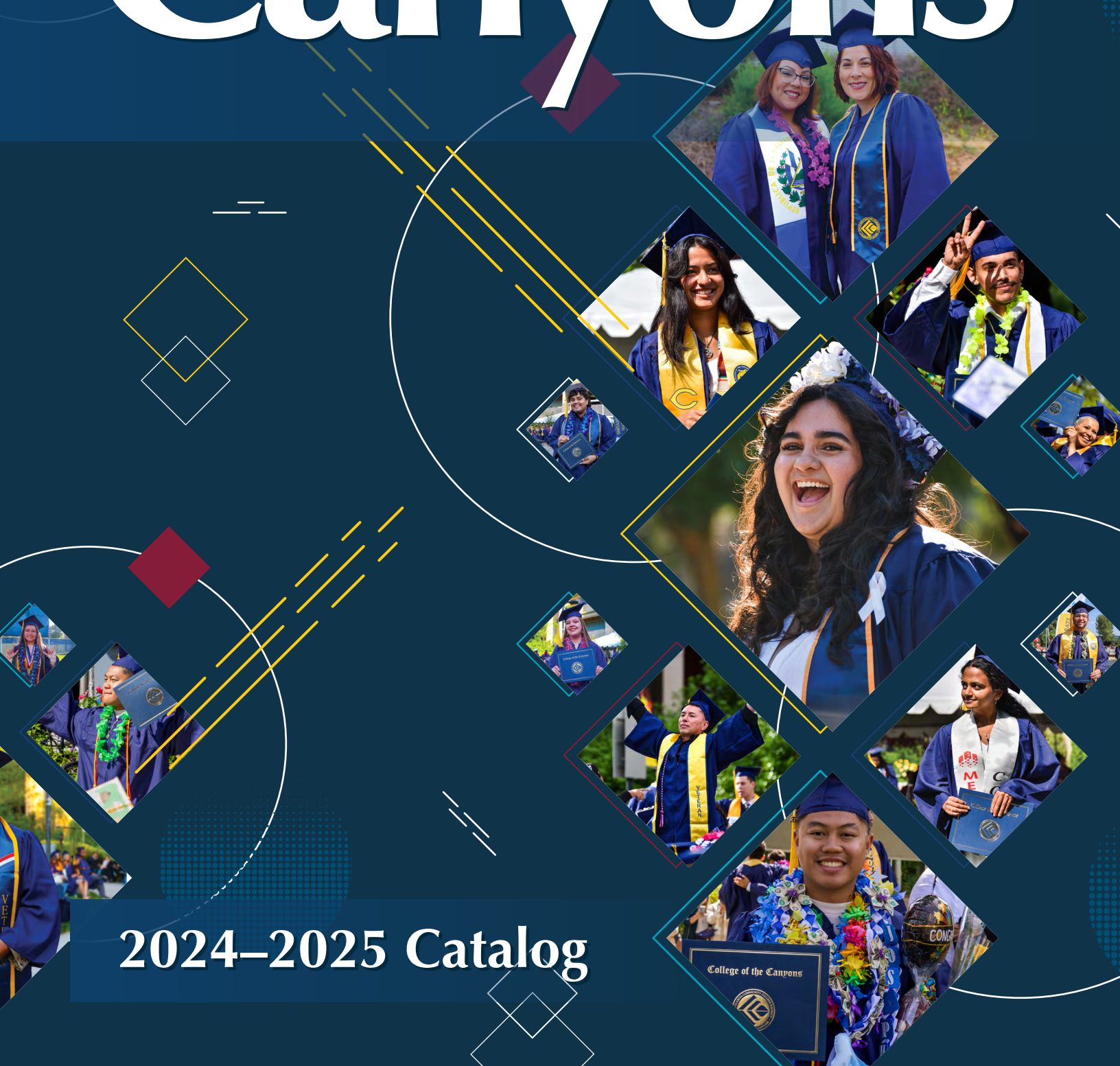


SANTA CLARITA COMMUNITY COLLEGE DISTRICT

# College<sup>of the</sup> Canyons



2024–2025 Catalog



# **2024-2025**

## **A California Community College**

**Accredited by**  
**The Western Association of Schools and Colleges**  
**Accrediting Commission for Community & Junior Colleges**  
**331 J Street, Suite 200**  
**Sacramento, CA 95814**  
**(415) 506.0234**

**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**  
**(661) 259-7800**  
**[www.canyons.edu](http://www.canyons.edu)**

**CANYON COUNTRY CAMPUS**  
**17200 Sierra Highway**  
**Santa Clarita, CA 91351**  
**(661) 362-3800**  
**[www.canyons.edu/CCC](http://www.canyons.edu/CCC)**

**DEL VALLE REGIONAL TRAINING FACILITY**  
**28101 Chiquito Canyon Road**  
**Castaic, CA 91384**  
**(661) 259-7800**

#### **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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TBD .....	Dean, Health Professions
Mr. Anthony Michaelides.....	Dean, Campus Services and Operations, Canyon Country Campus
Mr. Chad Peters.....	Dean, School of Kinesiology, Health & Wellness, Fitness and Athletics
Mr. Clinton Slaughter .....	Dean, Counseling
Dr. Jennifer Steele .....	Dean, School of Visual and Performing Arts, Artistic Director, Santa Clarita Performing Arts Center at College of the Canyons
Mr. Tom Bilbruck.....	Associate Dean, Financial Aid and Services
Mr. Steven Erwin .....	Associate Dean, Admissions, Records and Veteran Services
Ms. Mojdeh Mahn.....	Associate Dean, Learning Resources and Director of The Learning Center

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Mr. Jerry Danielson.....	Vice President
Ms. Sanjana Sudhir .....	Student Trustee
Mr. David C. Andrus, J.D. ....	Secretary/Parliamentarian



Dear Students,

We know you have many choices when deciding on a college to help you pursue your dreams and ambitions. We believe you made the right choice – and we're glad you're here.

