preschool setting through the use of flannel board activities, stories, puppets, drama, finger plays and circle activities.

### **ECE 160 UNDERSTANDING AND EDUCATION OF EXCEPTIONAL CHILDREN**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the field of special education, emphasizing the developmental theories as they apply to the understanding and education of exceptional children through age eight. Overview of special needs categories as defined by PL94-142 (IDEA), inclusion, and preparation of Individual Education Plan (IEP).

### **ECE 165 TEACHING CHILDREN IN A DIVERSE COMMUNITY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Covers the impact of social, political, economic and cultural issues that shape values, beliefs, and behaviors. Students explore their own experiences to increase their understanding of the impact these issues have on teaching children in a multicultural, multilingual, diverse community.

### **ECE 173 CHILDHOOD NUTRITION**

Units: 2.00 - CSU 36.0 hours lecture maximum  
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.

**ECE 175 CHILDHOOD HEALTH AND SAFETY**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Introduction to symptoms and care for common childhood illnesses (birth through adolescence). Emphasis is on the prevention of illness in children's programs through hygiene and maintenance of healthy environments. Safety issues, licensing regulations and health codes pertaining to children and children's programs are covered. American Red Cross certification for First Aid and Community CPR is included.

**ECE 198 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION**

Units: 0.25-1.00 - CSU 4.25 – 18.0 hours lecture maximum  
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.

**ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisites: ECE-110, ECE-120 or PSYCH-172, & ECE-125.*  
Principles and practices of supervision and administration of children's programs. Content includes Title XXII and Title V requirements regarding organizational structure, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents. Also reviews social and public policy and professional groups influencing child development today.

**ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: ECE-201.*  
Provides opportunities for administrators of children's programs to learn techniques in hiring and training staff. Covers philosophies of management and staff relations including team building and human resource development. Course meets one of the requirements of the Child Development Permits for Site Supervisor or Program Director as needed for Title V programs.

**ECE 220 ADULT SUPERVISION IN ECE: THE MENTORING PROCESS**

Units: 2.00 - CSU 36.0 hours lecture maximum  
Covers all aspects of supervising the adult learner in a child care setting, as well as the use of the Early Childhood Environmental Rating Scale (Harmes and Clifford), an instrument used to evaluate the quality of early childhood environments. Satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit from the Commission on Teacher Credentialing. Required for candidates of the Mentor Teacher Program.

**ECE 226 THE IMPACT OF VIOLENCE ON CHILDREN**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Explores violent and aggressive behavior and its impact on the physical and psychological well-being of children and families. Examines the diverse perspectives on violence, be it in the home or in the community, and their impact on the stages of child development. Emphasis placed on the early childhood educator's role in teaching young children alternatives to violent behavior.

**ECE 227 VIOLENCE INTERVENTION: BEHAVIOR MANAGEMENT STRATEGIES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: ECE-226.*  
Provides early childhood educators with the skills to work with children and families that have been exposed to violence and aggression. Educators will identify specific characteristics that children exhibit from this exposure. Techniques for classroom and behavior management will be presented including the power of play and play materials in helping children resolve conflict and find alternatives to violent behavior.

# ECONOMICS

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 affect the lives of human beings. Economic concerns can range from how individuals and businesses make decisions, the roles of government and the Federal Reserve, to the complex world of international trade. Economic theories are examined and applied to the modern economic world. Topics of specialization include macroeconomics, how businesses make decisions, business statistics, using numbers for analysis, and U.S. economic history, the economic development of the U.S. economic history, the economic development of the U.S. consumer economics, how consumers make economic choices, and comparative economic systems, the comparison of capitalism and socialism as it is applied in different countries. An associate degree is not available in economics.

## **ECON 130 CONSUMER ECONOMICS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Focuses on how the consumer functions in the marketplace, while identifying the social, economic and political forces that shape consumer demands. Examines the roles of the consumer, government, and society in understanding the factors influencing consumer decision making processes and their impact on individuals, families, and communities.

## **ECON 170 ECONOMIC HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Survey of the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulations and deregulation leading to a modern industrial nation. (Same as HIST-170) Fulfills Title V U.S. History requirement for the associate degree.

## **ECON 201 MACROECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: MATH-060.*  
Studies economic problems facing the nation such as unemployment, inflation, aggregate demand and supply, Gross Domestic Product (GDP), fiscal policy, monetary policy, and supply-side economics, debts-deficits-surpluses, money and banking, and the Federal Reserve System.

## **ECON 202 MICROECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: ECON-201.*

Studies how the individual, the firm and industries perform in our economy by looking at supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

## **ECON 230 COMPARATIVE ECONOMIC SYSTEMS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ECON4

Examines economic institutions and decision-making systems. Emphasis is given to theories of capitalism, and the various types of socialism. Cross-cultural comparisons between the United States and Russia, Japan, China, Latin America, and Western Europe are analyzed.

## **ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: MATH-070.*

Examines descriptive statistics, elements of probability distributions, sampling, estimation, and confidence intervals, tests of hypothesis, linear regression and correlation, including applications to problems in business and economics. Writing and the use of spreadsheet software are required (same as BUS-291). UC credit limitation: BUS-291, ECON-291, MATH-140, PSYCH-135 and SOCI-135 combined, maximum credit one course.

# EDUCATION

An associate degree is not available in Education.

*See Also Special Education*

## **EDUC 088 INTRODUCTION TO EDUCATIONAL TECHNOLOGY**

Units: 1.00 18.0 hours lecture maximum

Explores present and emerging technologies used for educational purposes including email and the Internet in the educational environment. More advanced technologies such as presentation software and database management systems are presented and discussed. Offered credit/no-credit or pass/no-pass only.

## **EDUC 101 FUNDAMENTALS OF TEACHING**

Units: 2.00 - CSU 36.0 hours lecture maximum

An overview of a variety of fundamental elements and issues in teaching. Students develop a personal teaching philosophy through readings, discussions, and writing related to teaching. CSU credit limitations; consult a counselor. (Formerly EDUC-082).

## **EDUC 105 LITERACY TUTORING AND EARLY FIELD EXPERIENCE**

Units: 2.00 - UC:CSU 36.0 hours lecture maximum

Provides early field experience to develop fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills required in the public schools. Students work one-on-one and in group settings with school children. Recommended for students interested in teaching. CSU credit limitations; consult a counselor.

## **EDUC 106 INTRODUCTION TO ONLINE TEACHING AND LEARNING**

Units: 2.00 - UC:CSU 36.0 hours lecture maximum

Examines components of online education, including regular effective contact, student collaboration, assessment, and technical issues such as access and support. Appropriate for either practicing or future teachers. (Formerly EDUC-090).

## **EDUC 107 INTERMEDIATE ONLINE TEACHING AND LEARNING STRATEGIES**

Units: 2.00 - UC:CSU 36.0 hours lecture maximum

*Recommended Preparation: EDUC-106 or experience facilitating or teaching in an online environment.*

Examines best practices of online education, including national standards for online teaching, peer review process, principles of course design, usage of multimedia, and assessment tools. Appropriate for either practicing or future teachers. (Formerly EDUC-094).

## **EDUC 200 INTRODUCTION TO SPECIAL EDUCATION**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: PSYCH-172 or ECE-120.*

A history of special education with a focus on educational practice and scientific research. Specific categories and educational needs of students with disabilities and the laws affecting their rights are presented. Fieldwork observation is required. CSU credit limitations; consult a counselor.

## **EDUC 203 INTRODUCTION TO TEACHING IN A DIVERSE SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces students to concepts and issues related to teaching diverse learners in contemporary public schools. Topics include teaching as a profession and a career, contemporary educational issues, California's content and performance standards and frameworks, and requirements for earning a teaching credential. Students will attend lecture and participate in 30 hours of required fieldwork/observation. CSU credit limitations; consult a counselor.

# ENGINEERING

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

## Associate in Science Degree: Engineering

Units required for major: 48

CHEM 201	General Chemistry I	6.0
CMPSCI 111	Introduction to Algorithms and Programming /Java	3.0
CMPSCI 111L	Introduction to Algorithms and Programming Lab	1.0
ENGR 101	Introduction to Science, Engineering and Technology	2.0
ENGR 151	Materials of Engineering	3.0
ENGR 152	Statics	3.0
ENGR 153	Electrical Circuits I	4.0
MATH 211	Calculus I	5.0
MATH 212	Calculus II	5.0
MATH 213	Calculus III	5.0
MATH 215	Differential Equations	3.0
PHYSIC 220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC 221	Physics for Scientists and Engineers: Electricity and Magnetism	4.0

## Certificate of Specialization: Mechanical Drafting

The drafting program is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. 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. The 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, 2D and 3D 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: civil, electrical, electronic, or mechanical.

Units required 12

ENGR 112	Mechanical Drafting II	3.0
ENGR 114	Solids Modeling for Mechanical Drafting	3.0
ENGR 150	Introduction to Mechanical Drafting & AutoCad	3.0
MFGT 102	Engineering Drawing Interpretation	3.0

## ENGR 096 DISCOVER ENGINEERING

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

Explores the various engineering disciplines through the examination of engineering problems and their solutions. Includes essential techniques for success in subsequent engineering courses and become oriented to relevant computer based technologies.

## ENGR 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: MATH-102.*

An introduction to engineering and engineering technology. Topics include history, careers, ethics and responsibilities, and engineering calculations and problem solving - examples from mechanics, dynamics and fluids. Various engineering systems are modeled and the design process is examined. Develops written and oral communication skills. Guest speakers from various engineering fields are invited to speak.

## ENGR 112 MECHANICAL DRAFTING II

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Covers working, assembly, detail and exploded view drawings with emphasis on dimensioning practice using ASME Geometric Dimensioning and Tolerancing Standards. Assignments will be done on the board and on the computer.

## ENGR 114 SOLIDS MODELING FOR MECHANICAL DRAFTING

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Focuses on design and development of mechanical parts with solids modeling program Solidworks. Emphasizes surface modeling and 'top-down' design.

**ENGR 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Presents the theory of mechanical drafting, includes drawings on the board featuring the quality, lettering, orthographic projection and isometric sketching, AutoCAD's structure, and draw and edit commands. Some drawings will be computer generated.

**ENGR 151 MATERIALS OF ENGINEERING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: CHEM-201.*

Covers properties of materials as they relate to atomic and crystal structure. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; electrical and magnetic properties; optical properties; and corrosion and process methods.

**ENGR 152 STATICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: MATH-211 and PHYSIC-220.*

Applies the principles of mechanics to rigid bodies in 2D and 3D equilibrium. Focuses on graphical solutions using force vectors and equivalent force systems to solve problems pertaining to friction, centroids, center of gravity, and moments of inertia for areas.

**ENGR 153 ELECTRICAL CIRCUITS I**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum CAN ENGR 6

*Prerequisite: MATH-212 and PHYSIC-221.*

Presents electric circuit analysis in both time and frequency domains, transient and steady state solutions. Topics include linear circuit analysis techniques, Kirchoff's laws, Network theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced-complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, and resonance.

**ENGR 154 ENGINEERING ECONOMY**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: MATH-060.*

Introduces engineering economy problems with a focus on the selection of alternatives and replacement decisions, including interest compounding, depreciation, tax, capital costs and flows, and economic life.

**ENGR 155 DYNAMICS**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: ENGR-152 and MATH-212*

Introduces the principles of Newtonian Dynamics in 1D, 2D, and 3D motions, including kinematics of a single particle, system of particles, rigid bodies, conservation laws, work, energy, impulse, impact and free and forced vibrations.

# ENGLISH

The English Department offers four main areas of instruction: a) College Skills Courses (071,081), which prepare students for success in courses that fulfill the AA degree language and rationality, reading and writing competencies; b) Courses required for the AA degree (091,094), Transfer-Level Courses (101,102,103); c) A range of Literature Courses including American and British literature, and other electives, offering a broad array of types and periods of literature; and d) Creative Writing Courses, offering instruction in four genres of writing—Poetry, Short Story, the Novel and Drama.

The study of English prepares students for careers in any field for which written expression is necessary. The Literature and Creative Writing courses foster students' intellectual skills, and afford cultural enrichment.

**Associate in Arts Degree: English**

Units required for major: 18

*Three units from the following:*

ENGL 101	English Composition . . . . .	3.0
ENGL 101H	Honors English Composition . . . . .	4.0

*Plus three units from the following:*

ENGL 102	Intermediate Composition, Literature and Critical Thinking . . .	3.0
ENGL 103	Critical Reading, Writing and Thinking . . . . .	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

*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
ENGL 122	Literary Magazine Production . . . . .	3.0
ENGL 135	Literature and Film . . . . .	3.0
ENGL 225	Children's Literature . . . . .	3.0
ENGL 250	British Literature I . . . . .	3.0
ENGL 251	British Literature II . . . . .	3.0
ENGL 260	American Literature I . . . . .	3.0
ENGL 261	American Literature II . . . . .	3.0
ENGL 262	American Multicultural Literature . . . . .	3.0

ENGL 263	Introduction to Poetry . . . . .	3.0
ENGL 264	Study of Fiction . . . . .	3.0
ENGL 265	Introduction to Drama . . . . .	3.0
ENGL 270	Introduction to African-American Literature . . . . .	3.0
ENGL 271	Mythology . . . . .	3.0
ENGL 272	The Bible As Literature . . . . .	3.0
ENGL 273	World Literature I . . . . .	3.0
ENGL 274	World Literature II . . . . .	3.0
ENGL 275	Shakespeare . . . . .	3.0
ENGL 280	Women's Literature . . . . .	3.0
ENGL 281	Introduction to Science Fiction . . . . .	3.0
ENGL 285	Jewish American Literature . . . . .	3.0
HUMAN 105	Cultural Eras in Humanities I . . . . .	3.0
HUMAN 106	Cultural Eras in Humanities II . . . . .	3.0

### ENGL 071 BEGINNING READING AND WRITING SKILLS

Units: 3.00 54.0 hours lecture maximum

*Co-requisite: ENGL-071L.*

Improves writing at the sentence level and improves reading comprehension through study of nonfiction pre-college level texts. Also introduces the basics of the composition process. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### ENGL 071L BEGINNING WRITING AND READING SKILLS WORKSHOP

Units: 0.50 27.0 hours lab maximum

*Co-requisite: ENGL-071.*

Provides supplementary instruction and practice in sentence skills, reading comprehension, and the writing process for currently enrolled English 071 students. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### ENGL 081 INTERMEDIATE READING AND WRITING SKILLS

Units: 3.00 54.0 hours lecture maximum

*Prerequisite: ENGL-071.*

Improves writing at the paragraph level by focusing on structure, mechanics, and editing. Familiarizes students with source-based compositions. Emphasizes pre-college level reading of fiction and nonfiction with attention to formal responses to reading. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### ENGL 091 INTRODUCTION TO COLLEGE READING AND WRITING

Units: 3.00 54.0 hours lecture maximum

*Prerequisite: ENGL-081.*

Prepares students to write well organized, unified and coherent essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after ENGL-094.

### ENGL 093 COLLEGE READING AND WRITING WORKSHOP

Units: 1.00 18.0 hours lecture maximum

Provides academic support for students enrolled in ENGL-091, emphasizing enhanced instruction through supplemental composition and critical reading classroom activities. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### ENGL 094 INTRODUCTION TO TECHNICAL READING AND WRITING

Units: 3.00 54.0 hours lecture maximum

*Prerequisite: ENGL-081 or placement as determined by the COC English assessment process.*

Develops the reading and writing skills needed to be successful in the workplace including the rhetorical principles and compositional practices necessary for writing effective business letters, memos, resumes, instructions, proposals, annotated bibliographies and reports. No credit if taken after ENGL-091.

### ENGL 101 ENGLISH COMPOSITION

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ENG2

*Prerequisite: ENGL-091, ENGL-094, or ESL-100.*

Builds expository writing and critical reading skills through the composition of well-organized, full-length essays containing properly documented evidence and the analysis and evaluation of college-level readings.

### ENGL 101H HONORS ENGLISH COMPOSITION

Units: 4.00 - UC:CSU 72.0 hours lecture maximum

*Prerequisite: ENGL-091, ENGL-094, or ESL-100.*

Principles and methods of expository writing, with reading and analysis of expository prose and creative literature. The honors component requires expanded and more complex reading and writing assignments.

### ENGL 102 INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Builds on the critical thinking, reading, and writing practice begun in English 101. Critical analysis, interpretation, and evaluation of literary works, along with writing of argumentative essays about literary works.

### ENGL 103 CRITICAL READING, WRITING AND THINKING

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Examines principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative/persuasive writing, and logical reasoning.

**ENGL 105 INTRODUCTION TO CREATIVE WRITING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*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 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Students study and write nonfiction prose, emphasizing description and narration through the composition of memoirs and personal essays. Writing practice stresses the writer's awareness of his or her own style and the manipulation of stylistic elements. May be taken two times for credit.

**ENGL 107 INTRODUCTION TO PLAYWRITING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. May be taken two times for credit. (Same as THEATRE-230)

**ENGL 108 CREATIVE WRITING - POETRY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101. Recommended Preparation: ENGL-105.*

A study of the elements of poetry and advanced practice in the writing of poems. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings. May be taken two times for credit.

**ENGL 109 CREATIVE WRITING - SHORT STORIES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101. Recommended Preparation: ENGL-105.*

A study of the elements of fiction and advanced practice in writing short stories. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings. May be taken two times for credit.

**ENGL 111 INTRODUCTION TO LINGUISTICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Introduces the theory and methods of linguistics, with an emphasis on the structure, function, and history of language. Includes a study of language acquisition, language change, and the sociology and psychology of language.

**ENGL 122 LITERARY MAGAZINE PRODUCTION**

Units: 3.00 - CSU 54.0 hours lecture maximum

Introduces literary magazine production, culminating in the publication of a creative arts magazine. Includes reading, evaluating, and editing literary manuscripts and artistic submissions for publication in a variety of forms. May be taken two times for credit.

**ENGL 135 LITERATURE AND FILM**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces literature through the comparative study of selected short stories, novels, and plays and the films based on these literary works.

**ENGL 195 ENGLISH COMPOSITION AND LITERATURE WORKSHOP**

Units: 1.00 - CSU 18.0 hours lecture maximum

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 or pass/no-pass only. May be taken two times for credit.

**ENGL 204 TECHNICAL REPORT WRITING**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Focuses on the writing of reader-centered research reports and accompanying documents required in business and industry, including proposals, summaries, letters, and memoranda. Develops research skills and includes fieldwork.

**ENGL 225 CHILDREN'S LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces literature written for children, with emphasis on analysis and evaluation, including cultural, psychological, and literary content.

**ENGL 250 BRITISH LITERATURE I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ENG8

Surveys British literature from Anglo-Saxon period to the end of the Neoclassic era. CAN ENGL 8, and along with ENGL-251 fulfills CAN SEQ B.

**ENGL 251 BRITISH LITERATURE II**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ENG8

A survey of British literature from 1800 to the present.

**ENGL 260 AMERICAN LITERATURE I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ENG14

A survey of the major movements and genres of American literature from its beginnings through the Civil War.

**ENGL 261 AMERICAN LITERATURE II**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN ENG16

A survey of American literature from 1860 to the present.

**ENGL 262 AMERICAN MULTICULTURAL LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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 54.0 hours lecture maximum

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 54.0 hours lecture maximum

Study of selected prose fiction from different times and places in Western civilization. Emphasis on short fiction of the 19th and 20th centuries plus one novel. Through close reading and discussion, students learn to analyze and interpret prose narratives.

**ENGL 265 INTRODUCTION TO DRAMA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Reading, analysis and discussion of selected plays from Greek tragedy to contemporary drama. Emphasis will be placed on significant works of British and American playwrights.

**ENGL 270 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A survey of African-American literature from the 1700s to the present, including poetry, fiction, autobiography, essays, drama, and oral literature.

**ENGL 271 MYTHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A multicultural look at basic themes and archetypes in mythology, including creation, heroic quest, death and rebirth, sacred places, and the male and female divine.

**ENGL 272 THE BIBLE AS LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Reading and discussion of selected books of the Old and New Testaments: saga, myth, epic, story, historical writing, poetry, wisdom literature, prophecy, parables, letters, and proverbs.

**ENGL 273 WORLD LITERATURE I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A survey of world literature in translation from ancient times to the Middle Ages, including literature of China, Japan, India, Greece, Rome and Africa.

**ENGL 274 WORLD LITERATURE II**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A survey of world literature in translation from the Renaissance to modern times, including the literature of Europe, Russia, China, Japan, Africa and Latin America.

**ENGL 275 SHAKESPEARE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A survey of the principles of Shakespearean poetry and drama. Detailed reading and selected poems, comedies, tragedies, and histories.

**ENGL 280 WOMEN'S LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

A study of women's literature, and women in short fiction, novels, poetry, drama and the essay. Focus is on how literature by women writers reflects women's roles in various cultural settings.

**ENGL 281 INTRODUCTION TO SCIENCE FICTION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces fantasy and science fiction as literature, emphasizing the history and traditions of the genre, the use of mythology, and the political, philosophical, and social commentary in works studied.

**ENGL 285 JEWISH AMERICAN LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Surveys major themes in Jewish American literature, emphasizing issues of identity, immigration, holocaust, culture, gender, and religion through explorations of historical, social, political, and global contexts, as well as ideological awareness and sensitivities in the Jewish American community.

# ENGLISH AS A SECOND LANGUAGE

The ESL program offers beginning, intermediate, and advanced level courses providing essential language skills aimed at preparing non-native speakers of English for college-level work. 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. An associate degree is not available in English as a second language.

## ESL 040 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - I

Units: 4.00 72.0 hours lecture maximum  
Development of beginning English reading, writing, and grammar skills. Intensive practice in reading authentic beginning English, as well as writing at the sentence level. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## ESL 045 VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Units: 3.00 54.0 hours lecture maximum  
Extensive introduction to and reinforcement of specific vocational concepts and language. Practice in pronunciation, grammar, and vocabulary relevant to the work setting. Restricted to students whose native language is not English. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken three times for credit.

## ESL 050 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - II

Units: 4.00 72.0 hours lecture maximum  
*Prerequisite: ESL-040 or appropriate placement as determined by the COC ESL placement process.*  
Development of English reading writing and grammar skills for non-native speakers. Students build vocabulary and master writing formal emails, memos, and business letters. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## ESL 060 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - III

Units: 3.00 54.0 hours lecture maximum  
*Prerequisite: ESL-050 or appropriate placement as determined by the COC ESL placement process.*  
Development of reading, writing, and grammar skills designed to move non-native speakers of English toward college-level work. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## ESL 061 LOW INTERMEDIATE LISTENING AND SPEAKING

Units: 3.00 54.0 hours lecture maximum  
For low-intermediate to intermediate students focusing on listening comprehension and oral communication in a college environment and common social situations. Stresses listening, note taking, speaking, and pronunciation skills and begins to prepare students for content-based college courses. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

## ESL 070 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - IV

Units: 3.00 54.0 hours lecture maximum  
*Prerequisite: ESL-060.*  
Intensive practice in writing at the personal paragraph level. Focuses on reading skills through a variety of intermediate-level materials. Grammar and vocabulary focus for the development of curricular demands of a college setting. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## ESL 071 INTERMEDIATE LISTENING AND SPEAKING

Units: 3.00 54.0 hours lecture maximum  
*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, note taking, speaking, and pronunciation skills and begins to prepare students for content-based courses. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

## ESL 075 ESL COMPUTER COMPOSITION

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum  
Computer Writing: Use of the computer to improve composition, grammar, and editing skills covered in the English as a Second Language writing classes. Units do not apply to the associate degree. May be taken two times for credit.

**ESL 080 WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS**

Units: 3.00 54.0 hours lecture maximum

*Prerequisite: ESL-070 or appropriate placement as determined by the COC placement process.*

*Recommended Preparation: ESL-083.*

Intensive written practice in non-personal paragraph writing. Focuses on incorporating more complex English grammatical structures into writing.

**ESL 081 ADVANCED LISTENING AND SPEAKING**

Units: 3.00 54.0 hours lecture maximum

*Recommended Preparation: ESL-071.*

Focuses on listening comprehension and oral communication in a college environment and common social situations. Stresses extended listening, note taking, speaking, and pronunciation skills and gives students skills for succeeding in content-based college courses. Students make presentations, conduct interviews and surveys, hold small group discussions, and prepare recordings of their speech. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

**ESL 083 READING, VOCABULARY AND DISCUSSION FOR NON-NATIVE SPEAKERS**

Units: 3.00 54.0 hours lecture maximum

*Prerequisite: ESL-070 or appropriate placement by the COC ESL placement process. Recommended*

*Preparation: ESL-080.*

Intensive development of reading skills, vocabulary building skills, and discussion techniques through analysis of fiction and non-fiction materials.

**ESL 085 ACCENT REDUCTION**

Units: 3.00 54.0 hours lecture maximum

Focuses on accent reduction for non-native speakers of English. Course covers discrete sounds and phonemes as well as stress and intonation, aural discrimination, and sound patterns reproduction. Units do not apply to the associate degree. May be taken two times for credit.

**ESL 092 MEDICAL TERMINOLOGY FOR NON-NATIVE SPEAKERS**

Units: 3.00 54.0 hours lecture maximum

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. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken three times for credit.

**ESL 100 ADVANCED READING AND COMPOSITION**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum

*Prerequisite: ESL-080 and 083 or appropriate placement by the COC ESL placement process.*

Reading, composition, and grammar for advanced non-native speakers, designed to prepare students for transfer-level English composition courses. Emphasis on reading of college-level material and on writing complex sentence patterns and researched multi-paragraph essays.

# FIRE TECHNOLOGY

The Fire Technology department offers programs for students wishing to enter a career in firefighting (pre-service) as well as the fire service professional (in-service) currently employed.

## In-Service

This degree and certificate is for the fire service professional who wishes to advance within the fire service. Upon completing the associate or 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, a student 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 19 units are required for the certificate.

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

Units required for major: 27

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

*Plus 15 units from the following:*

FIRETC 106	Fire Company Organization and Procedures	3.0
FIRETC 107	Fire Apparatus and Equipment	3.0
FIRETC 108	Fire Hydraulics	3.0
FIRETC 123	Fire Investigation	3.0
FIRETC 125	Firefighting Tactics and Strategy	3.0
FIRETC 198	Firefighter In-Service Training	0.25- 4.0
FIRETC 201	Incident Command System 200	1.0
FIRETC 202	I-300 Intermediate (ICS) Incident Command System	0.25-4.0
FIRETC 231A	Fire Prevention Officer 1A	2.0
FIRETC 231B	Fire Prevention Officer 1B	2.0
FIRETC 231C	Fire Prevention Officer 1C	2.0
FIRETC 241A	Fire Instructor 1A	2.0
FIRETC 241B	Fire Instructor 1B	2.0
FIRETC 251A	Fire Investigation 1A	2.0

FIRETC 251B	Fire Investigation 1B	2.0
FIRETC 261A	Fire Management I	2.0
FIRETC 271A	Fire Command 1A	2.0
FIRETC 271B	Fire Command 1B	2.0

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

Units required for certificate: 19

FIRETC 201	Incident Command System 200	1.0
FIRETC 202	I-300 Intermediate (ICS) Incident Command System	0.25-4.0
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

## 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 in fire protection, prevention and behavior, fire company organization and procedures, fire hydraulics, wildland fire behavior and fire investigation among other areas. HLHSCI 151 (EMT) may be waived; however, 2 additional elective courses must be taken in lieu of HLHSCI 151.

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

Units required for major: 31.5

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

*Plus nine units from the following:*

FIRETC 085	Firefighter Skills	0.5-1.0
FIRETC 106	Fire Company Organization and Procedures	3.0
FIRETC 107	Fire Apparatus and Equipment	3.0
FIRETC 108	Fire Hydraulics	3.0
FIRETC 109	Fundamentals of Personal Fire Safety	3.0
FIRETC 110	Wildland Fire Behavior	3.0
FIRETC 120	Hazardous Materials	3.0
FIRETC 123	Fire Investigation	3.0
FIRETC 125	Firefighting Tactics and Strategy	3.0
HLHSCI 045	Emergency Medical Services Career Preparation	2.0

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

Units required for certificate: 22.5

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

#### *Recommended electives:*

FIRETC 085	Firefighter Skills . . . . .	0.5-1.0
FIRETC 106	Fire Company Organization and Procedures . . . . .	3.0
FIRETC 107	Fire Apparatus and Equipment . . . . .	3.0
FIRETC 108	Fire Hydraulics . . . . .	3.0
FIRETC 109	Fundamentals of Personal Fire Safety . . . . .	3.0
FIRETC 110	Wildland Fire Behavior . . . . .	3.0
FIRETC 123	Fire Investigation . . . . .	3.0
FIRETC 125	Firefighting Tactics and Strategy . . . . .	3.0

### Continuing Education

The College, in conjunction with various community partner agencies, provides additional courses that are approved by specific fire-related agencies for continuing education units of fire-lifeguard personnel. These courses, listed as part of the FIRETC-L series, are available for review at <http://webcms.canyons.edu>.

### FIRETC 085 FIREFIGHTER SKILLS

Units: 0.50-1.00 9.0 - 54.0 hours lab maximum

*Recommended Preparation: Completion of courses in the Fire Technology Pre-Service Certificate of Achievement:*

Covers manipulative skills required by N.F.P.A. Standard 1001. Skills include the required firefighter skills, such as donning personal protective clothing, donning self contained breathing apparatus, the operation of portable fire extinguishers, advancing fire hose from water supply to fire scene and selecting and attaching correct nozzles to fire hose. The required skills of maintaining proficiency in ladder safety and uses, and proficiency in effectively utilizing firefighting ropes and knots. Offered credit/no-credit or pass/no-pass only. May be taken three times for credit.

### FIRETC 096 SPECIAL TOPICS: OCEAN LIFEGUARD IN-SERVICE TRAINING

Units: 0.25-3.00 4.25 – 162.0 hours lecture maximum  
Special Topics for Ocean Lifeguards to complete required in-service training. Offered credit/no-credit or pass/no-pass only.

### FIRETC 097 FIREFIGHTER CAP TRAINING

Units: 0.50-5.00 27.0 – 270.0 lab maximum

Provides manipulative skills instruction in various contemporary firefighting techniques and subjects related to Fire Technology, including organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Topics to be announced per semester; consult current class schedule. Offered credit/no-credit or pass/no-pass only.

### FIRETC 098 FIREFIGHTER IN-SERVICE TRAINING

Units: 0.25-4.00 4.5 – 216.0 hours lecture maximum

Provides instruction in various contemporary firefighting techniques and subjects related to Fire Technology. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Offered credit/no-credit or pass/no-pass only.

### FIRETC 101 FIRE PROTECTION ORGANIZATION

Units: 3.00 - CSU 54.0 hours lecture maximum

Introduces fire service and fire protection careers in fire departments and related fields. History of fire protection, fire loss, and public and private protection services. Includes fire department organization, firefighting tactics, fire prevention, tools and equipment, apparatus, alarm systems and water systems.

### FIRETC 102 FIRE PREVENTION TECHNOLOGY

Units: 3.00 - CSU 54.0 hours lecture maximum

Covers organization and function of fire prevention, inspections, surveying and mapping procedures, recognition of fire and life hazards, engineering a solution of a fire hazard, enforcing solutions to a fire hazard, and public relations as affected by fire prevention.

### FIRETC 103 FIRE PROTECTION EQUIPMENT AND SYSTEMS

Units: 3.00 - CSU 54.0 hours lecture maximum

Covers fire protection and detection systems, alarm systems, fire pumps, extinguishing systems for special hazards, and automatic sprinkler systems.

### FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Units: 3.00 - CSU 54.0 hours lecture maximum

Examines building construction as it relates to fire protection. Covers classification of occupancy and types of construction with emphasis on fire protection features including building equipment, facilities, fire resistant materials and high-rise considerations.

**FIRETC 105 FIRE BEHAVIOR AND COMBUSTION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/ suppression techniques.

**FIRETC 106 FIRE COMPANY ORGANIZATION AND PROCEDURES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Reviews fire department organization and offers instruction in the organization, management, and supervision of fire companies. Topics include the relationship of the company officer to the organizational structure, as well as responsibilities with regard to personnel supervision, evaluation, discipline, training, communication, fire apparatus, equipment maintenance, fire prevention, incident response and command, strategy and tactics, records and reports.

**FIRETC 107 FIRE APPARATUS AND EQUIPMENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
A study of fire apparatus design including mobile and fixed apparatus, a review of construction specifications and performance capabilities, and the effective deployment, utilization and performance of equipment under emergency conditions.

**FIRETC 108 FIRE HYDRAULICS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
A study of fire service hydraulics' theory, formulas, and water supply. Reviews applied mathematics including hydraulics laws as applied to the fire service application formulas and mental calculations to hydraulics and water supply problems.

**FIRETC 109 FUNDAMENTALS OF PERSONAL FIRE SAFETY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
Covers topics related to wildland fire behavior such as weather, fuel and topographic factors.

**FIRETC 120 HAZARDOUS MATERIALS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Basic fire chemistry and problems of flammability as encountered by emergency services personnel when dealing with fuels, flammable solids, combustible metals, plastics and oxidizers. Basic hazardous material response elements will also be discussed in regards to EMS personnel and their role as first responders.

**FIRETC 123 FIRE INVESTIGATION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Covers methods of determining cause and origin of fire (accidental, suspicious, and incendiary), types of fires, related laws, introduction to arson and incendiaries, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, court procedures, and giving testimony.

**FIRETC 125 FIREFIGHTING TACTICS AND STRATEGY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 IN-SERVICE TRAINING**

Units: 0.25-4.00 4.5 – 216.0 hours lecture maximum  
Provides instruction in various contemporary firefighting techniques and subjects related to Fire Technology. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Offered credit/no-credit or pass/no-pass only.

**FIRETC 201 INCIDENT COMMAND SYSTEM 200**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Intended for fire personnel who understand the Incident Command System. Develops the necessary foundation for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities.

**FIRETC 202 I-300 INTERMEDIATE (ICS) INCIDENT COMMAND SYSTEM**

Units: 0.25-4.00 - CSU 4.5 - 72.0 hours lecture maximum  
ICS 300 is intended for fire personnel assigned to an incident or event to have an intermediate requirement for understanding Incident Command System. Intermediate Incident Command System 300 consists of five modules and has been determined by The National Wildfire Coordinating Group as meeting the training needs of wild land fire personnel for ICS.

**FIRETC 231A FIRE PREVENTION OFFICER 1A**

Units: 2.00 - CSU 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
Continuation of Fire Technology 231A. 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 36.0 hours lecture maximum  
Continuation of Fire Technology 231B. 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 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
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 36.0 hours lecture maximum  
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.

**FIRETC 271C FIRE COMMAND 1C**

Units: 2.00 - CSU 36.0 hours lecture maximum  
State Board of Fire Services accredited course in I-Zone firefighting and elements of the Incident Command System (ICS) for Company Officers. Covers the three elements of wildland fire behavior including fuel, weather and topography and fundamental elements of size-up as they relate to I-Zone firefighting.

## FRENCH

*(See Modern Languages)*

# GENERAL STUDIES

An associate degree is not available in General Studies.

## **GENSTU 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES**

Units: 0.50 9.0 hours lecture maximum

Consists of four to five individual sessions, the first informational, covering different types of disabilities, the assessment process, and the community college eligibility model. Subsequent sessions cover: achievement and cognitive testing to determine student eligibility for services. The final session is an instructional component covering: learning disability eligibility, academic strengths and weaknesses, learning strategies, and possible accommodations. Provides verbal and written feedback to better understand learning styles for improved academic performance. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 051 INDIVIDUAL PRESCRIPTIVE LEARNING ASSESSMENT**

Units: 0.50 9.0 hours lecture maximum

*Prerequisite: Documentation of an acquired brain injury or other communication impairment.*

Basic cognitive-linguistic assessment for students with communication disabilities or acquired brain injuries. This assessment evaluates the cognitive processes of immediate auditory memory, recent temporal memory, remote memory, to develop an individual student education program for cognitive retraining by use of computer assisted instruction. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 081 COGNITIVE BASIC SKILLS - COMPUTER INSTRUCTION TECHNOLOGY**

Units: 1.00-5.00 54.0 – 270.0 hours lab maximum

Strengthens and retrains cognitive skills in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer assisted instruction and adaptive technology. Designed specifically for students with a verifiable acquired brain injury. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 082 INDIVIDUAL COMPUTER APPLICATIONS**

Units: 1.00-5.00 54.0 – 270.0 hours lab maximum

Designed to be a computer assisted support for students with disabilities enrolled in coursework other than English and math. Students are able to utilize computer programs, assistive technology, and the Internet in order to complete course assignments. Topics are taken from

the student's regular course load, or from subject matter appropriate to the student's current or future employment. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 091 INDIVIDUAL STUDIES - LANGUAGE SKILLS**

Units: 1.00-5.00 54.0 – 270.0 hours lab maximum

Designed for DSPS students as a support in mainstream English and language-related courses other than mathematics. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Computer applications are taken from topics based on the student's coursework to provide additional computer support or enhance basic skills. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 092 INDIVIDUAL STUDIES - MATHEMATICS SKILLS**

Units: 1.00-4.00 54.0 – 270.0 hours lab maximum

Designed for DSPS students who are enrolled in mainstream college math classes and whose disability result in educational limitations in math. The course offers small group tutoring for students. Students must be concurrently enrolled in either MATH-025 Arithmetic, MATH-026 Arithmetic-Computer Assisted, MATH-058 Algebra Preparation I, MATH-059 Algebra Preparation Computer Assisted, MATH-060 Elementary Algebra, MATH-070 Intermediate Algebra, or BUS-144 Business Math. Students will learn strategies to enhance math concepts and computation skills. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 096 LITERACY TUTOR PRACTICUM**

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

Trains students to serve as children's literacy tutors. Student tutors are placed at local elementary schools and practice tutoring strategies while assisting beginning and emerging readers. Offered credit/no-credit or pass/no-pass only.

## **GENSTU 104 TUTORING METHODS**

Units: 1.00-3.00 - CSU 9.0 – 27.0 hours lecture maximum, 27.0 – 81.0 hours lab maximum

Techniques of tutoring individuals and small groups. Techniques to improve the tutees' problem-solving, writing, computational, listening, note-taking, and test-taking skills. Practice in individual tutoring under supervision. Offered credit/no-credit or pass/no-pass only.

# GEOGRAPHY

Geography is the broad spatial science that studies the location, distribution, and interaction among all physical and cultural features of Earth. These studies include physical processes that create and modify landforms, affect daily weather and long-term climates, and influence the setting for all biologic phenomena such as plants, animals and humans. These studies also include the distribution and interaction of cultural phenomena such as population, language, religion, economics, politics, diseases, agriculture, migration, resources, urban patterns, ethnic studies, and the many short-term and long-term effects of humans on the environment. The geography program also includes the study and use of graphs, maps, and geospatial digital data retrieval and cartographic technology.

Through lecture, lab, and field study, the geography program provides insight, perspective, and application required to assist citizens in making well-informed decisions involving the inter-relationships between the natural physical environment and the systems and networks of human societies. An associate degree is not available in Geography,

## **GEOG 101 PHYSICAL GEOGRAPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN GEOG2

A study of the basic physical elements of the natural environment: the earth and its astronomical relationship to the sun and moon, in particular, a study of the fundamentals of the form and dimensions of the earth, maps, atmosphere weather, climates, soils, water resources, vegetation, ecology, physical oceanography, mineral resources, geology and land forms.

## **GEOG 101L PHYSICAL GEOGRAPHY LAB**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Co-requisite: GEOG-101.*

Focuses on observations, experiments, and demonstrations designed to familiarize students with techniques utilized by physical geographers. Field trips may be required.

## **GEOG 102 CULTURAL GEOGRAPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN GEOG4

Studies the common denominators found in human populations that allow cultures to exist including patterns of natural resources, languages, economics, politics, religions and succinctly analyzes these patterns as expressed within selected regions and countries which are prominent or pivotal in world affairs today.

## **GEOG 151 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**

Units: 4.00 - UC:CSU 36.0 hours lecture maximum, 108.0 hours lab maximum

*Recommended Preparation: Basic knowledge of Windows 2000 and/or Windows XP.*

Introduces the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping and a review of the hardware and software elements used in GIS. Demonstration of various applications of GIS technology used in the natural and social sciences, business and government are included along with hands-on experience in using the hardware and software elements of GIS. Specific topics include: use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data base, creation of charts and graphs and presentation of data in map layouts.

## **GEOG 198 SPECIAL TOPICS IN GEOGRAPHY**

Units: 0.25-3.00 - CSU 4.25 – 54.0 hours lecture maximum

Special Topics Courses: Consists of a variety of common themes in cultural geography and/or physical geography. Content may include religion, business occupations, demographics and river systems, lakebeds, soils, climate, and air quality. Field trip may be required.

# GEOLOGY

Geology is the science that studies the earth. These studies includes earth's formation and composition, the processes that create resources such as fuels, minerals, and construction materials, the energy systems that modify landforms on the crust, the historical evolution of life and global climates, and the continuing interaction between humans and the natural environment.

Through lecture, lab, and field study, the geology program provides insight, perspective, and application required to assist citizens in making well informed decisions concerning earth-related issues such as water resources, building and engineering, natural disasters, agriculture and ocean resources, and the long-term effects on our planet from an increasing population. An Associate degree is not available in geology.

## GEOL 100 PHYSICAL GEOLOGY LAB

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Co-requisite of GEOL-101.*

Megascopeic and microscopic laboratory study and determination of selected elements, minerals and rocks; includes study and use of topographic maps, geologic tools, geologic maps, cross-sections and columns. Fieldwork may be required to collect earth materials and to recognize and study existing or on-going geologic processes, landforms and structures.

## GEOL 101 PHYSICAL GEOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN GEOL6

Explores the basic features of the exterior and interior of the earth's crust, the materials of which those features are composed, and the geologic processes which produced them. Includes specific consideration of minerals, rocks, volcanic activity, running water erosion, soils, ground water activity, land sliding, glaciations, coastlines, wind activity, deserts, plate tectonics, mountains, faults and earthquakes, metamorphism and geologic time.

## GEOL 102 HISTORICAL GEOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Studies the evolution of the earth's crust and the earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American continent, its landforms, contiguous oceans, animals and plants, including some study of the principles of paleontology.

## GEOL 105 GEOLOGY OF CALIFORNIA

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Analyzes major geomorphic provinces of California, including their topography, basic geologic landforms and structures, geologic history, main rock units and mineral resources, and fossil assemblages.

## GEOL 106 GEOLOGY OF NATIONAL PARKS AND MONUMENTS

Units: 3.00 - CSU 54.0 hours lecture maximum

Study of the key geologic features found at selected national parks and monuments. Includes specific study of major landforms and geologic structures, the basic origin and evolution of those landforms and structures, the kind of rock of which they are composed, the main geologic agent, the age of the rock and the principal minerals associated with each park or monument.

## GEOL 107 MINERALS, ROCKS AND FOSSILS

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Megascopeic and microscopic laboratory study and determination of selected elements, minerals, gems, igneous rocks, sedimentary rocks, metamorphic rocks and fossils. Emphasis on the individual properties by which minerals are identified. Collecting fieldwork may be required.

## GEOL 109 EARTH SCIENCE

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Surveys the terminology and basic concepts of the fields of earth science, including astronomy, geology, meteorology, and oceanography. Examines earth's changing geologic systems and the importance of earth science phenomenon to daily life. UC credit limitation: No credit if taken after a college-level course in astronomy, geology, meteorology or oceanography.

# GERMAN

*(See Modern Languages)*

# GRAPHIC AND MULTIMEDIA DESIGN

This program offers two associate degrees in Graphic and Multimedia Design with an emphasis in graphic design. The primary goal of this degree is to provide students with a foundation of knowledge and technical abilities required of a graphic design position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in graphic design will also provide students with basic skills and competencies.

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

Units required for major: 30

ART 110	Art History: Ancient and Medieval . . . . .	3.0
ART 111	Art History: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2-Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 105	Digital Imaging . . . . .	3.0
GMD 142	2-D Computer Illustration . . . . .	3.0
GMD 144	Graphic Design I . . . . .	3.0
GMD 145	Type and Typography . . . . .	3.0
GMD 242	Graphic Design II . . . . .	3.0

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

The Graphic Design certificate develops students' creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in graphic design, graphic arts, computer illustration, digital photography and art direction.

Units required: 19

GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 105	Digital Imaging . . . . .	3.0
GMD 142	2-D Computer Illustration . . . . .	3.0
GMD 144	Graphic Design I . . . . .	3.0
GMD 145	Type and Typography . . . . .	3.0
GMD 242	Graphic Design II . . . . .	3.0

Plus one unit from the following:

CWEXP 188	Cooperative Work Experience Education – GMD . . . . .	1.0 – 4.0
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## Associate in Arts Degree: Graphic and Multimedia Design: Multimedia

Units required: 30

ART 110	Art History: Ancient and Medieval . . . . .	3.0
ART 111	Art History: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2-Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 105	Digital Imaging . . . . .	3.0
GMD 173	Motion Design I . . . . .	3.0
GMD 175	Flash for the Web . . . . .	3.0
GMD 177	Webpage Design I . . . . .	3.0
GMD 277	Webpage Design II . . . . .	3.0

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

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

Units required: 19

GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 105	Digital Imaging . . . . .	3.0
GMD 177	Webpage Design I . . . . .	3.0
GMD 173	Motion Design I . . . . .	3.0
GMD 175	Flash for the Web . . . . .	3.0
GMD 277	Webpage Design II . . . . .	3.0

Plus one unit from the following:

CWEXP 188	Cooperative Work Experience Education – GMD . . . . .	1.0 – 4.0
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## GMD 041 INTRODUCTION TO QUARK XPRESS

Units: 1.00 18.0 hours lecture maximum

An introductory course in page layout design through the popular tool QuarkXpress 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 or pass/no-pass only. (Formerly DAT-041)

**GMD 044 INTRODUCTION TO ILLUSTRATOR**

Units: 1.00 18.0 hours lecture maximum  
 Introduces 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 or pass/no-pass only.

**GMD 047 INTRODUCTION TO PHOTOSHOP**

Units: 1.00 18.0 hours lecture maximum  
 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 or pass/no-pass only.

**GMD 070 INTRODUCTION TO WEB GRAPHICS**

Units: 1.00 18.0 hours lecture maximum  
 An introductory course in designing Web graphics through the popular tools Adobe Photoshop and Image Ready. Students learn how to composite and create images, and then use the specialized effects to create and optimize dynamic graphics for the Web. Basic computer knowledge and basic Adobe Photoshop experience are assumed. Offered credit/no-credit or pass/no-pass only. (Formerly DAT-073 and 070)

**GMD 071 INTRODUCTION TO DREAMWEAVER**

Units: 1.00 18.0 hours lecture maximum  
 An introduction to dynamic Webpage design using Dreamweaver. Students learn how to insert images, create frames, make links, use forms, and how to manage Websites by creating actual DHTML sites. Knowledge of basic computer operations and Adobe PhotoShop is assumed. Offered credit/no-credit or pass/no-pass only. (Formerly DAT-071).

**GMD 074 INTRODUCTION TO FLASH**

Units: 1.00 18.0 hours lecture maximum  
 An introductory course in vector-based animated graphics for multimedia through Macromedia's Flash. Basic computer knowledge is assumed. Offered credit/no-credit or pass/no-pass only.

**GMD 075 INTRODUCTION TO PREMIERE**

Units: 1.00 18.0 hours lecture maximum  
 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 or pass/no-pass only. (Formerly DAT-075)

**GMD 077 INTRODUCTION TO AFTER EFFECTS**

Units: 1.00 18.0 hours lecture maximum  
 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 or pass/no-pass only. (Formerly DAT-077)

**GMD 078 INTRODUCTION TO DIRECTOR**

Units: 1.00 18.0 hours lecture maximum  
 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 or pass/no-pass only. (Formerly DAT-078)

**GMD 090L OPEN GMD SHORT-TERM LAB**

Units: 0.50 27.0 hours lab maximum  
 A short-term computer lab for students who are currently enrolled in any graphics or multimedia course using the Macintosh computer. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**GMD 094L OPEN GRAPHICS LAB**

Units: 1.00 54.0 hours lab maximum  
 A computer graphics lab for students who are enrolled in any graphic design course, which uses the Macintosh computer. Students may use the lab hours to increase their skills using Adobe Photoshop, Adobe Illustrator, and/or Quark XPress. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit. (Formerly DAT-094L)

**GMD 097L OPEN MULTIMEDIA LAB**

Units: 1.00 54.0 hours lab maximum  
 An open lab for the currently enrolled multimedia student who wishes to increase skills through the use of the multimedia lab facility. Units do not apply to the associate degree. May be taken four times for credit. Offered credit/no-credit or pass/no-pass only.

**GMD 101 INTRODUCTION TO DIGITAL MEDIA**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
 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.

**GMD 105 DIGITAL IMAGING**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the fundamental concepts, terminology, techniques, and applications of digital imaging using industry standard software such as Adobe Photoshop.

Through application of theory, students explore both the technical aspects of image manipulation, as well as the artistic aspects of creating images. Note: In order to access the multimedia and graphics labs outside of class time, students must register for GMD-094L or GMD-097L. May be taken four times for credit.

**GMD 142 2-D COMPUTER ILLUSTRATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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.

**GMD 144 GRAPHIC DESIGN I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

A survey in basic design of print graphics that covers both beginning page layout and logo design. Includes instruction in several computer applications. Basic computer knowledge is assumed.

**GMD 145 TYPE AND TYPOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introductory course in the history, development and creation of western letter forms and typography for use in advertising, print media, publications and other areas of communication and graphic design. Emphasis is placed on the ability to understand the nature of letter forms and the importance of typography in society, and the use of visual techniques to develop typographical sensitivity. Traditional hand lettering and the use of the computer will enable students to explore a variety of typographical characteristics such as kerning, tracking and leading.

**GMD 172 DESKTOP VIDEO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

An introduction to digital video media using desktop computer-based technologies. Through the operation of digital video cameras, video editing software and interactive media publishing software, students apply non-linear editing techniques to create short video projects for multimedia. Same as RTVF-172. May be taken two times for credit. (Formerly DAT-172)

**GMD 173 MOTION DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

The fundamental concepts, terminology, techniques and applications of motion-based design using industry standard software such as Adobe AfterEffects. Through application of theory, students will explore the basic principles of compositing, animation, typography, audio, video and graphics. Note: In order to access the multimedia computer lab outside of class time, students must register for GMD-097L. May be taken two times for credit.

**GMD 175 FLASH FOR THE WEB**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Students work collaboratively to design and produce small-scale, multimedia products such as Websites and presentations. Working with instructor, students design projects, create storyboards, write scripts, and create media including interfaces. Includes the production cycle for multimedia projects and how to communicate effectively in multimedia teams. May be taken two times for credit. (Formerly DAT-175)

**GMD 177 WEB PAGE DESIGN I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Fundamental concepts, terminology, techniques and applications of Webpage design using industry standard software such as Adobe Photoshop. Through application of theory, students will explore the basic principles of interactive design, Web graphics, type, color, layout and HTML. Note: In order to access the multimedia computer lab outside of class time, students must register for GMD-097L. May be taken two times for credit.

**GMD 242 GRAPHIC DESIGN II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

An advanced course to further develop visual communication skills in print graphics. Utilizes several computer application programs in page layout, illustration and digital imaging to explore brochure, advertising and logo design. May be taken two times for credit.

**GMD 244 GRAPHIC DESIGN PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

An introductory course in output and creation of mechanicals for printed communications. Students develop an understanding of the use of camera-ready art such as 4-color and spot color separations, negatives and positives. Emphasis on the language of print production and of printers, printer specifications, and the appropriateness of traditional and digital camera-ready art methods. Creation of mechanicals for specific assignments develops the student's understanding of the production process. Discussions of greyscale, color, and digital and traditional halftone images, will complete the understanding of document and image handling, scanning and production. (Formerly DAT-244)

**GMD 249 GRAPHIC DESIGN PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Students prepare and present a graphic design portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement, and methods of presentation.

**GMD 271 ADVANCED DIGITAL PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Covers advanced skills in digital imaging software and hardware. Topics include sophisticated image compositing and color correction, as well as utilizing the software for complex Web imagery, optimization and animation. Same as PHOTO-205. (Formerly DAT-271)

**GMD 277 WEB PAGE DESIGN II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended preparation: GMD-177.*

The advanced concepts, terminology, techniques and applications of Webpage design using industry standard software such as Macromedia Dreamweaver. Through application of theory, students will explore the basic principles of dynamically driven Websites using CSS (Cascading Style Sheets) while advancing interactive design, graphics, type, color, and layout skills. Note: In order to use the multimedia computer lab outside of class time, students must register for GMD-097L.

**GMD 279 MULTIMEDIA PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Students learn to prepare and present a professional multimedia portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation.

# HEALTH SCIENCE

The Health Science department offers certificates in health related fields. Students in some instances gain experience caring for patients in a variety of community settings. State and local requirements apply to all programs, and students must meet all mandated requirements. An associate degree is not available in health science.

**Certificate of Specialization: Emergency Medical Technician I**

Upon successful completion of this course of study and testing to obtain county certification, the student may provide emergency patient care within the parameters outlined by the State of California EMSA and local agencies. Once certified in the State of California, the student may function as an EMT in a variety of settings, such as ambulance attendant or under the supervision of a physician and/or registered nurse in an emergency room.

Units required for major: 18

HLHSCI 151	Emergency Medical Technician I	7.5
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**HLHSCI 045 EMERGENCY MEDICAL SERVICES CAREER PREPARATION**

Units: 2.00 36.0 hours lecture maximum

Provides the knowledge and skills necessary to begin an entry-level career in Emergency Medical Services (EMS) and other allied health-related fields of patient care, including beginning concepts of preparatory sciences directly related to the care of sick and injured persons.

**HLHSCI 051 AHA BLS FOR HEALTHCARE PROVIDERS (CPR)**

Units: 0.25 4.5 hours lecture maximum

This course is the American Heart Association Basic Life Support (CPR) for Healthcare Provider Course. Includes adult, child, and infant CPR as well as AED training. Upon successful completion of this course, the student will be eligible to apply for an AHA Healthcare Provider completion card. This course may be repeated if used for legally mandated training. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**HLHSCI 053 AHA BLS FOR HEALTHCARE PROVIDERS (CPR) RECERTIFICATION**

Units: 0.25 4.5 hours lecture maximum  
 American Heart Association Basic Life Support (CPR) for the Healthcare Provider Recertification Course. Includes adult, child, and infant CPR as well as AED training. Upon successful completion of this course, the student will receive an American Heart Association - BLS Healthcare Provider completion card. This course may be repeated if used for legally mandated training. Offered credit/no-credit or pass/no-pass only.

**HLHSCI 080 INTRODUCTION TO MEDITECH INTEGRATED SYSTEMS**

Units: 0.25 4.5 hours lecture maximum  
 Introduces application methods needed to effectively operate, navigate, and ensure delivery of patient health information using the Meditech Integrated clinical information systems. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**HLHSCI 097 SPECIAL TOPICS IN HEALTH SCIENCE**

Units: 0.25-4.00 4.5 hours – 72.0 hours lecture maximum  
 Provides instruction in various skills and subjects related to Health Sciences. Variable format depending on subject matter. Check the current schedule of classes for the special topics offered each semester. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**HLHSCI 100 HEALTH EDUCATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 A survey of the physical, emotional and social dimensions of health. Topics of study include physical fitness, nutrition, weight management, substance abuse, tobacco and alcohol use, diseases, sexuality, mental health, stress management, consumerism, environmental health, dying and death. UC credit limitation: HLHSCI-243, and HLHSCI-100 combined, maximum credit one course. (Formerly PHYSED-100)

**HLHSCI 120 INTERPRETING IN HEALTH CARE I**

Units: 4.00 - CSU 72.0 hours lecture maximum  
 Introduces the roles and responsibilities of a health care interpreter, including modes of interpreting, knowledge of common medical conditions, and health care terminology. First in a series of three courses to train bilingual individuals to serve as interpreters in health care settings.

**HLHSCI 122 INTERPRETING IN HEALTH CARE II**

Units: 4.00 - CSU 72.0 hours lecture maximum  
*Prerequisite: HLHSCI-120.*  
 Presents the technical aspects of health care interpretation and examines aspects of cross-cultural communication relevant to the work of a health care interpreter.

Includes different health care service areas in which a health care interpreter might work. Second in a series of three courses to train bilingual individuals to serve as interpreters in health care settings.

**HLHSCI 124 FIELD EXPERIENCE IN HEALTH CARE INTERPRETING**

Units: 2.00 - CSU 108.0 hours lab maximum  
*Prerequisite: HLHSCI-122.*

Field work in health care interpretation, including application of technical interpreting skills acquired in HLHSCI-122. Third in a series of three courses to train bilingual individuals to serve as interpreters in health care settings.

**HLHSCI 149 NUTRITION FOR FITNESS AND BALANCED LIVING**

Units: 2.00 - UC:CSU 36.0 hours lecture maximum  
 Examines the physiological, social, psychological, and environmental factors that influence a person's eating and physical activity behaviors. Evaluates current public health approaches, popular diets and supplements, stress and disordered eating, weight and body ideals, food industry practices, messages from peers, family and the media, and self-destructive thoughts. Encourages students to develop and promote healthy eating and physical activity attitudes and behaviors for themselves and for others.

**HLHSCI 150 NUTRITION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 A comprehensive study of nutrition, which includes the nutritional needs of the human life cycle. Examines the biological function and chemical classification of nutrients and relates nutrition concepts to health and disease. Also designed to increase awareness of food, nutrition, physical activity, and their interrelationships.

**HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN I**

Units: 7.50 - CSU 127.0 hours lecture maximum, 20.0 hours lab maximum

*Prerequisite: Must be 18 years of age or older and have completed HLHSCI-051 or a 'CPR for the Professional Rescuer' American Red Cross course or American Heart Association 'Healthcare Provider' course.*

*Recommended preparation: HLHSCI-045.*

Prepares students for certification and employment as an Emergency Medical Technician (also known as EMT Basic). Includes Emergency Department and Ambulance clinical observations. Health clearance and background check required prior to start of clinical rotations. Upon successful completion, students are eligible to take the National Registry EMT-B examination. This course meets DOT objectives. May be repeated if used for legally mandated training.

## HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER

Units: 2.00 - CSU 36.0 hours lecture maximum  
*Prerequisite: Must have current CPR Certification (American Heart or American Red Cross) and current EMT Certification.*

Satisfies Los Angeles County and State of California recertification for emergency medical technicians, including skills testing certification. May be repeated if used for legally mandated training. Offered credit/no-credit or pass/no-pass only.

## HLHSCI 243 WOMEN AND HEALTH

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 A survey of health care issues relating to women. Explores past and current health care issues including philosophical, historical, cross cultural, ethical, and political. The unique role of women in the health care system is also discussed in terms of current and future trends. Specific topics include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers. (Same as NURSNG-243) UC credit limitation: HLHSCI-243, NURSNG-243, and PHYSED-100 combined, maximum credit one course.

## HLHSCI 249 MEDICAL TERMINOLOGY

Units: 3.00 - CSU 54.0 hours lecture maximum  
 A comprehensive study of medical terminology with an emphasis on determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

# HISTORY

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

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

### Associate in Arts Degree: History

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

*Plus three units from the following:*

HIST 191	History of Eastern Civilization I . . .	3.0
HIST 192	History of Eastern Civilization II . . .	3.0
HIST 240	Latin American Civilization . . . . .	3.0

*Plus three units from the following:*

HIST 115	US History Since 1945 . . . . .	3.0
HIST 120	The Role of Women in the History of the United States . . . . .	3.0
HIST 161	World History . . . . .	3.0
HIST 170	Economic History of the United States . . . . .	3.0
HIST 193	History of India . . . . .	3.0
HIST 210	History of California . . . . .	3.0
HIST 212	History of the Middle East . . . . .	3.0
HIST 230	History of American Indians . . . . .	3.0
HIST 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

**HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
A general survey of the history of western civilization from the 16th century to the present period. Emphasis is placed upon economic, socio-political, and cultural developments in Europe, the Americas, and the emergent nations of the modern era.

**HIST 111 UNITED STATES HISTORY I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys American civilization, from the Pre-Columbian era through Reconstruction. Emphasizes the political, cultural, economic, and social history of the United States. Meets Title V American Institutions United States History requirement for the associate degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

**HIST 112 UNITED STATES HISTORY II**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys the political, economic, and social history of the United States from Reconstruction to the present, while analyzing the challenges met by underrepresented groups. Meets Title V American Institutions United States History requirement for the associate degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

**HIST 115 UNITED STATES HISTORY SINCE 1945**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the political, social, and cultural events occurring in the United States since 1945, exploring the connections with racial unrest, foreign and military policy, civil liberties, and governmental responsibility. Specifically reviews the Cold War, feminism, and major social changes from 1945 to present.

**HIST 116 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1619-1877**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: Eligibility for ENGL-101.*  
Surveys the development of the African American community in the United States from the colonial period to 1877. Emphasizes the historical, cultural, social, economic and political experience of the African American as well as examines the historical content of the American society as a whole.

**HIST 117 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1877-PRESENT**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: Eligibility for ENGL-101.*  
Surveys the African American experience in the United States from 1877 to present. Emphasizes historical, cultural, social, economic, and political factors that have shaped African Americans. Contributions by African Americans to the American society will also be examined.

**HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Explores the political, economic, and intellectual history of women in the development of the United States from the early colonial era to the present day, including their challenges and contributions. Meets Title V American Institutions US History requirement for the associate degree.

**HIST 130 SOCIAL AND CULTURAL HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys the social, ethnic, and cultural history of the United States, from the 15th century to the present, including consideration of changes in society, immigration, ethnicity, race, gender, and culture. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 150 INTRODUCTION TO HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
An introduction to the major issues in American history from the 15th through the 20th centuries. Topics include colonization, the Revolutionary War, the U.S. Constitution, causes and results of the Civil War, western settlement, progressivism, World War I and World War II, various civil rights movements, America's participation in Vietnam, Watergate, and the administrations of Nixon and Clinton. Meets the Title V American Institutions US History requirement for the Associate Degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

**HIST 161 WORLD HISTORY I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines world civilization from prehistory through the 1500's, including Greek and Roman philosophies, Confucianism, Hinduism, Buddhism, Christianity, Islam, political institutions, social practices, literature, women's status, and cross cultural influences.

**HIST 165 HISTORY OF AFRICA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines Classical African Civilization and analyzes its various great societies, including neo-classical Egypt, the Bantu dispersion, the Iron Age, Islamic hegemony, Sudanic Empire, and the Zulu Kingdom, as well as the relationship of the rise and fall between modern day Africa and its historical past.

**HIST 170 ECONOMIC HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Same as ECON-170. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 191 HISTORY OF EASTERN CIVILIZATION I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Survey of Asian civilizations from antiquity to the nineteenth century, including philosophical and social environments and cultural and political trends. Specifically examines China and Japan, as well as neighboring areas like Korea, India, and Southeast Asia.

**HIST 192 HISTORY OF EASTERN CIVILIZATION II**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys Asian civilizations from the nineteenth century to the present, emphasizing the regions of China, Japan, Korea, India, and Southeast Asia. Topics include Western imperialism, nationalist movements, Asian affairs during World War II, communist regimes, economic modernization, and cultural trends.

**HIST 193 HISTORY OF INDIA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
History of India's diverse populations, social practices, religions, government institutions, nationalist movements, art, and literature from antiquity to the present, including the Indus Civilization, Mughal Empire, tenets and socio-political implications of Hinduism, Buddhism, Islam, British colonialism, communal strife, and modern India.

**HIST 198 SPECIAL TOPICS IN HISTORY**

Units: 1.00-3.00 18.0 – 54.0 hours lecture maximum  
Examines specific areas of interest in U.S. and global history, including U.S. foreign policy, constitutional history, and African history, among others. Topics will change each term.

**HIST 210 HISTORY OF CALIFORNIA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys California from its pre-Columbian past to the present. Emphasizes the economic, political, social, and natural history utilizing a cross-cultural emphasis.

**HIST 212 HISTORY OF THE MIDDLE EAST**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys the Middle East, ancient civilizations in the Fertile Crescent leading up to the rise of Islam. Examines the region's economic, political, ethnic, religious, and national differences. Compares and contrasts the artistic contributions of the Middle Eastern cultures with Western cultures. Special attention is given to the concepts of democracy and liberty.

**HIST 230 HISTORY OF AMERICAN INDIANS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys American Indian history from the pre-Columbian past through the modern era, with emphasis on the intersection of American Indian history and United States history. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 240 LATIN AMERICAN CIVILIZATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
A general survey of the geography, history, customs, economic and political development of Latin America from the late pre-Colombian times to the present. This course is especially recommended for Spanish and history majors.

**HIST 241 HISTORY OF EARLY LATIN AMERICA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
Survey's 19th and 20th Century Latin America, while focusing on its socio-political and socio-economic development from 1800 to the present. Provides an historical analysis and review of U.S.-Latin American relations and introduces 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 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
Emphasizes the interrelationship between the history of North and South America and examines the social, political, economic, and diplomatic impact that the peoples of both continents have had on each other. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 299 DIRECTED STUDY IN HISTORY**

Units: 1.00-3.00 – CSU 18.0 hours – 54.0 hours lecture maximum

An independent study course with the topic to be determined between the student and the instructor. May be taken three times for credit.

# HOTEL AND RESTAURANT MANAGEMENT

The associate in 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: 18

HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 210	Hotel and Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation and Safety . . . . .	3.0
HRMGT 245	Hotel and Restaurant Supervision and Guest Relations . .	3.0
HRMGT 275	Hospitality Industry Accounting . . .	3.0

*Plus three units from the following:*

HRMGT 220	Restaurant Operations . . . . .	3.0
HRMGT 235	Hotel and Restaurant Sales and Marketing . . . . .	3.0
HRMGT 299	Hotel and Restaurant Management Internship . . . . .	1.0-3.0

**Hotel Management**

The associate in science degree in Hotel Management focuses on developing the tools necessary to create a career in the hotel industry.

**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 and Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation and Safety . . . . .	3.0
HRMGT 245	Hotel and Restaurant Supervision and Guest Relations . .	3.0

Plus three units from the following:

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

### Restaurant Management

The HRMGT Associate in Science Degree with a designation prepares students for a career in the restaurant industry.

### Associate in Science Degree: Restaurant Management

Units required for major: 18

HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 210	Hotel and Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation and Safety . . . . .	3.0
HRMGT 245	Hotel and Restaurant Supervision and Guest Relations . .	3.0
CULARTS 226	Food and Wine Pairing I . . . . .	3.0
HRMGT 220	Restaurant Operations . . . . .	3.0

### HRMGT 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY

Units: 3.00 - CSU 54.0 hours lecture maximum  
Surveys the careers, responsibilities and trends in the hotel, restaurant, tourism, and recreation industry, including social and economic forces that interrelate and influence various industry components.

### HRMGT 102 INTRODUCTION TO THE TRAVEL INDUSTRY

Units: 3.00 - CSU 54.0 hours lecture maximum  
Comprehensive analysis of the operations, principles and trends in the emerging tourism industry with an emphasis on the marketing and the competitive service strategies of major tourist attractions.

### HRMGT 126 DINING ROOM SERVICE

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: HRMGT-225.*

Designing quality food and beverage operations service systems. Evaluates and matches guest service needs to efficient and courteous food presentation techniques. A wide variety of table appointments and settings are evaluated in conjunction with presentation and design principles.

### HRMGT 150 INTRODUCTION TO HOTEL/RESORT OPERATIONS

Units: 3.00 - CSU 54.0 hours lecture maximum  
An introduction to the operating systems and components of the lodging industry, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

### HRMGT 210 HOTEL AND RESTAURANT LAW

Units: 3.00 - CSU 54.0 hours lecture maximum  
Provides fundamental legal principles and concepts that apply to issues requiring appropriate response and action by hospitality personnel. Students gain the fundamental legal understanding to limit their exposure to liability for themselves as well as their establishments. Also includes proactive actions and programs to limit legal exposure.

### HRMGT 220 RESTAURANT OPERATIONS

Units: 3.00 - CSU 54.0 hours lecture maximum  
Comprehensive study of the operations, management, policy, development and related aspects for the retail restaurant establishment. Emphasis on the development of management careers in the industry and entrepreneurial issues for start-up operations.

### HRMGT 225 FOOD SERVICE SANITATION AND SAFETY

Units: 3.00 - CSU 54.0 hours lecture maximum  
Presents the concepts and related practices that assure a safe and sanitary food service facility. Emphasis is on the maintenance of sanitary standards through the application of the HACCP (Hazard Analysis of Critical Control Point) system of prevention. Areas covered include the following: food handling and processing, food borne illness and prevention, and accident and fire prevention.

### HRMGT 235 HOTEL AND RESTAURANT SALES AND MARKETING

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines how marketing plans are conceived, designed and implemented for a variety of hotel, restaurant and related service industry products with a focus on related sales and promotional strategies, merchandising, public relations and advertising.

### HRMGT 245 HOTEL AND RESTAURANT SUPERVISION AND GUEST RELATIONS

Units: 3.00 - CSU 54.0 hours lecture maximum  
Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

**HRMGT 275 HOSPITALITY INDUSTRY ACCOUNTING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Specialized accounting for hotel and operations with emphasis on revenue and expenses, payroll, inventory, and food and beverage. Develops analysis of financial statements used for operations of hotels and restaurants.

**HRMGT 299 HOTEL AND RESTAURANT MANAGEMENT INTERNSHIP**

Units: 1.00-3.00 – CSU 18.0 – 54.0 hours lecture maximum  
On-the-job training within the hotel or restaurant industry. Coordination occurs between the faculty, the student and the work supervisor. The classroom component serves as a problem-solving center. Course material covers professionalism, career enhancement and job obtainment skills.

**HUMANITIES**

An associate degree is not available in Humanities.

**HUMAN 100 COMPARATIVE STUDIES IN THE HUMANITIES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces themes and methods of inquiry of the humanities. Compares and contrasts the ideas and cultural expressions of western civilization with those of non-western civilizations, focusing on a selected theme chosen each term.

**HUMAN 101 FORMS AND IDEAS IN HUMANITIES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
An introductory course, which provides instruction in interdisciplinary analysis and interpretation of meaning in art, music and literature and in the understanding of philosophical ideas in their own right and as they influence the world civilizations. UC credit limitation: HUMAN-101, 105, and 106 combined, maximum credit 6 units. No credit for 101 if taken after 105 or 106.

**HUMAN 105 CULTURAL ERAS IN HUMANITIES I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: Eligibility for ENGL-101.*  
Interdisciplinary, multi-cultural study of major eras of humanistic development from the ancient world to the fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation: HUMAN-101, 105 and 106 combined, maximum credit six units.

**HUMAN 106 CULTURAL ERAS IN HUMANITIES II**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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-101, 105 and 106 combined, maximum credit six units.

**HUMAN 150 GREAT BOOKS, GREAT IDEAS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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.

# INSTRUCTIONAL AIDE

The Instructional Aide Certificate is designed in collaboration with local school districts and provides basic skills that support employment as a paraeducator in elementary and secondary schools. This certificate will address the recent changes in Federal Law, by partially meeting the unit requirements for the Title 1 mandate "No Child Left Behind Act," and facilitate careers in education.

## Certificate of Specialization: Instructional Aide

Units required: 11-16

CIT 140	Survey of Microsoft Office Programs	3.0
CWEXP 188	Cooperative Work Experience Education – EDUC	1.0 – 4.0
PSYCH 172	Developmental Psychology	3.0

*Plus three units from the following:*

EDUC 200	Introduction to Special Education	3.0
EDUC 203	Education in a Diverse Society	3.0

*Plus one - three units from the following:*

EDUC 105	Literacy Tutoring and Early Field Experience	2.0
GENSTU 104	Tutoring Methods	1.0 – 3.0

# INTERIOR DESIGN

The Interior Design 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 ability 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. In addition to the associate degree and certificate in Interior Design the department offers certificates in Merchandising and Set Decoration.

## Associate in Science Degree: Interior Design

Units required: 48

ARCHT 160	AutoCAD for Architecture and Interior Design	3.0
ID 100	Careers in Interior Design	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 110	Architectural Drafting I	3.0
ID 113	Interior Design Materials and Specifications	4.0
ID 114	Architecture and Interiors History: Antiquity – Classical Revival	3.0
ID 115	Architecture and Interiors History: Classical Revival – Post Modern	3.0
ID 190	Design II - Space Planning	3.0
ID 207	Residential Design	3.0
ID 217	Advanced Interior Design Studio I	3.0
ID 295	Professional Practices for Interior Design	3.0

*Plus six units from the following:*

ARCHT 180	Codes and Zoning Regulations	3.0
ARCHT 220	Architectural Drafting II	3.0
ARCHT 260	Advanced CAD for Architecture and Interior Design	3.0
ID 108	Kitchen Design	2.0

ID 109	Bathroom Design . . . . .	2.0
ID 219	Interior Design Portfolio . . . . .	3.0

*Recommended Electives*

ARCHT 140	Materials and Methods of Construction . . . . .	3.0
ARCHT 200	Design III – Environmental Design . . . . .	3.0

**Certificate of Achievement: Interior Design**

Units required: 39

ID 091	Art and Accessories in Interior Design . . . . .	1.0
ID 092	Merchandising for Interior Design . . . . .	1.0
ID 100	Careers in Interior Design . . . . .	2.0
ID 101	Introduction to Interior Design . . . . .	3.0
ID 102	Applied Color for Designers . . . . .	3.0
ID 108	Kitchen Design . . . . .	2.0
ID 109	Bathroom Design . . . . .	2.0
ID 110	Architectural Drafting I . . . . .	3.0
ID 113	Interior Design Materials and Specifications . . . . .	4.0
ID 114	Architecture and Interiors History: Antiquity - Classical Revival . . . . .	3.0
ID 115	Architecture and Interiors History: Classical Revival - Post Modern . . . . .	3.0
ID 207	Residential Design . . . . .	3.0
ID 217	Advanced Interior Design Studio I . . . . .	3.0
ID 295	Professional Practices for Interior Design . . . . .	3.0

*Recommended electives:*

ART 124A	Drawing I . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 219	Interior Design Portfolio . . . . .	3.0

**Merchandising**

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

**Certificate of Achievement: Interior Decorating - Merchandising**

Units required: 23

ID 091	Art and Accessories in Interior Design . . . . .	1.0
ID 092	Merchandising for Interior Design . . . . .	1.0
ID 100	Careers in Interior Design . . . . .	2.0
ID 101	Introduction to Interior Design . . . . .	3.0
ID 102	Applied Color for Designers . . . . .	3.0
ID 113	Interior Design Materials and Specifications . . . . .	4.0

ID 114	Architecture and Interiors History: Antiquity - Classical Revival . . . . .	3.0
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ID 115	Architecture and Interiors History: Classical Revival - Post Modern . . . . .	3.0
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*Plus three units from the following:*

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

*Recommended electives:*

ART 124A	Drawing I . . . . .	3.0
ID 110	Architectural Drafting I . . . . .	3.0

**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.

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

Units required: 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
THEATR 120	Stagecraft . . . . .	3.0

*Plus three units from the following:*

ID 114	Architecture and Interiors History: Antiquity World - Classical Revival . . . . .	3.0
ID 115	History: Architecture and Interiors: Classical Revival - Post Modern . . . . .	3.0

*Recommended electives:*

ART 110	Art History: Ancient and Medieval . . . . .	3.0
ART 111	Art History: Renaissance to Modern . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0

ID 110	Architectural Drafting I . . . . .	3.0
ID 114	Architecture and Interiors History: Antiquity - Classical Revival . . . . .	3.0
ID 115	Architecture and Interiors History: Classical Revival - Post Modern . . . . .	3.0

### **ID 091 ART AND ACCESSORIES IN INTERIOR DESIGN**

Units: 1.00 18.0 hours lecture maximum  
Covers the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods, portable light fixtures, linens, and tableware in interior design. Field trips may be included.

### **ID 092 MERCHANDISING FOR INTERIOR DESIGN**

Units: 1.00 18.0 hours lecture maximum  
Introduces retailing concepts and strategies used by merchandisers, including sales transactions, customer service, store operations, store policies, advertising and display. Field trips may be included.

### **ID 096L OPEN INTERIOR DESIGN LAB**

Units: 1.00 54.0 hours lab maximum  
An open lab for the interior design student. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### **ID 097 SPECIAL TOPICS: INTERIOR DESIGN**

Units: 0.50-4.00 4.5 – 72.0 hours lecture maximum, 27.0 – 216.0 hours lab maximum  
An exploration of various topics, techniques and/or subjects related to interior design. Topics to be announced per semester. See current schedule of classes for specific course description. Units do not apply to the associate degree. (Formerly ID-098)

### **ID 097L ADVANCED INTERIOR DESIGN LAB**

Units: 1.00 54.0 hours lab maximum  
An open lab for the currently enrolled advanced interior design student who wishes to increase skills through the use of the interior design facility. Units do not apply to the associate degree.

### **ID 099 HOME STAGING**

Units: 1.00 18.0 hours lecture maximum  
Stage home for marketability by selecting color, theme, scale, furniture and accessories that appeal to a broad base of consumers. Offered credit/no-credit or pass/no-pass only.

### **ID 100 CAREERS IN INTERIOR DESIGN**

Units: 2.00 - CSU 36.0 hours lecture maximum  
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.

### **ID 101 INTRODUCTION TO INTERIOR DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
A study of the principles and elements of interior design based on function and aesthetics.

### **ID 102 APPLIED COLOR FOR DESIGNERS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Focuses on color concepts through two and three-dimensional design problems and theory and application of color in design and digital media. Hands-on experience with the elements of color as they change backgrounds and environments by applying pigmented and/or digital color. Concentrates on color systems and psychology, and appropriate color choices for various projects. Field trips may be required.

### **ID 103 PERSPECTIVE AND INTERIOR ILLUSTRATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Introduces the basic black and white interior graphic communication techniques focusing on one and two-point perspective sketch techniques, graphic charts, material representation, plan and elevation graphics; emphasis on composition, shade, shadow, lighting, and texture. May be taken two times for credit.

### **ID 104 RAPID VISUALIZATION AND ILLUSTRATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: ID-103.*

Introduces techniques for freehand drawing and illustration necessary for visual communication and presentation. Rapid sketching techniques in addition to perceptual skills and an understanding of line, tone, proportion, composition, and rendering will be included. Illustration techniques include projects in pencil, pen, shading, marker and/or water color.

### **ID 105 INTRODUCTION TO PRODUCTION DESIGN**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 decorator, set designer, scenic designer, and prop master. Educational and professional qualifications for entry into the TV, film, and theatre industries are reviewed.

**ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

An exploration of trade resources for set decorators working in TV, film, and theatre.

**ID 108 KITCHEN DESIGN**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Analysis and application of the design process to the space planning, materials and finish choices, codes application, and selection of specialized equipment unique to the planning of kitchens. Design solutions for kitchens will be developed in the studio.

**ID 109 BATHROOM DESIGN**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Analysis and application of the design process to the space planning, materials and finish choices, codes application, and selection of specialized equipment fixtures unique to the planning of baths. Design solutions for bathrooms will be developed in the studio.

**ID 110 ARCHITECTURAL DRAFTING I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Provides the 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 ID-163 and DRFT-163) Same as ARCHT-110.

**ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the selection, specifications, and computations for interior design materials and textiles for residential and commercial design. Field trips may be required.

**ID 114 ARCHITECTURE AND INTERIORS HISTORY: ANTIQUITY - CLASSICAL REVIVAL**

Units: 3.00 - CSU 54.0 hours lecture maximum

Traces the development of styles in the decorative arts, architecture, and interior furnishings in the period from Antiquity to Classical Revival. Emphasis is placed on style development as it relates to social, economic, and political influences. Field trips may be required.

**ID 115 ARCHITECTURE AND INTERIORS HISTORY: CLASSICAL REVIVAL - POST MODERN**

Units: 3.00 - CSU 54.0 hours lecture maximum

Traces the development of styles in the decorative arts, architecture and interior furnishings in the period from Classical Revival to Post Modern. Emphasis is placed on style development as it relates to social, economic and political influences.

**ID 190 DESIGN II - SPACE PLANNING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: ID-110 or ARCHT-110. Recommended Preparation: ARCHT-120 and ID-103.*

Includes the design process, methods, and presentations of interior commercial spaces. Schematic planning, code application, and human dimensions are related to anthropometrics and proxemics and the use of space for special populations will be applied to student projects. (Formerly ID-212 and DRFT-263) Same as ARCHT-190.

**ID 207 RESIDENTIAL DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisites: ID-101 and ID-110.*

Addresses space planning, programming, living space, kitchens, baths, and support spaces explored through creative expression related to theme design and lighting application. Includes critiques and design presentations.

**ID 217 ADVANCED INTERIOR DESIGN STUDIO I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisites: ID-103 or ID-104, ID-114 or ID-115, ID-113 and ID-207.*

Examines creative design solutions for residential environments, including new construction and/or remodeling for diverse clients and budgets. Field trips may be required.

**ID 219 INTERIOR DESIGN PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: ID-207 and/or 217.*

Presents the process of preparing a professional interior design portfolio including an appropriate selection of work, concept improvement, and methods of presentation.

**ID 265 ADVANCED CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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. May be taken two times for credit.

**ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Presents basic principles, procedures, and office systems necessary to professionally organize and carry through a creative interior design project from the original client contract to final billing and collecting.

**ITALIAN**

*(See Modern Languages)*

**JOURNALISM**

The Journalism program provides an introduction to journalism and mass media for students interested in careers requiring journalistic training such as newspaper reporting, writing, and production and journalistic photography. 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, Canyon Call. In conjunction with the Photography department, Journalism offers a degree and certificate in Photojournalism.

**Associate in Arts Degree: Journalism**

Units required for major: 24

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 115	Feature Article Writing . . . . .	3.0
JOURN 205	Advanced News Reporting and Production . . . . .	3.0
JOURN 220	Newspaper Editing and Production . . . . .	3.0
JOURN 260	Newspaper Photography . . . . .	3.0

*Plus six units from the following:*

CIT 074	Introduction to Photoshop – Brief . .	1.5
CIT 166	Desktop Publishing . . . . .	3.0
COMS 250	Process of Communication . . . . .	3.0
JOURN 265	Photojournalism: The Photo Story .	3.0
CWEXP 188	Cooperative Work Experience – JOURN . . . . .	1.0-4.0

**Certificate of Achievement: Journalism**

Units required: 24

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 115	Feature Article Writing . . . . .	3.0
JOURN 205	Advanced News Reporting and Production . . . . .	3.0
JOURN 220	Newspaper Editing and Production . . . . .	3.0

*Plus nine units from the following:*

CIT 074	Introduction to Photoshop – Brief . .	1.5
CIT 166	Desktop Publishing . . . . .	3.0
COMS 250	Process of Communication . . . . .	3.0

JOURN 260	Newspaper Photography . . . . .	3.0
JOURN 265	Photojournalism: The Photo Story . . . . .	3.0
CWEXP 188	Cooperative Work Experience – JOURN . . . . .	1.0-4.0

### JOURN 100 MEDIA AND SOCIETY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also discussed. (Same as RTVF-100)

### JOURN 105 BEGINNING NEWS WRITING

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: ENGL-091 or ENGL-094.*  
Teaches the basic styles of journalistic writing including news, feature, sports and column writing as well as the fundamentals of headline writing, outline writing, and layout and design. Also includes the basics of interviewing sources, news judgment and legal and ethical aspects of the profession.

### JOURN 115 FEATURE ARTICLE WRITING

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: JOURN-105.*  
Focuses on the analysis, planning, and writing of the articles for publication in the mass communications media including student newspaper, Canyon Call. Includes story types, methods and market trends in popular trade, and other types of publications. This writing course details interview techniques, research, organization, style and editing.

### JOURN 205 ADVANCED NEWS REPORTING AND PRODUCTION

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite: JOURN-105.*  
Students gather and organize information, write and proofread articles for the school newspaper, Canyon Call. Legal standards for journalism are introduced.

### JOURN 220 NEWSPAPER EDITING AND PRODUCTION

Units: 3.00 - CSU 18.0 hours lecture maximum, 108.0 hours lab maximum  
*Prerequisite: JOURN-205 or PHOTO-260.*  
Production course for the Canyon Call student newspaper. Canyon Call editorial staff assign stories and photos, copyedit, construct layout and design the school newspaper. Canyon Call staff members gather information, evaluate, write, and edit the news for production while working on a production deadline. May be taken four times for credit.

### JOURN 260 NEWSPAPER PHOTOGRAPHY

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite: PHOTO-150 or PHOTO-160.*  
Introduces news, feature, and sports photography for the mass communications media and applies these concepts through the taking of photographs for the college newspaper. The student may furnish a fully functional 35mm camera or digital equivalent. May be taken four times for credit. (Formerly PHOTO-260)

### JOURN 265 PHOTOJOURNALISM: THE PHOTO STORY

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
*Prerequisite: PHOTO-260.*  
Differentiates between newspaper photography and photojournalism - the art of telling the story through photographs. Emphasizes photojournalism method and technique, including researching stories to photograph, editing photographs, and mastering layout and design for the mass media communications. Students must have fully adjustable manual 35mm camera or digital equivalent. May be taken four times for credit.

# KINESIOLOGY - PHYSICAL EDUCATION

The Kinesiology - Physical Education program offers a diverse curriculum which includes theory courses in Kinesiology-Physical Education, 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 life-time 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 Kinesiology-Physical Education department offers an associate degree in Kinesiology-Physical Education 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 Kinesiology-Physical Education Department is expected to increase.

## Associate in Arts Degree: Kinesiology-Physical Education

Units required for major: 23

*Three units from the following:*

HLHSCI 100	Health Education	3.0
HLHSCI 150	Nutrition	3.0

*Plus nine units from the following:*

KPET 200	Introduction to Kinesiology	3.0
KPET 201	Principles of Physical Fitness and Conditioning	3.0
KPET 210	Prevention and Care of Athletic Injuries	3.0

*Plus eight units from one of the following options:*

BIOSCI 201	Introduction to Human Anatomy	4.0
BIOSCI 202	Introduction to Human Physiology	4.0

*Or*

BIOSCI 204	Human Anatomy and Physiology I	4.0
BIOSCI 205	Human Anatomy and Physiology II	4.0

*Or*

BIOSCI 250	Human Anatomy and Physiology	8.0
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*Plus three from the following (courses may be repeated):*

KPEA 100	Physical Fitness Lab	1.0
KPEA 101A	Beginning Weight Training	1.0
KPEA 101B	Advanced Weight Training	1.0
KPEA 102	Running for Fitness	1.0
KPEA 103	Cardio Cross-Training	0.25 – 1.0
KPEA 104	Spin Cycling Fitness	0.25 – 1.0
KPEA 105	Step Aerobics	0.25 – 1.0
KPEA 106	Bowling	1.0
KPEA 107	Stretching for Flexibility and Relaxation	1.0
KPEA 108	Budoshin Ju-Jitsu	1.0
KPEA 109	Surfing	1.0
KPEA 110	Mountain Biking	1.0
KPEA 111	Ice Skating	1.0
KPEA 112	Sailing	2.0
KPEA 113	Aqua Aerobics	1.0
KPEA 115	Deep-Water Running and Conditioning	1.0
KPEA 118A	Beginning Ice Hockey	1.0
KPEA 118B	Intermediate Ice Hockey	1.0
KPEA 118C	Advanced Ice Hockey	1.0
KPEA 119	Backpacking and Wilderness Survival	2.0
KPEA 120	Rock Climbing	1.0
KPEA 121	Table Tennis	1.0
KPEA 122	Ultimate Frisbee	1.0
KPEA 125	Walking for Fitness	1.0
KPEA 140	Red Cross Lifeguard Training	1.0
KPEA 141	Water Safety Instructor	1.0
KPEA 150	Basketball	1.0
KPEA 165A	Beginning Golf	1.0
KPEA 165B	Intermediate Golf	1.0
KPEA 165C	Advanced Golf	1.0
KPEA 170A	Beginning Soccer	1.0
KPEA 170B	Intermediate Soccer	1.0
KPEA 171	Badminton	1.0
KPEA 175A	Beginning Softball	1.0
KPEA 175B	Intermediate Softball	2.0
KPEA 180A	Beginning Swimming	1.0
KPEA 180B	Intermediate Swimming	1.0
KPEA 180C	Advanced Swimming	1.0
KPEA 185A	Beginning Tennis	1.0
KPEA 185B	Intermediate Tennis	1.0
KPEA 195A	Beginning Volleyball	1.0
KPEA 195B	Intermediate Volleyball	1.0
KPEA 195C	Advanced Volleyball	1.0
KPEA 196	Beach Volleyball	1.0
KPEA 200	Song and Yell Leaders	2.0
KPEA 245	Off-Season Baseball Training	2.0
KPEA 260	Off-Season Football Training	2.0
KPEA 280	Off-Season Swimming Training	2.0
KPEA 290	Off-Season Track and Field Training	2.0

*Recommended elective:*

KPET 120	Emergency Procedures	2.0
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**KINESIOLOGY - ACTIVITY (KPEA)****KINESIOLOGY-PHYSICAL EDUCATION ACTIVITY**

**Note:** UC limits transferable credits for KPEA or Dance activity classes to a combined total of four units maximum. (See Dance for restricted courses)

Although COC allows each KPEA class to be repeated three times starting in 2008, only four units of the same activity may be taken. For example, students may only take a total of four units from all levels of tennis (beginning, intermediate, advanced).

**KPEA 100 PHYSICAL FITNESS LAB**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
A laboratory physical fitness course designed to develop and encourage positive attitudes and habits in a personalized exercise program. Designed to work the five health-related components of fitness. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit. (Formerly PHYSED-150)

**KPEA 101A BEGINNING WEIGHT TRAINING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Beginning level instruction in weight training emphasizing lifting and training techniques, basic nutrition, and wellness concepts. May be taken four times for credit. (Formerly PHYSED-151)

**KPEA 101B ADVANCED WEIGHT TRAINING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
*Recommended Preparation: KPEA-101A, 152A, 152B or equivalent physical preparation.*  
Advanced methods of physical conditioning and fitness program design, including principles of explosive training like Olympic lifts, plyometrics, balance training, speed development and functional flexibility training. May be taken four times for credit. (Formerly PHYSED-153)

**KPEA 102 RUNNING FOR FITNESS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Principles and theories of aerobic and cardiovascular training. Strength, flexibility, and jogging/running programs will be emphasized. May be taken four times for credit. (Formerly PHYSED-102)

**KPEA 103 CARDIO CROSS-TRAINING**

Units: 0.25-1.00 - UC:CSU 13.5 – 54.0 hours lab maximum  
A group exercise class focusing on improvement of cardiovascular and muscular fitness. Various training methods such as step aerobics, kick boxing, plyometrics, muscle sculpting, and core training are included. Proper form, exercise technique, and safety are addressed for all training modes. Basic anatomy and physiology of human conditioning will also be discussed. May be taken three times for credit. (Formerly PHYSED-125)

**KPEA 104 SPIN CYCLING FITNESS**

Units: 0.25-1.00 - UC:CSU 13.5 – 54.0 hours lab maximum  
Group cardiovascular conditioning utilizing stationary cycles. Emphasis is placed on proper cycling technique and safety while students are guided through a training ride encountering various cycling modes (hills, sprints, etc.). Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve fitness levels and cycling ability. May be taken four times for credit. (Formerly PHYSED-128)

**KPEA 105 STEP AEROBICS**

Units: 0.25-1.00 - UC:CSU 13.5 – 54.0 hours lab maximum  
Group cardiovascular conditioning utilizing a step platform. Emphasis is placed on proper technique and safety while students exercise to music. Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve their level of fitness. May be taken four times for credit. (Formerly PHYSED-145)

**KPEA 106 BOWLING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Covers fundamental techniques of bowling, scoring, rules, and etiquette. Practice and class competition are provided to enhance skill development and strategy. May be taken four times for credit. (Formerly PHYSED-127)

**KPEA 107 STRETCHING FOR FLEXIBILITY AND RELAXATION**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces stretching exercises that enhance flexibility, reduce muscle tension, and promote relaxation; styles may include yoga, Pilates and others. UC credit limitation. May be taken four times for credit.

**KPEA 108 BUDOSHIN JU-JITSU**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces the basic elements of Budoshin Ju-Jitsu including basic releases, block throw, takedown, and falling techniques. Also covers self-defense theory, philosophical aspects and terminology of the traditional martial art. May be taken four times for credit. (Formerly PHYSED-123)

**KPEA 109 SURFING**

Units: 1.00 - CSU 13.5 hours lecture maximum, 13.5 hours lab maximum  
Introduces the sport of surfing with lecture and practice in surf techniques. Emphasis on history, equipment, dangers, conditions, and techniques. Students must be able to swim 100 yards to take class. Field trips required. (Formerly PHYSED-135)

**KPEA 110 MOUNTAIN BIKING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces the fundamentals of mountain bike riding styles, techniques, and skills. May be taken four times for credit.

**KPEA 111 ICE SKATING**

Units: 1.00 - CSU 54.0 hours lab maximum  
Introduces the fundamentals of ice skating, including the history of ice skating and related skating techniques, drills, and exercises. May be taken four times for credit.

**KPEA 112 SAILING**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the theory and skills associated with sailing small sailboats. This class features both lecture and on-the-water practical experience. At the end of the class students will be able to identify proper sail trim for various points of sail, safety procedures, rules of navigation and steering, and wind direction. Students will be expected to master rigging, coming about, gybing, and docking. Students should be in good health, able to tread water (without a lifejacket and with clothes and shoes on) for ten minutes. Students should have sufficient upper body strength to lift 15 pounds above their head, and pull themselves into a boat, with 24 inches of freeboard, from the water. May be taken two times for credit.

**KPEA 113 AQUA AEROBICS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Aquatic aerobic exercises for swimmers and non-swimmers designed specifically to improve cardiovascular endurance, strength, and flexibility through the mode of free dynamic movement in the water. The water provides resistance and buoyancy that promotes a workout virtually free of orthopedic stress. May be taken four times for credit.

**KPEA 115 DEEP-WATER RUNNING AND CONDITIONING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
An exercise program incorporating various practices while running in deep water. This class is well suited for those unable to run because of chronic injuries to the lower extremities or in rehabilitation from injury. May be taken four times for credit.

**KPEA 118A BEGINNING ICE HOCKEY**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces beginning ice hockey skills, emphasizing power skating and stick handling. May be taken four times for credit.

**KPEA 118B INTERMEDIATE ICE HOCKEY**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces intermediate ice hockey skills and strategies, emphasizing passing, and shooting. May be taken four times for credit.

**KPEA 118C ADVANCED ICE HOCKEY**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Develops advanced ice hockey skills including offensive and defensive systems in competitive games. May be taken four times for credit.

**KPEA 119 BACKPACKING AND WILDERNESS SURVIVAL**

Units: 2.00 - UC:CSU 31.5 hours lecture maximum, 13.5 hours lab maximum  
Provides basic backpacking and wilderness survival knowledge and skills such as first aid, equipment, orienteering, fire building, shelter, food, fishing, plants and animals, and current trends. Field trip may be required. UC credit limitation.

**KPEA 120 ROCK CLIMBING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces the aspects of mountain rock climbing, including the use of rope systems and gear, knots, belaying techniques, call signals, climbing techniques, footwork, flexibility, and rappelling. May be taken four times for credit.

**KPEA 121 TABLE TENNIS**

Units: 1.00 - CSU 54.0 hours lab maximum  
Provides students with the rules, scoring, techniques, and strategies of table tennis. May be taken four times for credit.

**KPEA 122 ULTIMATE FRISBEE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Presents throwing, catching, and passing skills of ultimate frisbee and their application to team play. May be taken four times for credit.

**KPEA 125 WALKING FOR FITNESS**

Units: 1.00 - CSU 54.0 hours lab maximum  
Focuses on improving cardio-respiratory endurance through a safe and effective walking exercise program. May be taken four times for credit.

**KPEA 140 RED CROSS LIFEGUARD TRAINING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Prerequisite: Red Cross Requirements: Students must be at least 15 years of age and able to perform the following: Swim 500 yards continuously using these strokes in the following order: 200 yards of front crawl using rhythmic breathing and a stabilizing, propellant kick; 100 yards of breaststroke; 200 yards of either front crawl or breaststroke. Swim 20 yards using front crawl or breaststroke; surface dive to a depth of 7-10 feet, retrieve a 10 pound object, return to surface, and swim 20 yards back to the starting point with the object.

Provides Red Cross Lifeguard training to lifeguard candidates and lifeguards with the skills and knowledge necessary to keep patrons of an aquatic facility safe in and around the water. Upon successful completion of the course, students receive Red Cross certification in Lifeguard Training, Waterfront Lifeguarding, and CPR for the Professional Rescuer. May be taken four times for credit.