College of the Canyons is unique among community colleges. It has, in fact, redefined the concept of the traditional two-year college and is widely regarded as one of the most innovative in the nation. It stands out for its vast assortment of educational and training programs – 290, at last count – that will both challenge and prepare you for the next step in your journey, whether transferring to a four-year university or embarking on a rewarding career.

Within this catalog you will find 101 associate degree programs, 32 of which provide seamless transfer to California State University or University of California campuses, as well as 189 programs that provide certificates in specific fields. New this academic year is something we are especially excited to introduce: our Bachelor of Science in Building Performance. Our first bachelor's degree program is also the first of its kind in California, providing a cost-effective pathway to careers designing high-performance buildings. Classes start in January 2025.

Also new this year are Focused Classes, which were created to give you more flexibility in your schedule. Eight weeks in duration, they provide an alternative to the traditional 16-week semester by letting you split a full course load into two separate eight-week blocks, or a combination of the two. This alternative format is based on research that shows that success, persistence, information retention, and completion increase for many students who opt for these focused pathways.

Our welcoming and inclusive campuses foster and encourage learning, discovery, and engagement. You will find numerous opportunities to engage and connect with professors and fellow students via dozens of specialized student clubs and alliances, our Intercultural Center, our vibrant student government, or any one of our 17 intercollegiate athletic programs. You will find myriad academic and cocurricular opportunities for growth, building confidence, developing leadership skills, and adopting strategies for lifelong success.

We continue to take bold steps to ensure that attending college remains affordable and accessible to all. Our Canyons Promise program provides free tuition and other incentives for first-time students who enroll full-time, and classes accompanied by the ZTC (Zero Textbook Cost) designation mean you will not be required to purchase expensive textbooks. Approximately 25 percent of our classes utilize these no-cost learning resources. Our Basic Needs Center, or BaNC, provides free food and essentials, as well as assistance with housing, so that students can remain focused on their classes.

These programs and initiatives are just some of the innovative resources you will find at College of the Canyons. In many ways they reflect the human element who carry out our mission, including some of the finest educators you will find anywhere, and talented and caring staff who are committed to your success.

We look forward to helping you achieve your dreams.

David C. Andrus, J.D.  
*Interim Superintendent/President*

## MISSION STATEMENT

College of the Canyons delivers an accessible, holistic education for students to earn associate degrees, certificates, and credentials, to prepare for transfer, and to attain workforce skills. The College champions diversity, equity, inclusion, and global responsibility, while providing clear pathways in an engaging, supportive environment where all students can successfully achieve their educational goals.

## VISION STATEMENT

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

## PHILOSOPHY

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

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

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

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

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

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

## STRATEGIC GOALS: ACCESS, ENGAGEMENT AND SUCCESS

### *Foundational Institutional Commitments*

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

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

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

**Human Resources** – College of the Canyons will select and develop high-quality staff.

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

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

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

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

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

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

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

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

## 2024-2025 Academic Calendar

### ❑ FALL 2024

<b>August</b>	Professional Development Week ..... August 9-16 (Friday – Friday) (FLEX, Employees Only)
	Mandatory Opening Day ..... August 16 (Friday) (Employees Only)
	First Day of Fall 2024 ..... August 19 (Monday)
<b>September</b>	Labor Day Holiday ..... September 2 (Monday)
<b>November</b>	Veterans Day Holiday Observed and Actual ..... November 11 (Monday)
	Thanksgiving Day Holidays ..... November 28 – December 1 (Thursday – Sunday)
<b>December</b>	Last Day of Fall Semester ..... December 7 (Saturday)
	Campus Closed ..... TBD

### ❑ WINTER INTERSESSION 2025

<b>January</b>	New Year's Holiday ..... January 1 (Wednesday)
	First Day of Winter Term ..... January 6 (Monday)
	Martin Luther King Jr. Holiday ..... January 20 (Monday)
<b>February</b>	Professional Development Week ..... February 3-7 (Monday to Friday) (FLEX, Employees Only)
	Last Day of Winter Term ..... February 8 (Saturday)

### ❑ SPRING 2025

<b>February</b>	First Day of Spring Semester ..... February 10 (Monday)
	Lincoln/Washington Holidays ..... February 14-17 (Friday to Monday)
<b>April</b>	Spring Break ..... April 7-13 (Monday – Sunday)
<b>May</b>	Memorial Day Holiday ..... May 26 (Monday)
	Last Day of Spring Semester ..... June 5 (Thursday)
	Commencement Ceremony ..... June 6 (Friday)

### ❑ SUMMER 2025

<b>June</b>	Start of Summer Session ..... June 9 (Monday)
	Juneteenth ..... June 19 (Thursday)
<b>July</b>	Independence Day ..... July 4 (Friday)
<b>August</b>	Last Day of Summer Session ..... August 16 (Saturday)



## 55 YEARS OF OPPORTUNITY & INNOVATION

### The History of College of the Canyons

The first classes at College of the Canyons met in 1969, but our history began two years earlier. That's when the citizens of the Santa Clarita Valley decided it was time to have a college to call their own. On Nov. 21, 1967, local voters transformed the idea into reality by overwhelmingly supporting the proposal to create a two-year public college. They also elected a five-member board of trustees to oversee it. William G. Bonelli, Edward Muhl, Peter F. Huntsinger, Bruce Fortine, and Sheila Dyer were chosen from a field of 41 candidates.