**KPEA 141 WATER SAFETY INSTRUCTOR**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Prerequisite: Students must be 16 years of age on or before the final scheduled session of the course, successfully complete Fundamentals of Instructor Training, and demonstrate the ability to perform the following skills: 25 yards of grunt crawl, back crawl, breaststroke, elementary backstroke and sidestroke, 5 yards of butterfly, float or scull or back for one minute in deep water, and tread water for one minute.*

The student will become qualified to teach Red Cross swimming classes including seven levels of the Learn to Swim program; Infant/Preschool Aquatic; Basic Rescue and Emergency Water Safety. May be taken four times for credit.

**KPEA 150 BASKETBALL**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Covers the basic fundamentals of basketball. May be taken four times for credit.

**KPEA 165A BEGINNING GOLF**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Introduces the fundamentals of golf including stance, grip, swing, putting, rules of golf, and overall gamesmanship. May be taken four times for credit. (Formerly PHYSED-129)

**KPEA 165B INTERMEDIATE GOLF**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Recommended Preparation: KPEA-165B.*

Develops intermediate level golf skills with further emphasis on fundamentals and the developing of techniques for playing long irons and wood play. May be taken four times for credit.

**KPEA 165C ADVANCED GOLF**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Recommended preparation: KPEA-165B.*

Develops advanced skills including course management, match and stroke play strategies, club selection, and long iron play. May be taken four times for credit. (Formerly PHYSED-177)

**KPEA 170A BEGINNING SOCCER**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Instruction and practice in the techniques of the sport of soccer for the beginning level player, with emphasis on recreation play, strategy and rules. May be taken four times for credit.

**KPEA 170B INTERMEDIATE SOCCER**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Develops intermediate level soccer skills training with emphasis on intermediate/advanced play, strategy and rules. May be taken four times for credit. (Formerly PHYSED-165)

**KPEA 171 BADMINTON**

Units: 1.00 - CSU 54.0 hours lab maximum

Designed for the beginning and intermediate player. Basic skills will be developed and refined. Strategy, rules, etiquette and match tactics will be reviewed. Singles, doubles, and mixed doubles matches will be played. May be taken four times for credit.

**KPEA 175A BEGINNING SOFTBALL**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Introduces the fundamentals of softball, including the rules and mechanics of throwing, hitting, and catching, and overall gamesmanship. May be taken four times for credit.

**KPEA 175B INTERMEDIATE SOFTBALL**

Units: 2.00 - UC:CSU 108.0 hours lab maximum

Prepares the student in softball fundamentals such as hitting, fielding, throwing and catching. Included are weight training and conditioning. A lead-up class for intercollegiate softball. May be taken four times for credit.

**KPEA 180A BEGINNING SWIMMING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Introduces beginning swimming skills, emphasizing water safety. May be taken four times for credit.

**KPEA 180B INTERMEDIATE SWIMMING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Designed to encompass a large range of swimming skills. The student should have had some previous swimming experience. The course, when completed, will provide the student with Red Cross Intermediate Swimming Card. May be taken four times for credit.

**KPEA 180C ADVANCED SWIMMING**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Advanced swim skills developed with emphasis on the five competitive swim strokes. Advanced speed and endurance training will be emphasized in a training environment. May be taken four times for credit. (Formerly PHYSED-178)

**KPEA 185A BEGINNING TENNIS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Introduces the rules and fundamentals of tennis, including scoring, doubles play, the grip, ground strokes and serve for the beginner. May be taken four times for credit. (Formerly PHYSED-130)

**KPEA 185B INTERMEDIATE TENNIS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Designed to enable students to become proficient in the intermediate skills of tennis. Progressive instruction includes the volley, overhead, singles and doubles strategy. Instruction also covers tennis scoring, court position, rules and strategy. May be taken four times for credit.

**KPEA 185C ADVANCED TENNIS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Designed to enable students to become proficient in the advanced skills of tennis. Progressive instruction includes attacking ground strokes, quick volleys, offensive overheads, serves, service returns and power ground strokes. UC credit limitation. May be taken four times for credit.

**KPEA 195A BEGINNING VOLLEYBALL**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Introduces the fundamentals of volleyball, including rules, serving, passing, setting, attacking, digging, and overall gamesmanship. May be taken four times for credit.

**KPEA 195B INTERMEDIATE VOLLEYBALL**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Fundamentals of volleyball skills are refined and more intermediate skills are taught: jump-serving, the quick attack, 6-2 and 5-1 offensive systems, and perimeter and rotational defensive systems. May be taken four times for credit.

**KPEA 195C ADVANCED VOLLEYBALL**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
*Recommended Preparation: KPEA-195B*  
Advanced skills taught to include the quick attack, jump serving, and strategies associated with the game of volleyball at an advanced/competitive level. May be taken four times for credit. (Formerly PHYSED-180)

**KPEA 196 BEACH VOLLEYBALL**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Provides indoor volleyball players with an opportunity to develop their skills on sand, emphasizing four-person and doubles competitive formats. May be taken four times for credit.

**KPEA 200 SONG AND YELL LEADERS**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Designed for spirit squad members, as well as others interested in cheer, dance, gymnastics, and stunting. Extensive choreography in all areas of dance, hip-hop, jazz, and pom. Cheers will consist of straight arm movements as well as stunting and proper spotting techniques. May be taken four times for credit. (Formerly PHYSED-181)

**KPEA 245 OFF-SEASON BASEBALL TRAINING**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Refines baseball fundamentals, skills and concepts as they relate to intercollegiate baseball participation. May be taken four times for credit.

**KPEA 260 OFF-SEASON FOOTBALL TRAINING**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Advanced football fundamentals as they relate to intercollegiate football. Advanced intercollegiate football techniques and strategies, intended for individuals interested in competing on the intercollegiate football team. May be taken four times for credit. (Formerly PHYSED-162)

**KPEA 270 OFF-SEASON SOCCER TRAINING**

Units: 2.00 - CSU 108.0 hours lab maximum  
Provides off-season training in the sport of soccer. Appropriate for members of the intercollegiate soccer team and individuals interested in soccer training at an advanced competitive level. May be taken four times for credit.

**KPEA 280 OFF-SEASON SWIMMING TRAINING**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Covers the four basic swim strokes including starts and turns. No prior competitive swim experience is necessary. May be taken four times for credit.

**KPEA 290 OFF-SEASON TRACK AND FIELD TRAINING**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Introduction to intermediate techniques and strategies of all track and field events. Topics include methods of training, conditioning, proper technique, and competitive tactics of track and field. May be taken four times for credit.

**KPEA 295 OFF-SEASON VOLLEYBALL TRAINING**

Units: 2.00 - CSU 108.0 hours lab maximum  
Provides off-season training in the sport of volleyball. Appropriate for members of the intercollegiate volleyball team and individuals interested in volleyball training at an advanced level. May be taken four times for credit.

## KINESIOLOGY - INTERCOLLEGIATE (KPEI)

**KPEI 152 CONDITIONING FOR INTERCOLLEGIATE SPORTS**

Units: 1.00-2.00 - UC:CSU 54.0 – 108.0 hours lab maximum  
Specific physical fitness related to in-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement. May be taken four times for credit.

**KPEI 153 OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS**

Units: 1.00-2.00 - UC:CSU 54.0 – 108.0 hours lab maximum

Specific physical fitness related to off-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement. May be taken four times for credit.

**KPEI 245 INTERCOLLEGIATE BASEBALL**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate competition in the sport of baseball. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken four times for credit.

**KPEI 250A INTERCOLLEGIATE BASKETBALL I**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Fall intercollegiate basketball competition. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. Includes a pre-season game schedule with both home and road competition. May be taken three times for credit. (Formerly PHYSED-252A)

**KPEI 250B INTERCOLLEGIATE BASKETBALL II**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Spring intercollegiate basketball competition. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. Includes a pre-season game schedule with both home and road competition. May be taken three times for credit. (Formerly PHYSED-252B)

**KPEI 255 INTERCOLLEGIATE CROSS-COUNTRY**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate competition and preparation in cross-country at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of cross-country racing. May be taken four times for credit.

**KPEI 260 INTERCOLLEGIATE FOOTBALL**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate competition in the sport of football. Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics. May be taken four times for credit.

**KPEI 265 INTERCOLLEGIATE GOLF**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Prepares the student for Intercollegiate competition in the sport of golf. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken four times for credit. (Formerly PHYSED-256)

**KPEI 270 INTERCOLLEGIATE SOCCER**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Prepares the individual for Intercollegiate competition in the sport of soccer. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken four times for credit. (Formerly PHYSED-253)

**KPEI 275 INTERCOLLEGIATE SOFTBALL**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
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. May be taken four times for credit.

**KPEI 280 INTERCOLLEGIATE SWIMMING**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate swim competition for men and women. Students must meet California Community College eligibility requirements as established by the Commission on Athletics. Includes home and away meets in the Western State Conference and post-season competition. May be taken four times for credit. (Formerly PHYSED-259)

**KPEI 285 INTERCOLLEGIATE TENNIS**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate tennis competition for men and women. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. UC credit limitation. May be taken three times for credit.

**KPEI 290 INTERCOLLEGIATE TRACK AND FIELD**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate competition and preparation in track and field at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of track and field events. May be taken four times for credit.

**KPEI 295 INTERCOLLEGIATE VOLLEYBALL**

Units: 2.00 - UC:CSU 108.0 hours lab maximum  
Intercollegiate competition in the sport of volleyball. Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics. May be taken four times for credit.

## KINESIOLOGY - THEORY (KPET)

### KINESIOLOGY-PHYSICAL EDUCATION THEORY

**Note:** UC limits transferable credits for KPET classes to 8 units maximum.

#### KPET 104 THEORY AND ANALYSIS OF FOOTBALL

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Presents advanced football fundamentals, theory and philosophy of offensive and defensive strategy. Principles of the kicking game of football, coaching organization and implementation. Does not satisfy the Physical Education activity requirement for the associate degree. May be taken four times for credit. (Formerly PHYSED-104)

#### KPET 107 THEORY AND ANALYSIS OF BASKETBALL

Units: 2.00 - UC:CSU 27.0 hours lecture maximum, 27.0 hours lab maximum  
Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparations of teams for games and weekly practice schedules, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations. May be taken three times for credit. (Formerly PHYSED-107)

#### KPET 108 THEORY AND ANALYSIS OF SOCCER

Units: 2.00 - UC:CSU 27.0 hours lecture maximum, 27.0 hours lab maximum  
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. May be taken three times for credit. (Formerly PHYSED-108)

#### KPET 120 EMERGENCY PROCEDURES

Units: 2.00 - UC:CSU 36.0 hours lecture maximum, 18.0 hours lab maximum  
Introduces procedures to maintain health in emergency first aid situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. Does not satisfy the Physical Education requirement for the associate degree.

### KPET 200 INTRODUCTION TO KINESIOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces the field of kinesiology as a profession and an academic discipline. Focuses on the following sub-disciplines: exercise physiology, sports nutrition, biomechanics, motor control and learning, sports medicine/athletic training, rehabilitative medicine, teaching and coaching, and sports psychology. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and 201 combined, maximum credit one course. (Formerly PHYSED-101)

### KPET 201 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Fitness and conditioning concepts and their relationship to the human body. Focus is on physiological principles and the conditioning process. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and 201 combined, maximum credit one course. (Formerly PHYSED-102)

### KPET 204 SPORTS IN THE UNITED STATES

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines sports in the United States, and how various ethnic and minority groups have influenced participation at the local, state and national levels. Influences of other cultures outside of the United States will be reviewed and analyzed. A review of sports as a profession, as athletes and coaches, history for both the national and international perspective will be conducted with communication and media influences also examined.

### KPET 205 PERSONAL TRAINER CERTIFICATION PREPARATION

Units: 2.00 - CSU 36.0 hours lecture maximum  
Preparation for taking the CPT, Certified Personal Trainer, exam through the National Strength and Conditioning Association, NSCA. Covers methods of client assessment, measurement, and evaluation. Highlights include resistance training program design, nutrition, body composition, and cardio-respiratory fitness. Does not satisfy the Physical Education requirement for the associate degree. (Formerly PHYSED-105)

### KPET 209 AMERICAN SPORTS IN FILM

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines American sports-history, the portrayal of sport, and the contributions made by members representing various gender, ethnic and socio-economic backgrounds as depicted through sport-related films.

**KPET 210 PREVENTION AND CARE OF ATHLETIC INJURIES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces the field of athletic training, including the role of the athletic trainer in relation to the physician, coach, and athlete, while emphasizing the prevention, recognition, and treatment of common sports injuries. Does not satisfy the Physical Education requirement for the associate degree.

**KPET 210L PREVENTION AND CARE OF ATHLETIC INJURIES LAB**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
Covers principles and techniques for application of protective taping, padding, wrapping, and bracing with an emphasis on the prevention of sport and exercise injuries. Does not meet the Physical Education activity requirement for the associate degree.

**KPET 212 ATHLETIC TRAINING CLINICAL EXPERIENCE**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Provides clinical experience for students interested in sports related injury care and prevention. Includes prevention, recognition, treatment and rehabilitation of sports injuries. Does not meet the Physical Education activity requirement for the associate degree. May be taken four times for credit. (Formerly PHYSED-112)

**KPET 213 PRACTICUM IN ATHLETIC TRAINING**

Units: 3.00 - CSU 162.0 hours lab maximum  
*Prerequisite: KPET-212.*  
Provides exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the associate degree. May be taken four times for credit. (Formerly PHYSED-113)

**KPET 217 SPORTS MANAGEMENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces organization, management, planning, staffing, directing, and controlling a sports program, including such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fundraising and marketing.

# LAND SURVEYING

The focus of the Land Surveying program is to provide the student with a thorough background in land surveying and mapping in addition to an introduction to the collecting, manipulating, formatting and mapping of geospatial data. A student who successfully completes the programs will have the technical expertise necessary for an entry level position in the field of Land Surveying or related fields of geographic information systems specialists, architectural services, and engineering services. Land Surveyors typically measure and record property boundaries and the topography of the land covered by construction and engineering projects. Surveys are used to establish legal boundaries to prepare maps and exhibits, and write descriptions of land tracts that satisfy legal requirements. The program also assists students in preparing for the State Land Surveyor In-Training and Land Surveyor's exams.

**Associate in Science Degree and Certificate of Achievement: Land Surveying**

Units required for major: 34

GEOG 151	Introduction to Geographic Information Systems . . . . .	4.0
MATH 102	Trigonometry . . . . .	3.0
SURV 101	Introduction to Land Surveying . . .	4.0
SURV 102	Advanced Land Surveying . . . . .	4.0
SURV 103	Advanced Applications in Surveying I . . . . .	3.0
SURV 104	Advanced Applications in Surveying II . . . . .	3.0
SURV 105	Boundary Control and Legal Principles I . . . . .	3.0
SURV 106	Boundary Control and Legal Principles II . . . . .	3.0
SURV 107	Construction Surveying . . . . .	4.0
SURV 110	Computer Aided Drafting for Surveyors . . . . .	3.0

**SURV 101 INTRODUCTION TO LAND SURVEYING**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: MATH-063.*

Fundamentals of land surveying, field, practice, and calculations. Includes equipment and equipment use, horizontal, vertical, angular measurements, error, traversing, leveling, and stadia. Also covers the history of and careers in surveying.

**SURV 102 ADVANCED LAND SURVEYING**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: SURV-101.*

Covers the computation of horizontal and vertical curves, tachometry, earthwork, error, adjustment of level nets and topographic surveys. Includes procedures for U.S. Public Land Surveys and State Plane Coordinates System.

**SURV 103 ADVANCED APPLICATIONS IN SURVEYING I**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: SURV-102.*

Focuses on measurement analysis and adjustments, geodesy, state plane coordinates and the use of GPS for land surveying applications.

**SURV 104 ADVANCED APPLICATIONS IN SURVEYING II**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: SURV-102.*

Introduction to photogrammetry emphasizing concepts and calculations performed by the land surveyor, including horizontal and vertical curves.

**SURV 105 BOUNDARY CONTROL AND LEGAL PRINCIPLES I**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Recommended Preparation: SURV-102.*

Introduction to the basic elements of the U.S. Public Land Survey System (PLSS), including background, history, subdivisions of sections and restoration of lost corners. Principles of preparing land descriptions for surveyors and title companies.

**SURV 106 BOUNDARY CONTROL AND LEGAL PRINCIPLES II**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Recommended Preparation: SURV-105.*

Principles and techniques of boundary control. Interpretation of land descriptions, voluntary and involuntary transfer of property, senior rights, simultaneous conveyances, sequential conveyances, and case law pertaining to boundary disputes.

**SURV 107 CONSTRUCTION SURVEYING**

Units: 4.00 - CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: SURV-101.*

Introduction to construction surveys for pipelines, tunnels, culverts, bridges, buildings, highways and municipal surveys.

**SURV 110 COMPUTER AIDED DRAFTING FOR SURVEYORS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: SURV-101.*

Introduction to computer aided drafting for land surveying.

# LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences major is designed for students planning to transfer to either the California State University or University of California. To earn the Associate of Arts degree with a Liberal Arts and Sciences major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC), UC or CSU option or the CSU General Education Certification pattern and one of the three areas of emphasis. The areas of emphasis are: Mathematics and Science, Social Science or Humanities. The area of emphasis requires a minimum of 18 units with a grade of "C" or better in all courses in the area of emphasis. The courses identified for each area of emphasis fulfill major preparation requirements as demonstrated through ASSIST articulation. A minimum of six units must be within a single discipline and in the case of the Mathematics and Science area of emphasis at least one mathematics course must be completed. Select courses based on ASSIST data for major preparation articulation with selected transfer institutions. Consult a counselor for specific information regarding the intended major at the college the student is choosing.

Courses used to complete a student's area of emphasis can double count for general education just as they may for any other major.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

**To meet requirements for the CSU General Education Breadth associate degree program, students must:**

- Complete CSU General Education Breadth for Certification, including the American Institutions and Diversity requirements. Consult with the Counseling Office for the appropriate list of applicable courses.
- Earn a "C" or "CR" grade or higher in all CSU Breadth courses.
- Complete a minimum of 60 degree applicable CSU transferable semester units.

- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.
- Note: No Physical Education and/or Wellness courses are required.

**To meet requirements for the IGETC - CSU associate degree program, students must:**

- Complete IGETC - CSU Certification pattern. Consult with the Counseling Office for the appropriate list of applicable courses.
- Meet the American Institutions and Diversity requirements.
- Earn a "C" or "CR" grade or higher in all IGETC courses.
- Complete a minimum of 60 degree applicable CSU transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.
- Note: No Physical Education and/or Wellness courses are required.

**To meet requirements for the IGETC - UC associate degree program, students must:**

- Complete IGETC - UC Certification pattern.
- Meet the American Institutions and Diversity requirements.
- Earn a "C" or "CR" grade or higher in all IGETC courses.
- Complete a minimum of 60 degree applicable UC transferable semester units.
- Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
- Meet College of the Canyons residency requirements for graduation.
- Note: No Physical Education and/or Wellness courses are required.

## Associate in Science Degree: Liberal Arts and Sciences

Units required: See below

Mathematics and Science Emphasis-Minimum 18 units. Select six units from a single discipline and at least one mathematics course.

BIOSCI 106	Organismal and Environmental Biology . . . . .	4.0
BIOSCI 107	Molecular and Cellular Biology . . . . .	4.0
BIOSCI 215	General Zoology . . . . .	4.0
BIOSCI 216	General Botany . . . . .	4.0
CHEM 151	Preparatory General Chemistry . . . . .	4.0
CHEM 201	General Chemistry I . . . . .	6.0

CHEM 202	General Chemistry II	5.0
CHEM 255	Organic Chemistry I	5.0
CHEM 256	Organic Chemistry II	5.0
GEOG 101L	Physical Geography Lab	1.0
GEOL 101	Physical Geology	3.0
PHYSIC 110	General Physics I	4.0
PHYSIC 111	General Physics II	4.0
PHYSIC 220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids	4.0
PHYSIC 221	Physics for Scientists and Engineers: Electricity and Magnetism	4.0
PHYSIC 222	Physics for Scientists and Engineers: Waves, Heat, Optics and Modern Physics	4.0
MATH 211	Calculus I	5.0
MATH 212	Calculus II	5.0
MATH 213	Calculus III	5.0
MATH 214	Linear Algebra	3.0
MATH 215	Differential Equations	3.0
<i>OR</i>		
Social Science Emphasis-Minimum 18 units. Select at least six units from one discipline.		
ANTHRO 103	Cultural Anthropology	3.0
ANTHRO 105	Introduction to Archaeology and Prehistory	3.0
ECON 202	Microeconomics	3.0
GEOG 102	Cultural Geography	3.0
HIST 101	History of Western Civilization: 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
HIST 161	World History I	3.0
JOURN 100	Media and Society	3.0
POLISC 150	Introduction to American Government and Politics	3.0
POLISC 250	Comparative Government and Politics	3.0
POLISC 270	International Relations	3.0
PSYCH 101	Introduction to Psychology	3.0
PSYCH 101H	Introduction to Psychology – Honors	4.0
PSYCH 102	Physiological Psychology	3.0
PSYCH 103	Introduction to Behavioral Research Methods	3.0
PSYCH 135	Statistics for the Social and Behavioral Sciences	3.0
PSYCH 172	Developmental Psychology	3.0
SOCI 101	Introduction to Sociology	3.0
SOCI 101H	Introduction to Sociology – Honors	4.0
SOCI 102	Sociological Analysis	3.0
SOCI 207	Social Problems	3.0
ECON 201	Macroeconomics	3.0

*OR*

SOCI 135 Statistics for the Social and Behavioral Sciences (3.0 units)

*OR*

Humanities Emphasis-Minimum 18 units. Select at least 6 units from one discipline.

ART 110	Art History: Ancient and Medieval	3.0
ART 111	Art History: Renaissance to Modern	3.0
ART 124A	Drawing I	3.0
ART 140	Beginning Design: 2 Dimensional Media	3.0
ENGL 102	Intermediate Composition, Literature, and Critical Thinking	3.0
ENGL 250	British Literature I	3.0
ENGL 251	British Literature II	3.0
ENGL 260	American Literature I	3.0
ENGL 261	American Literature II	3.0
FRNCH 101	Elementary French I	4.0
FRNCH 102	Elementary French II	4.0
FRNCH 201	Intermediate French I	4.0
FRNCH 202	Intermediate French II	4.0
GERMAN 101	Elementary German I	4.0
GERMAN 102	Elementary German II	4.0
GERMAN 201	Intermediate German I	4.0
GERMAN 202	Intermediate German II	4.0
HIST 101	History of Western Civilization: Pre-Industrial West	3.0
HIST 102	History of Western Civilization: The Modern Era	3.0
MUSIC 120	Tonal Harmony	3.0
MUSIC 121	Chromatic Harmony	3.0
PHILOS 101	Introduction to Philosophy	3.0
PHILOS 110	History of Early Philosophy	3.0
PHILOS 111	History of Philosophy- Renaissance Through the 19th Century	3.0
PHILOS 112	History of Philosophy – 20th Century Philosophy	3.0
PHILOS 210	Introduction to Ethics	3.0
SPAN 101	Elementary Spanish I	4.0
SPAN 102	Elementary Spanish II	4.0
SPAN 201	Intermediate Spanish I	4.0
SPAN 202	Intermediate Spanish II	4.0
SIGN 101	American Sign Language I	4.0
SIGN 102	American Sign Language II	4.0
SIGN 103	American Sign Language III	4.0
SIGN 104	American Sign Language IV	4.0
THEATR 110	Understanding Theatre	3.0
THEATR 140	Acting Fundamentals	3.0
THEATR 141	Scene Performance	4.0
THEATR 220	Theatre History I	3.0
THEATR 221	Theatre History II	3.0

**Certificate of Achievement: CSU IGETC**

The certificate of achievement CSU IGETC allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of CSU IGETC with a grade of "C" or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling Department.

**Certificate of Achievement: UC IGETC**

The certificate of achievement UC IGETC allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of UC IGETC with a grade of "C" or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling Department.

**Certificate of Achievement: CSU GE Breadth**

The certificate of achievement CSU GE Breadth allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of CSU GE Breadth with a grade of "C" or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling Department.

# LIBRARY/MEDIA TECHNOLOGY

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 or 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	Survey of Microsoft Office Programs . . . . .	3.0
LMTECH 101	Introduction to Library Services . . .	1.0
LMTECH 102	Reference Skills and Services . . . .	1.0
LMTECH 103	Library Circulation Systems . . . . .	1.0
LMTECH 104	Cataloging and Technical Services	3.0
LMTECH 106	Library Collections: Print . . . . .	1.0
LMTECH 109	Library Audiovisual Resources . . . .	2.0
LMTECH 110	Library/Media Center Internship . . .	2.0
LMTECH 114	Library Supervisory Skills . . . . .	1.0
LMTECH 115	Internet in Libraries . . . . .	1.0

*Plus three units from the following:*

COMS 256	Intercultural Communication . . . . .	3.0
SOCI 105	Multiculturalism in the United States . . . . .	3.0

*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 . . . . .	3.0
LMTECH 112	School Library/Media Center Services . . . . .	1.0

### **LMTECH 098 SPECIAL TOPICS IN LIBRARY/MEDIA TECHNOLOGY**

Units: 0.50-9.0 hours lecture maximum  
Provides a forum in which topics of current interest can be presented to Library/Media Technology students and library technicians working in the community. For some topics, basic computer keyboard and/or Internet usage skills are assumed.

### **LMTECH 100 INTRODUCTION TO RESEARCH**

Units: 1.00 - UC:CSU 18.0 hours lecture maximum  
Introduces basic techniques, with an emphasis on finding print and electronic resources relevant to college students. Students will also learn to write research papers in the widely accepted MLA style. May be taken two times for credit. (This course is not designed for Library Media majors.)

### **LMTECH 101 INTRODUCTION TO LIBRARY SERVICES**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Surveys the history, mission, and organization of libraries and information centers. Emphasis on community analysis of library clientele, diversity of information formats, and current issues and trends. Provides beginning library/media technology students with an introduction and overview and identifies job opportunities in the field.

### **LMTECH 102 REFERENCE SKILLS AND SERVICES**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Enables the student to use a library and its resources effectively. Covers the use of online/Web library catalogs, print periodical indexes, online periodical databases, major print reference resources, Internet resources, and the evaluation of print and electronic information sources. Discusses basic research methodology, search strategies, and standard bibliographic format.

### **LMTECH 103 LIBRARY CIRCULATION SYSTEMS**

Units: 1.00 - CSU 18.0 hours lecture maximum  
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, and Melvyl databases.

### **LMTECH 104 CATALOGING AND TECHNICAL SERVICES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces basic tenets of descriptive and subject cataloging, Library of Congress and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of materials in MARC format, using cataloging tools in both online and print.

Discusses minimal-level and full-level cataloging, and vendor-supplied catalog records. Surveys and evaluates selected online/Web catalogs. Discusses various aspects of technical service operations in the context of overall library services.

### **LMTECH 106 LIBRARY COLLECTIONS: PRINT**

Units: 1.00 - CSU 18.0 hours lecture maximum  
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 109 LIBRARY AUDIOVISUAL RESOURCES**

Units: 2.00 - CSU 36.0 hours lecture maximum  
Survey's non-print resources and equipment in libraries and media centers. Covers the selection, organization, use and preservation of non-print resources and the operation and maintenance of equipment, including VCR's, DVD players, computers, projection equipment, and peripherals. (Formerly LMTECH-107 and LMTECH-108)

### **LMTECH 110 LIBRARY/MEDIA CENTER INTERNSHIP**

Units: 2.00 - CSU 9.0 hours lecture maximum, 81.0 hours lab maximum  
*Prerequisite: 3 units from LMTECH-101, 102, 103, 104, 106, 109, 112, 114 or 115.*  
Provides structured on-the-job experience in one or more libraries.

**LMTECH 112 SCHOOL LIBRARY/MEDIA CENTER SERVICES**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Survey of library/media services for elementary, junior and senior high schools. Topics include public relations, promotional programming, storytelling, book talks, student behavior, appropriate use of technology, and collection development.

**LMTECH 114 LIBRARY SUPERVISORY SKILLS**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Introduces supervisory skills within the context of a library/media center department or branch, including how to train, motivate, counsel and evaluate employees; time management; delegation of work; preparation of memos and statistical reports.

**LMTECH 115 INTERNET IN LIBRARIES**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Introduces 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. Students will learn how to: use a Web browser, use a variety of search tools, and assess the value of different free and proprietary databases on the World Wide Web. Additional topics will include managing public access, filtering and privacy.

# MANUFACTURING TECHNOLOGY

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 blueprints. 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 and Processes in Manufacturing . . . . .	3.0
MFGT 102	Engineering Drawing Interpretation . . . . .	3.0
MFGT 103	Introduction to Automated Manufacturing . . . . .	3.0
MFGT 121	CNC 1: Operation and Manual Programming . . . . .	3.0
MFGT 122	CNC 2: Concepts and Programming . . . . .	3.0

*Plus six units from the following:*

ENGR 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

**CAD/CAM**

This certificate prepares students on CAD/CAM training using MASTERCAM specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

**Certificate of Specialization:****Manufacturing Technology – CAD/CAM**

Units required for certificate: 9

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

**CATIA**

This certificate prepares students on CATIA software specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a designer or drafter.

**Certificate of Specialization:****Manufacturing Technology – CATIA**

Units required for certificate: 9

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

**Machining/CNC**

This certificate prepares students for CNC programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CNC machinist, CNC lathe operator, production machinist, or CNC programmer.

**Certificate of Specialization:****Machining/CNC**

Units required for certificate: 6

MFGT 121	CNC 1: Operation and Manual Programming .....	3.0
MFGT 122	CNC 2: Concepts and Programming .....	3.0

**MFGT 010 PRECISION ASSEMBLY**

Units: 13.00 54.0 hours lecture maximum, 648.0 hours lab maximum

Trains individuals with the necessary skills for precision assembly. Topics covered include: Shop mathematics, measurement tools, MSDS sheets, management principles, microscopy, micro-soldering, basic chemistry, clean room gowning procedures, effective communication, skills, and problem-solving techniques. Individuals who

complete this course will be prepared for entry-level technician positions within the electronics and biomedical device industry. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**MFGT 021 CNC SETUP AND OPERATIONS**

Units: 2.00 27.0 hours lecture maximum, 27.0 hours lab maximum

Provides skills to prepare students for entry level positions as CNC operators. Includes basic interpretation of work orders, set up, operations, tool offsets and compensation, and CNC mill lathe practice. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**MFGT 030 FACILITIES MAINTENANCE**

Units: 9.00 54.0 hours lecture maximum, 324.0 hours lab maximum

Provides necessary skills for facilities maintenance. Topics covered include: industrial safety, building code and blueprint reading, electricity and electronics, motors, soldering, brazing, welding, hydraulics and pneumatics, HVAC, computer basics, and communication and career transition skills. Individuals who complete this course will be prepared for entry-level facilities maintenance positions within a host of local industries. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**MFGT 060 INTRODUCTION TO RAPID PROTOTYPING**

Units: 3.00 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces emerging technologies of Rapid Prototyping (RP) including: prototype fundamentals, terminology, main categories and RP machine technology types, advantages vs. disadvantages of varied RP technologies, materials and finishing for RP model making. The course features applied laboratory activities in RP model making and post-production finishing on several different state-of-the-art rapid prototyping machines.

**MFGT 093 INTRODUCTION TO ROBOTICS**

Units: 3.00 36.0 hours lecture maximum, 54.0 hours lab maximum

As a first course in robotics, emphasis is placed on building a basic robot, understanding basic robotic computer programming, and integrating switches, sensors, actuators, servo motors, programmable logic controllers to form a working robotic unit. Includes wiring, soldering, putting together electronic components and reading digital volt-ohm meters.

**MFGT 095 COMPUTER-AIDED DESIGN WITH UNIGRAPHICS**

Units: 3.00 36.0 hours lecture maximum, 54.0 hours lab maximum

*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 36.0 hours lecture maximum, 54.0 hours lab maximum

*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 098 SPECIAL TOPICS IN MANUFACTURING**

Units: 0.50-5.00 9.0 – 90.0 hours lecture maximum, 27.0 – 270.0 hours lab maximum

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 54.0 hours lecture maximum

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, blueprint reading, computer numerical control, and the binary numeration system may be included.

**MFGT 101 MATERIALS AND PROCESSES IN MANUFACTURING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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 54.0 hours lecture maximum

Covers basic engineering drawings widely used in contemporary manufacturing industries. Both the visualization and interpretation facets of reading are given extensive coverage including geometric dimensioning and tolerancing. Exposure to analysis of common drawing

types, views, lines, dimensions, tolerances, call-outs, notes, symbology, and revision procedures are included.

**MFGT 103 INTRODUCTION TO AUTOMATED MANUFACTURING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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 36.0 hours lecture maximum, 54.0 hours lab maximum

Students learn the necessary skills to set up, operate, and produce mill and lathe parts on computer numerical control machine tools (3-axis). This course explores the history of NC/CNC, elementary CNC programming conventions, cutting tool types, automatic tool changing, tool offsets and compensation, CNC set up procedures, and CNC mill and lathe practice.

**MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*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 36.0 hours lecture maximum, 54.0 hours lab maximum

An introduction to computer-aided design and manufacturing using MASTERCAM as a CAD/CAM environment. Intended for manufacturing technology students and industrial practitioners who are new to MASTERCAM. Includes a review of machining and CNC programming fundamentals, the MASTERCAM environment and process overview, basic 2D geometry construction and modification, process and tool path planning, 2-axis tool path generation and editing.

**MFGT 132 CAD/CAM II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: MFGT-131.*

Provides intermediate level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have some experience with MASTERCAM. Includes construction of 3D wire frame models, surface modeling fundamentals and creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis programming.

**MFGT 133 CAD/CAM III**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: MFGT-132.*

Provides advanced level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have intermediate experience with MASTERCAM. Course content includes construction of 3D wire frame models, complex surface modeling creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis simultaneous programming.

**MFGT 141 CATIA I**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Emphasis on 2D projection from a 3D solid model on a Dessault system computer-aided three-dimensional interactive application CATIA software.

**MFGT 142 CATIA II**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: MFGT-141.*

Students learn to utilize CATIA solid and surface modeling in advanced three-dimensional design.

**MFGT 143 CATIA III**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: MFGT-142.*

Students learn to utilize CATIA basic manufacturing Fixed and Multi-axis CNC milling for various manufacturing environments.

# MATHEMATICS

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

**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

**MATH 010 MATH LAB FOR MEDIATED LEARNING**

Units: 1.00 54.0 hours lab maximum

*Co-requisite: MATH-026 or MATH-059.*

Reinforces and presents materials that accompany the mediated math course. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**MATH 011 MATH LAB FOR ELEMENTARY OR INTERMEDIATE ALGEBRA**

Units: 1.00 54.0 hours lab maximum

Reinforces and presents materials that accompany an elementary or intermediate algebra class. Allows for small incremental mastery of basic concepts in a laboratory format employing repetitive instruction and testing. Although designed for students currently enrolled in MATH 060 or 070, it may also serve as a refresher or preparatory course. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**MATH 025 ARITHMETIC - LECTURE**

Units: 5.00 90.0 hours lecture maximum

Reviews fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, and techniques in solving word problems. Includes an introduction to algebra. Units do not apply to the associate degree.

**MATH 026 ARITHMETIC - COMPUTER ASSISTED**

Units: 4.00 72.0 hours lecture maximum

*Co-Requisite: MATH-010.*

A computer-assisted alternative to MATH 025. Reviews fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, and techniques in solving word problems. Includes an introduction to algebra. Units do not apply to the associate degree.

**MATH 058 ALGEBRA PREPARATION - LECTURE**

Units: 5.00 90.0 hours lecture maximum

*Prerequisite: MATH-025 or MATH-026.*

A lecture-based introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. Units do not apply to the associate degree. An alternative to the MATH-059 computer-assisted course.

**MATH 059 ALGEBRA PREPARATION - COMPUTER-ASSISTED**

Units: 4.00 72.0 hours lecture maximum

*Prerequisite: MATH-025 or MATH-026. Co-requisite: MATH-010.*

A computer-assisted introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. Units do not apply to the associate degree. An alternative to the MATH-058 lecture course.

**MATH 060 ELEMENTARY ALGEBRA**

Units: 5.00 90.0 hours lecture maximum

*Prerequisite: MATH-058 or MATH-059.*

A beginning course in elementary algebra, designed to develop the manipulative skills of algebra. An introduction 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 070 INTERMEDIATE ALGEBRA**

Units: 5.00 90.0 hours lecture maximum

*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 083 GEOMETRY**

Units: 5.00 90.0 hours lecture maximum

*Prerequisite: MATH-060.*

Explains geometric theory and concepts, and their application to the solutions of practical geometric problems. (Formerly MATH-063)

**MATH 102 TRIGONOMETRY**

Units: 3.00 - CSU 72.0 hours lecture maximum CAN MATH8

*Prerequisite: MATH-070 and MATH-083.*

Examines circular and trigonometric functions, inverse trigonometric functions, identities, trigonometric equations, solutions of triangles, complex numbers, vectors, and applications.

**MATH 103 COLLEGE ALGEBRA**

Units: 4.00 - UC:CSU 90.0 hours lecture maximum CAN MATH8

*Prerequisite: MATH-070.*

Linear and non-linear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, sequences and series.

**MATH 104 PRECALCULUS**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum

*Prerequisite: MATH-102.*

Topics include but are not limited to: equations, inequalities, functions, systems of equations, conic sections, roots of polynomial equations and an introduction to limits.

**MATH 111 FINITE MATH**

Units: 4.00 - UC:CSU 90.0 hours lecture maximum

*Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process.*

Applications of mathematics for students majoring in business, social sciences or behavioral sciences including systems of linear equations, matrices, linear programming, logic, sets, combinatorics, the mathematics of finance and an introduction to probability and statistics.

**MATH 120 MATH FOR LIBERAL ARTS STUDENTS**

Units: 4.00 - UC:CSU 90.0 hours lecture maximum  
*Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process.*

Examines the nature of mathematics and its role in society, stressing the history of mathematical ideas and methods and the use of mathematics in problem solving and communication. Major categories of mathematics are studied including inductive and deductive reasoning, set theory, sequences and series, geometry, probability theory and statistics. Emphasis on the application of mathematics to various disciplines in the liberal arts.

**MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN MATH4

*Prerequisite: MATH-070.*

Introduces number theory including the development and structure of the real number system beginning with whole numbers, integers and rational numbers; different numeration systems throughout history; the fundamentals of operations on the real number system including various computational algorithms and estimating techniques; set theory; problem solving techniques including making a list, looking for a pattern, algebra, proportional reasoning and logic. (Designed primarily for students intending to teach at the elementary or junior high school level.)

**MATH 140 INTRODUCTORY STATISTICS**

Units: 4.00 - UC:CSU 90.0 hours lecture maximum CAN MATH2

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.*

Includes a study of probability and counting techniques. Emphasis is placed on the understanding of statistical methods. Topics include empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, and regression. UC credit limitation: BUS-291, ECON-291, MATH-140, PSYCH-135 and SOCI-135 combined, maximum credit one course.

**MATH 211 CALCULUS I**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum CAN MATH18

*Prerequisite: MATH-104, or MATH-102 and MATH-103 if completed prior to Fall 2007.*

Introduces limits, derivatives and integrals, as well as applications including rate of change, maxima-minima, curve sketching, and area problems.

**MATH 212 CALCULUS II**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum CAN MATH20

*Prerequisite: MATH-211*

Covers differentiation and integration of transcendental functions, techniques of integration, improper integrals, infinite series, and applications.

**MATH 213 CALCULUS III**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum CAN MATH22

*Prerequisite: MATH-212.*

Vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals, Green's Theorem, the Divergence Theorem, Stroke's Theorem.

**MATH 214 LINEAR ALGEBRA**

Units: 3.00 - UC:CSU 72.0 hours lecture maximum CAN MATH26

*Prerequisite: MATH-211.*

Linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigenvalues.

**MATH 215 DIFFERENTIAL EQUATIONS**

Units: 3.00 - UC:CSU 72.0 hours lecture maximum CAN MATH24

*Prerequisite: MATH-213.*

A course in ordinary differential equations, systems of linear differential equations, the Laplace transforms, numerical methods, series solutions and applications.

**MATH 240 MATH ANALYSIS FOR BUSINESS AND SOCIAL SCIENCE**

Units: 5.00 - UC:CSU 90.0 hours lecture maximum CAN MATH34

*Prerequisite: MATH-103.*

Covers main topics of calculus as applied to business and social science. Topics include limits of functions, derivatives of functions, and integrals of functions.

# MODERN LANGUAGES

The Department of Modern Languages offers courses in Arabic, Chinese, French, German, Italian, and Spanish. Modern language studies provide the student with a foundation in written communication skills of the language. From a career and technical point, the program provides skills in useful translation and interpretation.

Modern language studies include numerous opportunities in business, commerce and modern language based research.

Each program offers transfer level courses from beginning to advanced. The goal of the department is to develop the student's linguistic and cultural proficiency. The department provides language training in specialized areas such as business, medicine and health, and education, as well as for those who want to increase their communicative fluency in another language. Degree programs in French and Spanish are available.

## ARABIC

### **ARABIC 101 ELEMENTARY ARABIC I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
Introduces Modern Standard Arabic, the form of Arabic used in the spoken and printed media across the Arab World. Develops language skills in listening, reading, speaking and writing within a cultural context with emphasis on communication. Corresponds to the first two years of high school Arabic. Not appropriate for native or heritage speakers.

## CHINESE

### **CHINESE 101 ELEMENTARY CHINESE I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
Introduces Chinese language (Mandarin) with emphasis in developing essential skills in communication. Practice in speaking and understanding as well as reading and writing Chinese characters. Introduces the geography, customs and culture of China. Corresponds to the first two years of high school Chinese. Not appropriate for native or heritage speakers.

## FRENCH

### **Associate in Arts Degree: French**

Units required: 19

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

### **FRNCH 101 ELEMENTARY FRENCH I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN FREN2

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 72.0 hours lecture maximum CAN FREN4

*Prerequisite: FRNCH-101 or 2 years of high school French with a grade of "C" or better or equivalent.*

Continuation of French 101. Pronunciation, oral practice, study of French culture and civilization and basic grammar of the French language. Corresponds to the third year of high school French.

### **FRNCH 150 BEGINNING CONVERSATIONAL FRENCH**

Units: 3.00 - CSU 54.0 hours lecture maximum

For students with little or no background in French. Emphasis is on understanding and speaking French in everyday situations, including phrases useful for studying and working in French-speaking countries.

### **FRNCH 198 SPECIAL TOPICS IN FRENCH LANGUAGE, LITERATURE AND CULTURE**

Units: 0.25-3.00 - CSU 4.25 – 54.0 hours lecture maximum

Special topics in French language, literature and culture. Presents students with an opportunity for conversation and discussion relating to the French language and to the literatures and cultures of the French-speaking world. Courses are offered in variable formats and for variable units. Consult the current schedule of classes for topics being offered each term.

### **FRNCH 201 INTERMEDIATE FRENCH I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN FREN8

*Prerequisite: FRNCH-102 or three years of high school French with a grade of "C" or better or equivalent.*

Comprehensive review of French grammar with special emphasis upon practical and idiomatic usage. Reading short stories in French by well-known French authors. Discussions and written and oral reports in French based upon reading selections. Corresponds to the fourth year of high school French.

**FRNCH 202 INTERMEDIATE FRENCH II**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN FREN10

*Prerequisite: FRNCH-201 or four years of high school French with a grade of "C" or better.*

Complete review of French grammar. Oral discussion and written composition, dealing with assigned readings of current French prose. Intensive reading of outstanding French literature.

**GERMAN****GERMAN 101 ELEMENTARY GERMAN I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN GERM2

An introduction to understanding, speaking, reading and writing simple German, using a basic vocabulary and stressing idiomatic expressions. Intensive drill in pronunciation and the fundamentals of German. Corresponds to the first two years of high school German.

**GERMAN 102 ELEMENTARY GERMAN II**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN GERM4

*Prerequisite: GERMAN-101 or two years of high school German or equivalent.*

Develops linguistic and cultural proficiency at the novice high level. Taught in German. Corresponds to the third year of high school German. Not appropriate for native or heritage speakers.

**GERMAN 201 INTERMEDIATE GERMAN I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN GERM8

*Prerequisite: GERMAN-102 or three years of high school German or equivalent.*

Reviews German at the intermediate low level, with a focus on writing. Readings of short stories in German by famous authors. Discussions and written and oral reports in German based upon reading selections. Study of German society and culture through literature.

**GERMAN 202 INTERMEDIATE GERMAN II**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN GERM10

*Prerequisite: GERMAN-201 or four years of high school German with a grade of "C" or better or equivalent.*

Complete review of German grammar. Oral discussion and written composition, dealing with assigned readings of current German prose. Intensive reading of outstanding German literature.

**ITALIAN****ITAL 098 ITALIAN LANGUAGE AND CULTURE**

Units: 0.25-3.00 4.25 – 54.0 hours lecture maximum  
Presents students with an opportunity for conversation and discussion relating to the Italian language and culture. Topics to be announced per semester, consult current schedule of class.

**ITAL 101 ELEMENTARY ITALIAN I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Emphasizes acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension and production of spoken and written Italian at the beginning level. This course is taught in Italian. Corresponds to the first two years of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 102 ELEMENTARY ITALIAN II**

Units: 4.00 - CSU 72.00 hours lecture maximum

*Prerequisite: ITAL-101.*

Develops linguistic and cultural proficiency at the novice high level. Taught in Italian. Corresponds to the third year of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 150 CONVERSATIONAL ITALIAN**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Essentials of Italian for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Italian. May be taken two times for credit.

**SPANISH**

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

**Associate in Arts Degree: Spanish**

Units required for major: 18

SPAN 150	Beginning Conversational Spanish . . . . .	3.0
SPAN 201	Intermediate Spanish I . . . . .	4.0
SPAN 202	Intermediate Spanish II . . . . .	4.0

Plus four units from the following:

SPAN 102	Elementary Spanish II . . . . .	4.0
SPAN 102A	Spanish for Spanish Speakers II . .	4.0

Plus three units from the following:

SPAN 198	Special Topics in Spanish Language, Literature and Culture .	1-3.0
SPAN 240	Latin American Literature . . . . .	3.0
SPAN 250	Introduction to Spanish Translation I . . . . .	3.0
SPAN 251	Introduction to Spanish Translation II . . . . .	3.0

### **SPAN 080A INTENSIVE ELEMENTARY SPANISH I**

Units: 2.00 36.0 hours lecture maximum  
Introduces basic listening, speaking, reading, and writing skills in Spanish while providing an overview of the cultures of the Spanish speaking world. Designed for students with little or no previous experience with the Spanish language. Intensive practice in the expression and comprehension of spoken Spanish. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

### **SPAN 080B INTENSIVE ELEMENTARY SPANISH II**

Units: 2.00 36.0 hours lecture maximum  
Strengthens the grammar, vocabulary, and conversation skills developed in Spanish 080A and provides further overview of the cultures of the Spanish speaking world. Provides continuous practice in the expression and comprehension of spoken Spanish. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

### **SPAN 082A INTENSIVE INTERMEDIATE SPANISH I**

Units: 2.00 36.0 hours lecture maximum  
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 or pass/no-pass only.

### **SPAN 082B INTENSIVE INTERMEDIATE SPANISH II**

Units: 2.00 36.0 hours lecture maximum  
Builds oral proficiency while presenting a balanced-skills approach to listening, speaking, reading and writing. A continuation of SPAN-082A. Offered credit/no-credit or pass/no-pass only.

### **SPAN 084A INTENSIVE ADVANCED SPANISH I**

Units: 2.00 36.0 hours lecture maximum  
Examines oral proficiency while strengthening reading and writing skills in a cultural context. A continuation of SPAN-082B. Offered credit/no-credit or pass/no-pass only.

### **SPAN 098 SPANISH LANGUAGE AND CULTURE**

Units: 0.25-3.00 4.5 – 54.0 hours lecture maximum  
Presents students with an opportunity for extensive group conversation and discussions during the lunch hour. Offered credit/no-credit or pass/no-pass only.

### **SPAN 101 ELEMENTARY SPANISH I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN SPAN2  
Develops linguistic and cultural proficiency at the novice mid-level. Taught in Spanish. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101 and 101A combined, maximum credit one course.

### **SPAN 101A SPANISH FOR SPANISH SPEAKERS I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
Focuses on developing and strengthening reading and writing skills. Emphasis is placed on spelling punctuation, lexical variations, idioms and cultural components of the Spanish language. Designed for the students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. UC credit limitation: SPAN-101 and 101A combined, maximum credit one course.

### **SPAN 102 ELEMENTARY SPANISH II**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN SPAN4

*Prerequisite: SPAN-101 or two years of high school Spanish with a grade of "C" or better.*

Review and further study of the fundamentals of the Spanish language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. Corresponds to the third year of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-102 and 102A combined, maximum credit one course.

### **SPAN 102A SPANISH FOR SPANISH SPEAKERS II**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
*Prerequisite: SPAN-101A or equivalent.*

A continuation of SPAN-101A. Focuses on developing reading and writing skills. Designed for students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. UC credit limitation: SPAN-102 and 102A combined, maximum credit one course.

### **SPAN 150 BEGINNING CONVERSATIONAL SPANISH**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Essentials of Spanish for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Spanish. Emphasizes the practical application of the language, not grammar acquisition or review. May be taken two times for credit.

**SPAN 198 SPECIAL TOPICS IN SPANISH LANGUAGE, LITERATURE AND CULTURE**

Units: 1.00-3.00 - CSU 18.0 – 54.0 hours lecture maximum

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.

**SPAN 201 INTERMEDIATE SPANISH I**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN SPAN8

*Prerequisite: SPAN-102 or three years of high school Spanish with a grade of "C" or better.*

Comprehensive review of Spanish grammar. Readings of short stories in Spanish by famous Latin American and Peninsular authors. Discussions and written and oral reports in Spanish based upon reading selections. This course corresponds to the fourth year of high school Spanish.

**SPAN 202 INTERMEDIATE SPANISH II**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN SPAN10

*Prerequisite: SPAN-201 or four years of high school Spanish with a grade of "C" or better.*

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 54.0 hours lecture maximum

A survey course of the literature of Latin America from the time of the discovery to the twentieth century. This course may be conducted in English or Spanish (refer to schedule of classes). Especially recommended for Spanish majors and students enrolled in History 240.

**SPAN 250 INTRODUCTION TO SPANISH TRANSLATION I**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: Recommend SPAN-102A or similar skills demonstrating knowledge of Spanish and English.*

Main aspects of translation theory, contrastive grammar and stylistics used in Spanish/English translation. Presents an overview of common translation problems in a wide range of professional fields.

**SPAN 251 INTRODUCTION TO SPANISH TRANSLATION II**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: SPAN-250.*

Expands the study of the main aspects of translation covered in Introduction to Translation I. Presents a detailed analysis of common translation problems in a wide range of translation fields.

# MUSIC

Through courses in music composition, theory, keyboard, guitar, improvisation, voice, technology, and musicianship, the Music program provides a strong foundation for students wishing to continue their education at any four-year college and/or professionals looking to expand their understanding of music and their music skills. Besides offering a transferable curriculum that permits students the opportunity to maximize the opportunities for admission into the UC and the CSU systems, a comprehensive articulation agreement exists with the California Institute of the Arts (CalArts), which is designed to facilitate the process of acceptance for all COC music majors wishing to pursue their studies at that institution. The various instrumental and vocal ensembles offer students the environment to cultivate their performance skills while enhancing the cultural life of the City of Santa Clarita through participation at concerts and special events within and outside the College's campus.

The Department of Music offers a comprehensive curriculum to prepare songwriters, electronic minded musicians, symphonic composers, and pop and jazz enthusiasts, in the path toward successful creative careers in music.

All students in music degrees are required to participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

**Associate in Arts Degree: Music – Composition**

Units required for major: 18

*Fourteen units from the following:*

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

*Plus one unit from the following:*

MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0

*Plus four units from the following:*

MUSIC 125	Studies in Music Composition . . . .	3.0
MUSIC 127	Orchestration for Strings and Woodwinds . . . . .	3.0
MUSIC 128	Orchestration for Brass, Percussion, and Harp	3.0
MUSIC 129	Music Production for Film and Television . . . . .	3.0

*Recommended electives:*

MUSIC 100	Fundamentals of Music . . . . .	3.0
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### Music: Concert Performance

The Performance-Concert option offers students an array of traditional symphonic ensembles and chamber groups to facilitate transfer to a four-year university, as well as provide valuable experience to build a professional career in music performance.

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

Units required: 18

*Fourteen units from the following:*

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

*Plus one unit from the following:*

MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0

*Plus four units from the following:*

MUSIC 165	Symphony of the Canyons . . . . .	2.0
MUSIC 185	Symphonic Band . . . . .	2.0
MUSIC 186	Music Ensemble . . . . .	2.0

*Recommended electives:*

MUSIC 100	Fundamentals of Music . . . . .	3.0
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### Music: Guitar Performance

The Performance-Guitar option requires students to enroll in any of the several guitar classes offered by the music department. Students will have access to opportunities to perform in several of College of the Canyons based ensembles.

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

Units required: 18

*Fourteen units from the following:*

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

*Plus one unit from the following:*

MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0

*Plus four units from the following:*

MUSIC 126	Pop and Jazz Music 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

*Recommended electives:*

MUSIC 100	Fundamentals of Music . . . . .	3.0
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### Music: Jazz Performance

Students choosing the Jazz option will have access to various college-based ensembles as well as jazz theory and improvisation courses to prepare them to either transfer to a four-year university, or pursue a musical career.

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

Units required: 18

*Fourteen units from the following:*

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

*Plus one unit from the following:*

MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0

*Plus four units from the following (courses  
may be repeated):*

MUSIC 151	Jazz Improvisation . . . . .	1.0
MUSIC 153	Studio Jazz Ensemble . . . . .	1.0

### Voice Performance

Students choosing the Voice option will have access to various college-based ensembles as well as theory and improvisation courses to prepare them to either transfer to a four-year university or to pursue musical careers.

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

Units required: 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

*Plus one unit from the following:*

MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0

*Plus four units from the following (courses  
may be repeated):*

MUSIC 140	Vocal Development for Popular Music . . . . .	1.0
MUSIC 141	Voice Development: From the Baroque to the 21st Century . . . . .	2.0
MUSIC 173	Jazz Vocal Ensemble . . . . .	1.0
MUSIC 174	College Chorus . . . . .	1.0
MUSIC 175	Festival Choir: Voices of the Canyons . . . . .	1.0
MUSIC 176	Chamber Singers . . . . .	1.0
MUSIC 177	Women's Choir (Les Chanteuses) . . . . .	2.0

### MUSIC 080 PRELUDE STRINGS ENSEMBLE

Units: 0.50 27.0 hours lab maximum

*Requirement: Audition.*

Introduces orchestral performance for string players. Intended for both Suzuki and 'traditional' students with no previous orchestral experience. Emphasizes note reading and ensemble skills. Repertoire consists of short pieces of easy to medium-easy level. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### MUSIC 081 SANTA CLARITA VALLEY YOUTH ORCHESTRA

Units: 1.50 18.0 hours lecture maximum, 36.0 hours lab maximum

*Requirement: Audition.*

Introduces performance in instrumental ensembles, surveying the evolution of orchestral forms from baroque to the present. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### MUSIC 082 INTERMEDIATE ORCHESTRA

Units: 1.00 54.0 hours lab maximum

*Requirement: Audition.*

Provides opportunity to apply intermediate musical skills such as playing in upper position on a string instrument, intermediate tonguing and articulation technique on a brass or woodwind instrument, and orchestral mallet techniques on a percussion instrument. Units do not apply to an associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### MUSIC 090L OPEN ELECTRONIC MUSIC LAB

Units: 1.00 54.0 hours lab maximum

An open lab for the music student who wishes to increase skills through the use of the Electronic Music Lab and the Media Library. Students must complete 48 hours per semester to earn one unit of credit. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### MUSIC 100 FUNDAMENTALS OF MUSIC

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Introduces the elements of music and musical notation; music reading and sight-singing; scales and intervals.

### MUSIC 101 MUSICIANSHIP SKILLS I

Units: 1.00 - UC:CSU 54.0 hours lab maximum

First level in a series of four comprehensive training workshops for musicians. Includes intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

**MUSIC 102 MUSICIANSHIP SKILLS II**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Prerequisite: MUSIC-101.*

Second in a series of four comprehensive training workshops for musicians through the intensive practice of sight singing, melodic and rhythmic dictations, chords recognition as well as applied music theory exercises.

**MUSIC 103 MUSICIANSHIP SKILLS III**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Prerequisite: MUSIC-102.*

Third level in a series of four comprehensive training workshops that provide musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 104 MUSICIANSHIP SKILLS IV**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Prerequisite: MUSIC-103.*

Fourth in a series of four comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

**MUSIC 105 MUSIC APPRECIATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Surveys musical masterpieces through all eras of musical evolution. Development of the appreciation and understanding of music in relation to culture and other art forms through listening experiences, lecture, and discussion.

**MUSIC 106 DEVELOPMENT OF JAZZ**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Studies jazz as a cultural medium, including its historical background and development in the United States.

**MUSIC 107 HISTORY OF ROCK & ROLL**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Explores the rise of rock and roll as a modern musical genre and examines its influence on modern society.

**MUSIC 108 WORLD MUSIC**

Units: 3.00 - CSU 54.0 hours lecture maximum

Surveys non-western cultures through their musical traditions.

**MUSIC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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. May be taken four times for credit.

**MUSIC 112 MUSIC HISTORY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

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 113 OPERA APPRECIATION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Analysis of representative operas by the major composers of each period from the 17th through 20th centuries in Europe and the United States. Origin and development of related musical genres, forms, and styles. Emphasis on critical listening skills.

**MUSIC 114 LATIN PERCUSSION TECHNIQUES**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the theory and technique of performing Latin Percussion. Including Afro-Cuban and Brazilian rhythms, Latin, Latin-Jazz, Latin-Rock, and Latin-Soul styles. Presents technique and rhythm patterns on Latin percussion instruments including congas, bongos, timbales, claves, cowbell, guiro, and shekere. May be taken four times for credit.

**MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER**

Units: 1.00-4.00 - UC:CSU 54.0 – 216.0 hours lab maximum

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 or pass/no-pass only. May be taken four times for credit.

**MUSIC 117 LATIN JAZZ ENSEMBLE**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the theory, history, rehearsal, and performance of music in the Latin-Jazz idiom. Playing in a conjunto (small band) typically consisting of three-four horns, rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist. May be taken four times for credit.

**MUSIC 118 POPULAR SONGWRITING**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Recommended Co-Requisite: MUSIC-090L.*

Introduces the theory and practice of popular songwriting. Music fundamentals and lyric construction for the commercial music industry. May be taken four times for credit.

**MUSIC 120 TONAL HARMONY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Studies the theory and practice of Western harmony from the 17th century to the beginning of the 20th century. Major topics include diatonic triads, seventh chords, principles of voice leading, non-harmonic tones and harmonic analysis of music from the classical period [c. 1725-1825].

**MUSIC 121 CHROMATIC HARMONY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces chromatic harmony of the 19th and early 20th centuries, including emphasis on modulatory techniques, altered chords, formal analysis of Romantic, Impressionist and Modern music literature to late 20th century compositional techniques.

**MUSIC 122 TONAL COUNTERPOINT**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Studies the forms of counterpoint with emphasis placed on 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 54.0 hours lecture maximum  
Studies 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: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles. May be taken two times for credit.

**MUSIC 126 POP AND JAZZ MUSIC THEORY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: MUSIC-100.*  
Focuses on the theoretical principles and practices found within the styles of jazz and pop music. Emphasis is on analytical comprehension of style and chordal understanding. Directed towards the music student interested in understanding and gaining a working knowledge of pop and jazz music.

**MUSIC 127 ORCHESTRATION FOR STRINGS AND WOODWINDS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
A study of orchestration using the instruments of the standard symphonic ensemble with emphasis on strings and woodwinds. Course also deals 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 128 ORCHESTRATION FOR BRASS, PERCUSSION, AND HARP**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
A study of orchestration as it applies to the instruments of the standard symphonic ensemble with emphasis on brass, percussion, and harp. 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 & 128 do not need to be taken in sequence.

**MUSIC 129 MUSIC PRODUCTION FOR FILM AND TELEVISION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
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. May be taken two times for credit. (Same as RTVF-129)

**MUSIC 131 KEYBOARD INSTRUCTION I**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum  
Introduces piano playing, including scales, chords, sight-reading, technical exercises, transposition, improvisation, keyboard theory and beginning piano literature.

**MUSIC 132 KEYBOARD INSTRUCTION II**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum  
*Recommended Preparation: MUSIC-131.*  
Level two piano playing, including music reading, technique, scales, transposition, keyboard harmonization, and simple to intermediate piano literature. May be taken four times for credit.

**MUSIC 140 VOCAL DEVELOPMENT FOR POPULAR MUSIC**

Units: 1.00 - CSU 54.0 hours lab maximum  
Develops vocal skills for professional singing of popular music; performances will be scheduled. May be taken four times for credit.

**MUSIC 141 VOICE DEVELOPMENT: FROM THE BAROQUE TO THE 21ST CENTURY**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum  
Introduces the art and technique of solo singing, including musical theatre repertoire, art songs and arias from the European tradition of the last five centuries, non-Western music, American folk music and spiritual selections. For both beginning and more advanced singers. May be taken four times for credit.

**MUSIC 142 ELECTRONIC MUSIC COMPOSITION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Composition and production of in-studio music in a variety of contemporary idioms utilizing digital technology. May be taken two times for credit.

**MUSIC 146 ELECTRONIC MUSIC FOR THE STAGE**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

The techniques and aesthetics of music created with the computer as a tool for on-stage applications such as theatre and dance, in conjunction with traditional musicians, as well as a self-contained art form. Course will emphasize the techniques of live-electronic manipulation of audio and synthetic sounds. May be taken two times for credit.

**MUSIC 151 JAZZ IMPROVISATION**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

*Recommended Preparation: MUSIC-100.*

Emphasizes understanding basic theoretical structure as well as stylistic, melodic and other considerations. Designed to assist the jazz musician. Public performance may be required. May be taken four times for credit.

**MUSIC 153 STUDIO JAZZ ENSEMBLE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Development of performance standards in Big Band jazz. Investigation of new concepts in the field of jazz music. Workshop experience for composers and arrangers. May be taken four times for credit.

**MUSIC 160 GUITAR STUDIES I**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces skills for the guitar, including chord structures, sight-reading (open strings and first position), as well as rhythm techniques.

**MUSIC 161 GUITAR STUDIES II**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: MUSIC-160.*

Advances the study and application of guitar skill through advanced chord structures, sight-reading (open strings through 5th position), and more complex rhythm techniques. May be taken four times for credit.

**MUSIC 165 SYMPHONY OF THE CANYONS**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: See schedule of classes for audition information.*

The study of musical styles, performance techniques and basic theoretical analysis as they relate to perform-

ance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. Includes participation in public performance with the ensemble. May be taken four times for credit.

**MUSIC 167 JAZZ GUITAR STUDIES I**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces position-playing for jazz guitar, including jazz chordal structures, rhythm comping and structural analysis of jazz forms.

**MUSIC 168 JAZZ GUITAR STUDIES II**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: MUSIC-167.*

An intermediate level study of position-playing for jazz guitar, including jazz chordal structures, rhythm comping and structural analysis of jazz forms. May be taken four times for credit.

**MUSIC 169 IMPROVISATION FOR GUITARISTS**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: MUSIC-160.*

Focuses on the many facets of improvising on the guitar, 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, and by utilizing scales and positions on the instrument. May be taken four times for credit.

**MUSIC 170 BASS GUITAR STUDIES I**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Studies and applies basic skills on the electric bass guitar. Course focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument.

**MUSIC 171 BASS GUITAR STUDIES II**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Second in a series of studies on the application of intermediate skills on the electric bass guitar, including construction and performance of complex bass lines through chord changes in standard popular and jazz repertoire, as well as advanced note-reading skills on the instrument. May be taken four times for credit.

**MUSIC 173 JAZZ VOCAL ENSEMBLE**

Units: 1.00 - UC:CSU 54.0 hours lab maximum  
*Prerequisite: Audition.*

Provides the advanced singer an opportunity to learn and develop jazz vocal technique. The repertoire consists of vocal arrangements from standard and progressive jazz schools. This group refines individual selections to high performance standards and represents the College at inter-collegiate festivals, on-campus performances, and in the community. Appropriate sight-singing proficiency and ability to follow a conductor are assumed. Audition through the Department of Music; contact for time, date and other details. May be taken four times for credit.

**MUSIC 174 COLLEGE CHORUS**

Units: 1.00 - CSU 54.0 hours lab maximum

Provides training and singing for the vocal chamber group from all eras in music history. May be taken four times for credit.

**MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Studies musical styles, performance practices and rehearsal techniques. This choral group refines individual selections to high performance standards and represents the College at inter-collegiate festivals, on-campus performances, and in the community. May be taken four times for credit.

**MUSIC 176 CHAMBER SINGERS**

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Study and performance of chamber choral from the 15th to the 20th centuries. Emphasis on the development of skills needed to sing from a variety of choral styles and historical periods. Attendance to all scheduled performances is required. May be taken four times for credit.

**MUSIC 177 WOMEN'S CHOIR (LES CHANTEUSES)**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Studies musical styles and performance practices from an historical perspective as well as learning correct and efficient rehearsal techniques as it applies to the selected choral literature. This choral group refines individual selections to high performance standards and represents the College at intercollegiate festivals, on-campus events, and within the community. May be taken four times for credit.

**MUSIC 180 MUSIC BUSINESS**

Units: 3.00 - CSU 54.0 hours lecture maximum

Examines the music business industry as it relates to production, recording, manufacturing, publishing and copyrights, performing rights, and marketing.

**MUSIC 181 APPLIED MUSIC STUDIES I**

Units: 2.50 - UC:CSU 18.0 hours lecture maximum, 81.0 hours lab maximum

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

First in a series of four applied music workshops on a specific instrument, voice, or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week on-campus in a practice room. Emphasis on technical development and the learning of musical repertoire and the development of concert presentation skills.

**MUSIC 182 APPLIED MUSIC STUDIES II**

Units: 2.50 - UC:CSU 18.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: MUSIC-181. Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

Second in a series of four applied music workshops. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week on-campus in a practice room. Provides studio lessons on a specific instrument, voice, or conducting with an emphasis on technical development and the learning of musical repertoire.

**MUSIC 183 APPLIED MUSIC STUDIES III**

Units: 2.50 - UC:CSU 18.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: MUSIC-182. Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

Third in a series of four applied music workshops on a specific instrument, voice, or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week in an on-campus practice room. Emphasis is on the learning of musical repertoire and the development of concert presentation skills.

**MUSIC 184 APPLIED MUSIC STUDIES IV**

Units: 2.50 - UC:CSU 18.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: MUSIC-183. Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177 or 185.*

Fourth in a series of applied music workshops on a specific instrument, voice or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week in an on-campus practice room. Emphasis on the learning of musical repertoire and the development of concert presentation skills. Students must concurrently enroll in a COC major performing ensemble and MUSIC-190. May be taken four times for credit.

**MUSIC 185 SYMPHONIC BAND**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: Audition Recommended Preparation: Ability to play a wind, percussion, or brass instrument is assumed.*

Emphasizes the performance of college level wind and percussion standards literature including proper playing and performance technique. Extensive warm-up skills will be developed, along with scale studies and rhythmic refinement exercises. Public performances with the symphonic band are required. Audition through the Music Department; contact for time, date and other details. May be taken four times for credit.

**MUSIC 186 MUSIC ENSEMBLE**

Units: 2.00 - UC:CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Explores chamber music literature and practices. Specific technical skills will be addressed including breathing, phrasing, tonguing, bow technique, embouchure development and rehearsal standards. Public performance required. May be taken four times for credit.

**MUSIC 190 APPLIED PERFORMANCE**

Units: 0.50 -1.00 - UC:CSU 27.0 – 54.0 hours lab maximum

*Co-Requisite: Requires concurrent enrollment with one of the Applied Music courses (MUSIC-181 through 184).* Preparation and presentation of music literature to be performed before the class with a subsequent critique by the other students and instructor. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

# NURSING

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.

The College of the Canyons Registered Nurse Program is accredited by the California State Board of Registered Nurses and the National League for Nursing. The two-year registered nursing program is designed to prepare the student with the knowledge required to assume the responsibilities of an entry-level registered nurse. Upon completion the student is eligible to take the national licensure examination to become a registered nurse.

**REGISTERED NURSING PROGRAM OPTIONS**

College of the Canyons offers three Registered Nurse Program Options:

- The Core RN program
- The Career Ladder LVN to RN program
- The Collaborative program

The Core program and the Career Ladder program are accredited by the California Board of Registered Nurses and the National League for Nurses Accreditation Commission. The Collaborative Program is a partial program that is accepted by the California Board of Registered Nurses as meeting the requirements for the first year of a registered nursing program.

**Core RN Option**

The associate degree, Core 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 twice a year. Students are chosen by random selection.

**Collaborative RN Option**

The collaborative RN program allows the students to participate with students from other colleges. Lectures are via live video conferencing and students attend at hospital and college sites. After one year, the students return to the core nursing program of their choice to complete the RN program. These students have the same prerequisites and admission criteria as the Core program. Admission is once a year and applications are taken once a year in the fall semester.

**PREREQUISITES:**

1. English 101 3.0 Units
2. Anatomy 4.0 Units
3. Physiology 4.0 Units
4. Microbiology 5.0 Units
5. Math 060 (Beginning Algebra)

**SELECTION PROCESS**

The College of the Canyons Registered Nursing Program is committed to servicing the community by providing the highest level of nursing education to all qualified students. The ability to enter the nursing program shall not be hindered by issues of age, sex, religion, ethnic origin, race, or socioeconomic status. Open access shall be the means by which all program participants are selected, all information disseminated, and all selection procedures are determined.

Therefore, the following serves as a selection process outline for any, and all, nursing programs at College of the Canyons which require a specific selection process:

Applications, selection information, and individual program brochures are openly distributed from the Allied Health Office and are provided to any person requesting such data.

Potential and current applicants are requested to attend a Nursing Information Session. These sessions are given twice each semester. Information covers general campus information and provides specific data pertaining to selection requirements of the nursing programs.

All applicants must have a valid email address to receive notification of program acceptance or non-acceptance.

Selection requirements include standards pertaining to proof of competency in math and English. These are completion of English 101 and Math 060 (with a grade of "C" or better). Placement tests for math may be taken.

A minimum GPA of 2.5 in any completed associate degree nursing requirement (Bio 201, 202, or Bio 204, Bio 205; or Bio 250, Bio 221, Psychology 101, English 101, and Coms 105 or 223) and any previous nursing courses is required. GPA is calculated using the required courses listed above that have been completed by the time of selection. Completing prerequisites, however, does not assure admission into the program.

All applicant files are thoroughly analyzed by the Allied Health Coordinator and/or Technicians. Current college policies pertaining to equivalent courses and standards are used to determine eligibility. The counseling department determines transferability of non-nursing courses. The Dean of Allied Health and/or Assistant Nursing Program Director determines the transferability of nursing courses.

Students will be admitted to the program based on their scholastic eligibility and placement on the nursing assessment test per SB 1309. Screening may be a part of the process.

Scholastic eligibility is determined through a statewide approved formula which calculates the student's probability of successfully completing the ADN program. The formula uses the following criteria:

- Core Biology GPA (all anatomy, physiology and microbiology courses taken at the college level).
- Core Biology repetitions (the number of times a student has repeated a core biology course including withdrawals).
- English GPA (all credit English course grades regardless of the level of the course).
- Overall GPA (the college GPA as it appears on college transcripts excluding non-credit and not-for-credit courses).

Students must have a minimum required score of 70 to be eligible for admission.

**Assessment Test:** Students will be required to take a state approved nursing assessment test. Students must rank at the required level to be eligible for admission into the program. Currently, this is 67% composite score based on the California Community College Chancellor's office recommendation.

All unqualified applicants are notified by email. Applicants determined to be unqualified have a maximum of seven calendar days in which to file a grievance to the Allied Health Office.

All qualified applicants are placed in a random selection. The number of students selected is dependent upon the grant funding for that semester.

An email notice is provided to all qualified applicants of their selection standing.

Qualified students not selected in the random drawing are notified by email and the transcripts are kept in the Allied Health Office for the next random selection. However, students interested in reapplying must complete a new application form during the next application period offered. If a student is again not selected, all materials are dismantled and the student is required to resubmit transcripts and application.

Students not meeting eligibility criteria are given a remediation plan. Copies of this plan are kept and students are entered into the random selection when the plan is completed. A current application and all required documentation must be submitted before the student is placed in the random selection pool. The remediation plan must be completed within one year. If the student fails to complete the plan by the deadline, he/she must begin the application process from the beginning and retake all required tests.

All transfer students must meet the entrance criteria and are placed in the Bridge class and then the appropriate semester of the nursing program after the file has been reviewed by the Director of Nursing.

Selection for the LVN-RN bridge course will be the same except no random selection will be run. Bridge students will enter the program first come, first served.

#### APPLICATION PROCEDURE:

1. Obtain COC application (if not already enrolled), complete the application, attach copy of official transcripts from each college attended, and submit to Admissions and Records.
2. Obtain Nursing Program Application, complete and submit to the Allied Health Office (Aliso Lab 311). The following documents **MUST** be attached to the application:
  - a) an official (sealed) copy of transcripts from all colleges attended (except COC);
  - b) a copy of high school transcript, copy of diploma, OR copy of GED certificate. Applicants with associate degree or higher may show documentation of the degree and have the high school diploma/GED requirement waived; and
  - c) math placement test results (if applicable). Valid email address is required.

#### SPECIAL REQUIREMENTS FOR THE RN PROGRAM:

Once admitted to any of the RN programs, the student must comply with the following requirements:

1. Proof of vaccination followed by positive titer for Hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria and tetanus required.
2. Negative mantoux or chest x-ray documentation is required.
3. An annual physical examination. The first physical must be within six months of beginning classes.
4. Current CPR certificate (for health care providers) required prior to start of classes.
5. Purchase of a College of the Canyons nursing program patch.
6. Purchase a student nurse handbook which details information regarding philosophy, grading, dismissal, reentry, probation and ethics.
7. Purchase student nurse malpractice insurance and assessment testing materials. Students will be given information on this when accepted into the program.
8. Undergo a background check prior to going to the clinical facilities.
9. Transportation to off-campus clinical sites.

#### Associate in Science Degree: Nursing – Registered Nurse (Core Program)

Units required: 61

NURSNG 110	Fundamentals . . . . .	8.0
NURSNG 111	Pharmacology . . . . .	2.0
NURSNG 120	Beginning Medical/Surgical Nursing . . . . .	4.75
NURSNG 122	Maternal Newborn Pediatric Nursing . . . . .	5.25
NURSNG 220	Psychiatric Nursing . . . . .	4.0
NURSNG 222	Intermediate Medical/Surgical Nursing . . . . .	5.5
NURSNG 232	Advanced Medical/Surgical Nursing . . . . .	9.5

*Plus eleven units from the following options:*

BIOSCI 221	Introduction to Microbiology . . . . .	5.0
PSYCH 101	Introduction to Psychology . . . . .	3.0
ENGL 101	English Composition . . . . .	3.0

*OR*

ENGL 101H	Honors English Composition . . . . .	4.0
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*Plus eight units from the following options:*

BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0

*OR*

BIOSCI 204	Human Anatomy and Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy and Physiology II . . . . .	4.0

*OR*

BIOSCI 250	Human Anatomy and Physiology . . . . .	8.0
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*Plus three units from the following:*

COMS 105	Speech Fundamentals . . . . .	3.0
COMS 105H	Speech Fundamentals – Honors . . . . .	3.0
COMS 223	Small Group Communication . . . . .	3.0

In addition to the requirements outlined above, the student is required to take six units of the American Institutions requirement and Business Math 144 or Math 070 in order to obtain their associate of science degree from College of the Canyons. The physical education and diversity requirements have been waived for the RN students.

In order to receive an associate degree, RN students must complete all nursing education courses and all general education requirements with a grade of “C” or better. All requirements for the completion of the nursing program must be fulfilled before the student will be allowed to apply for licensure.

**Collaborative Option:**

Students in the collaborative option take the following nursing courses:

NSCOL 100 - Collaborative Nursing Fundamentals

NSCOL 105 - Nursing I

NSCOL 110 - Nursing II

For College of the Canyons, these are equivalent to Nursing 110, 111, 120 and 122. They are equivalent to the first year courses at other collaborative schools.

Upon completion of the courses listed above, the collaborative RN student is eligible to complete the rest of the RN program either at College of the Canyons or at another participating school. If transferring to College of the Canyons, the first course at COC would be Nursing 220.

**ALTERNATE/TRANSFER ENTRY:**

Students may apply to the RN Program by transfer or challenge. Students desiring this type of admission must begin the process by arranging an appointment with the Program Director.

**PROCESS:**

Students are not allowed to transfer in the first semester; students must enter the first semester as a generic student. Students are only eligible to be considered for transfer if they have been in a nursing program within 12 months of the day their applications are accepted and are eligible to re-enter their previous program. Students who have been out of a nursing program for more than 12 months must apply as beginning students.

1. Complete College of the Canyons Nursing Application and submit the following data:
  - a. Two copies of official, sealed, transcripts from previous nursing program with full course descriptions.
  - b. Two copies of official, sealed, transcripts from each college attended.
  - c. High School transcripts, or copy of High School Diploma, or GED results.
  - d. Letter from Director/Lead Faculty of previous nursing program stating the reason for leaving the program and that the student is safe clinically.
2. Upon submission of above items, the transcript will be analyzed to see if the student meets the current COC Nursing Program Selection criteria. Students will not be admitted if they fail to meet the admission requirements.
  - a. The Director of Nursing determines how the applicant's previous courses correlate with the COC Nursing Program curriculum and determines what portion of the program must be taken to complete the nursing program at COC. The Director of Nursing has the right to accept or deny any transfer.

- b. Applicants will be notified in writing of acceptance/decline for program. Accepted applicants will be notified as to which portions of the curriculum need to be taken to complete the program. Note: Check with college counselor for associate degree requirements.
- c. Approved applicants MUST attend a mandatory orientation and complete the COC Bridge Class, Nursing 103. Upon completing Nursing 103, approved applicants will be placed on a waiting list until an opening in the appropriate course becomes available.
- d. Transfer students who have previously failed another RN program will only be allowed one entry into the COC RN Program.
- e. Students advised by the BRN to take specific courses to obtain a license must also attend a mandatory orientation and complete Nursing 103.

**LVN-RN Career Ladder Program Description**

The LVN-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 for the registered nurse. The purpose of the College of the Canyons Career Ladder program is 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 LVN to RN. This program allows the LVN to complete the second year of the RN program with a choice of three options:

- Enter the Core program – courses are taken in a traditional classroom setting, with on-site clinical experience, associate degree awarded.
- Web-based, online program – courses are taken primarily online, with on-site clinical experience, associate degree awarded.
- Thirty unit option – courses are taken in either the online or Core program with on-site clinical experience, but an associate degree is not awarded.

**APPLICATION PROCEDURE**

1. Obtain COC application (if not already enrolled), complete the application, attach copy of official transcripts from each college attended, and submit to Admissions and Records.
2. Prerequisites and the selection process for the LVN to RN career ladder program are the same as the Registered Nursing Program.

3. Obtain Nursing Program Application, complete and submit to the Allied Health Office (Aliso Lab 311). The following documents MUST be attached to the application:
  - a. an official (sealed) copy of transcripts from all colleges attended (except COC);
  - b. a copy of high school transcript, copy of diploma, OR copy of GED certificate. Applicants with associate degree or higher may show documentation of the degree and have the high school diploma/GED requirement waived; and
  - c. math placement test results (if applicable). Valid email address is required.
4. Submit proof of LVN program completion prior to the beginning of the LVN-RN program.
5. Submit proof of IV certification prior to beginning Nursing 103, Nursing Bridge.
6. Submit a copy of the LVN license prior to beginning Nursing 103.

**Associate in Science Degree: Nursing – Career Ladder LVN to RN**

Units required: 43

NURSNG 103	Nursing Bridge	2.0
NURSNG 220	Psychiatric Nursing	4.0
NURSNG 222	Intermediate Medical/ Surgical Nursing	5.5
NURSNG 232	Advanced Medical/Surgical Nursing	9.5

*Plus eleven units from the following options:*

BIOSCI 221	Introduction to Microbiology	5.0
ENGL 101	English Composition	3.0
PSYCH 101	Introduction to Psychology	3.0

OR

ENGL 101H	Honors English Composition	4.0
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*Plus eight units from the following options:*

BIOSCI 201	Introduction to Human Anatomy	4.0
BIOSCI 202	Introduction to Human Physiology	4.0

OR

BIOSCI 204	Human Anatomy and Physiology I	4.0
BIOSCI 205	Human Anatomy and Physiology II	4.0

OR

BIOSCI 250	Human Anatomy and Physiology	8.0
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*Plus three units from the following:*

COMS 105	Speech Fundamentals	3.0
COMS 105H	Speech Fundamentals – Honors	3.0
COMS 223	Small Group Communication	3.0

In addition to the requirements outlined above, the student is required to take six units of the American Institutions requirement and Business Math 144 or Math 070 in order to obtain their associate of science degree from College of the Canyons. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

**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 NURSING 103, 220, 222, 232. 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.

**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

**CERTIFICATES**

The Nursing Department offers certificates in health related fields. Students gain experience caring for patients in a variety of community settings. State and local requirements apply to all programs, and students must meet all mandated requirements.

**Certificate of Specialization: CNA – Certified Nursing Assistant**

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

Units required for certificate: 5

NURSNG 050	Nurse Assistant Training	5.0
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### Certificate of Specialization: Home Health Aide

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

Units required for certificate: 1.5

NURSNG 051 Home Health Aide . . . . . 1.5

### Certificate of Achievement: Medical Assistant

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

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

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

### CURRENT NURSING COURSES:

#### Certificate of Specialization Nursing Courses:

NURSNG 050  
 NURSNG 051  
 NURSNG 052  
 NURSNG 053  
 NURSNG 054  
 NURSNG 055  
 NURSNG 056

### Required for COC ADN:

<b>Core RN:</b>	<b>Collaborative RN:</b>
NURSNG 110	NSCOL 100
NURSNG 111	NSCOL 105
NURSNG 120	NSCOL 110
NURSNG 122	NURSNG 220
NURSNG 220	NURSNG 222
NURSNG 232	NURSNG 232

### Required for Transfer and LVN to RN Programs:

NURSNG 103

#### Nursing Electives:

NURSNG 045  
 NURSNG 061  
 NURSNG 080L  
 NURSNG 082L  
 NURSNG 089  
 NURSNG 092  
 NURSNG 093  
 NURSNG 094  
 NURSNG 095  
 NURSNG 096  
 NURSNG 098  
 NURSNG 145  
 NURSNG 206  
 NURSNG 210  
 NURSNG 212  
 NURSNG 215

### NSCOL 100 COLLABORATIVE NURSING FUNDAMENTALS

Units: 10.00 - CSU 90.0 hours lecture maximum, 270.0 hours lab maximum

Introduces the core concepts, principles, and clinical skills common to all areas and levels of nursing practice based on a hierarchy of universal needs including the nursing process, professionalism, ethics, critical thinking, health assessment, communication, pharmacology, and basic and intermediate nursing skills.

### NSCOL 105 NURSING I

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: NSCOL-100.*

Introduces the care of patients with musculoskeletal, sensory, integumentary, neurological, cardiovascular, and respiratory disorders across the life span. Emphasizes the impact of developmental issues on the care of these diseases.

**NSCOL 110 NURSING II**

Units: 11.00 - CSU 108.0 hours lecture maximum, 270.0 hours lab maximum

*Prerequisite: NSCOL-105.*

Examines the care of patients across the life span with diabetes, gastrointestinal disorders, genitourinary disorders, renal disorders, communicable diseases, fluid and electrolyte imbalances and reproductive disorders. Additionally focuses on the care of mother/baby dyads and families. Expands the understanding of the impact of the physiological, psychological, developmental, socio-cultural, and spiritual dimensions on patients ability to provide self-care.

**NURSNG 045 BASIC EKG INTERPRETATION**

Units: 1.50 27.0 hours lecture maximum

Provides basic EKG interpretation including basic principles, normal sinus rhythm, dysrhythmias of focal origin and rhythm blocks. Designed for practicing nurses, student nurses, and those seeking to become a monitor technician. Offered credit/no-credit or pass/no-pass only.

**NURSNG 050 NURSE ASSISTANT TRAINING**

Units: 5.00 50.0 hours lecture maximum, 114.0 hours lab maximum

*Recommended Preparation: ENGL-091 or ENGL-094.*

*Prerequisite: TB test and physical exam within the last six months. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. In order to register, a packet must be picked up in the Nursing Office. Forms must be completed and submitted to the instructor on the first day of class.*

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. Upon completion, the student will be eligible to take the California test for certification. May be repeated if used for legally mandated training.

**NURSNG 051 HOME HEALTH AIDE**

Units: 1.50 20.0 hours lecture maximum, 20.0 hours lab maximum

*Prerequisite: CNA or Nurse Aide Training course, required immunizations and titres, and a CPR for Health Care Workers card. In order to register, all students must pick up a pre-enrollment packet in the Nursing Office. These forms must be completed and submitted to the instructor on 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, nutri-

tion, and cleaning and care tasks in the home. Upon completion, students are eligible for California certification. May be repeated if used for legally mandated training.

**NURSNG 052 INTRODUCTION TO MEDICAL ASSISTING**

Units: 3.00 54.0 hours lecture maximum

Introduces the role of the medical assistant and the history of medical assisting. Principles of law and ethics, critical thinking, study skills, multicultural issues, performance evaluation, nutrition, patient education, and customer service are presented. Includes theory, demonstration, application of asepsis, safety, obtaining a history, and assisting with a patient examination.

**NURSNG 053 BEGINNING MEDICAL ASSISTING**

Units: 3.00 54.0 hours lecture maximum

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 54.0 hours lecture maximum

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 54.0 hours lecture maximum

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 CPR are also covered.

**NURSNG 056 PHLEBOTOMY**

Units: 4.50 43.0 hours lecture maximum, 100.0 hours lab maximum

*Prerequisite: CPR for Health Care Workers card. Need high school diploma or GED. Also required are a physical and immunizations as required by the clinical facilities. In order to register, a packet must be picked up in the Nursing Office. These forms must be completed and submitted to the instructor on the first day of class.*

Designed to prepare personnel who collect blood sam-

ples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of course results in a Phlebotomy Technician Proficiency Certificate. Phlebotomists work in hospitals, medical clinics, commercial laboratories and in other settings where blood is collected from patients. Includes learning experiences both in on-campus skills laboratories and at affiliated clinical sites. Units do not apply to the associate degree. May be repeated if used for legally mandated training.

### **NURSNG 057 ADVANCED PHLEBOTOMY**

Units: 1.00 20.0 hours lecture maximum

*Prerequisite: Students must be currently employed as a phlebotomist.*

Designed to meet the California Department of Health Services requirement for practicing phlebotomists who need certification. Upon completion, students will have met the necessary hours to apply for their certificate. Units do not apply to the associate degree.

### **NURSNG 061 INTERPRETATION OF LABORATORY TESTS**

Units: 1.00 18.0 hours lecture maximum

Provides an in-depth review and analysis of laboratory values and integration of the nursing process across the life span. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 080L BEGINNING NURSING LABORATORY**

Units: 0.50 27.0 hours lab maximum

*Co-Requisite: NURSNG-110, 111, 120, 122, 103 or NSCOL-100.*

Open lab for currently enrolled first or second semester nursing students who wish to increase skills through the use of the nursing lab facility. Offered credit/no-credit or pass/no-pass only. May be taken three times for credit.

### **NURSNG 082L ADVANCED NURSING LABORATORY**

Units: 0.50 27.0 hours lab maximum

*Co-Requisite: NURSNG-103, 222 or 223.*

Open lab for currently enrolled third or fourth semester nursing students who wish to increase skills through the use of the nursing lab facility. Students must complete a minimum of 20 hours to earn credit. Offered credit/no-credit or pass/no-pass only. May be taken three times for credit.

### **NURSNG 089 SUCCESS IN FUNDAMENTAL NURSING**

Units: 1.00 18.0 hours lecture maximum

Expands on the student's critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 110. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 092 SUCCESS IN BEG. MEDICAL SURGICAL NURSING**

Units: 1.00 18.0 hours lecture maximum

Expands on the student's critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 120. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 093 SUCCESS IN MATERNAL NEWBORN AND PEDIATRIC NURSING**

Units: 1.00 18.0 hours lecture maximum

Expands on the student's critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 122. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 094 SUCCESS IN PSYCHIATRIC NURSING**

Units: 1.00 18.0 hours lecture maximum

Expands on the student's critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 220. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 095 SUCCESS IN INTER. MED/SURGICAL NURSING**

Units: 1.00 18.0 hours lecture maximum

Expands on the student's critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 222. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 096 SUCCESS IN ADVAN. MED/SURGICAL NURSING**

Units: 1.00 18.0 hours lecture maximum

Expands on the student's critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 232. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

### **NURSNG 098 SPECIAL TOPICS IN HEALTHCARE**

Units: 0.50-3.00 9.0 – 54.0 hours lecture maximum

Designed to provide a forum in which different topics of interest can be presented for nursing students and nurses working in the community.

**NURSNG 103 NURSING BRIDGE**

Units: 2.00 - CSU 27.0 hours lecture maximum, 27.0 hours lab maximum

*Prerequisite: Admission to the Nursing Program.*

A transition course designed to assist students to successfully integrate into the Registered Nursing Program. Includes conceptual framework, nursing process, communication, RN role, critical thinking, physical assessment, and assessment of student skills. Course is required for all transfer and LVN to RN students. Offered credit/no-credit or pass/no-pass only.

**NURSNG 110 FUNDAMENTALS**

Units: 8.00 - CSU 72.0 hours lecture maximum, 216.0 hours lab maximum

*Co-requisite: NURSNG-111*

The first in a series of medical/surgical nursing courses. Focuses on foundational skills as well as the care of adult and elderly patients with musculoskeletal disorders. Introduces the concept of patients as integrated beings with physiological, psychological, socio-cultural, developmental, and spiritual dimensions. The nursing process is applied at the basic level to help patients achieve self-care. (Formerly NURSNG-101A & NURSNG-101AL)

**NURSNG 111 PHARMACOLOGY**

Units: 2.00 - CSU 9.0 hours lecture maximum, 81.0 hours lab maximum

*Co-requisite: NURSNG-110*

Introduces the pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of medications related to selected health disorders. Examines the multifaceted needs of patients as well as changing needs across the life span. Medication administration skills are taught. (Formerly NURSNG-101B and NURSNG-101BL)

**NURSNG 120 BEGINNING MEDICAL/ SURGICAL NURSING**

Units: 4.75 - CSU 45.0 hours lecture maximum, 121.5 hours lab maximum

*Prerequisite: NURSNG-110 and NURSNG-111*

The second in a series of medical/surgical nursing courses. Examines the care of adult and elderly patients with diabetes, gastrointestinal disorders, genitourinary disorders, and disorders of the reproductive system. Expands the understanding of the impact of physiological, psychological, socio-cultural, developmental, and spiritual dimensions on patients' ability to provide self-care. Students apply the nursing process at a beginning level to the multifaceted needs of patients.

**NURSNG 122 MATERNAL NEWBORN PEDIATRIC NURSING**

Units: 5.25 - CSU 54.0 hours lecture maximum, 121.5 hours lab maximum

*Prerequisite: NURSNG-120*

An integrated course in the care of mother/baby dyads and pediatric patients. Content covers normal and high risk pregnancies, normal growth and development, and common pediatric disorders. The developmental dimen-

sion of individuals is more heavily emphasized in the application of the nursing process. The role of the family in enhancing self-care is explored. (Formerly NURSNG-106 and NURSNG-106L)

**NURSNG 145 ADVANCED CARDIAC, DYSRHYTHMIAS, RECOGNITION AND MANAGEMENT**

Units: 1.50 - CSU 27.0 hours lecture maximum

*Prerequisite: NURSNG-045 Recommended Preparation: Licensed RN, LVN or RN Nursing Student*

Examines intermediate through advanced cardiac dysrhythmias and takes the learner beyond the basic ECG interpretation. Explores the manifestations of each rhythm disturbance, to enhance the learners application of nursing management. Expands the understanding of the impact of pathophysiologic consequences of lethal dysrhythmias while applying diagnostic, pharmacologic and therapeutic interventions including updates on interventional technologies. Designed for nursing professionals or student registered nurse.

**NURSNG 206 OPERATING ROOM NURSING**

Units: 5.00 - CSU 90.0 hours lecture maximum

Theory of operating room nursing. Encompasses three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation.

**NURSNG 210 NURSING INTERNSHIP**

Units: 3.00 - CSU 153.0 hours lab maximum

*Prerequisite: NURSNG-120.*

Clinical internship giving students the opportunity to apply skills and knowledge learned in the nursing program in a sponsoring acute care facility with an assigned preceptor. Students must attend scheduled clinical conferences held by the assigned College of the Canyons nursing faculty member. Students must work 153 hours to receive credit. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**NURSNG 212 PHYSICAL ASSESSMENT**

Units: 1.00 - CSU 18.0 hours lecture maximum

Designed to develop an in-depth review and synthesis of physical assessment skills and knowledge covering the life span. Integration of the health history, physical examination techniques, and the nursing process is emphasized. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

**NURSNG 214 GERONTOLOGICAL NURSING**

Units: 1.00 - CSU 18.0 hours lecture maximum

*Recommended Preparation: Designed for RN's, LVN's, or student nurses*

Introduces the physical and psychosocial issues of aging pertinent to gerontological nursing. Examines medication, nutrition and sleep issues facing the older adult.

The effects of external influences placed on the elderly are also addressed. The role of nurse is highlighted by identifying assessment, diagnosis, and interventions for issues presented in class.

### **NURSNG 215 PHARMACOLOGICAL PRINCIPLES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Presents in-depth pharmacological principles, including drug classifications, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, legal and ethical issues, patient and family education, and dosage calculation. (Formerly NSCOL 275)

### **NURSNG 220 PSYCHIATRIC NURSING**

Units: 4.00 - CSU 45.0 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: NURSNG-122 and PSYCH-101.*

Focuses on the dynamics of children, adolescents, and adults undergoing psychological stress. Presents a comprehensive overview of psychiatric diseases as well as the applicable nursing care. The multifaceted needs of patients are examined, but the psychological dimension is more heavily emphasized when applying the nursing process to help patients achieve self-care. (Formerly NURSNG-200 and NURSNG-200L)

### **NURSNG 222 INTERMEDIATE MEDICAL/SURGICAL NURSING**

Units: 5.50 - CSU 54.0 hours lecture maximum, 135.0 hours lab maximum

*Prerequisite: NURSNG-220.*

The third in a series of medical/surgical nursing courses. Examines the care of patients with cardiac, respiratory, and neurological diseases. The dynamic interrelationship between the physiological, psychological, socio-cultural, developmental, and spiritual dimensions is more fully explored than in previous courses. Use of the nursing process emphasizes focusing and prioritizing care to help patients achieve self-care. (Formerly NURSNG-202 and NURSNG-202L)

### **NURSNG 232 ADVANCED MEDICAL-SURGICAL NURSING**

Units: 9.50 - CSU 93.5 hours lecture maximum, 81.0 hours lab maximum

*Prerequisite: NURSNG-222.*

The fourth in a series of medical/surgical nursing courses. Examines the care of patients with complex multi-system issues. Also examines renal, immune, endocrine, and oncology disorders. Management and leadership skills are used to meet the physiological, psychological, socio-cultural, developmental, and spiritual needs of patients in a variety of settings. Students apply the nursing process to help a wide range of patients achieve self-care. (Formerly NURSNG-204 and NURSNG-204L)

### **NURSNG 242 CRITICAL CARE NURSING II**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Recommended Preparation: For RN or LVN students.*

A study of current concepts of critical care nursing of disease processes for each of the major body systems: pulmonary, cardiovascular, neurological, renal, endocrine, hematological, immunologic, gastrointestinal and multisystem. Critical care equipment and procedures related to the care of these clients will be discussed. Psychosocial and ethical and legal aspects of critical care nursing will be addressed.