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

### The College Debuts

College of the Canyons debuted with the help of Hart High School, which contributed a modest, nondescript bungalow at its Newhall campus for the first year. That's where the college held its first classes starting Sept. 29, 1969, for the 735 students who enrolled in the inaugural academic year of 1969/70. The class schedule was limited, hampered by the fact classes could not meet until late afternoon, when high school students had left for the day. As that first academic year ended, the college held its first and only commencement ceremony at Hart High to honor its first graduates – all 16 of them.

Rockwell's plan accelerated with the purchase of 153 acres of prime property in the then-new master-planned community of Valencia. Here, in the first summer of the new decade, architects envisioned the future, earthmovers

began reshaping the terrain, and an assortment of temporary modular buildings was assembled. The first classes at the Valencia campus began on Oct. 5, 1970.

### Fast-Forward to Today

After 55 years, the contrast between then and now is striking. College of the Canyons now serves approximately 34,000 students per year on two campuses – in Valencia and Canyon Country – and is regarded as one of the most innovative community colleges in the nation. The college provides cutting-edge educational and training programs. It is widely recognized as a model community college for enhancing student access, success, and equity. Recent recognition includes:

- A 2024 Carnegie Community Engagement Classification for the college's commitment to community engagement. College of the Canyons was the only community college in California to receive this distinction.
- A 2023 Champion Award for excelling in equitable course placement in English enrollment, Latinx English enrollment, and Black English enrollment.
- Recognition as one of the top two-year colleges in the nation for enrolling the largest number of Hispanic students in 2019, 2020, 2021, 2022, and 2023.
- A 2022 Equity Champion Award for being one of California's leading community colleges that support Latinx students on the associate degree for transfer pathway.
- One of America's Best Colleges for Student Voting in 2020, 2021, and 2022 for inspiring students to vote and participate in community decisions.
- Champion of Higher Education awards for significantly increasing the number of students earning associate degrees for transfer in 2018, 2019, and 2021.

- The prestigious 2021 Bellwether Award for an innovative approach to assessment and course sequence redesign in English and mathematics, which paved the way for groundbreaking legislation benefitting community college students statewide.
- Completion rates that rank among the highest in California, and one of the top transfer institutions in Los Angeles County.

The college has also established a reputation for bolstering economic development and offering innovative career technical education programs that put students on the path to success.

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

### Exceeding Demands

As the college embarks on its new master plan, much of the focus has turned to the Canyon Country campus, where a dramatic transformation has begun. The 55,000-square-foot Student Services & Learning Resources Center officially opened in 2023. It joins the similarly sized and designed Takeda Science Center, which opened in 2021 and was named for retired, longtime biology instructor Don Takeda. Located in the center of campus, the new buildings are separated by an expansive outdoor amphitheater.

Passage of the \$230 million Measure E bond in 2016 is helping the college meet future needs, as well as leverage state resources for facilities at both campuses. The most visible recent addition to the Valencia campus is a three-level parking structure that opened in 2019 with 1,659 parking spaces, 53 of them with electric vehicle charging stations. The college opened the interim Advanced Technology Center in the Centre Pointe Business Park in late 2023 to provide hands-on technology training and help local companies stay at the forefront of their industries.

The Dr. Dianne G. Van Hook University Center, named for the district's immediate past chancellor, offers a variety of bachelor's, master's and doctoral degree programs from a collection of public and private universities – eliminating the need for residents to commute long distances to obtain advanced degrees. Located at the Valencia campus, the center also houses the William S. Hart Union High School District's award-winning Academy of the Canyons and the college's Workforce & Economic Advancement Division, among others.

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

### Educational Expansion

The college's academic and occupational offerings have grown significantly over the years. The college now offers 290 degree and certificate programs – 101 associate degree programs and 189 programs that lead to workforce training certificates. Academic programs are numerous

and varied, ranging from animation to welding. Increasing transfer options are 32 associate degree programs that provide guaranteed transfer to the California State University system.

Expanding opportunities even further is the college's first bachelor's degree program, which will launch in early 2025. The Bachelor of Science in Building Performance program, the first of its kind in California, will provide an affordable pathway to careers in the architecture, engineering, and construction industries.

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

### Access to Opportunities

Creating even more opportunities is Canyons Promise, which pays college fees for new full-time students for two full years. The program allows students to achieve their educational goals by paying their enrollment and student service fees, and providing free computer lab printing, textbooks, and instructional supplies. Since launching in 2017, the program has served more than 5,300 students and saved them more than \$4.4 million.

The college has been a pioneer in adopting Open Educational Resources (OER) and Zero Textbook Costs (ZTC), terms that refer to textbooks and learning resources in the public domain. Students consistently point to the high cost of textbooks as a significant barrier to their educational goals. Most OER and ZTC textbooks are free, saving students an estimated \$5 million annually.