# PARALEGAL

The paralegal profession continues to be one of the fastest growing professions in the United States. COC's Paralegal Studies curriculum prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. Students who obtain an AA degree in Paralegal Studies will have a broad-based understanding of the American legal system and the practice of law in California; the skills and knowledge needed to work as a paralegal in civil litigation, bankruptcy or estate planning law firms; an understanding of and appreciation for the ethical rules and regulations applicable to the paralegal and other legal professionals; a balanced education based on the integration of legal theory and practical course work; strong written and oral communication skills; and the tools necessary to begin a career in a respected and well-paid profession. Successful paralegals have excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

## Associate in Arts Degree: Paralegal Studies

Units required for major: 30

PARLGL 101	Introduction to Paralegal Studies . . .	3.0
PARLGL 105	Tort Law . . . . .	3.0
PARLGL 106	Legal Analysis and Writing . . . . .	3.0
PARLGL 107	Ethics for Paralegals . . . . .	3.0
PARLGL 108	Legal Research . . . . .	3.0
PARLGL 109	Computer Literacy for Paralegals . .	3.0
PARLGL 111	Civil Litigation I . . . . .	3.0
PARLGL 112	Civil Litigation II . . . . .	3.0
PARLGL 200	Paralegal Seminar . . . . .	1.0

*Plus three units from the following:*

POLISC 150	Introduction to American Government and Politics . . . . .	3.0
POLISC 150H	Introduction to American Government and Politics: Honors . .	3.0

*Plus two units from the following:*

CWEXP 188	Cooperative Work Experience Education – PARLGL . . . . .	1-4
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*Recommended electives:*

PARLGL 104	Contract Law for Paralegals . . . . .	3.0
PARLGL 140	Bankruptcy . . . . .	3.0
PARLGL 180	Estate Planning . . . . .	3.0

## PARLGL 101 INTRODUCTION TO PARALEGAL STUDIES

Units: 3.00 - CSU 54.0 hours lecture maximum  
Overview of the history, philosophy, and practice of the paralegal profession in the United States. Introduces legal concepts, terms, and theories used by the paralegal.

## PARLGL 104 CONTRACT LAW FOR PARALEGALS

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Prerequisite: PARLGL-101.*  
Examines contract law, including formation of contracts, statute of frauds, third-party rights and remedies, liability for breach of contract, and the Uniform Commercial Code.

## PARLGL 105 TORT LAW

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Prerequisite: PARLGL-101.*  
Studies tort law, which includes the study of intentional and inadvertent wrongs and their consequences. Topics include torts, liability and negligence, terminology relating to tort law as well as the professional role and ethical obligations of the paralegal.

## PARLGL 106 LEGAL ANALYSIS AND WRITING

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Prerequisite: Eligible for ENGL-101.*  
Examines the processes of analysis and writing found within the legal profession, including techniques used to revise and edit documents.

## PARLGL 107 ETHICS FOR PARALEGALS

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines legal ethics and rules of professional responsibility as they affect paralegals and attorneys, including unauthorized practices of law, confidentiality, conflicts of interest, and advise and solicitation.

## PARLGL 108 LEGAL RESEARCH

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Prerequisite: PARLGL-101.*  
Covers the tools and strategies of legal research, including the examination of court decisions, validating authority, secondary authority, constitutions and statutes, legislative history, administrative materials, computer research programs and data sources, ethics of legal research, appropriate uses of terminology, and summaries of cases and authorities.

## PARLGL 109 COMPUTER LITERACY FOR PARALEGALS

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum  
Presents the specific software applications and document preparation processes used in the legal profession. Familiarity with computer keyboarding and the Windows operating system is assumed.

**PARLGL 111 CIVIL LITIGATION I**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines the basic functions and procedures found within a civil law office, including pre-suit considerations, initial pleadings, challenges to pleadings, interrogatories, depositions, discovery law and motion, and the review of legal ethics. Students who have earned credit for PARLGL 110 cannot receive credit for this course.

**PARLGL 112 CIVIL LITIGATION II**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: PARLGL-111.*

Examines the basic functions and procedures found within a civil law office, including third party depositions, discovery subpoenas, request for admissions, demand for inspection, demand for physical or mental exam, calendaring trial deadlines, preparation for motion for summary judgement, trial and appeal, and the review of legal ethics. Students who have earned credit for PARLGL-110 cannot receive credit for this course.

**PARLGL 140 BANKRUPTCY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Overview of the basic functions, procedures and ethics involved in various forms of bankruptcy law. Introduces the techniques of intake, preparation, and filing of the necessary forms to resolve bankruptcy cases.

**PARLGL 180 ESTATE PLANNING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Focuses on the preparation of wills, trusts, life insurance, annuities, and tax issues. Examines probate and non-probate procedures, including those used to protect minors and others.

**PARLGL 200 PARALEGAL SEMINAR**

Units: 1.00 - CSU 18.0 hours lecture maximum  
*Prerequisite: PARLGL-101, 105, 106, 107, 108, 109, 111, 112, and POLISC-150.*

Provides the capstone course for the Paralegal Program, including interning in a law office or other place of employment of paralegals. Students will review rules of ethics, write resumes, create portfolios, practice interview techniques, and develop skills necessary for employment as a paralegal, while participating in a seminar setting.

**PARLGL 201 AGING AND THE LAW**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines the legal, ethical, and social issues impacting aging adults as well as introduces law-related documentation processes and procedures used to serve older clients.

# PHILOSOPHY

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. An associate degree is not available in philosophy.

**PHILOS 101 INTRODUCTION TO PHILOSOPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
Provides students with a basic understanding of the philosophies contained in Hinduism, Buddhism, Confucianism, Taoism, Zen, and Shinto.

**PHILOS 106 CRITICAL REASONING**

Units: 3.00 54.0 hours lecture maximum  
Introduces reasoning skills for evaluating and understanding arguments, including using deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-106 and SOCI-108 combined, maximum credit one course. (Formerly PHILOS-205)

**PHILOS 110 HISTORY OF EARLY PHILOSOPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys 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, and Aquinas.

**PHILOS 111 HISTORY OF PHILOSOPHY: RENAISSANCE THROUGH THE 19TH CENTURY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys developing Western philosophical thought from the Renaissance through the 19th century, including the philosophical systems of empiricism, rationalism, skepticism, and idealism.

**PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys 20th and 21st century investigations into notions of human nature, the place of individuals in history, and the determination of value and choice. Topics include European existentialism (Nietzsche, Sartre, Camus, etc.) analytical philosophy, and contemporary thinkers and movements.

**PHILOS 205 CRITICAL REASONING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces reasoning skills for evaluating and understanding arguments, including using deductive and inductive logic, identifying common fallacies, and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.

**PHILOS 210 INTRODUCTION TO ETHICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

**PHILOS 215 INTRODUCTION TO BIOETHICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Explores topics in bioethics using leading ethical theories in philosophy to analyze issues such as reproductive rights, genetic science, the environment, stem cell research, and access to healthcare. Facilitates an in-depth understanding and application of informed decision-making of ethical criteria in the area of bioethics.

**PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
A philosophical overview and study of major world religions, eastern and western. Includes historical roots, major doctrines and figures, and central concerns.

**PHILOS 225 INTRODUCTION TO PHILOSOPHY OF RELIGION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: PHILOS-101 or PHILOS-220.*

Surveys philosophical problems relating to religious belief. Topics include the existence of God, religious experience, the relationship between faith and reason, concepts of God, religion and ethics, miracles, religious language, the problem of evil, personal destiny, and religious diversity.

**PHILOS 230 SYMBOLIC LOGIC**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: PHILOS-101.*  
Introduces symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction.

**PHILOS 240 CONTEMPORARY MORAL PROBLEMS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces ethical theory and applied contemporary moral issues in areas such as medicine, business, health care, technology, and the environment.

**PHILOS 250 ENVIRONMENTAL ETHICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: PHILOS-101.*  
Examines complex moral issues raised by our interactions with non-human animals and the natural world, including pollution, global warming, sustainability, ecofeminism, animal rights, Third World development, property rights, fossil fuel dependency, deep ecology, 'Green' politics, species preservation, rights and duties to nature, and the need for developing new, 'clean' technologies. These issues will be examined in light of ethical theories such as utilitarianism, deontological ethics, and social contract theory.

# PHOTOGRAPHY

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 include: photography instructor, fine art photographer, fine art photographer's assistant, custom photographic printer, gallery or museum assistant, or photographic preservationist.

## Associate in Arts Degree: Fine Art Photography

Units required for major: 30

ART 110	Art History: Ancient and Medieval	3.0
ART 111	Art History: Renaissance to Modern	3.0
ART 124A	Drawing I	3.0
ART 140	Beginning Design: 2 Dimensional Media	3.0
ART 141	Beginning Design: 3 Dimensional Media	3.0
PHOTO 140	History of Photography	3.0
PHOTO 150	Introduction to Cameras and Composition	3.0
PHOTO 160	Black and White Photography	3.0

*Plus six units from the following:*

GMD 105	Digital Photography I	3.0
JOURN 260	Newspaper Photography	3.0

PHOTO 165	Digital Photography I	3.0
PHOTO 180	Documentary and Landscape 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 285	Advanced Photography	3.0
PHOTO 295	Professional Practices and Portfolio	3.0
CWEXP 188	Cooperative Work Experience – PHOTO	3.0
<i>OR</i>		
PHOTO 185	Experimental Photography	3.0
GMD 271	Advanced Digital Photography	3.0
<i>OR</i>		
PHOTO 175	Intermediate Photography	3.0

## Certificate of Achievement: Fine Art Photography

Units required: 30

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

*Plus nine units from the following:*

GMD 105	Digital Photography I	3.0
GMD 271	Advanced Digital Photography	3.0
JOURN 260	Newspaper Photography	3.0
PHOTO 165	Digital Photography I	3.0
PHOTO 175	Intermediate Photography	3.0
PHOTO 180	Documentary and Landscape Photography	3.0
PHOTO 185	Experimental Photography	3.0
PHOTO 190	Studio Photography	3.0
PHOTO 195	Color Photography	3.0
PHOTO 198	Special Topics in Photography	0.5 – 3.0
PHOTO 205	Advanced Digital Photography	3.0
PHOTO 285	Advanced Photography	3.0
CWEXP 188	Cooperative Work Experience – PHOTO	1.0 – 4.0

**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, event photographer, portrait photographer, or advertising photographer.

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

- Business marketing and management
- Color film and lab practices
- Digital camera control
- Digital imaging
- Studio lighting and equipment (including strobes and medium format cameras)

**Certificate of Achievement: Commercial Photography**

Units required: 27

PHOTO 160	Black and White Photography . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience – PHOTO . . . . .	1.0 – 4.0
GMD 105	Digital Photography I . . . . .	3.0
	<i>OR</i>	
PHOTO 165	Digital Photography I . . . . .	3.0
GMD 271	Advanced Digital Photography . . . .	3.0
	<i>OR</i>	
PHOTO 205	Advanced Digital Photography . . . .	3.0
	<i>Recommended Electives</i>	
ART 110	Art History: Ancient and Medieval . . . . .	3.0
ART 111	Art History: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0

**PHOTO 090L OPEN PHOTO LAB**

Units: 1.00-2.00 54.0 – 108.0 hours lab maximum

*Prerequisite: Enrollment in another COC Photo course.*

An open lab for the currently enrolled photography student who wishes to increase skills through the use of the photography lab facility. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

**PHOTO 091L ADVANCED OPEN PHOTOGRAPHY LAB**

Units: 1.00 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

An open lab for the currently enrolled advanced photography student who wishes to increase skills through the use of the photography lab facility. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only.

**PHOTO 098 PHOTOGRAPHIC WORKSHOPS**

Units: 0.25-3.00 4.5 – 54.0 hours lecture maximum, 27.0 – 270.0 hours lab maximum

Explores various techniques and subjects related to photography and photographic processes to be offered in a short-term, workshop style format.

**PHOTO 140 HISTORY OF PHOTOGRAPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

History and appreciation of photography from 19th century to present; relationship with history, culture, technology, art, social values, and other concerns.

**PHOTO 150 INTRODUCTION TO CAMERAS AND COMPOSITION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Explores how artistic and mechanical principles are used to record photographic images. Students review photographic works that include major influences in the photographic world and relate broader artistic and societal issues. No laboratory. It is recommended that students provide a digital or 35 MM film SLR camera capable of manual exposure adjustment. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

**PHOTO 155 PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the fundamental concepts, terminology, and techniques of photography, including the theory and basic principles of image correction and print technologies. Note: It is recommended that students provide a digital SLR camera capable of manual exposure adjustment.

**PHOTO 160 BLACK AND WHITE PHOTOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

A beginning course in 35mm black and white photography integrating both mechanical and artistic principles to record photographic images. Acquaints students with basic history, mechanics, optics, chemistry, aesthetics, and lighting principles of elementary black and white photography. The student may furnish a fully manual/adjustable 35mm SLR camera. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

**PHOTO 165 DIGITAL PHOTOGRAPHY I**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Co-Requisite: GMD-094L or GMD-097L Recommended Prerequisite: PHOTO-150.*

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. Includes a brief history of digital imaging and its application within commercial and fine arts (Same as GMD-105). May be taken four times for credit.

**PHOTO 171 HANDMADE BOOK AND PHOTOGRAPHIC REPRODUCTION PROCESS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Explores methods of photographic reproduction processes as related to traditional and non-traditional forms of bookbinding. May be taken four times for credit.

**PHOTO 175 INTERMEDIATE PHOTOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*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 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Explores documentary and landscape genre photography for its aesthetic, social and political impact. Includes fieldwork and field trips. May be taken four times for credit.

**PHOTO 185 EXPERIMENTAL PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-155 or PHOTO-160.*

Designed for the intermediate level student, this course will explore experimental and technical process and creative camera operations, and give opportunity to fully develop an understanding of the alternative methods of photographic print making. May be taken four times for credit.

**PHOTO 190 STUDIO PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Explores the photographic studio through lectures and demonstrations, including medium format cameras, studio light equipment, and the history of studio photography. May be taken four times for credit.

**PHOTO 195 COLOR PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Studies in the theory of light and color in photography and its relationship to exposure and color printing type R. Color printing techniques and basic quality control are studied and practiced. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35 mm camera. May be taken four times for credit.

**PHOTO 198 SPECIAL TOPICS IN PHOTOGRAPHY**

Units: 0.50-3.00 - CSU 9.0 – 54.0 hours lecture maximum, 13.5 – 162.0 hours lab maximum

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.

**PHOTO 200 PORTRAITURE**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Explores basic portraiture techniques for commercial photographic use, including commercial and theatrical headshots, fashion photography, and wedding photography. Medium format cameras will be demonstrated. May be taken four times for credit.

**PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY**

Units: 2.00-3.00 - CSU 18.0 hours lecture maximum, 54.0 – 108.0 hours lab maximum

*Prerequisite: PHOTO-160.*

A course for intermediate and advanced students to explore individual photographic projects and techniques. Under the guidance of the instructor, each student will devise a written set of goals that will define the photographic project to be completed. The student will be evaluated based on the completion of their individual goals. Access to the photography facilities includes black and white, color, digital and the studio. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit. (Formerly PHOTO-198A).

**PHOTO 205 ADVANCED DIGITAL PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Covers advanced skill in digital imaging software and hardware. Topics will include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation. (Same as GMD-271)

**PHOTO 210 WEDDING PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-155 or PHOTO-160.*

Introduces essential skills for a career as a wedding photographer, including individual and group portraits, using studio lighting and electronic flash, developing skills in marketing, pricing and album production. It is recommended that students provide a 35 MM or medium format film or digital SLR camera capable of manual exposure adjustment. May be taken four times for credit.

**PHOTO 220 THE BUSINESS OF PHOTOGRAPHY**

Units: 3.00 - CSU 54.0 hours lecture maximum

Introduces the business of photography, including training and strategies in creating studio space, marketing plans, building clientele, contracts and forms, creating portfolios and pricing.

**PHOTO 280 LARGE FORMAT PHOTOGRAPHY AND THE ZONE SYSTEM**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Expands black and white film based on utilizing large format cameras, including perspective controls, chemicals and materials, and the zone system and its variations. NOTE: To access facilities outside of class time, students must register for PHOTO-090L, Open Lab. May be taken four times for credit.

**PHOTO 285 ADVANCED PHOTOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Advanced theory and practice in the contemporary use of the camera. Expands technical skills and develops artistic expression, including special effects procedures with an emphasis on creative thinking and idea execution. Students must have a 35 mm camera. UC credit limitation, consult a counselor. May be taken two times for credit.

**PHOTO 295 PROFESSIONAL PRACTICES AND PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: PHOTO-160.*

Provides essential career skills for the field of photography, including preparation and presentation of a photographic portfolio, entrepreneurial and communication skills, and project planning and team work.

# PHOTOJOURNALISM

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

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

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)
- Critique and analysis of photographs
- Digital camera control
- Digital imaging
- Ethics and copyright laws of newspaper photography
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Preparing photographs for print (including newspaper)
- Presentation techniques
- Project collaboration

This program is designed to prepare a student for an occupation in a career related to photojournalism. Such occupations include photojournalism instructor, photojournalist, sports photographer, documentary photographer, photo editor, or photo illustrator.

**Associate in Arts Degree: Photojournalism**

Units required for major: 30

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 220	Newspaper Editing and Production . . . . .	3.0
JOURN 260	Newspaper Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0

*Plus three units from the following:*

GMD 105	Digital Photography I . . . . .	3.0
PHOTO 165	Digital Photography I . . . . .	3.0

*Plus three units from the following:*

GMD 271	Advanced Digital Photography . . . .	3.0
PHOTO 205	Advanced Digital Photography . . . .	3.0

*Plus six units from the following:*

PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 190	Studio 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 – JOURN . . . . .	1.0-4.0

### **Certificate of Achievement: Photojournalism**

Units required: 30

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 220	Newspaper Editing and Production . . . . .	3.0
JOURN 260	Newspaper Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . . .	3.0

*Plus three units from the following:*

PHOTO 165	Digital Photography I . . . . .	3.0
GMD 105	Digital Photography I . . . . .	3.0

*Plus three units from the following:*

CWEXP 188	Cooperative Work Experience Education – JOURN . . . . .	3.0
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*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
GMD 271	Advanced Digital Photography . . . .	3.0

*OR*

PHOTO 205	Advanced Digital Photography . . . .	3.0
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## **PHYSICAL EDUCATION**

*(See Kinesiology - Physical Education)*

## **PHYSICAL SCIENCE**

An associate degree is not available in Physical Science.

### **PHYSICI 101 PHYSICAL SCIENCE**

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: MATH-070.*

Introduces the non-science major to a survey of chemistry, and physics. Includes mechanics, heat, light, sound, motion, magnetism, electricity, light, atomic structure, chemical bonding, chemical reaction rates and their practical applications. Topics are developed with a minimum of mathematical presentation. UC credit limitation: No credit if taken after a college level course in Physics or Chemistry.

# PHYSICS

The Physics program provides curriculum concerned with the properties of matter and energy, their interactions and transformations. The Physics program includes both major and non-major courses. The following is a sample of career options available for physics. Most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer safety officer, engineer, teacher, astrophysicist and physicist. An associate degree is not available in physics.

## PHYSIC 101 INTRODUCTION TO PHYSICS

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
*Prerequisite: MATH-070.*

An introductory survey course in classical and modern physics: motion, gravity, heat, light, sound, electricity, magnetism, atomic and nuclear physics, relativity, and quantum mechanics. For non-science majors.

## PHYSIC 110 GENERAL PHYSICS I

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum CAN PHYS2  
*Prerequisite: MATH-102.*

An introduction to the mechanics of solids and fluids, heat and wave motion. Course is designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: PHYSICS 110-111, and 220-221-222 combined, maximum credit one series.

## PHYSIC 111 GENERAL PHYSICS II

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum CAN PHYS4  
*Prerequisite: PHYSIC-110.*

An introduction to electricity and magnetism, optics, and modern physics. Designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: PHYSIC-110-111 and 220-221-222 combined, maximum credit one series.

## PHYSIC 220 PHYSICS FOR SCIENTISTS AND ENGINEERS: MECHANICS OF SOLIDS AND FLUIDS

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum CAN PHYS8  
*Prerequisite: MATH-211.*

Dynamics and statics of particles and rigid bodies, harmonic vibrations, and fluid mechanics. UC credit limitation: PHYSIC 110-111 and 220-221-222 combined, maximum credit one series.

## PHYSIC 221 PHYSICS FOR SCIENTISTS AND ENGINEERS: ELECTRICITY AND MAGNETISM

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum CAN PHYS12

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Electric and magnetic fields, circuit theory and electromagnetic induction. UC credit limitation: 110-111 and 220-221-222 combined, maximum credit one series.

## PHYSIC 222 PHYSICS FOR SCIENTISTS AND ENGINEERS: WAVE MOTION, HEAT, OPTICS, AND MODERN PHYSICS

Units: 4.00 - UC:CSU 54.0 hours lecture maximum, 54.0 hours lab maximum CAN PHYS14

*Prerequisite: PHYSIC-220 and MATH-211.*

Heat, introduction to thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics, and an introduction to modern physics. UC credit limitation: PHYSIC-110-111 and 220-221-222 combined, maximum credit one series.

# POLITICAL SCIENCE

Public authority, responsibility, and acquisition of power are studied in the discipline of political science. Introductory courses are for students interested in learning about American government, politics in general and relationships with other political systems in the world. Students majoring in political science who are pre-law will particularly profit from the more advanced courses in the department. Students interested in foreign service, international relations and/or communications will enjoy participating in the Model United Nations program offered by the department. A major in political science is of benefit to students seeking careers in law, the military, economics, law enforcement, business, and public administration. An associate degree is not available in political science.

## **POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the institutions, activities, and issues of American and California governments. Presents an overview of the major ideas and forces that shape the use of public power in American society. The Constitution, the three branches of government, political parties, interest groups, and the media are among the major topics covered. Satisfies the Title V U.S. Constitution requirement and the California State and Local Government requirement.

## **POLISC 150H INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS - HONORS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Recommended Preparation: ENGL-101.*  
Examines the institutions, activities, and issues of American and California governments, including an overview of the major ideas and forces that shape the use of public power in American society, the Constitution, the three branches of government, political parties, interest groups, and the media. Additional reading, writing, and research techniques are required.

## **POLISC 198 SPECIAL TOPICS IN POLITICAL SCIENCE**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Lectures and activities in specific areas of interest in political science. Topics will change with each course offering and will include areas of study such as current public policy issues or major philosophical or legal questions in contemporary politics.

## **POLISC 200 INTRODUCTION TO POLITICAL SCIENCE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Introduces the nature, scope and methodology of political science, including basic concepts, terms, contending theories, institutions and sub-fields in the discipline. This course does not meet the Title V American Institutions requirement in U.S. Constitution, California state and local government.

## **POLISC 210 MODEL UNITED NATIONS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Studies the norms, rules, and procedures of the United Nations leading to mandatory participation in an inter-collegiate United Nations simulation held off campus. Emphasizes extemporaneous speaking and experiential learning as well as a development of research skills. May be taken four times for credit.

## **POLISC 230 POLITICAL THEORY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Explores the major political concepts and theories from the early Greeks to modern day political philosophers, including the origins of government, state power, justice, and the distribution of political and economic resources that impact our conceptions of the 'good life'.

## **POLISC 250 COMPARATIVE GOVERNMENT AND POLITICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Provides a comparative study of political cultures, government institutions and political processes in selected countries in a variety of regions in the world while using an analytical and theoretical framework.

## **POLISC 270 INTERNATIONAL RELATIONS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Analyzes the basic historical, geographical, economic, ideological, and strategic factors which underlie conflict and cooperation among nations, including between international actors and structures of the international system.

## **POLISC 290 ETHNIC AND GENDER POLITICS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 is not restricted to, African-Americans, Asians, Native-Americans, Latinos, and Women.

# PSYCHOLOGY

The Associate in Arts degree in Psychology will provide students with an introduction to the field including the major perspectives, scientific foundations, and applied areas. The intent is to prepare students for future academic study in the field. The degree includes curriculum that lead to a baccalaureate degree in psychology at a four-year college or university. The degree can also be a terminal, two year option of study for students interested in psychology who do not wish to pursue a baccalaureate degree in the field.

## Associate in Arts Degree: Psychology

Units required: 24-26

PSYCH 102	Physiological Psychology . . . . .	3.0
PSYCH 103	Introduction to Behavioral Research Methods . . . . .	3.0
PSYCH 126	Cognitive Psychology . . . . .	3.0
PSYCH 225	Psychology of Learning and Behavior . . . . .	3.0
PSYCH 101	Introduction to Psychology . . . . .	3.0

OR

PSYCH 101H	Introduction to Psychology - Honors . . . . .	4.0
PSYCH 135	Statistics for the Social and Behavioral Sciences . . . . .	3.0

OR

MATH 140	Introductory Statistics . . . . .	4.0
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*Plus three units from the following:*

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
PSYCH 272	Adult Development and Aging . . . . .	3.0

*Plus three units from the following:*

PSYCH 100	Psychology as a Major and Profession . . . . .	3.0
PSYCH 105	Personal Growth and Adjustment . . . . .	3.0
PSYCH 109	Social Psychology . . . . .	3.0
PSYCH 175	Health Psychology . . . . .	3.0
PSYCH 180	Positive Psychology . . . . .	3.0

## PSYCH 100 PSYCHOLOGY AS A MAJOR AND PROFESSION

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the profession of psychology, including careers in the field of psychology. Exposure to prerequisite study, computer, Internet, library, and report writing skills important for success in the psychology major at various educational levels.

## PSYCH 101 INTRODUCTION TO PSYCHOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Studies behavior through an exploration of major concepts, theoretical perspectives, research findings, and historical trends in psychology. Topics include biological, physiological, and cognitive processes; states of consciousness; learning, memory and intelligence; life span development; psychological disorders and therapies; and social behavior.

## PSYCH 101H INTRODUCTION TO PSYCHOLOGY - HONORS

Units: 4.00 - UC:CSU 72.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Examines behavior and mental processes by exploring major concepts, theoretical perspectives, research findings, and historical trends in psychology, including biological, physiological, and cognitive processes; states of consciousness; learning, memory and intelligence; life span development; psychological disorders and therapies; and social behavior. Additional reading, writing, and research techniques are required.

## PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: PSYCH-101 or PSYCH-101H.*

Details 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 54.0 hours lecture maximum CAN PSY8

Examines the basic principles and concepts of research methodology used in psychology including: naturalistic observation, case study, questionnaire, co-relational research, and laboratory experiments. Research design and the process of data analysis are also reviewed using classic studies, while providing added insight into the scientific method.

**PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Emphasizes the application of theoretical psychology to the personal growth and self-knowledge issues relevant to college students. Explores topics such as the search for identity, stress, emotions, and interactions with others.

**PSYCH 109 SOCIAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 126 COGNITIVE PSYCHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Explores the theory and research related to information-processing, focusing on attention, perception, memory storage and information retrieval. Also highlights work in artificial intelligence and cognitive neuroscience which serves to describe and explain cognitive processes.

**PSYCH 135 STATISTICS FOR THE SOCIAL AND BEHAVIORAL SCIENCES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: MATH-070.*

Examines the methods used in social and behavioral science to analyze and interpret data generated by social and behavioral science research. Emphasis is placed on gathering of data and the computation, interpretation, application, and presentation of statistics. Topics include: measures of central tendency and variability, graphing techniques, descriptive and inferential statistics, hypothesis testing, sampling, probability, non-parametric and parametric statistics, the normal distribution, t-tests, correlation, one-way and two-way analysis of variance, and use of the Statistical Package for the Social Sciences (SPSS). Same as SOCI-135. UC credit limitation: BUS-291, ECON-291, MATH-140, PSYCH-135 and SOCI-135 combined, maximum credit one course.

**PSYCH 150 CRISIS INTERVENTION AND MANAGEMENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the strategies used to assist people in various crisis states, including identifying the crisis state and the stages of crisis; understanding and performing the steps and strategies of crisis intervention; and becoming familiar with the skills necessary to intervene with persons in crisis.

**PSYCH 172 DEVELOPMENTAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Surveys human development, emphasizing changes occurring throughout the lifespan. Examines the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults.

**PSYCH 175 HEALTH PSYCHOLOGY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the research, theoretical, and methodological approaches utilized in health psychology, including health behavior, primary prevention techniques, stress and coping strategies, treatment settings, and management of chronic and terminal illnesses. Relationships between psychological, biological, and social factors are also examined.

**PSYCH 180 POSITIVE PSYCHOLOGY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Explores the theory and research on the sources and effects of positive cognitive states, positive emotional states, and prosocial behavioral processes. Also examines Western and Eastern cultural approaches to the understanding of human strengths, developmental influences on positive functioning, methods for measuring and enhancing human strengths, and the benefits of human strengths, positive experiences and positive environments.

**PSYCH 225 PSYCHOLOGY OF LEARNING AND BEHAVIOR**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended Preparation: PSYCH-101 or PSYCH-101H.*

Introduces behavioral psychology, covering such topics as classical conditioning, operant conditioning, observational learning, and behavior modification.

**PSYCH 230 HUMAN SEXUALITY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: PSYCH-101 or PSYCH-101H.*

Explores the psychological and physiological range of human sexuality. Topics include the social and biological foundations of sexuality, human anatomy, reproduction, the birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross-cultural views of sexuality, sexual dysfunction, sexually transmitted diseases, and sexual problems and issues in our society.

**PSYCH 235 PSYCHOLOGY OF GENDER ROLES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the psychological development of women and men as related to gender issues, including the development of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work, and interpersonal relationships.

**PSYCH 240 ABNORMAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Recommended preparation: PSYCH-101 or PSYCH-101H.*

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.

**PSYCH 272 ADULT DEVELOPMENT AND AGING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 Surveys adult human development and aging, emphasizing changes occurring throughout the adult years. Examines the physical, emotional, cognitive, and social growth and aging of adults. Cross cultural studies of development and aging will also be discussed throughout the course.

# RADIO, TELEVISION AND FILM

With a focus on arts, media and entertainment studies, the Radio, Television and Film program provides preparation for entry-level positions in related professional industries. The RTVF program offers a broad based curriculum that offers training in core media production skills through the critical examination of media, and time-tested media production techniques. Utilizing new digital media technologies, students ideate, write, produce, and deliver media content for broadcast digital film/video and new and emerging multimedia-rich internet delivery channels.

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

Units required for major: 24

RTVF 101	Structure of the Moving Image . . . .	3.0
RTVF 112	Fundamentals of Video Production .	3.0
RTVF 115	Writing for Broadcast . . . . .	3.0
RTVF 118	Introduction to Digital Editing for Film/Video . . . . .	3.0
RTVF 170	Fundamentals of 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 and Film: Film/Video Production

Units required: 24

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

## Associate in Arts Degree and Certificate of Achievement: Radio, Television and Film: Television Production

Units required: 24

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

### RTVF 062 INTRODUCTION TO GRIP AND GAFF

Units: 1.25 18.0 hours lecture maximum, 13.5 hours lab maximum

Introduces principal concepts of studio and portable lighting equipment, camera support equipment, and electrical distribution systems, as found in lighting construction and camera platforms used in film, video, and television production environments. Includes basic lighting hardware/electrics operations, multiple instrument lighting techniques, and safety considerations for electrical distribution for lighting systems. Recommended as preparation for broader production based curriculum in the RTVF program. Offered credit/no-credit or pass/no-pass only.

### RTVF 072 INTRODUCTION TO FINAL CUT PRO HD

Units: 1.25 18.0 hours lecture maximum, 13.5 hours lab maximum

An introduction to digital video editing using Apple's Final Cut Pro HD, including the use of digitize video, combine clips, use transitions and filters required to edit video for television and digital video mediums. Digital video media production, including basic DVD video authoring is also examined. Basic computer skills assumed. Offered credit/no-credit or pass/no-pass only.

### RTVF 074 INTRODUCTION TO LOGIC AUDIO

Units: 1.25 18.0 hours lecture maximum, 13.5 hours lab maximum

Introduces Apple's Logic Audio software, surveying the tools used in digital audio media production, including non-linear audio recording and editing, digital mixing software, and MIDI-based digital music creation technologies. Includes an overview of computer hardware and operating systems, peripheral audio equipment, and media authoring technology related to digital audio media production. Basic computer skills assumed. Offered credit/no-credit or pass/no-pass only.

### RTVF 076 INTRODUCTION TO DVD STUDIO PRO

Units: 1.25 18.0 hours lecture maximum, 13.5 hours lab maximum

Introduces DVD authoring using Apple's DVD Studio Pro, including encoding digital video, creating basic and advanced menus, using transitions and final DVD. Basic computer skills assumed. Offered credit/no-credit or pass/no-pass only.

### RTVF 082 INTRODUCTION TO AVID DIGITAL EDITING

Units: 1.25 18.0 hours lecture maximum, 13.5 hours lab maximum

Introduces digital video editing using Avid Media Composer, including Avid software, and non-linear work flow, as well as digital video media production. Also examines basic DVD authoring. Basic computer skills assumed. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

### RTVF 090L OPEN RADIO, TELEVISION, FILM LAB

Units: 1.00 54.0 hours lab maximum

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. Not degree applicable. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### RTVF 091L ADVANCED OPEN RADIO, TELEVISION, FILM LAB

Units: 1.00 54.0 hours lab maximum

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 or pass/no-pass only. May be taken four times for credit.

### RTVF 100 MEDIA AND SOCIETY

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also discussed. (Same as JOURN-100)

### RTVF 101 STRUCTURE OF THE MOVING IMAGE

Units: 3.00 - CSU 54.0 hours lecture maximum

Examines dramatic structure as it applies to narrative discourse within motion picture storytelling. Representative films and television programs are reviewed and analyzed.

**RTVF 112 FUNDAMENTALS OF VIDEO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces theory, technique and related technologies used in producing studio and remote video media. Surveys methods and components found in studio production environments, including: script preparation, video journalism, audio, camera, lighting, and key crew positions as found in most broadcast television environments. Applied production techniques are used to create audio/visual media for both broadcast and multimedia channels. May be taken two times for credit.

**RTVF 115 WRITING FOR BROADCAST**

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 INTRODUCTION TO DIGITAL EDITING FOR FILM/VIDEO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: GMD-172.*

Introduces motion picture and television/video editing theory and technologies designed to develop students' skills in basic professional editing arrangements. Students analyze and perform editing processes applicable to specific media formats. Surveys technical and historical developments of editing related to film and video production.

**RTVF 125 INTRODUCTION TO TELEVISION PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Surveys and examines broadcast journalism in the television news format, emphasizing the roles of professional video journalist as a reporter, and the functions of the supporting production crew. Introduces techniques of television field and studio production, using digital broadcast production technologies. May be taken two times for credit.

**RTVF 129 MUSIC PRODUCTION FOR FILM AND TELEVISION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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. May be taken two times for credit. (Same as MUSIC-129)

**RTVF 151 RADIO/TELEVISION ANNOUNCING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Theory and practice in Radio/TV announcing for newscasts, commercials, sportscasts, and talk-show hosting with an emphasis on developing the individual 'Air' personality.

**RTVF 170 FUNDAMENTALS OF AUDIO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces aural theory, production techniques and related technologies used in creating professional audio and radio media. Applies recording techniques for studio and remote audio environments, and examines related audio concepts including microphones, room acoustics, multi-source mixing, signal flow and non-linear recording/editing technologies. Audio recording, editing, and design projects are presented and evaluated by the class. May be taken two times for credit.

**RTVF 172 DESKTOP VIDEO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

An introduction to digital video media using desktop computer-based technologies. May be taken two times for credit. (Same as GMD-172)

**RTVF 175 INTRODUCTION TO RADIO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces techniques and practices of producing audio radio program media. Students develop broadcast radio programs using digital Web casting technology for the Internet. May be taken two times for credit.

**RTVF 190 INTRODUCTION TO FILM PRODUCTION**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Surveys basic principles and production techniques of filmmaking. Students examine and develop standard and experimental filmmaking techniques to produce film projects from the point of view of the individual. May be taken two times for credit.

**RTVF 195 INTRODUCTION TO SCREENPLAY WRITING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

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 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: RTVF-118.*

Advanced post-production film/video technique and aesthetics including the analysis, application and mastery of editing styles. Focus is to gain competent skills in using digital editing software applications and the respective hardware. May be taken two times for credit.

**RTVF 225 ADVANCED TELEVISION PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Advanced principles of scripting, gathering and editing of television news production for airing on broadcast, cable television, and the Internet (Web casting). Advances techniques of television field and studio production, using digital broadcast production techniques. May be taken three times for credit.

**RTVF 250 FILM/VIDEO CINEMATOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Examines the well-disciplined creative control of the film or video camera and lighting techniques for both the studio and field production. Evaluates the components of the role of Director of Photography in film/video production. May be taken two times for credit.

**RTVF 255 ADVANCED SCREENPLAY WRITING**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Evaluates advanced aspects of screenwriting including main plots; subplots; progressive complications; 1st, 2nd, 3rd act; turning points; and primary and incidental characters. May be taken three times for credit.

**RTVF 270 ADVANCED DIGITAL AUDIO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Examines techniques of studio and remote audio production as they apply to sound design for film/video post-production. Training in multi-source mixing and multi-track digital recording as well as the sculpting and application of sound effects. May be taken three times for credit.

**RTVF 280 ADVANCED FILM/VIDEO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Examines methods and techniques of directing for film/video, including processes related to coordinating production, lighting, and camera. Students produce and evaluate short-film/video projects that relate traditional and explorative techniques of filmmaking. May be taken two times for credit.

**RTVF 290 RTVF PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: RTVF-255, RTVF-270, or RTVF-280.*

For advanced students who have completed or are currently enrolled in courses in the RTVF program. Students design and create film/video portfolio project work and develop necessary skills for entry-level positions in media production environments, for transfer to four-year film schools, and art institutes. Examines contemporary trends within media production, featuring visiting artists and professionals. Appraises internship opportunities in the media production industry and measures progress of portfolio project work through regular critiques. May be taken three times for credit.

# REAL ESTATE

The Real Estate program involves the study of California real estate principles, practices, procedures and law and offers courses mandated by the California Department of Real Estate to prepare those who desire a career in real estate.

Students who successfully complete and pass the Real Estate Principles class (REAL 100) the Real Estate Practices class (REAL 101), and one additional class (of the student's choosing) in the Real Estate Department academically qualify for the California Real Estate Salesperson's license. These classes may also be applied to the academic requirement for the California Real Estate Broker's License.

Upon successful completion of the full program, the student will be academically qualified to take the California Real Estate Broker's Examination.

Target occupations for this course of study include Real Estate Sales, Real Estate Brokers, Mortgage Brokers, Property Management, Loan Brokers and Escrow Officer.

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

Units required: 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 and Processing . . . . .	3.0
REAL 150	Mortgage Loan Brokering . . . . .	3.0

## REAL 100 REAL ESTATE PRINCIPLES

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduction to real estate fundamentals. Emphasizes the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the various business aspects of buying and selling real estate. The primary emphasis is placed on California law. A State of California required course to sit for the Real Estate Sales License Exam.

## REAL 101 REAL ESTATE PRACTICES

Units: 3.00 - CSU 54.0 hours lecture maximum  
The theoretical as well as the practical aspects of office operation systems, ethics, obtaining and processing listings, fundamentals of escrow, financing, and appraisal within the real estate industry. A State of California required course for the four-year real estate sales license.

## REAL 105 REAL ESTATE FINANCING

Units: 3.00 - CSU 54.0 hours lecture maximum  
An in-depth overview of real estate finance in California. Includes an analysis of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. Satisfies one of the California Department of Real Estate salesperson electives and is required of applicants for the real estate broker examination.

## REAL 115 LEGAL ASPECTS OF REAL ESTATE

Units: 3.00 - CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
An advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Emphasis will be placed on selecting and applying the correct approach to the valuation of these types of properties. Approved by the California Department of Real Estate for the sales and broker's license.

**REAL 130 ESCROW PROCEDURES AND PROCESSING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Provides an overview of the real estate escrow process with an emphasis on the procedures used in the State of California. Course can be used to satisfy the California Department of Real Estate's requirement for both salespersons or brokers.

**REAL 150 MORTGAGE LOAN BROKERING**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Fundamental theories, and principles of Federal and California law regarding Mortgage Loan Brokering. Incorporates California Departments of Real Estate (DRE) and Corporations requirements for Loan Brokering. Qualifies as one of the California DRE classes for the Broker's License.

**RECREATION MANAGEMENT**

An Associate in Arts in Recreation Management involves classes and field experiences in the areas of recreation and leisure for all age groups. Recreation managers are responsible for assisting and planning a variety of programs and overseeing the daily operations of one or more recreational facilities for an agency (i.e. city, county, state, or federal) including community service related programs and activities. This program also provides the student with experience in private industry including exercise clubs, event planning and related entertainment venues.

Course work includes courses on recreation and leisure in contemporary society, planning programs and events, therapeutic recreation with special populations, facilities management, emergency procedures, courses in sociology and psychology as well as field work experiences.

**Associate in Arts Degree: Recreation Management**

Units required for major: 23

BUS 110	Principles of Management . . . . .	3.0
KPET 120	Emergency Procedures . . . . .	2.0
PSYCH 101	Introduction to Psychology . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0
REC 101	Recreation and Leisure in Contemporary Society . . . . .	3.0
REC 102	Planning Programs and Events for Recreation Experiences .	3.0
REC 104	Introduction to Therapeutic Recreation and Special Populations . . . . .	3.0
SOCI 101	Introduction to Sociology	
	<i>Recommended elective:</i>	
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0

**REC 101 RECREATION AND LEISURE IN CONTEMPORARY SOCIETY**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Investigates the contributions of play, leisure and recreation to the social, psychological and economic well being of individuals and groups, incorporating local, regional, national and international perspectives.

RECREATION MANAGEMENT

**REC 102 PLANNING PROGRAMS AND EVENTS FOR RECREATION EXPERIENCES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Principles and practice of effective recreational leadership including program and event planning as it relates to play, recreation, and leisure experiences. Requires field work visits to recreation programs.

**REC 103 RECREATION AND THE NATURAL ENVIRONMENT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces recreational use of outdoor/natural areas and the trends, both past and present, that create changing patterns of use, including an overview of human, animal, and technological impacts on outdoor recreation resources.

**REC 104 INTRODUCTION TO THERAPEUTIC RECREATION AND SPECIAL POPULATIONS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Introduces the characteristics and needs of special populations as they relate to the delivery of recreation and leisure services, including the nature and function of recreation in rehabilitation agencies and settings. Emphasizes planning and adapting recreational programs both in clinical and community settings.

# SERVICE LEARNING

Service Learning opportunities exist through various courses and are designed to tie volunteer experiences to course content. An associate degree is not available in Service Learning.

**SRVLR 100 INTRODUCTION TO SERVICE LEARNING**

Units: 1.00 - CSU 18.0 hours lecture maximum  
Introduces the philosophy and methods involved in Service Learning, including experiential learning through community service.

# SIGN LANGUAGE

The American Sign Language Interpreting program is a comprehensive two-year program designed to award students with an Associate in Arts degree in American Sign Language Interpreting. The degree will provide students with transfer opportunities to a four-year college or university as well as to equip them with the necessary skills for entry-level positions within the field of interpreting.

Students may take American Sign Language courses to satisfy the General Education language requirement. They may also take the courses for pleasure or practical usage in communication with the deaf community, as well as a way to prepare for a profession that will require communication competence in the language. Enrollment in the courses will provide students with opportunities to develop their linguistic skills as well as their cultural awareness.

Interpreters work in a variety of settings. These include, but are not limited to: Educational, Legal, Medical, Religious, Community, Theater, Rehabilitation, and Freelance.

Students with an American Sign Language Interpreting degree will develop the following competencies:

## Advanced American Sign Language skills

- Knowledge of the Code of Ethics for Interpreters
- Knowledge of principles, practices, and procedures of interpreting
- Knowledge of Deaf Culture
- Knowledge of interpreting techniques
- Interpreting skills (English to ASL)
- Transliterating skills (English to MCE)
- American Sign Language/MCE to English skills
- Cultural bridging techniques
- Idiomatic and specialized vocabulary skills
- Knowledge of specialized settings and applied techniques
- Fingerspelling skills: Expressive and receptive
- Historical knowledge of American Sign Language, Deaf Culture, and Interpreting
- Knowledge of the structure of American Sign Language

## ASSOCIATE IN ARTS DEGREE: SIGN LANGUAGE INTERPRETING

It is recommended that courses be taken in the following sequence.

Units required for major: 38

SIGN 103	American Sign Language III . . . . .	4.0
SIGN 104	American Sign Language IV . . . . .	4.0
SIGN 110	American Deaf Culture . . . . .	3.0
SIGN 112	Interpreting: Principles and Practices . . . . .	3.0
SIGN 200	Specialized Signs and Settings . . .	3.0
SIGN 201	Interpreting I . . . . .	3.0
SIGN 202	Transliterating I . . . . .	3.0
SIGN 203	Sign to English Interpreting/Transliterating I . . . . .	3.0
SIGN 204	Interpreting II . . . . .	3.0
SIGN 205	Transliterating II . . . . .	3.0
SIGN 206	Sign to English Interpreting/Transliterating II . . . . .	3.0

*Plus three units from the following:*

CWEXP 188	Cooperative Work Experience Education - SIGN . . . . .	3.0
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*Recommended electives:*

ENGL 111	Introduction to Linguistics . . . . .	3.0
SIGN 111	Fingerspelling . . . . .	2.0
SIGN 113	Creative Uses of Sign . . . . .	3.0

## SIGN 101 AMERICAN SIGN LANGUAGE I

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
A fundamental study of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Corresponds to the first two years of ASL offered in high school. Field assignments required.

## SIGN 102 AMERICAN SIGN LANGUAGE II

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
*Prerequisite: SIGN-101.*  
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. Course components are: conversational skills, cultural awareness, grammatical features and vocabulary development. Field assignments required.

## SIGN 103 AMERICAN SIGN LANGUAGE III

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
*Prerequisite: SIGN-102.*  
A continuing study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an increased emphasis on complex vocabulary, grammatical structures, and cultural awareness. Students learn to discuss topics of location, descriptions, complaints, suggestions and requests. Field assignments required.

**SIGN 104 AMERICAN SIGN LANGUAGE IV**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum  
*Prerequisite: SIGN-103.*

An advanced study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an emphasis placed on fluency and refinement of complex vocabulary, grammatical structures, and cultural awareness. Students gain a greater ability to utilize various verb types, temporal markers, adverbial and adjectival structures. Field assignments required.

**SIGN 110 AMERICAN DEAF CULTURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 Studies various aspects of American Deaf Culture, including the description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people. Field assignments required.

**SIGN 111 FINGERSPELLING**

Units: 2.00 - CSU 36.0 hours lecture maximum  
*Prerequisite: SIGN-102.*

Develops basic skills in receptive and expressive fingerspelling. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language. Offered credit/no-credit or pass/no-pass only. May be taken two times for credit.

**SIGN 112 INTERPRETING: PRINCIPLES AND PRACTICES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-102.*

Introduces students to the field of sign language interpreting. Students will develop an understanding of the history of interpreting, models of interpretation, professional standards, code of ethics, interpreter assessments, credentialing, roles and responsibilities.

**SIGN 113 CREATIVE USES OF SIGN**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-103.*

Introduces students to artistic expressions of American Sign Language including poetry, storytelling, play on signs, songs, puns, jokes, handshape stories, and theatrical presentation of signs. Perspective, movement, characterization, form, and technique will be explored.

**SIGN 200 SPECIALIZED SIGNS AND SETTINGS**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-104, 110 and 112. Recommended Co-requisites: SIGN-201, 202 and 203.*

Introduces students to specialized signs for vocabulary and specialized terminology presented in a variety of environments including educational, religious, medical, legal, and theatrical settings. Special settings (deaf-blind, tactile, oral, teaming, and video-relay) will be analyzed and interpreting techniques will be applied.

**SIGN 201 INTERPRETING I**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-104, 110 and 112. Recommended Co-requisites: SIGN-200, 202 and 203.*

Introduces the process of consecutive interpreting including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into American Sign Language.

**SIGN 202 TRANSLITERATING I**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-104, 110 and 112. Recommended Co-requisites: SIGN-200, 201 and 203.*

Introduces the process of consecutive transliteration. Students will develop skills in analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

**SIGN 203 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING I**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-104, 110 and 112. Recommended Co-requisites: SIGN-200, 201 and 202.*

Introduces the skills required for accurate Sign to English interpreting/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing common techniques and difficulties.

**SIGN 204 INTERPRETING II**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-201. Recommended Co-requisites: SIGN-205, and 206.*

Develops advanced, simultaneous interpreting skills. Includes the skills for analyzing, processing, and interpreting English meaning while conveying it simultaneously into American Sign Language.

**SIGN 205 TRANSLITERATING II**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-202. Recommended Co-requisites: SIGN-204, and 206.*

Develops the advanced process of simultaneous transliterating. Includes skills for analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

**SIGN 206 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING II**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SIGN-203. Recommended Co-requisites: SIGN-204, and 205.*

Develops the advanced skills and knowledge for accurate simultaneous Sign to English interpretation/transliteration. Takes a theoretical and practical approach to process and discuss solutions to common difficulties.

# SOCIAL SCIENCE

Social Science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary view, as well as historical roots and evolving perspectives. This degree takes an interdisciplinary approach to the field and is designed to provide an overview of the broad range of courses that constitute and are available in the social sciences.