### Athletic Excellence

With an institutional philosophy to educate both the mind and body, the college provides outstanding opportunities with 17 intercollegiate athletic programs that compete in the Western State Conference and Southern California Football Association. The newest athletic program, women's tennis, launched in 2018 and secured its first conference championship in 2022.

Intercollegiate achievements include three consecutive Western State Conference Supremacy Awards, which recognized the collective performance of College of the Canyons athletic programs from 2013 to 2016. The college is also home to golf coach Gary Peterson, the winningest coach in California Community College Athletic Association history, having led the men's program to a record 11 state championships – the most recent in spring 2024 – and the women's program to five state championships, the most recent in fall 2023.

### Innovative Partnerships

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

Academy of the Canyons was established at the Valencia campus in partnership with the William S. Hart Union High School District in 2000. Based on a middle college high school model, it allows promising high school students to attend high school and college concurrently. The academy has been recognized with a National Blue-Ribbon Award that ranks it in the top 1 percent of high schools nationally.

More than 4,000 students have graduated from programs at the Dr. Dianne G. Van Hook University Center. Partner institutions include the University of La Verne, National University, California State University Dominguez Hills, and Arizona State University. Combined, they offer 24 bachelor's, master's, doctoral, and credential programs.

Partnerships have helped private industry become more productive, efficient, and competitive while helping fuel the local economy. The Workforce & Economic Advancement Division, which includes the Small Business Development Center, Center for Applied Competitive Technologies, and Employee Training Institute, has helped numerous local businesses and employees. The division assisted 2,325 companies, secured \$2.5 million in external revenue, served 5,131 individual employees, and counseled 1,031 entrepreneurs in 2022/23. It also helped corporate clients create 3,314 local jobs and grow sales by \$4.5 million.

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

A robust nursing program is augmented further by partnerships with regional hospitals that provide real-world training for students. The nursing program and its partnerships have helped the college make significant progress in alleviating the statewide shortage of trained nurses.

Finally, one of the college's most important partnerships is the one with scholarship donors, whose generous support of the College of the Canyons Foundation Scholarship Program makes attending college a reality for so many deserving students. In 2024, 303 scholarships valued at \$284,000 were awarded to students.

### Gateway to Opportunity

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

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

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

The College of the Canyons Foundation is a non-profit, tax-exempt organization that garners charitable support for a variety of college programs – all of which directly benefit students, the COC community, and residents of the Santa Clarita Valley. These contributions assist the college in pioneering accessible educational opportunities while promoting the highest standards of excellence in teaching, scholarships, technical and workforce training, and innovation.

The Foundation is governed by a volunteer Board of Directors composed of Santa Clarita Valley business and community leaders. Dedicated to providing funds to College of the Canyons through charitable investments, the Board of Directors demonstrates how public educational institutions and private enterprises can work together to provide affordable college education for all who have the desire to succeed.

Through annual giving, major gifts, planned giving, establishing new funds and endowments, special events, and programs, the Foundation provides College of the Canyons with crucial resources, empowering students to pursue their academic and professional goals. Supporting the Foundation enhances career preparation programs, influential scholarships, and vital community development efforts. Individuals, businesses, and organizations interested in contributing to the College of the Canyons Foundation are encouraged to contact:

College of the Canyons Foundation

26455 Rockwell Canyon Road,  
Santa Clarita, California 91355

Telephone: (661) 362-3434

Email: [cocfoundation@canyons.edu](mailto:cocfoundation@canyons.edu) or

[Jerry.DeFelice@canyons.edu](mailto:Jerry.DeFelice@canyons.edu) | (661) 362-3433

Website: [www.canyons.edu/foundation](http://www.canyons.edu/foundation)

## COC FOUNDATION OFFERS ACTIVITIES TO THE COMMUNITY

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

- Chancellor's Circle: A prestigious group of community and business leaders
- Alumni Network: Current and former students at COC, and friends of the college
- Patrons of the Arts: Community members who are passionate about the visual and performing arts

The Foundation also has an active Legacy Society through which friends of the college can make planned gifts to the foundation. If one is interested in becoming involved with the College of the Canyons Foundation, please call (661) 362-3434 or please call Jerry De Felice directly at (661) 362-3433.

## COLLEGE OF THE CANYONS FOUNDATION BOARD OF DIRECTORS

**Fred Arnold - Chair***American Family Funding***Dawn Abasta***Senior Vice President of Commercial Lines,  
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Condie & Wood, CPAs***Dr. Omar Torres***Assistant Superintendent/Vice President, Instruction,  
College of the Canyons***Mr. David C. Andrus, J.D.***Interim Superintendent Santa Clarita Community College  
District; Interim President College of the Canyons*

# Admission to the College / Getting Started



ADMISSIONS

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

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

## Eligibility for Admission Definitions:

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

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

Students participating in the Santa Clarita Valley Youth Orchestra program do not have a grade level restriction

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

Students enrolled in grades 11-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades 11-12 must meet state guidelines for special admit students to apply for admission. Pursuant to California Education Code Section 76001 (d), specially admitted part-time students may not enroll in more than 11 units per semester.

Pursuant to California Education Code Section 76300 (f), specially admitted part-time students may be exempt from payment of the enrollment fees, per special action of the Board. All other appropriate fees shall be assessed. Specially admitted students released from their high school to attend College of the Canyons full-time must pay the enrollment fee and all other appropriate fees as assessed.