## Associate in Arts Degree: Social Science

Units required: 24-25

### 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 172	Developmental Psychology	3.0
PSYCH 230	Human Sexuality	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
ANTHRO 220	Magic, Witchcraft, and Religion	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

### Plus three units from the following:

HIST 111	United States History I	3.0
HIST 112	United States History II	3.0
HIST 130	Social and Cultural History of the United States	3.0
HIST 161	World History I	3.0
HIST 240	Latin American Civilization	3.0

### Plus three units from the following:

POLISC 150	Introduction to American Government and Politics	3.0
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### OR

POLISC 150H	Introduction to American Government and Politics – Honors	3.0
POLISC 230	Political Theory	3.0
POLISC 250	Comparative Government and Politics	3.0
POLISC 270	International Relations	3.0

### Plus three units from the following:

SOCI 101	Introduction to Sociology	3.0
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### OR

SOCI 101H	Introduction to Sociology – Honors	4.0
SOCI 207	Social Problems	3.0

### Plus six units from the following:

ANTHRO 215	Indians of the Southwestern United States	3.0
BUS 126	Managing Diversity in the Workplace	3.0
COMS 260	Communication and Gender	3.0
ECON 130	Consumer Economics	3.0
ECON 201	Macroeconomics	3.0
GEOG 102	Cultural Geography	3.0
POLISC 250	Comparative Government and Politics	3.0
POLISC 270	International Relations	3.0
PSYCH 235	Psychology of Gender Roles	3.0
PSYCH 240	Abnormal Psychology	3.0
SOCI 103	Intimate Relationships and Families	3.0
SOCI 105	Multiculturalism in the United States	3.0
SOCI 150	Introduction to Criminology	3.0
SOCI 200	Introduction to Women's Studies	3.0

# SOCIOLOGY

The Sociology major is designed to prepare students for further studies in the discipline which will lead to the B.A., M.A., and/or Ph.D. degrees. The Associate in Arts degree in Sociology will provide an introduction to the major theoretical perspectives, research methodologies, and related sub-areas associated with the field. The degree incorporates the primary courses required for the baccalaureate degree at many four-year colleges and universities, as well as establishes the foundation needed for later graduate studies. Students can also pursue the AA Degree in Sociology, yet decide not to attain the baccalaureate degree. The field of sociology provides students with a broad based knowledge of human behavior and social interaction, which is transferable to a multitude of areas, including education, law, medicine, government, administration of justice, and organizations.

## \*PENDING STATE APPROVAL

### Associate in Arts Degree: Sociology

Units required: 24-26

SOCI 102	Sociological Analysis . . . . .	3.0
SOCI 108	Thinking Critically About Social Issues . . . . .	3.0

*Three units from the following:*

SOCI 101	Introduction to Sociology . . . . .	3.0
<i>OR</i>		
SOCI 101H	Introduction to Sociology – Honors . . . . .	4.0

*Plus twelve units from the following:*

SOCI 100	Chicano/a Culture . . . . .	3.0
SOCI 103	Intimate Relationships and Families . . . . .	3.0
SOCI 105	Multiculturalism in the United States . . . . .	3.0
SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 110	Self and Society . . . . .	3.0
SOCI 112	Urban Culture and City Life . . . . .	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 207	Social Problems . . . . .	3.0

SOCI 208	Sociology of Death and Dying . . . . .	3.0
SOCI 209	Sociology and Religion in the United States . . . . .	3.0
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0
SOCI 217	Global Social Problems . . . . .	3.0
SOCI 226	Sociology of Medicine . . . . .	3.0
SOCI 230	Sociology of Sexualities . . . . .	3.0
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0
SOCI 242	Popular Culture . . . . .	3.0

*Plus three units from the following:*

MATH 140	Introductory Statistics . . . . .	4.0
SOCI 135	Statistics for the Social and Behavioral Sciences . . . . .	3.0

*Recommended electives:*

SOCI 090	Careers in Sociology . . . . .	1.0
SOCI 198	Special Topics in Sociology . . . . .	1-3.0

### CERTIFICATES OF SPECIALIZATION

The Sociology Department offers several certificates of specialization in sociology. These certificates allow students to specialize within a specific area of interest within the discipline. Each option focuses on an important sub-field of study and helps students to gain a stronger understanding of one aspect of sociology and assists them as they prepare to enter a four-year college, university or workplace. Students are encouraged to participate in community service by working in an agency site best suited to meet their personal and professional interests.

The General Sociology Certificate of Specialization offers students an introduction to the field of sociology, and will provide those seeking employment or transfer with fundamental critical thinking and communication skills. Transfer students pursuing a sociology major, will begin their studies with a solid introduction to the discipline.

The Deviance, Crime, and Social Control Certificate of Specialization will provide students with a general understanding of social deviance and criminal acts as they relate to agencies of social control. Students interested in entering the field of Administration of Justice will also benefit from the academic exploration of crime and criminal behavior.

The Life Course Development Certificate of Specialization addresses the specialized topics associated with life course development, especially adult socialization after midlife. Students seeking employment in agencies or facilities working with older adults will benefit from the knowledge attained through this certificate.

The Race, Gender and Multiculturalism Certificate of Specialization addresses the diversity among various groups and provides students a solid understanding of

multicultural issues. Employers are seeking employees with such training. In addition, transfer students pursuing a Sociology Major with a Race and Ethnicity or Multicultural Studies emphasis, will have a clear understanding of the concepts, findings, and debates found with the subfield of sociology.

### Certificate of Specialization: Sociology

Units required: 15-16

SOCI 102	Sociological Analysis	3.0
SOCI 108	Thinking Critically About Social Issues	3.0
SOCI 110	Self and Society	3.0

*Three units from the following:*

SOCI 101	Introduction to Sociology	3.0
SOCI 101H	Introduction to Sociology – Honors	4.0

*Plus three units from the following:*

SOCI 103	Intimate Relationships and Families	3.0
SOCI 105	Multiculturalism in the United States	3.0
SOCI 106	Racial and Ethnic Relations in United States Society	3.0
SOCI 200	Introduction to Women's Studies	3.0

*Recommended electives:*

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

### Certificate of Specialization: Crime, Deviance & Social Control

Units required: 15-16

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

*Three units from the following:*

SOCI 101	Introduction to Sociology	3.0
SOCI 101H	Introduction to Sociology – Honors	4.0

*Plus three units from the following:*

SOCI 105	Multiculturalism in the United States	3.0
SOCI 151	Juvenile Delinquency	3.0
SOCI 207	Social Problems	3.0

*Recommended elective:*

SOCI 106	Racial and Ethnic Relations in United States Society	3.0
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### Certificate of Specialization: Life & Longevity

Units required: 15-16

SOCI 103	Intimate Relationships and Families	3.0
SOCI 208	Sociology of Death and Dying	3.0
SOCI 233	Sociological Issues of Life and Longevity	3.0

*Three units from the following:*

SOCI 101	Introduction to Sociology	3.0
SOCI 101H	Introduction to Sociology – Honors	4.0

*Three units from the following:*

SOCI 105	Multiculturalism in the United States	3.0
SOCI 110	Self and Society	3.0
SOCI 200	Introduction to Women's Studies	3.0

*Recommended elective:*

SOCI 106	Racial and Ethnic Relations in United States Society	3.0
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### Certificate of Specialization: Race, Gender & Multiculturalism

Units required: 15-16

SOCI 105	Multiculturalism in the United States	3.0
SOCI 106	Racial and Ethnic Relations in United States Society	3.0
SOCI 200	Introduction to Women's Studies	3.0

*Three units from the following:*

SOCI 101	Introduction to Sociology	3.0
SOCI 101H	Introduction to Sociology – Honors	4.0

*Plus three units from the following:*

SOCI 100	Chicano/a Culture	3.0
SOCI 210	Sociology of Deviance, Crime and Social Control	3.0
SOCI 233	Sociological Issues of Life and Longevity	3.0

### SOCI 090 CAREERS IN SOCIOLOGY

Units: 1.00 18.0 hours lecture maximum

Surveys the academic discipline of sociology and the variety of career paths available to sociology majors. Successful techniques and strategies used to enter the workplace or graduate school are reviewed. Offered credit/no-credit or pass/no-pass only.

**SOCI 098 SPECIAL TOPICS IN SOCIOLOGY**

Units: 1.00-2.00 18.0 – 36.0 hours lecture maximum  
Introduces the discipline of sociology through a selection of special topics, including popular culture, deviance, religion, sexuality, and social stratification. Topics vary each semester.

**SOCI 100 CHICANO/A CULTURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum CAN SOC 2

Examines American society and other cultures using the 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 everyday life.

**SOCI 101H INTRODUCTION TO SOCIOLOGY - HONORS**

Units: 4.00 - UC:CSU 72.0 hours lecture maximum CAN SOC 2

*Prerequisite: ENGL-101.*

Examines American society and other cultures using the 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 everyday life. Additional reading, writing, and research techniques are required.

**SOCI 102 SOCIOLOGICAL ANALYSIS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Scientific logic and procedure are used to collect, interpret, and analyze social phenomena. The characteristics, strengths, and weaknesses of qualitative and quantitative research practices are examined as students learn to conceptualize and relate social variables as they develop measurable hypotheses.

**SOCI 103 INTIMATE RELATIONSHIPS AND FAMILIES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the various forms of intimate partner relationships that exist within a diverse, multi-cultural society. Social, cultural, and political constructs that apply to the definition, status, and legality of human partnerships are analyzed. Diversity of function and form is central to understanding these relations and the 'families' they form, including issues of dating, sexuality, singlehood, marriage, parenting, and divorce.

**SOCI 105 MULTICULTURALISM IN THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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.

**SOCI 106 RACIAL AND ETHNIC RELATIONS IN UNITED STATES SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Focuses on the theoretical, historical and social viewpoints about race and ethnicity; social and historical practices and institutions that support and/or challenge racial and ethnic inequalities; and patterns of interactions between different racial and ethnic groups. Political, economic, educational and health-related opportunities among members of various groups are reviewed, while intra-group variations related to social class, gender, and other categories are examined.

**SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: ENGL-101.*

Examines the definitional and contextual nature of social issues. Develops a 'critical thinking' approach which integrates interdisciplinary principles and incorporates a comparative framework utilizing literary criticism, logic, argumentation, and persuasion to analyze and compare the content and validity of social issues and specifically explores how the media and scientific community collect, interpret and report social data. UC credit limitation: PHI-LOS-205 and SOCI-108 combined, maximum credit one course.

**SOCI 110 SELF AND SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines ways in which culture and socialization affect individual conduct, including social structures and social institutions, and their effect on the development of self identity, attitudes, values, and norms of social behavior.

**SOCI 112 URBAN CULTURE AND CITY LIFE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Examines the social, and cultural developments of the modern city, while contrasting urban environments and their influence on social change with regard to populations, regional cultures, and lifestyles.

**SOCI 135 STATISTICS FOR THE SOCIAL AND BEHAVIORAL SCIENCES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: MATH-070.*

Examines the methods used in social and behavioral science to analyze and interpret data generated by social and behavioral science research. Emphasis is placed on gathering of data and the computation, interpretation, application, and presentation of statistics.

Topics include: measures of central tendency and variability, graphing techniques, descriptive and inferential statistics, hypothesis testing, sampling, probability, non-parametric and parametric statistics, the normal distribution, t-tests, correlation, one-way and two-way analysis of variance, and use of the Statistical Package for the Social Sciences (SPSS). Same as PSYCH-135. UC credit limitation: BUS-291, ECON-291, MATH-140, PSYCH-135 and SOCI-135 combined, maximum credit one course.

### **SOCI 150 INTRODUCTION TO CRIMINOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Explores the scientific study of crime and criminality and 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 54.0 hours lecture maximum  
Examines the nature and extent of the criminal behavior of minors and the causes of youthful law violations in the U.S., including the special status of and separate justice system for juvenile offenders.

### **SOCI 198 SPECIAL TOPICS IN SOCIOLOGY**

Units: 1.00-3.00 - CSU 18.0 – 54.0 hours lecture maximum

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 54.0 hours lecture maximum  
Overview of the academic field of women's studies. Social and cultural consequences of living in a 'gendered world' are examined, including the topics of socialization, communication, politics, crime, sexuality, and religion. Gender relationships are also explored within their historical and cross-cultural contexts.

### **SOCI 201 DOMESTIC VIOLENCE, ABUSE AND NEGLECT**

Units: 3.00 - CSU 54.0 hours lecture maximum  
Examines violence as it affects various interpersonal and intimate relationships within U.S. domestic environments, including maltreatment types, intergenerational connections, and recurrence patterns that prevail in the absence of effective intervention.

### **SOCI 207 SOCIAL PROBLEMS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum 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 54.0 hours lecture maximum  
Studies the cultural, social, and political meaning of death as it exists within the United States and abroad. Using the sociological perspective, examines the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by societal members. The inevitability and consequences of death influence social interaction among groups, institutions, and nations and results in conflicting relationships based on moral, ethical, and fiscal concerns.

### **SOCI 209 SOCIOLOGY AND RELIGION IN THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Provides a sociological examination of religion in U.S. society, emphasizing the societal and cultural influences of class, ethnicity, and gender with regard to aspects of religiosity.

### **SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 217 GLOBAL SOCIAL PROBLEMS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Analyzes social problems within a global context, especially assessing the nature of international problems related to worldwide systems of commerce, politics, and technology in both creating and resolving these problems. Poverty, health care, population growth, immigration, ethnic and gender conflict, crime, environmental degradation, and terrorism are examined.

**SOCI 220 INTRODUCTION TO HUMAN SERVICES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
 Introduces the field of human services, including the historical developments, populations, and issues it serves. Emphasizes the role of social work and its related agencies and organizations in the intervention, assessment, and prevention of social conditions among client groups, including those affected by alcohol and substance abuse, homelessness, domestic violence, HIV/AIDS, child maltreatment, and elder abuse.

**SOCI 221 CASEWORK MANAGEMENT IN HUMAN SERVICES**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SOCI-220.*  
 Introduces the basic principles and applications of casework management techniques and client interaction strategies used in human services, including intake, assessment, and management.

**SOCI 226 SOCIOLOGY OF MEDICINE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 Examines the U.S. healthcare system from a sociological perspective, including the social constructs of health and illness as defined by the medical community. Aspects of power, status, and authority between patient, practitioner, and institution are compared.

**SOCI 230 SOCIOLOGY OF SEXUALITIES**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 Explores sociological theories and research in the area of gender and sexuality, examining the social construction of gender and sexuality from both a micro and macro perspective.

**SOCI 233 SOCIOLOGICAL ISSUES OF LIFE AND LONGEVITY**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 Examines the life course of older adults and the aging process, including cultural, social, and political influences that shape contemporary concepts of 'growing old,' especially within Western society.

**SOCI 242 POPULAR CULTURE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
 Analyze the historical and current development and emergence of American popular culture and its relationship to social institutions, collective behavior, and roles in people's lives. Social, technological, political, and economic aspects of society are examined with regard to the adoption, maintenance, and changes in popular culture, including the consumption of mass media, fashion, music, and food.

# SPECIAL EDUCATION

The courses in Special Education are designed to provide a foundation of understanding needed for careers in the field of Special Education. These include public school Special Education paraprofessionals and teaching assistants, Speech/Language Pathology assistants, Early Childhood Educators and those interested in transferring for an advanced degree or teaching credential in Special Education.

SPECED 101	Autism Spectrum Disorders . . . . .	2.0
SPECED 102	Behavior Management in Special Education . . . . .	3.0

**SPECED 101 AUTISM SPECTRUM DISORDERS**

Units: 2.00 - CSU 36.0 hours lecture maximum  
*Prerequisite: PSYCH-172 or ECE-120.*  
 Introduces the autism spectrum disorders and discusses the definition, and characteristic symptoms of individuals diagnosed with autism spectrum disorders. Includes the communication process of individuals with autism, and specific issues related to communication will be an area of focus. Common learning characteristics in students with autism will be addressed as well as several educational approaches.

**SPECED 102 BEHAVIOR MANAGEMENT IN SPECIAL EDUCATION**

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: ECE-120 or PSYCH-102.*  
 Introduces concepts of behavior management and its application in working with students with special needs, including the theories of behavior, guidance techniques, and effective communication.

# SPANISH

*(See Modern Languages)*

# SPEECH-LANGUAGE PATHOLOGY

An associate degree is not available in Speech-Language Pathology.

## SLPA 101 INTRODUCTION TO SPEECH-LANGUAGE PATHOLOGY

Units: 3.00 - CSU 54.0 hours lecture maximum  
Provides the first year Speech-Language Pathology Assistant (SLPA) student with a strong foundation from which to form ideas, draw inferences, and think critically about human communication and its disorders. Includes issues in the field of speech-language pathology such as language and professional jargon, professional standards, legal and ethical issues, and the scope of responsibilities of the speech-language pathologist (SLP) and the speech-language assistant (SLPA) in health care and educational settings.

## SLPA 102 LANGUAGE DEVELOPMENT ACROSS THE LIFESPAN

Units: 4.00 - CSU 72.0 hours lecture maximum  
Focuses on normal verbal and non-verbal communication across the lifespan, leading to an understanding of how the different areas of language contribute to the total communication process in a multi-cultural society. Includes observation techniques and assessment and intervention tools.

## SLPA 103 VOICE AND ARTICULATION

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisites: SLPA-101 and SLPA-102*  
Introduces the mechanisms by which voice and speech are produced and how to use these mechanisms most efficiently for oral communication. Includes the study of the articulatory foundations of the description and classification of speech sounds. Introduces the International Phonetic Alphabet (IPA), physiological properties of the speech-producing mechanism, and methods of transcription. Emphasis will be on Standard American English (SAE) along with the comparison to the sound systems of other languages.

## SLPA 104 CHILDHOOD TREATMENT AND DISORDERS

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SLPA-103.*  
Focuses on speech, hearing and communicative disorders which affect children in educational and healthcare settings, including screening procedures, treatment and the use of observational checklists and therapeutic protocol forms.

## SLPA 105 ADULT DISORDERS AND TREATMENT

Units: 3.00 - CSU 54.0 hours lecture maximum  
*Prerequisite: SLPA-103.*  
Emphasizes acquired speech, language and hearing disorders in adults including an overview of communicative difficulties that are associated with dementia, brain injury and the effects of aging, as well as the scope of speech language pathology assistants' responsibilities within assessment and treatment of the disorders will be delineated.

## SLPA 106 AUGMENTATIVE AND ADAPTIVE COMMUNICATION

Units: 2.00 - CSU 36.0 hours lecture maximum  
*Prerequisites: SLPA-104 and SLPA-105.*  
Introduces augmentative and alternative modes of communication for children and adults who require non-oral means of communication, including assessment, intervention, and planning techniques for a variety of communication devices.

## SLPA 107A SLPA FIELDWORK PART 1: CHILD EXPERIENCE

Units: 2.00 - CSU 9.0 hours lecture maximum, 81.0 hours lab maximum  
*Prerequisite: SLPA-106.*  
Provides supervised fieldwork assisting with the clinical management of children with communicative disorders under the direction of a speech-language pathologist, including interacting with children while implementing prescribed remedial plans, assisting in screenings and evaluations, developing and preparing equipment and materials, and managing clinical data. Students must obtain the SLPA pamphlet in the Allied Health Office which explains necessary health clearances and CPR cards needed prior to start of the clinical experience. If these requirements are not met by the start of clinical experience students will not be allowed to continue in the class. May be repeated if used for legally mandated training.

## SLPA 107B SLPA FIELDWORK PART II: ADULT EXP.

Units: 2.00 - CSU 9.0 hours lecture maximum, 81.0 hours lab maximum  
*Prerequisite: SLPA-107B.*  
Provides supervised fieldwork assisting with the clinical management of adults with communicative disorders under the direction of a speech-language pathologist, including interacting with adults while implementing prescribed remedial plans, assisting in evaluations, developing and preparing equipment and materials, and managing clinical data. Students must obtain the SLPA pamphlet in the Allied Health Office, which explains necessary health clearances and CPR cards needed prior to start of the clinical experience. If these requirements are not met by the start of clinical experience students will not be allowed to continue in the class. May be repeated if used for legally mandated training.

**SLPA 109 SLP: PROFESSIONAL ISSUES**

Units: 2.00 - CSU 36.0 hours lecture maximum

Examines the legal and ethical considerations for the Speech-Language Pathology Assistant (SLPA), including the requirements for employment in various work settings, interdisciplinary and supervisory relationships, and the scope of responsibilities of a Speech-Language Pathology Assistant, and the principles and procedures for the management of individuals with communicative disorders.

**THEATRE**

The Theatre program at College of the Canyons is designed to provide students with the lower-division major preparation for transfer to a four-year university with a major in Theatre.

Career opportunities for theatre professionals are diverse and serve people at all stages of life, in settings that touch our lives almost daily: live theatrical presentations and performances, recorded medium (including: film, television, radio, video, computer games), large public events and conventions, recreation, art and education programming in both the private and public sectors and amusement parks and attractions. Participation in these settings includes performers, designers, writers, directors, and managers.

**Associate in Arts Degree: Theatre**

Units required: 25

THEATR 110	Understanding Theatre . . . . .	3.0
THEATR 140	Acting Fundamentals . . . . .	3.0

*Plus sixteen units from the following:*

THEATR 175	Introduction to Stage Direction . . . . .	3.0
THEATR 190	Theatre Production . . . . .	1.0 – 4.0
THEATR 192	Theatre for Young Audiences . . . . .	2.0 – 3.0
THEATR 220	Theatre History I . . . . .	3.0
THEATR 221	Theatre History II . . . . .	3.0
THEATR 230	Introduction to Playwriting . . . . .	3.0

*Plus three units from the following:*

THEATR 120	Stagecraft . . . . .	3.0
THEATR 130	Costume Crafts . . . . .	3.0
THEATR 150	Introduction to Lighting Design . . . . .	3.0

*Recommended electives:*

THEATR 060	The Business of Acting . . . . .	1.0
THEATR 061	Auditioning for Stage, Film and Television . . . . .	2.0
THEATR 127	Improvisational Performance . . . . .	3.0
THEATR 141	Scene Performance . . . . .	4.0
THEATR 144	Acting for the Camera . . . . .	3.0
THEATR 161	Musical Theatre . . . . .	3.0
THEATR 180	Theatrical Make-Up . . . . .	1.0

An Associate in Arts degree in Theatre – Performance Emphasis offers courses in both theory and practice. Students acquire an immediately useful set of theatre skills, including acting, voice, movement, and script-analysis, while working with a wide spectrum of production experiences in which to practice them. Courses in history, theory and criticism place the art of theatre in its larger historical context.

The Performance major will acquire a strong foundation in theatre and the dramatic form. Requirements for the major include all aspects of the dramatic event: creation, rehearsal, and performance. Practical experience is gained in a number of performance spaces and genres. Students are provided with the opportunity to participate in a professional setting, giving the student an understanding of the theatrical production and dramatic experience.

### Associate in Arts Degree: Theatre Performance

Units required: 26

THEATR 060	The Business of Acting	1.0
THEATR 061	Auditioning for Stage, Film and Television	2.0
THEATR 110	Understanding Theatre	3.0
THEATR 140	Acting Fundamentals	3.0
THEATR 141	Scene Performance	4.0
THEATR 190	Theatre Production	4.0
THEATR 241	Movement for the Performer	3.0
THEATR 242	Voice for the Performer	3.0

*Plus three units from the following:*

THEATR 120	Stagecraft	3.0
THEATR 130	Costume Crafts	3.0

*Recommended electives:*

THEATR 126	Improvisation	1.0
THEATR 144	Acting for the Camera	3.0
THEATR 192	Theatre for Young Audiences	2.0 – 3.0
THEATR 240	Acting Shakespeare	3.0

### THEATR 060 THE BUSINESS OF ACTING

Units: 1.00 18.0 hours lecture maximum

Covers acting as a business and becoming a professional in the entertainment industry. Topics also include: pictures, resumes, agents, unions, interviewing, auditioning and marketing. May be taken four times for credit.

### THEATR 061 AUDITIONING FOR STAGE, FILM AND TELEVISION

Units: 2.00 36.0 hours lecture maximum

*Prerequisite: THEATR-140.*

Auditioning processes for professional work in theatre, television and film. Selection, preparation and performance of material with which to audition. May be taken four times for credit.

### THEATR 090L OPEN THEATRE LAB

Units: 0.50-2.00 27.0 – 108.0 hours lab maximum

An open lab for currently enrolled theatre students who wish to rehearse and prepare for performance in a theatrical environment. Provides access to additional coaching and instruction. Units do not apply to the associate degree. Offered credit/no-credit or pass/no-pass only. May be taken four times for credit.

### THEATR 110 UNDERSTANDING THEATRE

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN DRAM18

Analyzes theatre and the theatrical event from the audience perspective, including functions of the producer, architect, playwright, director, actors, designers, and critics.

### THEATR 120 STAGECRAFT

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Provides the theory and practical application of scenic elements for the stage including design, construction, painting, rigging, safety practices, methods of shifting, handling scenery and handling properties. May be taken four times for credit.

### THEATR 126 IMPROVISATION

Units: 1.00 - UC:CSU 54.0 hours lab maximum

Introduces the principles and practice of theatrical improvisation, including exercises, games and situational scenes designed to hone performance skills. May be taken four times for credit.

### THEATR 127 IMPROVISATIONAL PERFORMANCE

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: THEATR-126.*

Further develops spontaneity, physicalization, character and ensemble. Improvisational techniques directed towards live performance. May be taken four times for credit.

### THEATR 130 COSTUME CRAFTS

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Basic design and construction techniques as applied to theatrical costuming and the theatre process. Tools, materials, fabrics and construction techniques will be investigated. May be taken four times for credit.

### THEATR 131 COSTUME DESIGN

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

An introduction to the process and procedures employed by the costume designer for the theatre. Costume history, design theory, basic construction techniques, fabrics and their various uses will be investigated.

**THEATR 140 ACTING FUNDAMENTALS**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN DRAM8

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 72.0 hours lecture maximum CAN DRAM22

*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. May be taken four times for credit.

**THEATR 144 ACTING FOR THE CAMERA**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*Prerequisite: THEATR-126 or THEATR-140.*

The practice and study of the fundamental techniques required in acting before the camera. Areas of voice and movement for the camera; blocking; memorization and audition techniques will be addressed. May be taken four times for credit.

**THEATR 150 INTRODUCTION TO LIGHTING DESIGN**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the theory and practice of designing light for a live theatrical production. Emphasis on lighting instruments, controls, and the aesthetics of color, distribution, intensity, and movement of light, as well as practical experience in the design and implementation of a light plot. May be taken two times for credit.

**THEATR 161 MUSICAL THEATRE**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Develops vocal skills, choreographic movement and acting techniques for musical theatre, including exercises, solo and fully-staged scenes. May be taken four times for credit.

**THEATR 175 INTRODUCTION TO STAGE DIRECTION**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum

*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. May be taken four times for credit.

**THEATR 180 THEATRICAL MAKE-UP**

Units: 1.00 - UC:CSU 18.0 hours lecture maximum, 36.0 hours lab maximum

Theory and practical application in a laboratory setting in all phases of make-up, specifically designed for theatrical use.

**THEATR 190 THEATRE PRODUCTION**

Units: 1.00-4.00 - UC:CSU 54.0 – 216.0 hours lab maximum

Provides study and laboratory exploration of all aspects of theater production involving actors, technicians and manager, and their contributions to the total aesthetic effect of the dramatic production before a public audience. May be taken four times for credit.

**THEATR 190A NEW PLAYS WORKSHOP & PRODUCTION**

Units: 1.00-4.00 - CSU 18.0 – 72.0 hours lecture maximum, 54.0 – 216.0 hours lab maximum,

*Requirement: Audition*

Provides the exploration, development, revision and preparation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. Offers close examination of the playwright's function in the theatrical process, the playwright and director relationship as well as the performer's participation with and relationship to newly created dramatic work. May be taken four times for credit.

**THEATR 191 TECHNICAL THEATRE PRODUCTION**

Units: 1.00-2.00 - CSU 18.0 – 36.0 lecture hours maximum

*Recommended Preparation: THEATR-120*

Provides technical support for THEATR-190, through installation and operation of scenery, props, lights, sound, and wardrobe for the complete run of a theatrical production. May be taken three times for credit.

**THEATR 192 THEATRE FOR YOUNG AUDIENCES**

Units: 2.00-3.00 - CSU 18.0 – 27.0 hours lecture maximum, 54.0 – 81.0 hours lab maximum

Examines the skills and processes needed to produce live performances of theatrical play scripts suitable for young audiences, including the application of these skills and processes in a public setting. May be taken four times for credit.

**THEATR 194 READER'S THEATRE WORKSHOP**

Units: 2.00-3.00 - CSU 18.0 – 27.0 hours lecture maximum, 54.0 – 81.0 hours lab maximum

Techniques and practices of adapting prose material into theatrical performance. Prose material selected will be analyzed, scripted, cast, staged and performed before a live audience. May be taken four times for credit.

**THEATR 195 SOLO PERFORMANCE**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: THEATR-140 and/or THEATR-126.*

Introduces the essential elements of an original solo show, including writing, giving and receiving feedback, rewriting, rehearsal and performance. May be taken four times for credit.

**THEATR 220 THEATRE HISTORY I**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
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 54.0 hours lecture maximum  
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 PLAY-WRITING**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
*Prerequisite: ENGL-101.*

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. (Same as ENGL-107)

**THEATR 240 ACTING SHAKESPEARE**

Units: 3.00 - UC:CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: THEATR-140.*

An exploration of Shakespeare's plays and poetry through research, exercises, monologues and scene study. Introduction to the process and technique of analyzing play scripts and poetry while establishing a performance discipline. Includes textual analysis, historical research, scansion, imagery, vocal technique, period movement, song and dance. May be taken three times for credit.

**THEATR 241 MOVEMENT FOR THE PERFORMER**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum  
Develops the performer's instrument as it pertains to the body through awareness, relaxation, flexibility, and responsiveness in order to communicate openly and effectively, including movement as a key to character development and as an aid to understanding the complex relationship between the actor, character and text. May be taken three times for credit.

**THEATR 242 VOICE FOR THE PERFORMER**

Units: 3.00 - UC:CSU 54.0 hours lecture maximum CAN DRAM6

Introduces the fundamentals of vocal production for the performer. Develops the performer's instrument as it pertains to the voice by eliminating negative habits and tension and improving vocal support, tonal production, vocal quality and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character and the text. May be taken four times for credit.

# WATER SYSTEMS TECHNOLOGY

Water Systems Technology is the study of wastewater treatment and distribution processes. The program is designed to prepare students seeking a career in drinking water treatment and distribution. The Water Systems Technology program also provides instruction for water personnel interested in career advancement as well as continuing education opportunities for State certified Water Treatment and Water Distribution Operators for certification renewal. Coursework will help prepare students for various certification examinations given by the State of California-Department of Health Services. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, chemical dosage techniques, water distribution, water chemistry, water quality, water mathematical calculations and other skills needed in this vital industry. The students completing the program can become employed as a distribution operator, water treatment plant operator, water service representative, waste water collection worker and/or wastewater treatment operator.

## Associate in Science Degree: Water Systems Technology

Units required: 21

WATER 030	Waterworks Mathematics . . . . .	3.0
WATER 031	Adv Waterworks Mathematics . . . .	3.0
WATER 040	Water Distribution Operator I . . . .	3.0
WATER 041	Water Distribution Operator II . . . .	3.0
WATER 050	Water Treatment Plant Operation Processes I . . . . .	3.0
WATER 051	Water Treatment Chemistry . . . . .	3.0
WATER 052	Water Treatment Plant Operation Processes II . . . . .	3.0
<i>Recommended electives:</i>		
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
WATER 098	Special Topics in Water Technology . . . . .	0.5-3.0

## WATER 020 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY

Units: 3.00 54.0 hours lecture maximum

Explores the technologies and career opportunities in the public drinking water, wastewater, and water distribution industries. Designed for students not currently employed in these industries. Topics also include water sources, water quality, water treatment, water distribution, and related topics.

## WATER 030 WATERWORKS MATHEMATICS

Units: 3.00 54.0 hours lecture maximum

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.

## WATER 031 ADV WATERWORKS MATHEMATICS

Units: 3.00 54.0 hours lecture maximum

*Prerequisite: WATER-030.*

The advanced study of mathematical principles in solving problems related to pump hydraulics, horsepower, flow rates, pump curves, chemical dosages, detention time, filtration and backwash rates, CT calculations and various utility management analysis related to budget preparations, water rate structures, and demand design forecasting. Focuses on mathematical computations within the expected range of knowledge on the California Department of Health Services Certification exams for D3, D4, D5, T3, and T4.

## WATER 040 WATER DISTRIBUTION OPERATOR I

Units: 3.00 54.0 hours lecture maximum

*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.

## WATER 041 WATER DISTRIBUTION OPERATOR II

Units: 3.00 54.0 hours lecture maximum

*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.

**WATER 050 WATER TREATMENT PLANT OPERATION PROCESSES I**

Units: 3.00 54.0 hours lecture maximum

*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.

**WATER 051 WATER TREATMENT CHEMISTRY**

Units: 3.00 54.0 hours lecture maximum

*Recommended Preparation: WATER-050.*

Examines the chemistry of water treatment and water quality regulations.

**WATER 052 WATER TREATMENT PLANT OPERATION PROCESSES II**

Units: 3.00 54.0 hours lecture maximum

*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.

**WATER 060 WASTEWATER TREATMENT AND DISPOSAL I**

Units: 3.00 54.0 hours lecture maximum

*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.

**WATER 061 WASTEWATER TREATMENT AND DISPOSAL II**

Units: 3.00 54.0 hours lecture maximum

*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.

**WATER 062 WASTEWATER TREATMENT AND DISPOSAL III**

Units: 3.00 54.0 hours lecture maximum

*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 examination given by the State of California Department of Health Services.

**WATER 098 SPECIAL TOPICS IN WATER TECHNOLOGY**

Units: 0.50-3.00 9.0 – 54.0 hours lecture maximum

Special topics of current and recurrent interest in the field of drinking water and/or wastewater. Units awarded are dependent on the number of classroom hours, and vary with each topic. See class schedule for names and descriptions of topics to be addressed.

# WELDING

Welding Technology is a career technical education program designed to prepare students for a variety of entry-level positions in today's welding and fabrication related industries. Course offerings range from basic welding fundamentals to the most technically advanced.

Students gain skillfulness in safety procedures, applied theory, metal fabrication, and related welding processes. Emphasis is placed on individual instruction. Instructors are AWS Certified Welding Inspectors/Educators. Students can earn welder certifications in accordance with the American Welding Society (AWS), The Los Angeles Department of Building and Safety (LADBS), and The American Society of Mechanical Engineers (ASME). Upon successful completion of the program, students are prepared to enter into the following career opportunities: welder, welding inspector, welding technician/fitter, pipe fitter/welder, and metal fabricator.

## \* PENDING STATE APPROVAL

### Associate in Science Degree and Certificate of Achievement: Welding

Units required: 27

Complete fifteen units from one of the four options below:

WELD 100	Introduction to Oxyacetylene Welding . . . . .	2.0
WELD 101A	Introduction to Shielded Metal Arc Welding . . . . .	2.0
WELD 101B	Intermediate Shielded Metal Arc Welding . . . . .	2.0
WELD 101C	Advanced Shielded Metal Arc Welding . . . . .	2.0
WELD 103	Metal Sculpturing . . . . .	2.0
WELD 104	Introduction to Gas Tungsten Arc Welding . . . . .	2.0
WELD 105	Advanced Gas Tungsten Arc Welding . . . . .	2.0
WELD 106	Introduction to Semiautomatic Welding Processes . . . . .	2.0
WELD 107	Advanced Semiautomatic Welding Processes . . . . .	2.0
<i>OR</i>		
WELD 120	Industrial Welding I . . . . .	5.0
WELD 122	Industrial Welding II . . . . .	5.0
WELD 124	Industrial Welding III . . . . .	5.0
<i>OR</i>		
WELD 150	Welding Technology . . . . .	15.0

*OR*

WELD 165	Pipe Welding Fundamentals . . . . .	3.0
WELD 166	Pipe Layout and Fabrication . . . . .	3.0
WELD 167	Intermediate Pipe Welding Techniques and Practices . . . . .	4.5
WELD 168	Advanced Pipe Welding Techniques and Practices . . . . .	4.5

*OR*

WELD 092	Introduction to Metal Fabrication . . . . .	2.0
WELD 093	Intermediate Metal Fabrication . . . . .	2.0
WELD 094	Advanced Metal Fabrication . . . . .	2.0
WELD 100	Introduction to Oxyacetylene Welding . . . . .	2.0
WELD 101A	Introduction to Shielded Metal Arc Welding . . . . .	2.0
WELD 104	Introduction to Gas Tungsten Arc Welding . . . . .	2.0
WELD 106	Introduction to Semiautomatic Welding Processes . . . . .	2.0
CWEXP 188	Cooperative Work Experience Education - WELD . . . . .	1.0

*Required electives:*

ENGL 094	Introduction to Technical Reading and Writing . . . . .	3.0
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*OR*

ENGL 204	Technical Report Writing . . . . .	3.0
MFGT 100	Measurements and Computations . . . . .	3.0
WELD 130	Welding Metallurgy . . . . .	3.0
WELD 132	Blueprint Reading for Welders and Fabricators . . . . .	3.0

*Recommended electives:*

WELD 096	Welding Certification and License Preparation . . . . .	3.0
WELD 133	Welding Inspection . . . . .	3.0

### WELD 090L OPEN WELDING LAB

Units: 1.00 54.0 hours lab maximum

*Prerequisite: Successful completion of one of the following courses: WELD-100, 101A, 101B, 101C, 103, 104, 105, 106, 107, 120, 122, 124, 150, 165, 166, 167 or 168.*

An open lab for the currently enrolled welding student who wishes to increase skills through the use of the welding lab facility. Units do not apply to the associate degree.

### WELD 091L OPEN LAB - METAL FABRICATION

Units: 1.00 54.0 hours lab maximum

*Co-requisite: WELD-093 or WELD-094.*

An open lab for the currently enrolled metal fabrication student who wishes to increase skills through the use of the fabrication lab facility. Units do not apply to the associate degree.

**WELD 092 INTRODUCTION TO METAL FABRICATION**

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

*Recommended Preparation: WELD-132.*

First in a three-part series of courses examining the principles and practices of metal fabrication. Emphasis is placed on safe proper operation of drilling, cutting, threading, grinding, and related equipment. Students are exposed to layout and design techniques used to fabricate basic metal projects.

**WELD 093 INTERMEDIATE METAL FABRICATION**

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WELD-092.*

Second in a three-part series of courses examining the principles and practices of metal fabrication. Emphasis is placed on safe proper operation of bending, turning, cutting, milling and related equipment. Students are exposed to enhanced layout and design techniques used to fabricate basic metal projects.

**WELD 094 ADVANCED METAL FABRICATION**

Units: 2.00 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WELD-093.*

Third in a three-part series of courses examining the principles and practices of metal fabrication. Emphasis is placed on safe proper operation of metal working equipment. Students construct complex projects that involve design, layout, machining, fabrication, and welding technology.

**WELD 096 WELDING CERTIFICATION AND LICENSE PREPARATION**

Units: 3.00 54.0 hours lecture maximum

*Recommended Preparation: Concurrent enrollment in or completion of WELD-101C, 124 or 150.*

Reviews the practical applications and fundamental concepts to prepare students for the Los Angeles City Department of Building and Safety written structural welding certification. (Formerly WELD-151)

**WELD 100 INTRODUCTION TO OXY-ACETYLENE WELDING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces oxyacetylene welding techniques on ferrous and non-ferrous metals, exposure to using alternate oxy-fuel gasses, and proper torch cutting practices. Includes safety procedures, basic weld joint design, expansion, contraction, and residual stress in the welding of metals.

**WELD 101A INTRODUCTION TO SHIELDED METAL ARC WELDING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

The first of a three-part series introducing the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW welding equipment and proper welding techniques.

**WELD 101B INTERMEDIATE SHIELDED METAL ARC WELDING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WELD-101A.*

The second in the three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW welding equipment and enhanced welding techniques.

**WELD 101C ADVANCED SHIELDED METAL ARC WELDING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WLED-101B.*

Third in the three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, advanced use of SMAW welding equipment and welding techniques. Welder performance certification is emphasized.

**WELD 103 METAL SCULPTURING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Provides a foundation in methods of cutting, forming, and shaping of metal using metal joining processes, including riveting, brazing, soldering, and mechanical to create metal sculptures. Proper safety procedures in the use of shop tools and related welding equipment are emphasized.

**WELD 104 INTRODUCTION TO GAS TUNGSTEN ARC WELDING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Introduces the principles and practices of gas tungsten arc welding (GTAW), including basic welding-joint design, expansion, contraction, and residual stress in welding of metals.

**WELD 105 ADVANCED GAS TUNGSTEN ARC WELDING**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WELD-104.*

Provides further development and strengthening of gas tungsten arc welding (GTAW) skills. Emphasizes theory, techniques and applications of GTAW commonly used in the aerospace, pharmaceutical and motor sport industries. Upon completion, students can earn welder performance certifications in accordance with the American Welding Society D17.1 code. (Formerly WELD-160)

**WELD 106 INTRODUCTION TO SEMIAUTOMATIC WELDING PROCESSES**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

Examines the principles and applications of gas metal arc welding and flux cored arc welding. Emphasis is placed on welding on ferrous and non-ferrous metals in the flat and horizontal welding position.

**WELD 107 ADVANCED SEMIAUTOMATIC WELDING PROCESSES**

Units: 2.00 - CSU 18.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WELD-106.*

Provides advanced principles and practices of gas metal arc welding and flux cored arc welding. Emphasis is placed on refining manipulative welding skills for welding on ferrous and non-ferrous metals in all positions. Preparation for welder performance certification is emphasized.

**WELD 120 INDUSTRIAL WELDING I**

Units: 5.00 - CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

First in a three-part series of trade technical courses providing theory and vocational skills related to current welding applications. Focuses on oxyacetylene and shielded metal arc welding processes. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding.

**WELD 122 INDUSTRIAL WELDING II**

Units: 5.00 - CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Recommended Preparation: WELD-120.*

Second in a three-part series of courses providing theory and skills related to current welding applications. Continued focus on the shielded metal arc welding process. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding.

**WELD 124 INDUSTRIAL WELDING III**

Units: 5.00 - CSU 54.0 hours lecture maximum, 108.0 hours lab maximum

*Recommended Preparation: WELD-122.*

Third in a three-part series of trade technical courses providing theory and skills related to current welding applications. Examines the gas tungsten arc welding and gas metal arc welding processes. Safety mathematics, metallurgy, and weld-joint design are studied in detail. Provides the levels of proficiency needed for various certifications available in today's welding industry.

**WELD 130 WELDING METALLURGY**

Units: 3.00 - CSU 54.0 hours lecture maximum

Introduces basic metallurgy as applied to welding. Common heat treatment procedures, welding enhancement procedures, and thermal control of stress and strain in relation to ferrous and non-ferrous metals are emphasized. Proper determination of chemical contents of common steels, cast irons, stainless steels, and aluminum alloys are demonstrated.

**WELD 132 BLUEPRINT READING FOR WELDERS AND FABRICATORS**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Recommended Preparation: MFGT-100.*

Examines blueprint interpretation practices commonly used by welding and metal fabrication industries. Exposure to common drawing types, symbols, views, lines, dimensions, and tolerances. Emphasis is placed on the analysis of welding symbols as approved by the American Welding Society (AWS) and International Organization of Standardization (ISO). (Formerly WELD-110)

**WELD 133 WELDING INSPECTION**

Units: 3.00 - CSU 54.0 hours lecture maximum

Examines weld inspection principles and practices in order to prepare students for the American Welding Society's Certified Welding Inspector (CWI) exam, including welding theory, hands-on inspection, and a survey of respective welding codes. (Formerly WELD-140)

**WELD 150 WELDING TECHNOLOGY**

Units: 15.00 - CSU 162.0 hours lecture maximum, 324.0 hours lab maximum

Provides theory and vocational skills related to current welding applications. Examines the oxyacetylene, shielded metal arc, gas tungsten arc, and gas metal arc welding processes. Focuses on preparing students for welding certifications required by today's welding industry. Equivalent to WELD-120, 122, and 124.

**WELD 165 PIPE WELDING FUNDAMENTALS**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Prerequisite: WELD-101.*

Examines both theory and application of pipe welding using the shielded metal arc welding (SMAW) process. Procedures leading to skillfulness in pipe weld-joint design, pre-weld fit up, basic metallurgy, weld symbols, and related codes and standards are emphasized.

**WELD 166 PIPE LAYOUT AND FABRICATION**

Units: 3.00 - CSU 36.0 hours lecture maximum, 54.0 hours lab maximum

*Co-requisite: WELD-165.*

Explores the fundamental concepts used in the fabrication of pipe constructions and fittings. Emphasis is placed on construction, lateral, sleeve, and branch pipe connections commonly used in the piping industry. Related math calculations and cutting techniques will be utilized to prepare students for entry into a pipe fitting related field.

## WELD 167 INTERMEDIATE PIPE WELDING TECHNIQUES AND PRACTICES

Units: 4.50 - CSU 45.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite: WELD-165. Recommended Preparation: WELD-166.*

Continues WELD-165 in the development of pipe welding skills. Shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) techniques are explored with respect to today's cross country piping industry. Students are encouraged to earn weld certification in accordance with American Society of Mechanical Engineers (ASME).

## WELD 168 ADVANCED PIPE WELDING TECHNIQUES AND PRACTICES

Units: 4.50 - CSU 45.0 hours lecture maximum, 108.0 hours lab maximum

*Prerequisite: WELD-167.*

Designed as a capstone course to prepare students for additional weld certifications in accordance with the American Society of Mechanical Engineers (ASME) and the American Petroleum Institute (API) and recognized by today's high pressure piping industry.

# WINE STUDIES

The Wine Studies program is designed to provide students desiring employment in the culinary or restaurant industry with foundation knowledge and skills in world viticulture and wine styles. The curriculum provides an introduction to wine appreciation, service and wine and food pairings. Upon completion of the program, students will have a well-developed wine palate and will be able to assist customers in wine selection.

The Hospitality Wine Service program is designed to provide students with knowledge and skills related to providing exceptional wine service in restaurants, hotels and other culinary venues. The program provides introductory knowledge on world viticulture and wine styles but focuses on the food, business and service aspects of wine and the role of wine in the hospitality industry.

### Certificate of Specialization: Wine Studies

Units required for certificate: 17

WINEST 085	Wines of California	2.0
WINEST 086	Wines of Italy	1.5
WINEST 087	Wines of France	1.5
WINEST 088	Wines of Australia and New Zealand	1.5
WINEST 089	Wines of Spain	1.5
WINEST 102	World Viticulture and Wine Styles	3.0
WINEST 104	Introduction to Wine in the Restaurant	3.0
CULARTS 226	Food and Wine Pairing	3.0

### Certificate of Specialization: Hospitality Wine Services

Units required for certificate: 6.5

WINEST 084	Wine Service and Hospitality	1.5
WINEST 085	Wines of California	2.0
WINEST 100	Wine Appreciation	2.0

### WINEST 084 WINE SERVICE AND HOSPITALITY

Units: 1.50 27.0 hours lecture maximum

Introduces the basics of wine service for the food service industry. Appropriate for either hospitality professionals or wine aficionados.

**WINEST 085 WINES OF CALIFORNIA**

Units: 2.00 36.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of California including the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of California. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 086 WINES OF ITALY**

Units: 1.50 27.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Introduces the major wine regions of Italy, grape varieties grown, and the wines produced. Includes the process of Italian wine making, the importance of wine in Italian cuisine and culture and the stature Italian wines have achieved worldwide. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 087 WINES OF FRANCE**

Units: 1.50 27.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of France, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of France. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 088 WINES OF AUSTRALIA & NEW ZEALAND**

Units: 1.50 27.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wines of Australia and New Zealand, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of Australia and New Zealand. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 089 WINES OF SPAIN**

Units: 1.50 27.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions, grape varieties, and types of wine production of Spain. Includes the wine styles and associated wine laws, structure and culture of Spain. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 100 WINE APPRECIATION**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Provides the basics of appreciation of different types of wine, including varietal characteristics and other components. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 102 WORLD VITICULTURE AND WINE STYLES**

Units: 3.00 - CSU 54.0 hours lecture maximum

*Prerequisite: Students must be 21 years of age to enroll.*

Surveys the world of viticulture and the wine industry. Includes the history of viticulture, grapevine anatomy, worldwide grape, raisin and wine production and consumption, world wine regions and sensory evaluations. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted.