## Admission Procedure - Application

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

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

## Documents Required (Transcripts)

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

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

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

### Student Correspondence

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

### Credit Accepted

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

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

### Residency

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

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

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

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

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

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

### International Students

College of the Canyons is authorized under federal law to enroll non-immigrant alien students. Non-immigrant aliens applying for admission must meet international student admission requirements. For information on these requirements, contact the International Services

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

### MANDATORY CORE SERVICES

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

### ADMISSION

New students must complete and submit an application for admission online ([www.canyons.edu/NewStudent](http://www.canyons.edu/NewStudent)) prior to enrollment at College of the Canyons.

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

### ORIENTATION (MANDATORY)

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

### ASSESSMENT (MANDATORY)

In accordance with AB 705 and AB 1705, students have the right to access transfer-level math and English coursework, along with academic credit ESL coursework. As a result, every placement level on our assessment system includes a transfer-level English and math placement course. In addition, for those students with ESL advisory placements, they may choose to optionally enroll in ESL courses up to ESL 100 or English 101, regardless of their ESL placement level. For students planning on enrolling in math courses, please note that while you may choose to take courses from lower placement levels, you may not directly enroll in courses from higher placement levels without first completing the necessary prerequisite coursework. Visit [www.canyons.edu/NewStudent](http://www.canyons.edu/NewStudent) for information on how to get started.

### NEW STUDENT ADVISEMENT - (MANDATORY)

New student advisement will be conducted after the student completes assessment. The advisement session will consist of information regarding certificates, associate degrees, associate degrees for transfer, strategies for student success, and will provide a one-semester education plan for the student. This may be completed through a group workshop, one-on-one consultation with an advisor, or through an online, self-paced program. Visit [www.canyons.edu/NewStudent](http://www.canyons.edu/NewStudent) for information on how to get started.

## COUNSELING

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

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

## COUNSELING / PROGRAM ADVISEMENT

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

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

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

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

## REGISTRATION

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

### Level 1:

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

### Level 2:

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

Continuing and returning students in good standing from 99.9 units to 20 units

New fully matriculated students

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

### Level 3:

Continuing students not in good standing

New non-matriculated students

Students with over 100 degree applicable units

High school students

Please visit our website on enrollment priorities for more information on these levels at [www.canyons.edu/admissions/](http://www.canyons.edu/admissions/). Students are given a registration date and time and may register anytime on or after this date and time. For online registration visit: [www.canyons.edu](http://www.canyons.edu). Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes. Students registering during the late registration period must meet all criteria to be eligible to attend. See the current Student College Calendar for specific information.

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

### Classification of Students:

**Full Time:** Enrolled in 12 units or more in a full-length semester

**3/4 Time:** Enrolled in 9 to 11 units

**1/2 Time:** Enrolled in 6 to 8 units

**1/4 Time:** Enrolled in 3 to 5 units

**Freshman:** One who has completed 30 units or less

**Sophomore:** One who has completed 31 units or more

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

**Payment:** Payment for tuition and fees is due at the time of registration each semester or each time materials are acquired or services rendered. The payment deadline schedule is available on My Canyons and the Student Business Office website. Failure to make your payment in full by the deadline date will result in receiving a financial hold that may prevent access to registration and college services. Students attending College of the Canyons on an F1 Visa, may be dropped from classes for non-payment.

**Installment Payments:** Installment payments are available. Payments may be broken up into smaller partial payments to assist with paying down balances. All accounts are required to be paid in full by the posted deadline. Please refer to the Student Business Office website for the most current payment deadline schedule or installment plan information.

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

Students are responsible for adhering to college policies and deadline dates as outlined in the college catalog and schedule of classes. All classes must be paid or have a formal payment arrangement made by the established deadline date to avoid receiving a financial hold.

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

Any financial aid awards, grants or loans may be applied towards a balance due for the awarded semester. Financial aid in excess of a balance due at the time of disbursement will be refunded. Students will be responsible for paying any balance not covered through awarded financial aid, sponsorship, or scholarship. In order to graduate in two (2) years, students must take 15.0 units per semester, or 30 units per year. A Cal Grant award is limited to four (4) academic years.

In order to be eligible for a refund, classes must be dropped prior to the refund deadline date. Refund deadline dates are available in the class schedule. All unrequested refunds will be issued at the end of each semester and will not be transferred to a future semester. College of the Canyons will not email or mail a hard copy of invoices showing charges and payments. Invoices are available through "My Canyons."

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

The college will send communications via My Canyons email and students are responsible for monitoring emails.

Failure to pay any balance due in full by the established deadline date may result in further collection activities

including, but not limited to, registration holds; phone calls, including automated calls; My Canyons emails; collection letters and referral to a third-party collection agency.

**Schedule of Fees:** All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. Fees are subject to change. Consult the online class schedule or the Student Business Office for current fee schedules. The following fees are effective as of the fall semester 2024.