**WINEST 104 INTRODUCTION TO WINE IN THE RESTAURANT**

Units: 3.00 - CSU 54.0 hours lecture maximum

Examines the management of wine purchasing, storage, and selling for the culinary arts or restaurant management professional.

# COMMUNITY AND CONTINUING EDUCATION

## Noncredit Classes

The College's Community Education Department provides lifelong learning classes to residents of all ages with a wealth of opportunities for personal development, skills development, cultural enrichment and recreational enjoyments. These courses are offered tuition-free and are supported by the State of California. Courses include English as a Second Language (ESL), Immigrant Education & Citizenship, College Success Skills, Parenting Education, Programs for Older Adults (Emeritus College), Health and Safety Education and career technical education programs. Some courses may require a materials fee to be paid at the time of registration to cover the cost of supplies and materials given to students during the class. This fee does not cover the cost of any required textbooks.

### COLLEGE SUCCESS SKILLS (BASIC SKILLS)

Basic Skills consists of a course, a course of study, or an organized sequence of courses to provide instruction for individuals with elementary and secondary-level reading, writing, computation and problem-solving skills in order to assist them in achieving their academic, vocational, and personal goals.

#### **Certificate of Completion: Basic Secondary Math Skills**

The Basic Secondary Math Skill Certificate of Completion is awarded to students upon completion of NC.BCSK MO1, 03, and 04.

#### **NC.BCSK AP PRE-ADVANCED PLACEMENT SEMINAR**

Elective toward the high school diploma: Designed to help students prepare/enhance learning skills to succeed in Advanced Placement courses at the high school level. Provides background in concepts of the College Board to help students with study skills, note taking, research paper writing, essay and Document Based Question writing.

#### **NC.BCSK 01 CAREER AND JOB SEARCH PREPARATION**

Through self-assessment, students discover occupations that match their interests, abilities and values. Students will research labor market information, formulate job search strategies, develop a resume and interview preparation skills. This course may be offered open entry/open exit.

#### **NC.BCSK 094 SUPERVISED TUTORING**

Provides individual assistance to students with expressed needs in study skills, learning modes, and developmental materials. Learning experiences will be under instructional supervision. Units do not apply to the associate degree. This course may be offered open entry/open exit.

#### **NC.BCSK 100 GED PREPARATION**

##### **Pending State Approval**

Prepares students to pass the five sections of the General Educational Development test: Reading, Writing I and II (essay), Science, Social Studies, and Mathematics. Students should have basic computer literacy to utilize GED tutorial software. This course may be offered open entry/open exit.

#### **NC.BCSK E04 HSD ENGLISH 12**

English 12 may be offered as English 12 AB, or English 12 Mythology and Folklore. Designed to meet high school diploma requirement. Expands and polishes skills in rhetoric, composition, speech and literary analysis. Modes of discourse taught are description, narration, exposition, literary analysis and argument/persuasion. Students will read and analyze works in all literary genres of world literature while paying particular attention to British and American authors.

#### **NC.BCSK E19 STUDY TECHNIQUES**

Improve skills necessary for good study habits including organizing study materials, time management, concentration techniques, test preparation, test taking strategies, memory improvement, listening skills, and note taking. This course may be offered open entry/open exit.

#### **NC.BCSK E20 SPELLING TECHNIQUES**

Designed to improve spelling skills. This course may be offered open entry/open exit.

#### **NC.BCSK E21 GRAMMAR AND SENTENCE WRITING**

Reviews the fundamentals of English with emphasis on improvement of sentence grammar, word usage, mechanics and punctuation. Students focus on subjects, pronouns, verbs, avoiding fragments and run-ons, and writing coherent, grammatical sentences. This course may be offered open entry/open exit.

#### **NC.BCSK H01 HSD ART 1A DIGITAL**

Elective toward the high school diploma: Introductory level investigation of digital artmaking. Digital creative software and equipment will be introduced and basic skills developed.

**NC.BCSK H02 HSD ART 1B DIGITAL**

Elective toward the high school diploma: Introductory level investigation of digital artmarking. Digital creative software and equipment will be introduced and basic skills developed in Art 1A will be distilled and further developed. Focuses on image making through drawing, photography, image manipulation, problem solving and the fundamentals of art and design. Students will produce a series of artworks utilizing digital technology and software in a variety of approaches.

**NC.BCSK H04 HSD ASTRONOMY**

Elective toward the high school diploma: Designed to gain skills in astronomical observation which will require limited field work during night hours at home. Astronomy topics such as the Big Bang Theory, galaxies, black holes, stars, the sun, NASA explorations and the planets, the moon, comets and asteroids will be covered.

**NC.BCSK H06 HSD MODERN CIVILIZATION**

Designed to meet high school diploma requirement: Introduces major epochs, eras, events and turning points that have shaped human societies. Includes the historical and geographical relationships of individuals and groups, following the chronological flow of events and relationships they create between the past and present.

**NC.BCSK H07 HSD U.S. HISTORY A/B**

Provides a review of two themes: the Nation's constitutional framework dividing power between the states and the federal government, and the industrial transformation of the new nation. Also examines major turning points in American history in the twentieth century. Emphasis is given to the expanding role of the federal government and issues between minority rights and majority power; the emergence of modern corporate economy; the impact of technology on American society and culture; change in the ethnic composition of American society; the movements toward equal rights for racial minorities and women; and the role of the United States as a major world power.

**NC.BCSK H08 HSD PAINTING AND DRAWING STUDIO A/B**

Elective toward the high school diploma: Course is designed for students interested in completing an Advanced Placement Exam. Projects are structured to meet the College Board Exam requirements. Emphasis is placed on volume of quality pieces. Students will learn techniques and skills used in drawing and painting including working from models and still life display, and study styles and genres of art.

**NC.BCSK H10 HSD PSYCHOLOGY**

Elective toward the high school diploma: Provides students with a broader understanding of human behavior. Major areas explored are learning, development and maturation, personality, motivation and emotion, and various behavioral disorders.

**NC.BCSK H12 HSD SOCIOLOGY**

Elective toward the high school diploma: Acquaints students with the points of view and the vocabulary which enable the sociologist to comment on, criticize, and better understand the changing social forces which shape American culture. Topics include social change, contemporary social problems, major social institutions such as the family and public education, American class structure, and values and comparative culture.

**NC.BCSK H14 PHYSICS**

Elective toward the high school diploma: This course is designed to meet the need of college preparatory students. Topics include forces, work, motion, energy, relativity, and matter. One of the basic unifying themes of this program is that science is inquiry. Extensive time is spent in the laboratory. Open-ended experiments help the student develop a critical and creative attitude toward inquiry. The student is given the opportunity to learn proper laboratory procedures, scientific processes, analysis of data, effects of new discoveries, and the use of some sophisticated equipment and techniques.

**NC.BCSK H15 HSD CHEMISTRY**

*Prerequisite: NC.BCSK-M01*

High school chemistry content that supports the theme that science is inquiry. Topics covered include: characteristics of matter and energy, atomic and molecular structure, chemical reactions, stoichiometry, nomenclature, chemical formulas, nuclear energy sources, and nature of organic compounds. Extensive time is spent in the lab.

**NC.BCSK H16 HSD HEALTH**

Promotes student wellness behaviors through the study of first aid, substance abuse prevention, diseases and disorders, nutrition, family health, and mental and emotional health issues. HSD Health meets the health requirement for high school graduation.

**NC.BCSK M01 HSD ALGEBRA I A/B/C**

Algebra I A/B/C is a high school course utilizing a formula approach to the development of algebraic skills and concepts. These skills are necessary for students who plan to continue in geometry and other advanced college-preparatory courses. Concepts of directed numbers, sets, linear equations, and inequality solving and word problem solving are expected to be mastered. Additional concepts will include graphing, systems of equations, quadratic equations solving, algebraic fractions, and word problems. Completing the A/B/C sequence fulfills the algebra requirements for graduation.

**NC.BCSK M03 HSD GEOMETRY I A/B/C**

For the high school diploma: Geometric concepts will be developed through substantial exposure to problem-solving skills and processes, and consistent use of logical reasoning processes. Students will apply geometry principles to other areas of mathematics, other disciplines and real-life applications.

**NC.BCSK M04 HSD ALGEBRA II A/B**

For the high school diploma: Algebra II is an elective course in mathematics building on the mathematical contents of Algebra 1 A/B, Algebra ABC, and Geometry 1 AB, Geometry ABC. Statistical application shall be integrated throughout the course. Emphasis shall be placed on abstract thinking skills, appropriate use of technology, and the interdisciplinary application of mathematics.

**NC.BCSK M05 HSD ALGEBRA II/TRIGONOMETRY**

For the high school diploma: Extends the concepts of Algebra I to logarithms, rational exponents, polynomial functions, systems of quadratic equations, conics, complex numbers, sequences and series, introduction to probability, some statistics and right and oblique triangle trigonometry.

**NC.BCSK M06 HSD ADVANCED MATH TOPICS**

For the high school diploma: Reviews algebra topics to enhance performance on college entrance and placement exams. This course is recommended for students who want to take an advanced math course.

**NC.BCSK M07 HSD TRIGONOMETRY**

Trigonometry, a one-semester high school course. Topics include circular functions and their graphs, polar coordinates, trigonometric identities and equations, triangle trigonometry, trigonometric addition formulas, double and half-angle formulas. Trigonometry is a comprehensive study of trigonometric functions with emphasis on application.

**NC.BCSK MA1 ESSENTIAL ARITHMETIC**

A first course in basic arithmetic including whole numbers, fractions, mixed numerals, decimals, and percents. This course may be offered open entry/open exit.

**NC.BCSK MA2 MATH SKILLS FOR NURSES**

Introduces pre-nursing students to medication dosage calculations and dimensional analysis. Includes a review of arithmetic, metric, apothecary and household systems and conversions between the systems, calculating oral medication dosages both solid and liquid, intravenous fluid calculations and injections. This course may be offered open entry/open exit.

# EMERITUS COLLEGE

Emeritus College is a unique program offered as an integral part of the College's Community and Continuing Education program which is designed to meet the needs of the older adult student learner. Courses offered through Emeritus College seek to support the principles of quality of life, lifelong learning and personal growth.

**NC.BCSK S02 HSD SPANISH IB**

Elective toward the high school diploma: Beginning language skills of listening, speaking, reading and writing are taught with an initial emphasis on listening and speaking. An understanding of the spoken language will be stressed through correct pronunciation and intonation, the development of correct speech patterns, simple dialogues and narratives, and reading. Various aspects of Spanish culture are included.

**NC.BCSK S04 HSD SPANISH IIB**

Elective for the high school diploma: Spanish II is a communicative based college preparatory course which further develops the student's ability to listen, speak, read, and write Spanish. These four skills, in addition to culture, reinforce one another in making students independent users of Spanish. Language is presented thematically, allowing the student to gain confidence and to be as creative as possible in expressing their ideas.

**NC.OAD ART01 WATERCOLOR PAINTING FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using painting as the medium. Interactive activities will be promoted. A supply list will be available at the first class meeting. This course may be offered open entry/open exit.

**NC.OAD ART02 PAINTING FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using oil and acrylic paint as the medium. A supply list will be available at the first class meeting. This course may be offered open entry/open exit.

**NC.OAD ART03 DRAWING - BEGINNING THROUGH ADVANCED FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using drawing as the medium. Technical drawing skills will be introduced as a part of the socialization activities of the class. A supply list will be available at the first class meeting. This course may be offered open entry/open exit.

**NC.OAD ART04 CREATIVE EXPRESSION THROUGH CHINA PAINTING FOR OLDER ADULTS**

Creative expression through china painting. Improve socialization and creative skills for older adults. Topics include: color, design, etching, raised paste for gold, and matte colors. A supply list will be available at the first class meeting. This course may be offered open entry/open exit.

**NC.OAD ART05 CREATIVE EXPRESSION FOR OLDER ADULTS THROUGH NEEDLEWORK**

Introduces basic knitting, crocheting, embroidery and plastic canvas techniques. Provides the older adult student with the opportunity for creative expression, socialization and skill development using needlework as a means of creative expression. This course may be offered open entry/open exit.

**NC.OAD ART06 GARDENING AS SELF EXPRESSION**

Designed for the older adult to experience creative expression with indoor and outdoor plants and flowers. Students will learn to design and plant environmentally sensitive and aesthetically pleasing gardens in order to enhance their environment and quality of life. This course may be offered open entry/open exit.

**NC.OAD COMP1 CONSUMER RESOURCES FOR THE OLDER ADULT: COMPUTERS AND YOU**

Provides the older adult student with the skills to become a computer literate consumer. Hands-on class for students with little or no knowledge of computers. This course may be offered open entry/open exit.

**NC.OAD COMP2 COMPUTER RESOURCES: COMPUTERS AND YOU II**

Provides older adult learners with the hands-on skills to become informed and prudent users of computer technology. Focuses on prudent use of the Internet, email, and Web-based services such as shopping, auctions, and banking. Students will also learn to access and scrutinize online information services in the areas of medicine, law, and finance. This course may be offered open entry/open exit.

**NC.OAD CR01 CREATING A SAFE HOME ENVIRONMENT FOR OLDER ADULTS****Pending State Approval**

Provides an opportunity to explore products available in local shopping centers that can be used to create a safer and more accessible environment for older adults. This course may be offered open entry/open exit.

**NC.OAD CR02 PERSONAL FINANCE FOR OLDER ADULTS****Pending State Approval**

Provides the older adult with information to assist in making informed decisions about personal finance issues. This course may be offered open entry/open exit.

**NC.OAD HLTH1 LIFE LONG LEARNING FOR OLDER ADULTS**

Improve and/or maintain the mental fitness of the older adult through educational activities promoting critical thinking skills that enhance memory retention and flexible thinking. This course may be offered open entry/open exit.

**NC.OAD HLTH2 MOBILITY THROUGH EXERCISE: PHYSICAL CONDITIONING FOR OLDER ADULTS**

Focuses on conditioning all major muscle groups, the promotion of strength and toning, increase in range of motion and flexibility, and increase in endurance and coordination. Class is geared to working with the older adult population. Students may progress at their own level. This course may be offered open entry/open exit.

**NC.OAD HLTH3 MOBILITY THROUGH EXERCISE - SLOW STRETCH TAI CHI FOR OLDER ADULTS**

The physical and mental well-being of the older adult is improved through Tai Chi activities by increasing strength and agility while improving peace of mind and reducing stress. Involves low impact movements that flow at a smooth, even tempo, leading to improved balance as body weight is shifted. Movement will result in high levels of body control and increased powers of motion concentration. Several different moves of Tai Chi will be experienced in class. This course may be offered open entry/open exit.

**NC.OAD HLTH4 MOBILITY THROUGH EXERCISE - LOW IMPACT AEROBICS FOR OLDER ADULTS**

The physical and mental well-being of the older adult will be improved through a low impact aerobic exercise program designed to promote firming and toning, flexibility, and endurance. This course may be offered open entry/open exit.

**NC.OAD HLTH5 MOBILITY THROUGH EXERCISE, FOR OLDER ADULTS USING YOGA**

The physical and mental well-being of the older adult will be improved through Yoga using gentle stretching exercises and breathing techniques. Activities will improve stamina, lung capacity, flexibility, muscle tone, circulation, cardiovascular performance and respiration. This course may be offered open entry/open exit.

**NC.OAD HLTH6 MOBILITY THROUGH WATER EXERCISE FOR OLDER ADULTS**

The physical and mental well-being of the older adult is improved through aerobic conditioning, strength training and stretch activities in a water environment. Swim skills are not required. This course may be offered open entry/open exit.

**NC.OAD HLTH7 MOBILITY FOR OLDER ADULTS THROUGH TAI CHI IN A CHAIR**

Enhances the physical and mental well-being of older adults through non-standing Tai Chi exercises, including the use of methodical movements and breathing exercises to improve muscle strength, range of motion, oxygen intake, energy, flexibility, sense of balance and emotional well-being. Students must be able to sit upright for 60 minutes. This course may be offered open entry/open exit.

**NC.OAD LLL01 LIFE LONG LEARNING CURRENT GLOBAL EVENTS FOR OLDER ADULTS**

Socialization and personal development for older adults through discussion of current local, national, and world issues. This course may be offered open entry/open exit.

**NC.OAD LLL02 LIFE LONG LEARNING FOR OLDER ADULTS THROUGH ART APPRECIATION**

Exposes the student, particularly the older adult, to the world's artistic heritage, stimulating students' visual, emotional, and intellectual responses to art. This course may be offered open entry/open exit.

**NC.OAD LLL03 LIFE LONG LEARNING FOR OLDER ADULTS THROUGH FILM EXPLORATION**

Discusses the origin of films set in locales around the globe, including topics of writing, acting, and directing. Students, particularly older adults, are encouraged to share their unique, individual experiences and perceptions while developing skills in film analysis. This course may be offered open entry/open exit.

**NC.OAD LLL04 LIFE LONG LEARNING FOR OLDER ADULTS ISSUES IN AGING**

Examines issues of aging and the related concerns of the older adult, emphasizing the age-specific challenges associated with health, law, finances, as well as personal and social relationships. This course may be offered open entry/open exit.

**NC.OAD LLL05 LIFE LONG LEARNING THROUGH LITERATURE ANALYSIS-SHAKESPEARE**

Study and discuss selected plays by William Shakespeare. Exposes the student, particularly the older adult, to the world of Shakespearean literature, while stimulating students' emotional, and intellectual responses to Shakespeare's dramatic genius. This course may be offered open entry/open exit.

**NC.OAD LLL06 LIFE LONG LEARNING THROUGH BASIC SPANISH CONVERSATION**

Designed to meet the needs of older adults who desire to communicate with Spanish speaking individuals throughout the community. This skill will provide older adults with greater confidence to communicate in Spanish in order to better self-manage their own lives. This course may be offered open entry/open exit.

**NC.OAD LLL07 THE LAW AND HOW TO USE IT**

Provides older adults with basic consumer knowledge of the American legal system and how to use it. The course may include information on the difference between wills and trusts; elders and crime; power of attorney; dealing with landlords; taking issues to small claims court; arbitration and the medical profession; professional negotiators; elder abuse; Social Security; SSI; Medicare and others. This course may be offered open entry/open exit.

**NC.OAD LLL08 LIFE LONG LEARNING FOR OLDER ADULTS THROUGH LITERATURE****Pending State Approval**

Socialization and personal development for older adults through discussion of literature. This course may be offered open entry/open exit.

**NC.OAD MUSC2 CREATIVE EXPRESSION FOR OLDER ADULTS: ENJOYING MUSIC FOR OLDER ADULTS**

Creative expression through music, vocal or instrumental including discussion of the influences of music on society. Class is geared toward older adult population. Small group performances may be conducted. This course may be offered open entry/open exit.

**NC.OAD MUSC3 CREATIVE EXPRESSION FOR OLDER ADULTS: INSTRUMENTAL AND VOCAL JAZZ**

Creative expression through participating in a vocal and instrumental jazz ensemble. Performance and practice of jazz skills and charts representative of the 1920's through present. Class is geared toward older adult population. Small group performance will be conducted. This course may be offered open entry/open exit.

**NC.OAD MUSC4 CREATIVE EXPRESSION FOR OLDER ADULTS: SYMPHONIC BAND**

Creative expression through participation in an instrumental ensemble focusing on symphonic band charts. Includes opportunities for socialization with other musicians and interaction with an audience through public performances. Class is geared toward the older adult learner. This course may be offered open entry/open exit.

**NC.OAD MUSC5 CANYONS EMERITUS CHORUS**

A course for older adults in the study of musical styles, performance practices and rehearsal techniques in choral music. Breathing techniques and effective vocalization for older adults will be emphasized. Course may include local performances on campus or in the community, as well as at inter-collegiate festivals, all enhancing socialization opportunities for older adults. This course may be offered open entry/open exit.

**NC.OAD MUSC6 CREATIVE EXPRESSION FOR OLDER ADULTS: CHAMBER MUSIC****Pending State Approval**

Creative expression through participation in an instrumental or vocal ensemble focusing on chamber music literature. Includes opportunities for socialization with other musicians and interaction with an audience through public performances. Class is geared toward older adult learner. This course may be offered open entry/open exit.

**NC.OAD THEA1 CREATIVE EXPRESSION FOR OLDER ADULTS THROUGH ACTING****Pending State Approval**

Creative expression through acting and storytelling for the older adult. Small group performances may be conducted. This course may be offered open entry/open exit.

**NC.OAD WRT01 CREATIVE EXPRESSION FOR OLDER ADULTS: WRITING PERSONAL HISTORIES**

Encourages the recording of experiences, adventures and memories of the student's lifetime. Students, particularly older adults, will benefit from the opportunity to better express themselves in writing and gaining insight into their lives and society. This course may be offered open entry/open exit.

**NC.OAD WRT02 CREATIVE EXPRESSION FOR OLDER ADULTS: WRITING FOR PUBLICATION**

Provides older adult students with the networking opportunities and skills to prepare their writing for publication, whether poetry, short stories, novels, nonfiction books, memoirs, or articles. Topics include the needs of the contemporary publishing market; how to write queries,

proposals and synopses; how to use both print and internet resources; how to evaluate peers' work with an eye toward marketability; how to make decisions about whether or not to self-publish. This course may be offered open entry/open exit.

## ENGLISH AS A SECOND LANGUAGE

Noncredit ESL classes are designed for adults in the community who require English to prepare for academic courses, to get or keep a job, or for personal growth to better navigate an English-speaking community.

**Certificate of Completion: ESL**

The ESL Certificate of Completion is awarded to students upon completion of NC.ESL PLVL1, NC.ESL LVL1, NC.ESL LVL2, NC.ESL LVL3, and NC.ESL LVL4.

**NC.ESL PLVL1 ESL PRE-LEVEL 1**

Basic English necessary to function successfully in everyday encounters for students with limited reading and writing skills in their primary language. This course may be offered open entry/open exit.

**NC.ESL LVL1 LEVEL 1**

Develops basic skills in English through listening, speaking, reading, and writing, including life skills, grammar, pronunciation, vocabulary, and culture. This course may be offered open entry/open exit.

**NC.ESL LVL2 LEVEL 2**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing grammar, vocabulary, culture, and everyday life situations. This course may be offered open entry/open exit.

**NC.ESL LVL3 LEVEL 3**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing grammar, vocabulary, culture, and everyday life situations. This course may be offered open entry/open exit.

**NC.ESL LVL4 LEVEL 4**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing increased accuracy, fluency, and confidence. This course may be offered open entry/open exit.

**NC.ESL TOEFL TOEFL PREPARATION**

Focus on developing essential language skills needed to obtain a satisfactory score on the Test of English as a Second Language (TOEFL). Restricted to students

whose native language is other than English. Student should be at Level 4 to enroll in TOEFL Preparation Program. This course may be offered open entry/open exit.

### **NC.VESL 01 COMMUNICATION FOR EMPLOYMENT**

*Recommended Preparation: NC.ESL-LVL2*

Introduces the nonnative speaker to basic written and verbal communication skills, as well as cultural knowledge necessary to obtain employment in the United States. Focuses on traditional and Web-based employment opportunity resources, completing job applications, writing simple resumes, and answering questions at job interviews. This course may be offered open entry/open exit.

### **NC.VESL 02 ENGLISH FOR AUTOMOTIVE TECHNOLOGY**

Develops language and communication skills for automotive technology workers. Focuses on skills required by automotive industry employees and gives practice in pronunciation, listening, and speaking. Class uses industry manuals and data, to develop work-related reading and writing skills. This course may be offered open entry/open exit.

### **NC.VESL 03 ENGLISH FOR LANDSCAPE EMPLOYEE**

Develops vocabulary, reading comprehension and verbal skills for the non-native speaker working in the landscape industry, including language instruction in floriculture, landscape horticulture and general nursery work. This course may be offered open entry/open exit.

### **NC.VESL 04 ENGLISH COMMUNICATION SKILLS FOR CULINARY WORKERS**

Develops language and communication skills for jobs in food-service, including practice in vocabulary, terminology, and tasks using industry specific materials. This course may be offered open entry/open exit.

### **NC.VESL 06 ENGLISH FOR HOUSEKEEPING**

**\* PENDING STATE APPROVAL**

Develops language and communications skills for jobs in the housekeeping industry. Gives practice in vocabulary, terminology, and tasks using industry-specific materials. This course may be offered open entry/open exit.

### **NC.VESL 07 ENGLISH FOR CONSTRUCTION WORKERS**

**\* PENDING STATE APPROVAL**

Develops language and communication skills for jobs in the construction industry. Gives practice in vocabulary and tasks using industry materials. This course may be offered open entry/open exit.

# FAMILY AND CONSUMER SCIENCES

Family and Consumer Sciences consists of a course, a course of study or an organized sequence of courses specifically designed to offer life long education to enhance the quality of home, family, career and community life. This area of instruction is designed to provide educational opportunities that respond to human needs in preparing individuals for employment, advanced study, consumer decision-making and life long learning.

### **NC.FCS COMP1 HOME COMPUTER HARDWARE**

Provides the typical home computer user an opportunity to open the case, identify components, add expansion cards, and become familiar with the operation of the system. No previous knowledge of computer hardware is required. Course does not meet eligibility requirements for MSDNAA software.

### **NC.FCS COMP2 HOME COMPUTER OPERATING SYSTEMS**

Provides the typical home computer user an opportunity to become familiar with the structure, functionality, and operation of the system. No previous knowledge of computer operating systems is required. Course does not meet eligibility requirements for MSDNAA software.

### **NC.FCS COMP3 HOME COMPUTER NETWORKS**

Provides the typical home computer user an opportunity to become familiar with home networking procedures. No previous knowledge of computer maintenance is required. Course does not meet eligibility requirements for MSDNAA software.

### **NC.FCS COMP4 HOME COMPUTER SECURITY**

Provides the typical home computer user an opportunity to implement security on the system. No previous knowledge of computer security is required. Course does not meet eligibility requirements for MSDNAA software.

### **NC.FCS COMP5 HOME COMPUTER MAINTENANCE**

Provides the typical home computer user an opportunity to become familiar with the recommended maintenance procedures of the system. No previous knowledge of computer maintenance is required. Course does not meet eligibility requirements for MSDNAA software.

## HEALTH AND SAFETY EDUCATION

Health and Safety Education consists of a course, a course of study or an organized sequence of courses, specifically designed to offer life long education to promote the health, safety and well-being of individuals, families and communities.

### **NC.HLSF 02 FOOD HANDLER CERTIFICATION**

Covers the most fundamental concepts of Restaurant Sanitation and Food Safety and provides the training necessary to become a Certified Food Handler. The certification exam will be administered during the last two hours of the class.

### **NC.HLSF 03 BODY-MIND WELLNESS**

#### **\* PENDING STATE APPROVAL**

Provides the education, support, and motivation needed to initiate and maintain healthy lifestyle attitudes and behaviors. Topics include nutrition, fitness, body image, and emotional well-being. This course may be offered open entry/open exit.

## IMMIGRANT EDUCATION

Immigrant Education consists of a course, a course of study or an organized sequence of courses specifically designed to provide immigrants and their families with the opportunity to become active and participating members of economic and civic society, and may include preparation for citizenship.

### **NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION**

Introduces the history and government of the United States preparing students for the U.S. Citizenship Examination, including an overview of the branches of government, the Constitution and the Bill of Rights. This course may be offered open entry/open exit.

## PARENTING EDUCATION

Parenting education consists of a course, a course of study or an organized sequence of courses specifically designed to offer life long education in parenting, child development and family relations in order to enhance the quality of home, family, career and community life.

### **NC.PAED CD01 PARENTING SKILLS**

Parenting skills including: discipline approaches, normal age specific behaviors, home learning environments, community resources, and the value of preschool. Additional topics as requested by the parents will be included for class discussion. This course may be offered open entry/open exit.

# Faculty

**ACOSTA, CLAUDIA (1998)****Spanish - Professor**

M.A. Spanish .....UC Riverside  
 B.A. Liberal Studies .....CSU San Marcos

**ALBERT, SUE (2000)****Dean - Allied Health**

M.H.A. Health Administration ..University of La Verne  
 M.N. Nursing.....UC Los Angeles  
 B.S.N. Nursing .....UC Los Angeles

**ALFANO, KATHLEEN (1996)****Director NSF-Create Regional Center, Professor**

Ph.D. Higher ED .....UC Los Angeles  
 M.S. Counseling .....Purdue University  
 B.S. Chemistry .....Chestnut Hill College

**ALONSO, EDEL (1999)****Counselor - Professor**

Ph.D. Organizational Leadership .....University of  
 La Verne  
 M.A. Counseling .....Loyola Marymount University  
 B.A. Spanish .....Montclair State College

**AMADOR, JONATHAN (2001)****Radio/Television/Film - Professor**

M.F.A Fine Arts .....California Institute of the Arts  
 B.F.A Music .....California Institute of the Arts

**ANDERSON, JAMES (1991)****Chemistry - Professor**

M.S. Chemistry .....CSU Fresno  
 B.S. Chemistry.....UC Davis

**ANDRUS, DAVID (2007)****Political Science – Asst Professor**

J.D. Law .....Southwestern University  
 B.A. Political Science .....CSU Los Angeles

**ANTHONY, KEVIN (1999)****Hotel/Restaurant Management - Professor**

B.A. Political Science ....Loyola Marymount University

**APPLEN, BRITTANY (2007)****Sign Language – Assistant Professor**

M.A. Communication Studies .....CSU Northridge  
 B.A. Deaf Studies .....CSU Northridge

**ASMUS, BETH****Dean – Special Programs**

M.A. English .....CSU San Diego  
 B.A. English .....UC Los Angeles

**AYRES, DIANE (1988)****English/Journalism - Professor**

M.A. Speech.....CSU Northridge  
 B.A. Speech .....CSU Northridge  
 A.A. General Education.....College of the Canyons

**BABER, TIMOTHY (2000)****Welding - Professor**

A.S. Welding .....College of the Canyons

**BAKER, DIANE (2002)****Nursing - Professor**

M.S.N Nursing .....CSU Los Angeles  
 B.S.N Nursing .....University West Florida

**BAKER, JEFFREY (2007)****Animation – Assistant Professor**

B.A. Film .....Pennsylvania State University

**BARKE, SHERI (2004)****Health Science - Associate Professor**

M.P.H. Public Health .....UC Los Angeles  
 B.S. Nutritional Sciences California State Polytechnic  
 University, San Luis Obispo

**BATES, MARY (2002)****Geography – Professor**

M.A. Geography .....CSU Northridge  
 B.A. Geography.....CSU Northridge  
 A.A. Social Science.....College of the Canyons

**BATHKE, TAMMY (2004)****Nursing - Associate Professor**

M.S. Nursing.....CSU Los Angeles  
 B.S. Nursing .....Creighton University  
 B.S. Biology .....UC Los Angeles

**BAUWENS, DENNIS (1987)****Business - Professor**

M.B.A Business Administration.....CSU  
 Dominguez Hills  
 B.S. BusinessAdministration .....CSU  
 Dominguez Hills

**BAYTARYAN, RUZANNA (2001)****Mathematics - Professor****Equivalent to: MS Electrical**

Engineering.....Polytechnic Institute, Armenia  
 B.S. Electrical Engineering .....Polytechnic Institute,  
 Armenia

**BENEDICTO, ALTO (2007)****Chemistry – Assistant Professor**

Ph.D. Chemistry .....California Institute of Technology  
 M.A. Education .....Claremont Graduate University  
 B.S. Mathematics .....University of Philippines  
 B.S. Chemistry .....University of Philippines

**BLAKEY, CHRISTOPHER (2001)****Philosophy -Professor**

Ph.D. Philosophy .....UC Riverside  
 M.A. Philosophy .....CSU Los Angeles  
 B.S. Microbiology .....California State Polytechnic  
 University, San Luis Obispo

**BLASBERG, REGINA (2006)****Civil Engineering – Associate Professor**

M.S. Civil Engineering .....UC Los Angeles  
 B.S. Civil Engineering....Loyola Marymount University

**BORRELLI, PAMELA (1999)****Nursing - Professor**

M.S.N Nursing .....UC Los Angeles  
 B.S.N. Nursing .....University of Arizona

**BRANCH, STEPHEN (2000)**

History - Professor

M.A. American Studies .....University of  
Southern Florida  
B.A. History .....University of Southern Florida

**BRETALL, LESLIE (1991)**

Librarian - Professor

M.L.S Public Library Spec. ....UC Los Angeles  
B.A. History .....UC Los Angeles

**BREZINA, JENNIFER (2001)**Interim Dean, Non-Credit Division and Community  
Education

Ph.D. English .....UC Riverside  
M.A. English .....CSU San Diego  
B.A. English .....UC Los Angeles

**BRILL, DAVID (2003)**

Radio/Television/Film – Professor

B.S. Journalism .....University of Colorado

**BRILL-WYNKOOP, WENDY (1997)**

Photography - Professor

M.F.A Creative Photography .....CSU Fullerton  
B.F.A Photography .....University of Southern  
California

**BRODE, ROBERT (2000)**

Admin of Justice - Professor

J.D. Law .....Whittier College  
A.A. Accounting .....LA Valley College

**BROGDON-WYNNE, PAMELA (1997)**

Director EOPS/CARE - Professor

Ed.D. Education .....Nova Southeastern University  
M.S. Guidance Counseling .....Youngstown State  
University  
B.S. Education/Eng. ....Youngstown State University

**BROWN, KERRY (1998)**

Counseling – Professor

M.A. Education Psych./Counseling ....CSU Northridge  
B.A. Deaf Studies .....CSU Northridge  
A.A. Social Sciences .....College of the Canyons

**BROWN, LORI (2008)**

Nursing – Assistant Professor

M.S. Nursing .....Mount St. Mary's College  
B.S. Health Sciences/Nursing  
Services .....CSU Northridge  
A.A. Nursing .....Santa Barbara City College

**BURIEL, JUAN (2007)**

English – Assistant Professor

M.A. Comparative Literature .....UC Irvine  
M.A. American Studies .....University of New Mexico  
B.A. American Studies .....University of New Mexico  
B.A. Communication .....University of New Mexico

**BURKE, KELLY (2005)**

Biology – Associate Professor

M.S. Microbiology .....University Southern Florida  
B.S. Biology .....University of Tampa, Florida

**BUTTS, DANIELLE (1999)**

Director, Transfer Center - Professor

Ed.D. Education .....Pepperdine University  
M.S. Counseling .....CSU Northridge  
B.A. Deaf Studies/Special  
Education .....CSU Northridge

**CAPET, MITJL (2006)**

Assistant Superintendent/Vice President, Instruction

Ed.D. Occupational Education .....UC Los Angeles  
M.F.A Art Education ....Catholic University of America  
B.A. Visual Art & Philosophy .....UC Los Angeles

**CARROLL, SANDY (2006)**

Nursing – Associate Professor

B.S. Nursing .....University of Texas  
M.S. Nursing .....Mount St. Mary's College

**CATAN, DANIEL (1999)**

Music - Professor

Ph.D. Music .....Princeton University  
M.F.A Music .....Princeton University  
B.A. Music .....University South Hampton  
B.A. Philosophy .....University of Sussex

**CHARI, JEANNIE (2007)**

Biology - Assistant Professor

M.S. Biology .....CSU Northridge  
B.S. Biology/Geography/  
Ecosystems .....UC Los Angeles

**CHENG-LEVINE, JIA-YI (2005)**

English – Associate Professor

Ph.D. English .....Indiana University of Pennsylvania  
M.A. English .....University of Georgia  
B.A. English .....Tamkang University

**CHOATE, CHERIE (1973)**

Mathematics - Professor

M.A. Mathematics .....Dartmouth College  
B.A. Mathematics .....Alfred University

**CIARDI, TERESA (2007)**

Physical Science – Assistant Professor

M.S. Physics .....University of Wyoming  
B.A. Mathematics .....Boston University

**COMPTON, JACK (1976)**

Welding - Professor

B.A. Industrial Arts .....CSU Los Angeles  
A.A. General Education .....LA Pierce College

**COON, PAMELA (2001)**

Computer Networking - Professor

B.A. Computer Science .....UC Santa Barbara

**COOPER, SUSAN (1999)**

English - Professor

M.A. English .....Humboldt State University  
B.A. English .....Humboldt State University

**CORBETT, MARY (2006)**

Nursing – Associate Professor

M.S. Nursing .....University of Virginia  
B.S. Nursing .....CSU Sacramento

**GOTA, CHRISTOPHER (2002)****Physical Education - Professor**

M.Ed. Physical Education.....Azusa Pacific University  
 B.A. Physical Education.....CSU Northridge  
 A.A. Math/Science .....College of the Canyons

**CROSBY, LINDA (1998)****Family Studies/Early Childhood Education - Professor**

M.S. Home Economics/  
 Child Develop. ....Northern Illinois University  
 M.S. Counseling Psych .....Mount St. Mary's College  
 B.A. Home Economics .....Northern Illinois University

**CROWTHER, SUSAN (1988)****MESA Director**

M.S. Biology .....CSU Northridge  
 B.A. Biology.....CSU Northridge

**CRUZ, GUILLERMO (2001)****Economics - Professor**

M.A. Economics .....McGill University Quebec  
 B.S. Economics .....University of Montreal

**CUDE, KELLY (2007)****Biology – Assistant Professor**

Ph.D. Biology.....University of Washington  
 B.S. Genetics.....UC Davis

**D'ASTOLI, FRED (1999)****English - Professor**

MA English .....CSU Northridge  
 BA English .....CSU Northridge

**DAVEY, KRISTINA (2007)****Counselor – Assistant Professor**

M.S. Counseling .....CSU Northridge  
 B.A. Women's Studies .....UC Los Angeles  
 A.A. General Arts and Science .....College of the  
 Canyons

**DAVIS, DEANNA (1998)****English - Professor**

Ph.D. Philosophy/English .....UC Los Angeles  
 M.A. English .....UC Los Angeles  
 B.A. English .....UC Los Angeles

**DAYBELL, MARK (2000)****Graphics & Multimedia Design – Professor**

M.F.A Art/CreativePhoto. ....CSU Fullerton  
 B.S. Applied Art & Design, Photo .....California State  
 Polytechnic University,  
 San Luis Obispo

**DELANEY, MEHGEN (2008)****Psychology – Assistant Professor**

M.A. Psychology .....CSU Sacramento  
 B.A. Psychology .....Mills College

**DELAVERA-SOLOMON, OLGA DIANE (1998)****DSPS Counselor - Professor****M.Ed. Educational & Counseling**

Psychology.....University of Missouri-Columbia  
 B.A. Psychology.....San Diego State University

**DEMERJIAN, MARLENE (1990)****Mathematics - Professor**

Ed.D. Higher Education .....Nova  
 Southeastern University  
 M.A. Applied Mathematics .....UC Los Angeles  
 B.S. Applied Mathematics.....UC Los Angeles  
 A.A.Mathematics .....Glendale Community College

**DERMODY, MICHAEL (1988)****History/Political Science - Professor & President of Academic Senate**

MA History/Political Science .....UC Riverside  
 BA History .....UC Riverside

**DEVLAHOVICH, VINCENT (2007)****Geology - Assistant Professor**

M.S. Interdisciplinary Studies/  
 Geology ..... CSU Northridge  
 B.S. Psychology .....University of Utah

**DIXON, STEVEN (1998)****Fire Technology - Professor**

B.A. Management.....University of Redlands  
 A.A Liberal Studies. ....El Camino College

**DOS REMEDIOS, ROBERT (1999)****Physical Education - Professor**

M.A. Physical Education .....CSU Northridge  
 B.A. Social Sciences .....UC Berkeley

**DREILING, RONALD (2000)****PACE English - Professor**

M.A. English.....University of Kansas  
 B.A. English & Philosophy .....Washburn University  
 of Kansas

**EDWARDS, REBECCA (2007)****Art -Assistant Professor**

M.F.A. Art .....CSU Los Angeles  
 B.F.A Art.....San Francisco Art Institute

**EIKEY, REBECCA (2005)****Chemistry - Associate Professor**

Ph.D. Chemistry .....UC Los Angeles  
 M.S. Chemistry .....UC Los Angeles  
 B.S. Chemistry .....Chatham College

**ETIENNE, PIERRE (2000)****French - Professor**

M.A. French Language & Literature ....Tufts University  
 B.A. French & German.....Middlebury College

**FELDMAN, BERNARDO (1989)****Music - Professor**

Ph.D. Music Composition .....UC Los Angeles  
 M.F.A. Fine Arts/Music ..California Institute of the Arts  
 B.F.A. Fine Arts/Music ..California Institute of the Arts

**FERGUSON, CHRISTOPHER (1999)****Computer Science - Professor**

M.S. Computer Science .....CSU Northridge  
 B.S. Computer Science.....CSU Northridge

**FEUERHELM, JANE (1995)**  
 Director, Disabled Students Programs & Services -  
 Professor

Ph.D. Teaching & Curriculum .....University of  
 Southern California

M.A. Learning Disabilities &  
 Emotionally Disturbed .....University of  
 North Colorado

B.A. Speech Pathology &  
 Audiology .....University of Denver

**FIERO, DIANE (2004)**  
 Assistant Superintendent/Vice President - Human  
 Resources

M.S. Human Resource Design. .Claremont Graduate  
 University

B.S. Psychology .....University of Houston

**FISHER, HOWARD (2000)**  
 Physical Education - Professor

M.A. Physical Education .....UC Los Angeles

B.A. Physical Education/  
 Recreation.....Whittier College

A.A. Liberal Arts.....LA Pierce College

**FLYNN, KATHY (1999)**

Chemistry - Professor

Ph.D. Inorganic Chemistry.....UC Davis

M.S. Chemistry .....San Diego State University

B.S. Chemistry. ....San Diego State University

**FORBES, DOUGLAS (1985)**

Computer Science/Electronics - Professor

A.S. Computer Science &  
 Electronics.....College of the Canyons

**FRANKLIN, CHRISTI (2002)**

Learning Disability Specialist – Professor

Ph.D. Clinical Psychology.....Fuller Theological  
 Seminary

M.A. Christian Leadership.....Fuller Theologica  
 Seminary

M.A. Psychology .....Fuller Theological Seminary

M.A. Counseling Psychology .....National University

B.A. Biology .....Point Loma Nazarene College

**GARCIA, JOHN (2007)**

English - Assistant Professor

M.A. Reading Education ....Harvard Graduate School

M.A. Elementary Education.....New Mexico  
 Highlands University

B.A. Secondary Education .....New Mexico  
 Highlands University

**GEAR, DEBORAH (2005)**

American Sign Language - Associate Professor

M.A. Special Education.....CSU Northridge

B.A. Deaf Studies .....CSU Northridge

A.A. Interpreting.....LA Pierce College

**GELKER, NECIA (2007)**

Art History - Assistant Professor

Ph.D. Art History .....University of Southern California

M.A. Art History ..... University of Southern California

B.A. Fine Arts .....University of Southern California

**GERDA, JOSEPH (1987)**

Mathematics - Professor

M.A. Mathematics .....University of Texas

M.S. Biomathematics .....UC Los Angeles

B.A. Mathematics .....University of Texas

**GETZAN, BRUCE (2008)**

Dean – Economic Development

Ed.D. Education .....University of Delaware

M.A. History.....University of Michigan

B.A. History .....University of Michigan

**GIBSON, COLLETTE (1999)**

Mathematics - Professor

M.A. Mathematics ..... UC Los Angeles

B.S. Mathematics..... UC Los Angeles

A.S. Mathematics ..... College of the Canyons

**GILMORE, JAMES (2001)**

Mathematics - Professor

M.S. Mathematics.....CSU Northridge

B.A. Mathematics .....UC Berkeley

**GLAPA-GROSSKLAG, JAMES (1999)**

Dean, Distance Learning Programs & Training

M.A. History/Humanities .....University of Chicago

B.A. History .....Illinois Wesleyan University

**GOLBERT, MIRIAM (2001)**

Biology - Professor

Ph.D. Education.....Nova Southeastern University

M.S. Biology .....CSU Northridge

B.S. Biochemistry .....National University of  
 Cordoba, Argentina

**GREEN, AUDREY (1989)**

Dean – Program Development, & Community  
 Extension

M.A. Educational Psychology -

Counseling & Guidance .....CSU Northridge

B.A. History.....UC Los Angeles

A.A. Social Sciences .....College of the Canyons

**GRIBBONS, BARRY (1999)**

Assistant Superintendent/VP, Institutional  
 Development, Technology & On-line Services

Ph.D. Education .....University of Southern California

M.S. Education .....University of Southern California

B.A. Psychology .....CSU Northridge

A.A. Psychology .....College of the Canyons

**GRIGORYAN, ANZHELA (2008)**

Mathematics – Assistant Professor

M.S. Mathematics .....CSU Northridge

B.S. Mathematics .....CSU Northridge

**GURNEE, KIM (2000)**

English - Professor

M.A. English .....California State Polytechnic  
 University, San Luis Obispo

B.A. Language Studies .....Humboldt State University

**HALEY, PATRICIA (2005)**  
**EMT - Associate Professor**  
 B.S.N Nursing .....CSU Los Angeles

**HAMILTON, MARGARET (2008)**  
**Director of Nursing**  
 D. Nsc. ....Boston University  
 M.S. Nursing. ....Boston College  
 B.S. Nursing .....Boston College

**HARUTUNIAN, MICHAEL (1999)**  
**English - Professor**  
 M.A. English Literature .....CSU Northridge  
 B.A. History .....CSU Northridge  
 A.A. General Education.....College of the Canyons

**HAUSS, JENNIFER (2000)**  
**Interim Director - Service Learning**  
 Ph.D. English .....University of Rhode Island  
 M.A. English.....Salisbury State University  
 B.A. English .....Radford University

**HELFIG, SHELDON (2002)**  
**Sociology - Associate Professor**  
 M.S.W. Social Work.....University of Washington  
 M.A. Education .....CSU Northridge  
 B.A. Psychology/Sociology .....CSU Northridge

**HILLIARD, LEE (2003)**  
**Computer Networking - Professor**  
 A.S. Computer Networking ....College of the Canyons  
 M.S. Industrial Technology .....CSU Fresno

**HILST, BRANDON (2007)**  
**Mathematics - Assistant Professor**  
 M.S. Mathematics .....CSU Northridge  
 B.A. Mathematics .....The Master's College

**HINSHAW, SUSAN (1999)**  
**Theatre - Professor**  
 M.F.A Theatre Arts-Acting .....CSU Fullerton  
 B.A. Drama .....University of Washington

**HOOPER, LISA (2001)**  
**Physical Education - Professor**  
 M.A. Kinesiology Science .....CSU Long Beach  
 B.S. Nutrition .....Pepperdine University

**HOOPER, GARRETT (2007)**  
**Counseling – Assistant Professor**  
 M.S. Counseling/MFT .....CSU Northridge  
 B.A. Relations Studies .....CSU Northridge

**HOWE, RICHARD (2001)**  
**Psychology - Professor**  
 M.A. General-Experimental  
 Psychology .....CSU Northridge  
 B.A. Psychology .....CSU Northridge

**JACOBSON, JOAN (1973)**  
**Counselor - Professor**  
 M.S. Counseling .....CSU Los Angeles  
 B.A. Psychology .....UC Los Angeles

**JADAON, VICTOR (1999)**  
**Computer Information Technology - Professor**  
 M.S. Educational Technology .....National University  
 B.S. Electrical Engineering ....Golden State University  
 B.S. Computer Science.....National University

**JANSSEN, BRANDY (2008)**  
**English – Assistant Professor**  
 M.A. English.....College of Notre Dame  
 B.A. English .....CSU Hayward  
 A.A. English .....Santa Rosa Community College

**JENKINS, JAMES "KEVIN" (2002)**  
**Graphic & Multimedia Design - Professor**  
 M.F.A .Studio Art & Photography.....UC Irvine  
 B.F.A. Fine Art .....California College of Arts & Crafts

**JOHNSON, CHARLES (2000)**  
**Mathematics - Professor**  
 M.S. Mathematics .....California State Polytechnic  
 .....University, San Luis Obispo  
 B.S. Mathematics .....UC Los Angeles

**JONES-CATHCART, ANDREW (2007)**  
**Philosophy – Assistant Professor**  
 Ph.D. Philosophy .....University of South Carolina  
 M.A. Philosophy .....Boston College  
 B.A. Philosophy .....Assumption College  
 A.A. Liberal Arts ..Quinsigamond Community College

**JOSLIN, MICHAEL (1991)**  
**Dean - Student Dev. & Retention**  
 M.S. Counseling .....CSU Northridge  
 B.A. Journalism .....CSU Northridge  
 A.A. Liberal Studies .....Moorpark College

**KANE, BELINDA (1999)**  
**Physical Education – Professor**  
 M.Ed. Physical Education.....Azusa Pacific University  
 B.A. Physical Education /Teaching  
 Coaching.....CSU Northridge