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

**Additional Fees:**

Annual Student Center Fee <sup>1</sup> .....	\$1 per unit/\$10 maximum
Audit Fee (Paid in Community Education Office) .....	\$15/unit
Credit by for Prior Learning <sup>2</sup> .....	\$46/unit
Health Fee (Fall/Spring) <sup>3</sup> .....	\$26.00
Health Fee (Summer/Winter) <sup>3</sup> .....	\$22.00
International Student Tuition <sup>4</sup> .....	\$406.00 <i>plus</i>
\$46 Enrollment fee per unit <i>plus</i> \$2.00 Capital Outlay fee <sup>5</sup> per unit	
Non-resident Student Tuition <sup>4</sup> .....	\$406.00 <i>plus</i>
\$46 Enrollment fee per unit <i>plus</i> \$2.00 Capital Outlay fee <sup>5</sup> per unit	
Official Transcript (first two free) .....	\$5.00
Official Transcript (2 business days) .....	\$10.00
Official Transcript (on demand) .....	\$15.00
Parking Fee (Fall/Spring) <sup>6</sup> .....	\$50.00
Parking Fee (Winter/Summer) <sup>6</sup> .....	\$25.00
Parking Fee (Motorcycles) <sup>6</sup> .....	\$15.00
Student Representation Fee <sup>7</sup> <i>Optional</i> .....	\$2.00
Student Support Fee <i>Optional</i> <sup>8</sup> (Fall/Spring) .....	\$15.00
Student Support Fee <i>Optional</i> <sup>8</sup> (Winter/Summer) .....	\$10.00

<sup>1</sup> **Student Center Fee:** Students who qualify for the California College Promise Grant-A are exempt from paying the student center fee. Contact the Financial Aid office for further information.

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

<sup>3</sup> **Health Fee:** College of the Canyons requires all students attending college, both full and part-time, to pay the health fee as outlined in California Education Code section 76355. According to statute, students who fall into one of the following categories may apply for an exemption to the health fee: dependence on prayer for healing, apprentices, and low-income students eligible for a California College Promise Grant. Method 'A' Exemption forms are submitted to the Student Business Office on the Valencia campus in Canyons Hall or the Canyon Country campus in Building 1C.

**4 International Student/Non-Resident Tuition:**

Students classified as non-residents by the residency determination date each semester or term, are subject to non-resident tuition. Students classified as international students (have an F-1 or J-1 visa) are subject to international student tuition. Enrollment fees and other fees are subject to change during the academic year.

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

**6 Parking Fee:** Students with a California College Promise Grant A waiver will have their parking fee waived. Students with a California College Promise Grant B, C or D waiver will pay \$20 per semester and \$10 for winter or summer parking. Each semester, these students are eligible to purchase one (1) parking pass at a discounted rate.

**7 Student Representation Fee:** The Student Representation Fee provides support for students or college representatives who advocate student and college positions or viewpoints before city, county, and district governments, as well as, before offices and agencies of the state and federal government. The Student Representation Fee cannot be used to support individual candidates or campaigns. Of the two dollars collected, one dollar shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities. The remaining one dollar will be used by the College of the Canyons Associate Student Government which represents all students at College of the Canyons. Students may opt out of this fee on the date of registration or up until the refund deadline date for full term classes. (Second Sunday of the semester.) Students may opt out through My Canyons or with the Student Business Office.

**8 Student Support Fee:** The Student Support Fee provides for the operation of the Student Center Computer Lab in which students can access computers with internet access, laser printers, photo copiers and fax services. Students may opt out of this fee up until

the refund deadline date for full term classes. (Second Sunday of the semester.) Students enrolled in only late start classes may opt out within one week of their initial enrollment. Opting out of the fee and all of its associated benefits must be done in person at any of the following locations: the office of Campus Life & Student Engagement, Student Center, Room 102 or the Student Business Office in Canyons Hall, Room 101 on the Valencia campus or building 1C at the Canyon Country campus during posted business hours. All locations will have extended office hours during the first week of each semester. Students may also contact the Campus Life and Student Engagement Office directly at (661) 362-3648 to arrange for a special appointment if they are exclusively online students or if their work schedule does not permit coming to campus during regular or extended business hours. For more information, please check the Campus Life & Student Engagement webpages on the College's website at [www.canyons.edu](http://www.canyons.edu) or email questions to [Campus.Life@canyons.edu](mailto:Campus.Life@canyons.edu)

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

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

**Refunds:** In order to be eligible for a refund, classes must be dropped prior to the refund deadline date. All unrequested refunds will be issued at the end of each semester and will not automatically be transferred to a future semester. Refund deadline dates are available on the Class Schedule. Requested refunds are processed approximately six weeks after the request. For more information, please contact the Student Business Office at (661) 362-3033.

A student who misses the established deadline for a particular class may obtain a late refund if a petition or appeal is approved. If the refund deadline date is missed, the student must demonstrate extenuating

circumstances beyond their control and provide appropriate documentation supporting their extenuating circumstance as part of the petition process. The extenuating circumstances must have been beyond the students control, occurred prior to the refund deadline for the class and term in question and prevented the student from dropping the class on time. The student must have also stopped attending the class prior to the refund deadline date. If the class was attended after the refund deadline date, the student is not eligible for a late refund. If you did not attend the class, please include that on your petition. This process also applies to fees being removed for unpaid balances.

If the class was dropped after the refund deadline date without a "W", a Petition for a Refund After the Deadline is submitted to the Student Business Office. If the class was withdrawn with a "W" or was not dropped, an Academic Standards Committee Petition should be submitted to the Admissions and Records Office.