**KARLIN, RONALD (2000)**  
**Librarian Bibliographic Instruction/Electronic  
 Resources - Professor**  
 M.L.S. Library & Information  
 Science.....UC Los Angeles  
 BA Anthropology.....University of Southern California

**KEMPLER, ADAM (1997)**  
**English - Professor**  
 M.A. English Literature .....CSU Long Beach  
 B.A. English .....CSU Long Beach  
 A.A. General Education .....Orange Coast College

**KICENSKI, KARYL (2000)**  
**Communications Studies/Speech - Professor**  
 Ph.D. Humanities and Social  
 Sciences .....George Mason University  
 M.A. Speech Communication .....CSU Northridge  
 B.A. Speech Communication .....CSU Northridge

**KISTLER, KEVIN (2006)****Associate Dean, Instructional Support**

Ed.D. Institutional  
 Management .....Pepperdine University  
 M.B.A. Business  
 Administration .....Pepperdine University  
 M.Div Theology .....Golden Gate University  
 B.S. Theology .....San Jose Bible College

**KRESSIN, ANN (2000)****Chemistry - Professor**

M.S. Chemistry .....UC San Diego  
 B.S. Chemistry .....Marquette University

**KUBO, KATHY (2000)****Mathematics - Professor**

M.A. Mathematics .....UC Los Angeles  
 B.S. Business Administration .....UC Berkeley

**LABRIE, MICHELLE (2002)****Psychology - Professor**

M.A. Psychology .....Pepperdine University  
 B.A. Psychology .....UC Santa Cruz  
 A.A. Social Science .....College of the Canyons

**LAMONICA, GINA (2000)****Physical Education – Associate Professor**

Ed.D. Institutional  
 Management .....Pepperdine University  
 M.A. Physical Education .....University of Southern  
 California  
 B.A. Physical Education .....CSU Northridge

**LAWRENCE, THOMAS (1969)****Mathematics/Physics - Professor**

M.S. Physics/Math .....CSU San Diego  
 B.A. Physics/Math .....CSU San Diego

**LAWSON, JULIE (2007)****Music – Assistant Professor**

M.A. Music .....CSU Northridge  
 B.A. Music .....CSU Northridge

**LE, LUONG (1999)****Mathematics - Professor**

M.S. Mathematics .....UC Riverside  
 B.S. Mathematics .....UC Davis  
 A.S. Mathematics .....College of the Canyons

**LEACH, MICHAEL (2007)****Communication Studies – Assistant Professor**

M.A. Speech Communication .....CSU Los Angeles  
 B.A. English Literature .....CSU Northridge

**LEONARD, VICTORIA (1995)****Communication Studies - Professor**

M.A. Speech Communication .....CSU Northridge  
 B.A. Speech Communication .....CSU Northridge

**LIPMAN, MELANIE (1998)****Computer Information Technology - Professor**

M.S. Instructional Leadership/  
 Educational Admin .....National University  
 B.S. Secretarial .....Fairleigh Dickinson University  
 A.A. Liberal Arts .....Nassau Community College

**LING, SUSAN (2008)****Counseling – Assistant Professor**

M.S. College Counseling .....CSU Northridge  
 B.A. Journalism .....Long Island University

**LONG, ERIK (2008)****Political Science – Assistant Professor**

M.A. Political Science .....CSU Chico  
 B.A. Political Science .....UC Santa Barbara

**LORIGAN, JAMES (2000)****Fine Art – Professor**

M.A. Art-Drawing & Painting .....CSU Fullerton  
 M.F.A. Painting, Drawing/  
 Printmaking .....CSU Fullerton  
 B.A. Art. ....CSU Fullerton

**LOWE, ANN (2000)****Nursing - Professor**

M.S.N Nursing .....CSU Long Beach  
 B.S.N Nursing .....UC Los Angeles

**LUCY, NICOLE (2007)****Paralegal- Assistant Professor**

J.D. Law .....Pepperdine University  
 B.S. Education .....University of Georgia

**LYNCH, SVETLANA (2000)****English - Professor****Equivalent to: MA Philosophy**

(Literature) & English .....International Education  
 Institute Russia

**LYNN, CYNTHIA (1996)****ECE - Associate Professor**

B.A. Human Develop .....Pacific Oaks College  
 A.A. Child Development .....College of the Canyons

**LYON, CHARLES (1998)****Athletic Director - Professor**

M.A. Education Emphasis PE .....Azusa Pacific  
 University  
 B.A. Physical Education .....CSU Northridge  
 A.A. General Education .....College of the Canyons

**MACLEAN, HEATHER (2001)****ESL - Professor**

M.A. TESOL .....Monterey Institute of  
 International Studies  
 B.A. German/Russian .....Bradford University

**MAHAN, TAMMY (2005)****Psychology - Associate Professor**

M.A. Psychology .....CSU Bakersfield  
 B.S. Psychology .....California State Polytechnic  
 University, San Luis Obispo

**MAHN, MOJDEH (1980)****Tutoring/Learning Computing Lab Director - Professor**

M.S. Mathematics .....CSU Northridge  
 B.S. Mathematics .....CSU Northridge  
 A.S. Math/Science .....College of the Canyons

**MALINOSKI, VALERIE (2003)****Nursing – Associate Professor**

M.S.N Nursing .....UC Los Angeles  
 B.S.N Nursing .....CSU Los Angeles  
 A.A. Nursing .....LA Valley College

**MALONEY, DENA (1997)****Dean – Canyon Country Campus**

Ed.D. Organizational  
 Leadership.....University of La Verne  
 M.A. Government .....Georgetown University  
 B.A. Political Science ....Loyola Marymount University

**MALLEY, LISA (2007)****Anthropology – Assistant Professor**

M.A. Anthropology .....CSU Fullerton  
 B.A. Anthropology .....CSU Long Beach  
 A.A. Anthropology .....Orange Coast College

**MANJI, KIMI (2008)****Music - Professor**

M.A. Music .....Kansas State University  
 B.A. Music Education .....Humboldt State University  
 B.A. Music .....University of Washington

**MANVI, RAM (2008)****Dean – Mathematics, Sciences & Engineering Technologies**

Ph. D. Mechanical  
 Engineering .....Washington State University  
 B.A. Mechanical Engineering .....Osmania University,  
 India

**MAPLE, CHELLEY (2001)****Director of Matriculation - Professor**

Ph.D. Anthropology .....UC Los Angeles  
 M.A. Counselor Education .....University of  
 Southern California  
 M.A. Anthropology .....UC Los Angeles  
 B.A. Psychology .....CSU Northridge

**MARCELLIN, PHILIP (1998)****Physical Education - Professor**

M.Ed. Education/Physical Education/  
 Athletic Administration. ....University of Toledo  
 B.S. Physical Education-Teaching/  
 Coaching .....California State Polytechnic  
 University, San Luis Obispo

**MARENCO, ANNE (2007)****Sociology – Assistant Professor**

Ph.D. Sociology.....University of Southern California  
 M.A. Sociology .....University of Southern California  
 M.A. Family & Consumer Services ....CSU Northridge  
 B.A. Family & Consumer Services ....CSU Northridge

**MARTIN, JOSE (2001)****Spanish - Associate Professor**

Ph.D. Spanish Literature .....UC Irvine  
 M.A. Spanish .....UC Irvine  
 B.A. Social Work .....University of Maryland

**MARTINEZ, DAVID (2006)****Engineering – Assistant Professor**

M.S. Ops. Research Engineering .....University of  
 Southern California

**MARTINEZ, RICHARD (2007)****Anthropology - Assistant Professor**

M.A. Anthropology .....CSU Los Angeles  
 B.A. Philosophy .....Holy Cross Seminary College

**MATSUMOTO, SABURO (2007)****Mathematics - Assistant Professor**

Ph.D. Mathematics .....University of Michigan  
 M.S. Mathematics .....Virginia Polytechnic  
 Institute and State University

**MAXWELL, ROBERT (2001)****Business - Professor**

M.B.A Marketing .....Wichita State University  
 B.A. Accounting .....Wichita State University

**MCCAFFREY, MICHAEL (2007)****Business - Professor**

M.F.A. Art & Design .....University of Illinois  
 B.A. Painting .....Glasgow School of Art

**MCMAHAN, MICHAEL (2000)****Dean - Humanities**

Ph.D. Philosophy .....Claremont Graduate University  
 B.S. Mathematics .....California State Polytechnic  
 University, Pomona  
 B.A. Philosophy .....CSU Los Angeles

**MICHAELIDES, ANTHONY (2001)****Director - Career Services**

M.S. Psychology.....CSU Los Angeles  
 B.A. Behavioral Science.....California State  
 Polytechnic University, Pomona

**MINARSCH, DOROTHY (1999)****CAD/Drafting/Interior Design - Professor**

M.A. Interdisciplinary Studies .....CSU Northridge  
 B.F.A Interior Design .....American InterContinental  
 University  
 A.S. Interior Design .....Mt. San Antonio College

**MOHNEY, LEN (1986)****Dean - Physical Education**

M.Ed. Education .....Azusa Pacific University  
 B.A. Physical Education .....CSU Northridge  
 A.A. Physical Education .....College of the Canyons

**MOOS, FLOYD A. (1990)****Dean – Fine & Performing Arts**

Ed.D. Higher Education.....Nova Southeastern  
 University  
 M.A. English Education.....CSU Northridge  
 B.A. English .....UC Los Angeles

**MOREY, DIANE (1999)****Nursing - Professor**

M.S.N Nursing .....CSU Dominguez Hills  
 B.S. Health Science .....CSU Northridge  
 B.S.N Nursing .....CSU Dominguez Hills  
 A.A. Nursing.....LA Pierce College

**MORROW, AMY (2004)****Mathematics - Associate Professor**

M.A. Mathematics .....San Francisco State University  
 B.A. Mathematics .....UC Berkeley

**MORROW, DENNIS (1983)****Mathematics - Professor**

M.A. Mathematics .....UC Los Angeles  
 B.A. Mathematics .....UC Los Angeles

**MOSLEH, MAJID (2001)****Political Science - Professor**

Ph.D. Political Science .....University of Southern  
 California  
 M.A. Political Science .....University of Southern  
 California  
 B.A. Political Science/World  
 Politics .....CSU Los Angeles

**MUCHA, GREGORY (1999)****Mathematics - Professor**

M.S. Mathematics .....Purdue University  
 B.S. Mathematics .....Indiana University

**NISHIYAMA, GREGORY (2000)****Biology - Professor**

M.S. Biology .....University of Southern California  
 B.S. Biological Sciences .....UC Irvine

**OTOO, SAMUEL (1992)****ESL - Professor**

Ed.D. Higher Education .....Nova Southeastern  
 University  
 M.A. TESOL .....William Carey Int'l University  
 M.A. Education .....Point Loma Nazarene College  
 M.A. TESOL .....Biola University  
 BA English .....University of Cape Coast Ghana

**PALMER, ANAID (2001)****Mathematics - Professor**

M.S. Mathematics .....CSU Los Angeles  
 B.S. Mathematics .....CSU Los Angeles

**PELKEY, MARTIN BRUCE (1988)****Director, International Students Program -Professor**

Ed.D. Higher Education .....Nova Southeastern  
 University  
 M.S. Educational Psychology .....California Lutheran  
 University  
 M.A. European History .....CSU Northridge  
 B.A. History/Geography .....CSU Northridge

**PENNINGTON, SHERRILL (1999)****History - Professor**

M.A. History .....Columbia University  
 B.A. Secondary Education .....University of Missouri  
 B.A. History & Asian Studies .....Northwestern  
 University

**PEREZ, CONCEPCION (2007)****Counselor – Assistant Professor**

M.S. Counseling .....CSU Northridge  
 B.S. Human Services .....CSU Fullerton

**PESCARMONA, KRISTINA “DENE” (2002)****English – Professor**

M.A. English .....Arizona State University  
 B.A. English/History .....UC San Diego

**PETERSEN, MARY (2005)****English - Associate Professor**

M.A. English .....Loyola Marymount University  
 B.A. Liberal Studies .....CSU Northridge

**PETERSON, GARY (1984)****Cinema/Physical Education – Professor**

M.A. Speech Communication .....CSU Northridge  
 B.S. Speech Communication .....St. Cloud State  
 University  
 A.A. General Education .....North Hennepin  
 Community College

**POWELL, CAROLYN (1997)****Counselor - Professor**

M.S. Psychology .....CSU Los Angeles  
 B.A. Psychology .....CSU Northridge  
 A.A. Liberal Arts .....LA Valley College

**REEVES, COLLEEN (2008)****Nursing – Assistant Professor**

M.S. Nursing .....CSU Bakersfield  
 B.S. Nursing .....University of Phoenix

**REYNOLDS, BRADLEY (1977)****History - Professor**

Ph.D. History .....University of Southern California  
 M.A. History .....University of Southern California  
 B.A. History & Political Science .....UC Los Angeles

**RHYS, GEORGE (2002)****Mathematics – Professor**

M.A. Mathematics .....CSU Northridge  
 B.A. Philosophy .....Princeton

**RICHARDSON, RUSSELL (1987)****Political Science - Professor**

Ed.D. Higher Education .....Texas Tech University  
 M.A. Political Science .....Western Kentucky University  
 B.S. Business Administration .....Western Kentucky  
 University

**RICHTER, CHRISTY (2005)****Counselor - Associate Professor**

M.A. Counseling & Guidance .....California Lutheran  
 University  
 B.A. Sociology .....CSU Northridge  
 A.A. Social Science .....College of the Canyons

**RIFFEL, BRENT (2008)****History – Assistant Professor**

M.A. History .....University of Arkansas  
 B.A. History .....Hendrix College

**RIO, DEBORAH (1997)****Dean – Enrollment Services**

M.P.A. Public Administration .....University of La Verne  
 B.A. English .....CSU Fullerton  
 A.A. Liberal Arts .....Mt. San Antonio College

**RIOS, LORI MARIE (2007)****Music – Assistant Professor**

M.A. Music .....University of Nevada  
 B.A. Music .....CSU Los Angeles

**RIVEIRA, DEANNA (2001)****Psychology - Professor**

Ed.D. Higher Education .....University of Southern California

M.A. Clinical Psychology .....Pepperdine University

B.A. Psychology .....University of Hawaii

**ROBINSON, PATRICIA (1999)****Dean – Social Science & Business**

Ph.D. Sociology .....UC Davis

M.A. Sociology .....CSU Northridge

M.A. Sociology.....UC Davis

B.A. Sociology.....CSU Northridge

**ROSE, BETTY (1986)****Biology – Professor**

M.S. Biology .....CSU Northridge

B.S. Biology.....CSU Northridge

A.A. General Education.....Glendale Community College

**RUEBSAMEN, JAMES (1999)****Journalism - Professor**

M.A. Teaching of Journalism.... Pepperdine University

B.A. Journalism .....University of Missouri

**SEGUI, ROBERT (1999)****Counselor – Professor**

M.S. Counseling .....CSU San Diego

B.A. Psychology .....CSU San Diego

A.A. Applied Arts .....San Diego Mesa

.....Community College

**SCHWANKE, CINDY (2007)****Culinary Arts – Assistant Professor**

A.A. Food Management

Production .....Los Angeles Mission College

**SHAKER, ELIZABETH (2005)****Counselor – Associate Professor**

M.S. Education .....University of Southern California

B.S. Psychology.....UC San Diego

**SHANKS, SYDNEY (1990)****Mathematics – Professor**

M.S. Mathematics .....CSU Northridge

B.A. Mathematics .....UC Los Angeles

**SHENNUM, AMY (2003)****Nursing – Professor**

M.S.N Nursing .....University of Phoenix

B.S.N Nursing .....University of Phoenix

A.S.N Nursing .....State University of New York

**SHEPHERD, REBECCA (1996)****Psychology – Professor**

M.A. Psychology.....University of Nebraska

B.A. Psychology.....UC Davis

**SHERARD, TRACEY (2001)****English – Professor**

Ph.D. English .....Washington State University

M.A. English .....CSU San Francisco

B.A. English.....CSU Fresno

**SHERRY, MICHAEL (2004)****Mathematics – Associate Professor**

M.S. Math .....CSU Northridge

B.S. Math.....CSU Northridge

**SIONKO, DIANE (2000)****Business - Professor**

M.B.A Management .....UC Los Angeles

B.A. History.....University of Buffalo

**SMITH, NANCY (2000)****Vice President – Academic Affairs**

Ed. D.Higher Education .....UC Los Angeles

M.S. Community College

Counseling .....CSU Los Angeles

B.S. Biology .....University of Arizona

**SMITH, PHYLISE (1999)****Dance – Professor**

M.A. Dance .....UC Los Angeles

M.A. Public and Social Affairs .....UC Santa Barbara

B.A. Political Science.....UC Santa Barbara

**SORNBORGER, GARY (2007)****Auto Technology – Assistant Professor**

B.A. Industrial Arts .....UC Los Angeles

A.A. Liberal Arts .....Los Angeles Pierce College

**ST. MARTIN, LESLIE (2000)****English - Professor**

Ph.D. English.....University of Hawaii-Manoa

M.A. Folklore &amp; Mythology .....UC Los Angeles

B.A. English .....UC Los Angeles

**STANICH, DIANA (1987)****Physical Education - Professor**

M.A. Physical Education/Dance .....CSU Long Beach

M.B.A Business .....University of La Verne

B.S. Kinesiology/Dance .....UC Los Angeles

**STEELE, BRODIE (2002)****Technical Director – Performing Arts Programs**

B.A. Theatre .....Ball State University

**STEPHENS, CINDY (2001)****Early Childhood Education - Professor**

M.S. Counseling .....CSU Northridge

B.A. Child Development .....CSU Northridge

A.A. Interdisciplinary Studies .....LA Valley College

**STEVENSON, DAVID (1999)****Communication Studies - Professor**

M.A. Rhetoric &amp; Public Address .....CSU Chico

B.A. Broadcasting .....CSU Chico

**STEWART, DIANE (1989)****Dean – Early Childhood Education & Training****Programs**

M.A. Human Development.....Pacific Oaks College

A.A. Early Childhood Education .....San Jose

City College

**STROZER, ALAN (2000)****Computer Information Technology - Professor**

M.S. Electronic Commerce .....National University

B.A. Psychology .....UC Los Angeles

**SU, BOO (2001)****Economics - Professor**

Ph.D. Economics .....Michigan State University  
 M.A. Economics .....Michigan State University  
 B.A. Economics .....Korea University

**TAKEDA, DONALD (1972)****Biology - Professor**

M.S. Biology .....CSU Los Angeles  
 B.S. Biology .....CSU Los Angeles

**TEACHOUT, MATTHEW (2005)****Mathematics – Associate Professor**

M.S. Mathematics .....CSU Northridge  
 B.S. Mathematics .....CSU Northridge

**TEMPLER, LEA (1985)****Economics – Professor**

M.A. Economics .....CSU Northridge  
 B.A. Economics .....CSU Los Angeles

**TERZIAN, ALENE (2002)****English – Professor**

M.A. English .....CSU Northridge  
 B.A. English.....CSU Northridge

**THOMPSON, SUSAN (2007)****Nursing – Assistant Professor**

M.S. Nursing .....CSU Dominguez Hills  
 B.S. Nursing .....CSU Dominguez Hills  
 A.S. Nursing .....College of the Canyons  
 A.S. Math/Science.....College of the Canyons

**TOLAR, ROBERT (1988)****Mathematics – Professor**

Ph.D. Mathematics Education .....Texas A & M  
 M.A. Mathematics .....University of Texas  
 B.S. Mathematics.....Lamar University

**TRIPP, CONNIE (2001)****History – Associate Professor**

M.A. History. ....CSU Northridge  
 B.S. History .....CSU Northridge

**TUJAGUE, GARETT (1998)****Physical Education - Professor**

M.A. Educational Counseling ..University of Redlands  
 B.S. Recreation Management.....Brigham Young  
 University

**UESUGI, ISAO (1997)****Librarian-Technical Services - Professor**

Ph.D. Government .....Claremont Graduate School  
 M.A. Political Science.....CSU Hayward  
 M.L.S Library Science.....San Jose State University  
 B.A. Political Science .....CSU Hayward

**VALENTINE, MARY (2007)****Sociology – Assistant Professor**

M.A. Sociology .....CSU Northridge  
 B.A. Sociology.....CSU Northridge

**VAN HOOK, DIANNE (1988)****Chancellor - President**

Ed.D Educational Admin .....University of La Verne  
 M.S. Psychology/Counseling ....University of La Verne  
 B.A. Sociology.....CSU Long Beach  
 A.A. Liberal Arts.....Long Beach City College

**VARGA, JOHN (1999)****History - Professor**

M.A. History.....CSU Northridge  
 B.A. History.....CSU Northridge

**VISNER, JULIA (1985)****Counselor – Professor**

M.A. Educational Psychology .....CSU Northridge  
 B.A. Psychology .....CSU Northridge

**WALDON, RUSSELL (2000)****Business /Business Law – Professor**

J.D. Law .....University of Notre Dame  
 B.A. Bus. Admin-International  
 Fin & Marketing .....University of Miami

**WALKER, ROBERT (1991)****Art - Professor**

M.F.A. Art. ....UC Irvine  
 B.A. Biology.....Loma Linda University

**WALLACE, DEBRA (2005)****Nursing - Associate Professor**

M.S. Nursing.....UC Los Angeles  
 B.S. Health Science .....CSU Northridge  
 A.S. Nursing .....College of the Canyons

**WALLACE, LISA (2000)****English - Associate Professor**

Ph.D. English .....UC Irvine  
 M.A. English.....UC Irvine  
 B.A. English .....UC Irvine  
 B.A. Spanish .....UC Irvine

**WALLER, TINA (2008)****Nursing – Assistant Professor**

M.S. Nursing .....University of Phoenix  
 B.A. Psychology .....CSU, Northridge

**WATKINS, DIANA (1999)****Computer Networking – Associate Professor**

Ed.D. Computing & Info Tech.....Nova Southeastern  
 University  
 M.Ed. Adult Education .....University of Arkansas  
 B.A. Anthropology.....UC Los Angeles

**WICKLIN, PAUL (2008)****Theatre – Assistant Professor**

M.Ed. Education .....Central Washington University  
 B.A. Education .....Central Washington University

**WILDING, MICHAEL (1997)****Asst. Superintendent/Vice President - Student Services**

Ed.D. Education. ....UC Los Angeles  
 M.A. Recreation & Leisure Studies....CSU Northridge  
 B.A. Anthropology .....CSU Northridge

**WILLIAMS-PAEZ, PAMELA (2001)**

**Sociology - Professor**

- M.A. Sociology .....University of Washington
- M.A. Theology .....Fuller Seminary
- B.S. Religious Studies .....Multnomah College
- A.A. Biblical Studies .....Multnomah College

**WISSMATH, JOHN (2007)**

**Physical Education – Assistant Professor**

- B.S. Physical Education .....CSU Chico

**WOLF, JAMES (2000)**

**Biology – Professor**

- M.S. Biology .....CSU Northridge
- B.A. Biology-Environmental.....CSU Northridge

**WRIGHT, STANLEY (2000)**

**Cooperative Work Experience Director – Professor**

- M.B.A. Management .....Golden Gate University
- B.S. Business Administration/  
Economics.....University of La Verne

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**PROFESSORS EMERITI**

A faculty member who is retiring from the academic profession and who has provided dedicated service to the College, students and the profession, can be recognized as an Emeritus Professor. To be eligible for the status of Emeritus Professor, a faculty member's name is placed in nomination by his or her Divisional colleagues. The nomination is then put before the Academic Senate for confirmation.

- Alduino Adelini .....Counseling
- William Baker .....Theatre/Speech
- Roger Basham .....Anthropology/Sociology
- James Boykin\* .....Biological Sciences
- Carl Buckel .....Business/CooperativeWork  
Experience
- Richard Clemence .....Administration of Justice
- Kathy Clements-Knapp .....Computer Information  
Technology
- Ted Collier\* .....Political Science
- Lee Corbin\* .....Mathematics
- Susan Cornner .....English
- Doris Coy\* .....Economics
- Donna Davidson .....English
- Sally Didrickson .....Nursing/Instruction
- P. Carter Doran\* .....Instruction
- Robert Downs\* .....Music
- John Drislane\* .....English

- Erik Eriksson .....Chemistry
- Robert Gilmore .....Counseling
- George Guernsey .....Mathematics
- Mildred Guernsey .....Mathematics
- Irene Gunshinan .....Child Development
- Donald Heidt .....English/German/Philosophy
- Mary Heidt .....Nursing Science
- Donald Hellrigel .....Foreign Languages
- Linda Howry .....Nursing
- Elfie Hummel .....Foreign Languages
- Joanne Julian .....Art
- Jan Keller .....Learning Resources
- James Kelleher .....Political Science
- Walter Lebs\* .....Drafting
- Betty Lewis .....Nursing Science
- Betty Lid .....English
- Rebecca Lord\* .....English
- Helen Lusk\* .....Nursing Science
- Gloris McKimney .....Computer Information  
Technology
- Norman (Gary) Mouck .....Mathematics
- Robert Patenaude .....Mathematics
- Mark Rafter .....Psychology
- Robert Seippel\* .....Electronics
- Lee Smelser .....Physical Education
- Dale Smith .....Sociology
- Nancy Smith .....Psychology/Instruction
- Mary Enos Smith .....Nursing
- Virginia Soriano .....Nursing
- Betty Spilker .....English
- Kenneth Stevens .....Computer Center
- Sylvia Sullivan .....CAD/ Drafting
- Gretchen Thomson .....History
- Marilyn Van Aken .....Student Health Center
- Fran Wakefield .....Counseling
- Joan Waller .....Child Development
- Kathleen Welch .....Nursing
- Stanley Weikert .....Accounting/Business
- Winston Wutkee .....Geography/Geology

\* Deceased

## ACADEMIC FREEDOM

### A. GENERAL PRINCIPLES ON ACADEMIC FREEDOM

1. Freedom of speech is a right granted to all citizens by the First Amendment of the United States Constitution; it is vital to American standards of fairness and intelligent debate, and therefore it extends to the classroom environment for teachers and students.
2. A mature, democratic society functions best when its citizens are permitted and able to exercise their right to discuss, debate, disagree, challenge and engage in dialogue on all topics relating to the welfare of individuals and the larger community.
3. An institution of higher education in such a society is expected to enable its faculty, students and staff to comprehend and value the freedoms and responsibilities inherent in its national culture.
4. Only an academic environment that promotes an open and free exchange of ideas can properly develop the cognitive skills of critical inquiry which promote individual success and societal progress.
5. The College, as an institution of higher education, has an obligation to the community to promote the thoughtful introduction of a full gamut of ideas for discussion. This is facilitated by:
  - a. Establishing a policy promoting the principle of academic freedom and encouraging faculty and students to exercise this practice by developing and accepting opportunities for critical thinking and personal growth.
  - b. Ensuring that the policy of academic freedom successfully guarantees mutual respect by all participants in the educational environment, including the protection from the threat of political or personal attack. Such guarantees include the full scope of professional faculty obligations relative to assigning textbooks, presenting student learning activities, evaluating student performance or achievement and participating in the academic life of the community.

### B. ACADEMIC FREEDOM AND THE FACULTY

1. Academic freedom in the course of instruction means that faculty members teaching in the District have the prerogative to present and explore all issues relevant to their disciplines which contribute to the education of students regarding the substance of each course's content and the student learning outcomes.
2. Quality teaching is understood to involve intellectual honesty and academic integrity in the presentation of subjects assigned. Such professional decorum requires the presentation of differing perspectives and interpretations with balanced intellectual rigor.
3. Faculty members are expected to maintain their own scholastic currency in their academic disci-

plines, and their capabilities as instructors within those disciplines.

4. It is recognized by the District and faculty members that the faculty members are also private citizens, with all attendant rights and responsibilities as private citizens.
  - a. However, when a member of the faculty speaks or acts in his or her capacity as a private citizen, it needs to be made clear to the audience that the faculty member is speaking as a private citizen.
  - b. It should be clear that any positions taken by faculty members speaking as private citizens are not to be considered as official District policy or positions.
  - b. This provision is not intended to limit the right of a faculty member to disagree publicly or privately with District policy, and to participate in peaceable debate on any subject of interest to academic community or the larger issues of society.
5. As members of a profession that relies on academic freedom, all faculty members have an obligation to exemplify the highest standards of professional conduct in this regard and to promote an understanding of this principle to their colleagues, to students, and the community at large.

### C. ACADEMIC FREEDOM AND STUDENTS

1. By accepting an academic course of study within the College system, students accept the principle that they will study in an environment that is designed to present the fullest range of academic insight in the subjects they are enrolled in, including contemporary and historical perspectives, and open, thoughtful examination of differing points of view in pursuit of knowledge within general and specific fields of study.
2. Academic freedom allows students to take reasoned exception to the concepts and conclusions presented in any course of study. Students are, however, responsible for learning the content of any course in which they are enrolled, and can expect to be tested on their knowledge of such information.

### D. DISTRICT RESPONSIBILITIES AND SUPPORT

1. The District is committed to the full support of the principle of academic freedom within all its activities.
2. The District supports the freedom of all faculty to inquire, to teach controversial content, to model and encourage critical thinking, and to present all viewpoints within each discipline.
3. The District supports the freedom of all students to inquire, to have access to the full range of information available, to explore difficult and controversial material, to develop and practice critical thinking skills, and to operate in a classroom climate free of

intimidation and conducive to the free exchange of ideas is fully encouraged and expected.

- Under the provisions of the California Education Code, the faculty have the right and the professional responsibility to assign grades. The District recognizes its obligation to ensure that faculty members will be allowed to exercise these responsibilities free from political influence, intimidation, or threat of lawsuit.

## EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity. Pursuant to the provisions of state and federal law, the District's Board of Trustees has adopted policies and procedures ensuring that its programs and activities are available to all persons without regard to race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status. Both the policy and procedure apply to students, employees and applicants.

The Santa Clarita Community College District is committed to implementing the concept, intent, and spirit of providing equal employment and educational opportunity to all persons. Positive action will be taken by the administration, faculty, staff and students to ensure the implementation of this policy and to overcome any form of exclusion or discrimination, whether purposeful or inadvertent.

Additional information on these policies and procedures is available in the District's Equal Employment Opportunity Office (Human Resources) Building X-6; (661) 362-3424; TTY (661) 362-5426

### Non-discrimination Policy

The Santa Clarita Community College District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status in any of its policies, procedures, or practices, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints may be directed to the Vice President of Human Resources, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661)

362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Director, Building SCOHC-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, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

### Aviso de Ley de Anti-discriminación

El Distrito Universitario de Santa Clarita no discrimina por motivo de raza, color, religión, nacionalidad, etnicidad, sexo, edad (mayor de 40 años), condición médica (cáncer), incapacidad mental o física (incluyendo VIH y SIDA), estado civil, u orientación sexual, así como por ser veterano de la época de la guerra de Vietnam en ninguna de sus políticas, procedimientos, o prácticas, de acuerdo con: los títulos VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse a la decana de servidios de personal, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil: Office of

Civil Rights, U.S. Department of Education, 400  
Maryland Avenue, Washington, D.C. 20202-1100

## SEXUAL HARASSMENT POLICY

### I. POLICY STATEMENT

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in District programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the District's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The District will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

### II. APPLICABILITY

This policy applies to all applicants for employment and admission to District programs, officers and employees of the District, students, and persons who serve the District as its agents and are under the control of the District. It applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Specific adherence to this policy shall also be made an express term of every contracted services agreement entered into by the District.

### III. LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 (as amended by the 1991 Amendments to the Civil Rights Act), by Title IX of the Education Amendments of 1972, the California Fair Employment and Housing Act (FEHA), and California Education Code. Santa Clarita Community College District's Unlawful Discrimination and Affirmative Action Policy also prohibits sex discrimination.

### IV. DEFINITION

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual

favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting the individual's welfare;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance, or creates an intimidating, hostile, offensive, or demeaning work or educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

A third party may also file a complaint under this policy if the sexual conduct of others in the work or educational environment has the purpose or effect of unreasonably interfering with the third party's welfare, work or academic performance.

Examples of prohibited behavior or prohibited acts that constitute sexual harassment may take a variety of forms. Examples of behavior generally viewed as sexual harassment when they are unwelcome include, but are not limited to:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; sexually suggestive or insulting sounds or gestures, including sucking noises, winking, and throwing kisses; unwelcome flirting or sexual propositions, invitations or solicitations; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature (direct or indirect threats or bribes for unwanted sexual activity); or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, stroking, lingering or intimate touches, grabbing, pinching, leering, squeezing, staring, unnecessarily brushing against or blocking another person, whistling, sexual gestures, or giving a neck or shoulder massage. In addition to stalking (either inside or outside the institution), and attempted or actual sexual assault.
3. **Visual or Written:** The display or circulation of offensive, sexually-oriented visual or written material. This may include, but is not limited to, objects, pictures, posters, cartoons, calendars, drawings, graffiti, video tapes, audio recordings,

literature, computer graphics, electronic media transmissions or other materials with sexual content.

4. **Environmental:** An academic or work environment that is permeated with sexually-oriented talk, innuendoes, insults or abuse not relevant to the subject matter of the class or employment. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work. This may include, but is not limited to, consensual sexual relationships.

Romantic or sexual relationships between supervisors and employees, or between faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the faculty or staff member must evaluate the student's work or make academic decisions affecting the student or if a supervisor must evaluate the performance of an employee. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or other employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the District.

Sexual harassment may occur between peers.

Unwelcome sexual behavior between peers under this definition is unacceptable in the District.

Examples of harassment can include, but are not limited to, all of the behaviors described above as well as the following behaviors:

- leaving obscene messages on campus computers;
- creating a sexually demeaning atmosphere, such as displaying posters and pictures that are sexist or otherwise demeaning to females or males;
- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;
- 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.
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 nature of the grievance to the Dean, Student Services or chief instructional officer, as appropriate, who shall arrange for the meeting of a hearing committee to consider the grievance.

**Formal Hearing**

1. The Chancellor-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 chairperson shall have the privilege of voting on all issues.
2. The President of the Associated Students shall notify each party of the membership of the committee within five (5) school days. Each party shall be allowed one peremptory challenge and two challenges for cause. Challenges will be communicated to the President of the Associated Students. Released members will be replaced by alternates.
  - a. Legitimacy of challenges for cause against faculty members shall be decided by the Chairperson(s) of the Academic Senate.
  - b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
  - c. Legitimacy of a challenge for cause against an administrator shall be decided by the Chancellor-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 Chancellor-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 Chancellor-President may accept or reject the committee recommendation within five (5) school days.
2. If the Chancellor-President rejects the committee recommendation, the Chancellor-President shall submit the decision with stated reasons to the hearing committee within five (5) school days.
3. The Chancellor-President shall transmit the decision to both parties, the Chairperson(s) of the Academic Senate and the President of the Associated Students. The Chancellor-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 Chancellor-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 and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. 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 Chancellor-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 Chancellor-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.

- Q. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.
- R. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- S. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;
- T. Gambling on College or District property.
- U. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- V. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, service-learning or volunteer placements, and athletic events.
- W. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.

### STUDENT CONDUCT - DISCIPLINARY ACTION

The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

#### Types of disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

- (1) **Warning:** Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.
- (2) **Restitution:** The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.
- (3) **Official Reprimand:** A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed two years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.
- (4) **Disciplinary Probation:** Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be no less than one college month nor longer than a college year. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.
- (5) **Removal by Instructor:** An instructor may remove a student from his/her class when the student has interfered with the instructional process. The duration will be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.
- (6) **Disciplinary Suspension:** Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic and extracurricular purposes. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation."
- (7) **Expulsion:** Expulsion consists of the permanent and unconditional removal of the student from the College. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the Chancellor-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 Chancellor-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 Chancellor-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 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 Chancellor-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 Chancellor-president's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The Chancellor-president, below. The Chancellor-president's decision is final.

**The Student Conduct Committee**

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.
- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.
- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as a witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
  2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.
- H. Responsibility for Presentation of Cases:
1. At the hearing, the accused student must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
  2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.

3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the Chancellor-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 Chancellor-president:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the Chancellor-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 Chancellor-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 Chancellor-president.

K. A copy of all reports required to be submitted to the Chancellor-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 Chancellor-president.

L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the Chancellor-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 Chancellor-president

A. Decision by the Chancellor-President:

The final decision regarding the case shall be made by the Chancellor-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 Chancellor-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 Chancellor-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 Chancellor-President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in an decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, Chancellor-President, or Chancellor-President's designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanction(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively. Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be a public record of the District.

E. Discussion With Student:

If the Chancellor-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 Chancellor-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 Chancellor-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 Chancellor-President may also notify other parties of his or her decision. The Chancellor-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 scheduling, academic expectations, financial assistance, and any other matters the college or district finds appropriate;
- C. Assessment for all non-exempt students pursuant to Title 5, section 55524;
- D. Counseling or advisement for non-exempt students pursuant to Title 5, section 55523;
- E. Assistance in developing a student educational plan pursuant to Title 5, section 55525, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them;
- F. Post enrollment evaluation, pursuant to Title 5, section 55526, of each student's progress; and
- G. Referral of students to:
  - (1) Support services which may be available, including, but not limited to, counseling, financial aid, health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services and Disabled Students Programs and Services; and
  - (2) Specialized curriculum offerings including but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

It is the responsibility of each non-exempt student under the provisions of Title 5, section 55530 and the Matriculation Plan to:

- A. Express at least a broad educational intent upon admission and to declare a specific

educational objective no later than the term after which the student completes 15 semester units of degree applicable credit coursework. Once the student has declared the specific educational goal, the College will provide the student with an opportunity to develop a Student Educational Plan (SEP) pursuant to Title 5, section 55525.

- B. Participate in counseling or advisement.
- C. Diligently attend class and complete assigned coursework.
- D. Complete courses and maintain progress towards an educational goal in accordance with the College's standards for probation and dismissal.

If the student fails to fulfill the responsibilities listed above, fails to cooperate in the development of an SEP or fails to abide by the terms of his/her SEP, the College may, subject to the requirements of Title 5, Chapter 5, Article 4, suspend or terminate the provision of services authorized and required in this policy. Nothing in this policy shall be construed to permit the College to suspend or terminate any service to which a student is entitled under any other provision of law.

## ORIENTATION

Orientation is a process which acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional procedures.

All new students entering College of the Canyons will be required to participate in the Orientation component of the Matriculation Program unless exempted from this requirement according to the criteria listed below.

Exemptions from Orientation:

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students only taking courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students only taking courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in orientation.

## ASSESSMENT

Assessment is the process that includes the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests and educational objectives, evaluating students' study and learning skills, and evaluating other factors that may be pertinent to their success in meeting their educational objectives.

All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below.

#### Exemptions from assessment

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students only taking courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students only taking courses to upgrade occupational skills or as continuing education for employment.
- D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
- E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

#### COUNSELING

Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives, and designing a plan to meet those objectives.

Counseling/Advisement shall be available to all students including those students entering the College for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below.

#### Exemptions from Counseling/ Advisement:

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

#### CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS

##### (Family Educational Rights and Privacy Act)

College of the Canyons maintains student records in a manner to ensure the privacy of all such records and shall not, except as otherwise authorized, permit any access to or release of information therein. Any currently enrolled or former student has the right to inspect and review his or her student records upon request and within five days of the request.

By law the College cannot release information about students without the student's written permission, regardless of the student's age.

All student records at College of the Canyons are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The College establishes and maintains such information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and establishes and maintains such information required by law.

A student may request access to those campus records which personally identify the student. The student may challenge the accuracy of the record or the appropriateness of its retention in College records.

Student consent is needed for the release of records, covered by the Act and College policy, to outside parties except for those persons or agencies entitled to access under the provisions of law, e.g., College officials, federal and state educational and auditing officers, and requests in connection with the application for or receipt of financial aid and then only on the basis of educational interest.

The College regards certain "student directory information" as public information which may be released for any student currently attending the College. "Student directory information" is limited to one or more of the following items: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent previous public or private school attended by the student. The College, at its discretion, may limit or deny the release of "student directory information" to public or private persons or organizations based on the best interests of the students.

In accordance with the privacy act, the College also has the right to release students' records to institutions and agencies on the basis of educational interest. These are examples of situations where records would be release on the basis of educational interest: college officials, state and federal educational and auditing officers, recovery services, requests in connection with the application for or receipt of financial aid, subpoenas, and court orders.

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 Honor Grove semi-circular seatwell;
  3. The southeast exterior corner of the Administration Building's emergency exit walkway;
  4. The seatwell area along the walkway from the Honor Grove to the Physical Education Building just east of the right field baseball field fence;
  5. All parking lots EXCEPT the parking area directly adjacent to the south side of the Laboratory Building L. In that area, smoking is permitted in the parking area midway between the Laboratory and Vocational Technology Buildings;
  6. A designated area near the Cougar Stadium; and
  7. Other areas as designated by the Chancellor-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 Chancellor-President or his/her designee.

Any review and decision by the Chancellor-President or his/her designee shall be deemed to be final.

## SUBSTANCE ABUSE PREVENTION INFORMATION

As students and employees you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

### HEALTH RISKS

The following are commonly abused drugs and their associated health risks:

#### Alcohol

- \* Brain, heart, liver disease
- \* Fetal alcohol syndrome
- \* Some forms of cancer
- \* Addiction
- \* Reduced life expectancy
- \* Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, and one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

#### Marijuana

- \* Increased appetite
- \* Loss of motivation and purpose
- \* Heavy psychological dependence
- \* Loss of sex drive and reduced fertility
- \* May cause heart and lung damage

#### Cocaine

- \* Excitability and restlessness
- \* False feeling of self-confidence
- \* Painful nose bleeds and nasal erosion
- \* Quick addiction
- \* Depression
- \* Easy overdose leading to heart failure
- \* Crack babies
- \* Behavior leading to exposure to the AIDS virus

#### Stimulants

- \* Loss of appetite
- \* Insomnia
- \* High distractibility
- \* Anxiety and severe depression
- \* Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, 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 possession of illegal drugs or controlled substances
- \* Using a false I.D. to obtain alcohol
- \* Obtaining or providing alcohol for people under legal age
- \* Giving prescription drugs to others
- \* Selling any drug or controlled substance

**Santa Clarita Community College District Board Policy**

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property and as part of any College-sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from College or termination from employment and refer-

ral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the Chancellor-President of the College.

**OFF-CAMPUS RESOURCES**

**National Council on Alcoholism and Drug Dependence of Santa Clarita**  
 24416 Walnut Street Newhall, CA 91321  
 (661) 254-0700

**National Alcohol Hotline**  
 800-ALCOHOL

**Cocaine Anonymous (CA)**  
 800-COCAINE

**Narcotics Anonymous (NA)**  
 (818) 997-3822

**Alcoholics Anonymous (AA)**  
 (661) 254-0700 or (818) 988-3001

**National Clearinghouse for Alcohol and Drug Information**  
 (800) 729-6686

Personal health insurance policies may have their own treatment or referral services.

**Campus Safety - 362-3229**

This report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons. Please contact the Campus Safety office if you would like a copy of this report mailed to you.

**Santa Clarita Community College District • LOS ANGELES COUNTY • Crime Statistics Report**

<b>CLEARY - CAMPUS CRIME REPORT - 2007</b>	<b>Year 2006</b>	<b>Year 2005</b>	<b>Year 2004</b>
<b>OFFENSE:</b>			
Murder/Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	2
Sex Offenses, Non-Forcible	0	1	0
Robbery	0	0	1
Aggravated Assault	0	0	3
Burglary	0	1	2
Motor Vehicle Theft	1	0	1
Arson	0	0	0
Illegal Weapons Possession Arrests	1	1	0
Illegal Weapons Possession			
Violations Referred for Disciplinary Action	1	2	0
Drug Law Arrests	0	0	0
Drug law Violations Referred for			
Disciplinary Action	1	0	1
Liquor law Arrests	0	1	0
Liquor Law Violations Referred for			
Disciplinary Action	1	1	0

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**Admissions & Records / Student Services**

Quad 1-C .....476-3900

**Assessment Center**

Quad 1-B.....476-3817

**Bookstore** *(subject to change)*

Quad 3, Room 302 .....476-3850

**Career Services**

Quad 1-B.....476-3816

**Student Services Computer Lab**

Quad 1-B ..... 476-3818

**Counseling**

Quad 1-A.....476-3900

Fax: 476-3810

Call 476-3900 to make an appointment

**DSPS**

Quad 1-B.....476-3813

**EOPS**

Quad 1-B.....476-3814

**Financial Aid**

Quad 1-A.....476-3804

**Food Services** *(subject to change)*

Quad 3, Room 303 .....476-3851

**Founding Dean**

Quad 1-A.....362-3305

**Library**

Quad 3, Room 307 .....476-3854

**Service Learning**

Quad 1-B.....476-3812

**Student Business Office**

Quad 1-C .....476-3819

**Student Development**

Quad 1-B.....476-3815

**Student Health**

Quad 1-B.....476-3812

**Student Lounge**

Quad 2, Room 204

**Switchboard**

Quad 5, Room 502A ....476-3801

**Tutoring, Learning, Computing Lab (TLC)**

Quad 3, Room 306 .....476-3857

**Admissions & Records**  
 ADMIN-101 .....362-3280

**Assessment Center**  
 BONH-25 .....362- 3457

**Athletics**  
 WEST –PE 107.....362-3200

**Bookstore**  
 STCN134 .....362-3255

**Cafeteria**  
 STCN-126 .....362- 3268

**CalWORKs**  
 X-9 .....362- 3015

**Campus Safety**  
 X-2 .....362-3229  
 Lost and Found.....362-3229

**Canyon Call**  
 HSLH 207 .....362- 3265  
 canyoncall@canyons.edu

**Career Services & Job Placement**  
 SCOH-103 .....362-3286

**Center for Early Childhood Ed**  
 FS&ECE BLDG. ....362-3541

**Chancellor-President**  
 ADMIN-114 .....362-3400

**Community and Continuing Education**  
 TY102 .....362-3304

**Traffic School**  
 TY102 .....362-3456

**Cooperative Work Experience (CWEE)**  
 TY105 .....362-3681/3309  
 cwee@canyons.edu

**Counseling & Program Advisement**  
 ADMIN-101 .....362-3287  
 Counseling Appts.....362-3287  
 Walk-in Counseling .....362-3287

**Disabled Students Programs & Services (DSP&S)**  
 SECO-103.....362-3341

**Distance Education**  
 HSLH-351 .....362-3600

**Early College High School**  
 Village .....101-106

**Employee Training Institute (ETI)**  
 X-8 .....362-3245

**Extended Opportunities Programs & Services/**  
*Cooperative Agencies Resources for Education (EOPS/CARE)*  
 X-9 .....362-3270, 3279

**Financial Aid, Scholarship**  
 SCHO-110 .....362-3242/3409  
 FAX .....(661) 259-2617  
 finaid@canyons.edu

**Foundation**  
 X-6 .....362-3434

**High Intensity Transfer & Enrichment (HITE)**  
 SCOH-103 .....362-3333

**High Tech Center**  
 SCOH103 .....362-3341

**Human Resources**  
 X-6 .....362-3427

**International Students**  
 SCOH-101 .....362-3580/3581

**Instruction Office**  
 ADMIN-112 .....362-3411/3412

**Library**  
 Library .....362-3361

**Math, Engineering and Science Achievement (MESA)**  
 ALLB-118 .....362- 3448

**Open Media Lab**  
 Library second floor ....362-3334

**Outreach**  
 ADMIN 101 .....362-5891

**Performing Arts Center**  
 Box Office .....362-5304

**Progressive Adult College Education (PACE)**  
 HSLH-351 .....362-3632/3525

**Public Information**  
 ADMIN-118 .....362-3414/3415/  
 .....3494/3432  
 pio@canyons.edu

**Service-Learning Center**  
 STCN 111 .....362-3267

**Sports Information**  
 ADMIN-118 .....362-5494

**STAR**  
 Telephone Registration  
 System .....255-2867

**Student Business Office**  
 ADMIN-101 .....362-3634

**Student Development**  
 STCN-102 .....362-3261

**Student Health & Wellness Center**  
 STCN-122 .....362-3259

**Switchboard**  
 ADMIN-111 .....362-7800

**Traffic School** *(See Community and Continuing Education)*

**Transcripts**  
 ADMIN-101 .....362-3283

**Transfer Center**  
 STCN-123 .....362-3455

**Tutoring, Learning, Computing Lab (TLC)**  
 BONH-209 .....362-3344

**University Center (Interim)**  
 Y-112 .....362-5474

**Veterans**  
 ADMIN-101 .....362-3469

**Volunteer & Service Learning Center**  
 STCN-123 .....362-3248/3983

**TDD** .....(661) 255-7967