**Refund of Parking Permits:** College of the Canyons does not issue refunds for parking permits for any reason. Students may not sell or transfer the permit to another person. The sale of parking permits is final.

**1098T Student Tax Documents:** 1098T Student tax documents are furnished by the end of January for the preceding tax year. For additional information on this form and viewing your form electronically, please visit [www.canyons.edu/student-services/sbo](http://www.canyons.edu/student-services/sbo).

**Third-Party Sponsorship Accounts:** Organizations, agencies or businesses may sponsor or pay for a student's education. If they require the school to invoice them directly for tuition and fees, a sponsorship must be established. Establishing a sponsorship requires a student request by submitting a Student Sponsorship Agreement Form along with a financial guarantee from the sponsor. All paperwork must be submitted to the Student Business Office no later than the second Sunday following the start of the semester.

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

If there is a refund due for any items that were paid by the sponsor, the refund will be returned directly to the sponsor.

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

## LIMITATION OF UNIT LOAD

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

## CHANGE OF STUDENT SCHEDULE

The Santa Clarita Community College District's chief student services officer or designee, in conjunction with the Director of Admissions and Records and the Academic Senate, will determine the last day to add classes.

The specific date for each semester will be published in the Student College Calendar and made available in Admissions and Records. Exceptional cases will be considered by the Director of Admissions and Records

after receipt of documented extenuating circumstances. Students must follow the established change of student schedule procedures.

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

Exceptions to this policy may be made for students who:

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

## WAITLISTS

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

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 enrolled into the class, those remaining on the waitlist will move up toward the top of the list. Students enrolled in a class from a waitlist will be notified by email that this action has taken place. Once the student is moved into the course, the student is registered and is now obligated to pay the corresponding fees.

Because this process is run daily, students are advised to check "My Canyons" daily to see if they have been moved into the class. Students may drop themselves from the waitlist or the class at any time prior to the start of the class. It is important that the student check their College email account regularly and verify the College has an accurate phone number on file. Changes to your phone number may be made on the College website at [www.canyons.edu](http://www.canyons.edu) and click "My Canyons." Students are responsible for meeting all eligibility requirements to enroll in the class, such as clearing any holds, prerequisites, time conflicts, and unit maximums.

## ADD PROCEDURES

**Open Classes:** Classes that have not met their maximum seat capacity will remain open until the term begins. Students may use online registration to enroll in these courses.

**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 add authorize a student. Add authorization will allow the student to proceed with online registration up until the add deadline.

## LATE ADD PROCEDURES

All adds must be processed by the add deadlines which are published in the Student College Calendar, or obtained by the class instructor. Students who have verifiable

extenuating circumstances may petition to add after the deadline by submitting a late add petition before 50% of the course is complete.

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

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

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

## DROP PROCEDURES AFFECTING A STUDENT'S TRANSCRIPT

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



# Academic Information



**OPEN CLASSES**

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

**ABSENCE FROM CLASS**

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

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

**DEGREE APPROPRIATE CLASSES**

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

**TRANSFERABLE COURSES**

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

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

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

**Academic Recognition at Graduation**

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

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

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

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

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

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

**COC HONORS PROGRAM**

The COC Honors Program at College of the Canyons provides an enriched curriculum to students with a strong academic record to enhance their chances for successful transfer to competitive four-year institutions. The program provides opportunities for critical thinking, original research, and community engagement in a wide variety of transferable general education courses. Honors courses are designed with a smaller enrollment cap to allow students to work closely with professors on research-based projects that prepare them for transfer to a four-year university. To join COC Honors, students must have a 3.25 GPA of at least 12 units of UC/CSU credit courses, or if they are enrolling directly from High School, they must have a 3.5 High School GPA. Honors courses are designated in the class schedule by the letter "H" and "Honors" found in the course number and title (e.g., SOCI 101H: Introduction to Sociology--Honors). In order to complete the Honors Program students must remain enrolled in COC Honors for at least two semesters, complete 15 units of Honors courses, perform 10 hours of community service/civic engagement work per semester, and participate in transfer activities to receive graduation recognition along with diploma and transcript notation. Additional benefits include opportunities to engage in community-based learning projects, apply for scholarships, gain "partner" benefits with several four-year universities through membership in the Honors Transfer Council of California (HTCC), and to receive "priority admission consideration" to UCLA's College of Letters and Science through the Transfer Alliance Program (TAP) agreement. Honors students are also eligible for membership in our Phi Theta Kappa international honors society chapter, which provides additional opportunities for community service, academic research, leadership experience, and scholarships. For more information about the Honors Program, please email our Honors Faculty Coordinator Dr. Chase Dimock at [honors@canyons.edu](mailto:honors@canyons.edu). Also, see the honors webpage at [www.canyons.edu/honors](http://www.canyons.edu/honors) for more information.

**Transfer Alliance Program (TAP) Agreements**

The Transfer Alliance Program (TAP) comprises partnerships with California community colleges that have honors programs. Qualifying students receive "priority admission consideration" each year to majors within UCLA's College of Letters and Science. Honors students who meet COC Honors Program criteria, including the completion of 15 units of UC transferable Honors coursework by the end of the semester they submit their admission's packet, are eligible for UCLA Transfer Alliance Program (TAP) Certification. Students who successfully

complete COC Honors Program requirements are “certified” by COC and receive the following benefits:

- 1) Priority admission consideration when being reviewed for one of UCLA's College of Letters and Science majors. TAP students can list an alternate major (which must be listed on the UCLA application and the TAP Certification form) as long as it doesn't list one of the most highly selective majors as listed in the UCLA Transfer Admissions Guide. NOTE: Students who apply to majors outside the College of Letters and Science may list an alternative major within the College of Letters and Science.
- 2) Eligibility to apply for scholarships reserved for the Transfer Alliance Program.
- 3) Limited privileges at UCLA's main library. (For more information, see [http://www.admission.ucla.edu/Prospect/Adm\\_tr/ADM\\_CCO/tap.htm](http://www.admission.ucla.edu/Prospect/Adm_tr/ADM_CCO/tap.htm))

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

## HONOR SOCIETIES

### Alpha Delta Nu Nursing Honor Society

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

### Alpha Mu Gamma

Alpha Mu Gamma is the national collegiate foreign language honor society. Its primary purpose is to honor students for outstanding achievement and excellence during their first years of foreign-language study in college. More than 300 chapters have been granted to state and private universities. At College of the Canyons, our chapter is Kappa Xi. Eligibility requirements include: Two final course grades of “A” in two college level courses (each at least 3 semester units) of the same foreign language or American sign language (ASL). A candidate who is a native of a non-English speaking country, may offer two final course grades of “A” in college level English or ESL. A GPA of 3.0 or higher in college level work. Members receive national distinction and notation on school transcripts, an official certificate and a gold pin. Members are eligible to apply for scholarships for foreign language study.

### Lambda Epsilon Chi

Lambda Epsilon Chi (LEX) is a national honor society to recognize students for their outstanding academic achievement. LEX offers students national scholarship opportunities, participation in regional, state and local conferences, and networking opportunities with other legal professionals. Students must demonstrate “superior academic performance” which is evidence by an overall GPA of at least 3.25 and in the paralegal classes of at least 3.50.

### National Society of Leadership and Success

The National Society of Leadership and Success (NSLS) is a nationally recognized honor society focused on leadership. The NSLS provides a leadership program that helps students achieve personal growth, career success, and empowers them to have a positive impact in their communities. COC's chapter also emphasizes empowering students through civic learning and democratic engagement. Membership requirements include a minimum 3.25 GPA or higher. For more information, please visit the Center for Civic and Community Engagement, SECO Hall 101 or email Dr. Patty Robinson at [patty.robinson@canyons.edu](mailto:patty.robinson@canyons.edu) or call 661.362.3992.

### Phi Theta Kappa

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

### Psi Beta

Psi Beta is the national honor society in psychology for community and junior colleges. Psi Beta is committed to the development of psychology students through promotion and recognition of excellence in scholarship, leadership, research, and community service. Eligibility requirements include: completion of at least 12 college units, with at least one of those being a psychology class; an overall 3.25 GPA; and at least a B average in all psychology classes completed.

### Phi Rho Pi

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

### Sigma Delta Mu

Sigma Delta Mu is the National Honor Society for Hispanic Studies. At College of the Canyons, our chapter is Iota Chapter of California. The society is committed to honoring those who seek and attain excellence in the study of the literature and culture of Spanish-speaking people, and to foster friendly relations and mutual respect between the nations of Hispanic speech and those of English speech. Membership requirements include a 3.0 GPA or higher and a Spanish course with at least a B average.

## ACADEMIC RENEWAL

College of the Canyons recognizes that a student's academic record may contain grades that are not reflective of more recently demonstrated academic success. To accurately reflect a student's current success, the College has instituted academic renewal. Academic Renewal is defined as the process by which a student's

previously recorded substandard credit coursework is disregarded from the student's College of the Canyons cumulative grade point average. College of the Canyons acknowledges these difficulties and has adopted guidelines, Board Policy 4240, for petition of alleviation of previously substandard coursework.

If all of the following conditions are met, the student will be eligible for Academic Renewal and College of the Canyons may disregard from all consideration associated with the computation of a student's cumulative grade point average all grades of D, F, FW and NP (No Pass) earned in up to a maximum of 24 semester units, or 36 quarter units of coursework, taken at College of the Canyons. Courses completed with a grade of "Pass" or "C" and above will continue to be used toward cumulative unit and grade point average considerations and will meet any degree major, general education, and/or transfer requirements.

If all of the following conditions are met, a student will be eligible for Academic Renewal:

- A. A demonstration of recent academic ability must be determined by one of the following:
  - Students must have achieved a minimum grade point average (GPA) of at least a 3.0 in their last 12 semester units (or 18 quarter units), or
  - at least a 2.5 in their last 18 semester units (or 27 quarter units), or
  - at least a 2.0 in their last 24 semester units (or 36 quarter units), completed at College of the Canyons or any regionally-accredited college or university.
- B. At least 2 (two) calendar years have elapsed from the time the substandard grade to be disregarded was completed.

If a student qualifies for academic renewal based on college coursework completed at another regionally-accredited college or university, the student must first request official transcripts to be sent directly to College of the Canyons admissions office prior to submitting an Academic Renewal request. If another accredited college has acted to remove previous coursework from consideration in computing the grade point average such action shall be honored in terms of its policy.

Academic Renewal actions are irreversible. Students should meet with a counselor before taking such an action. Academic Renewal is not accepted for the purposes of qualifications within financial aid, honors, Veterans, or other such programs. It is the responsibility of the student to meet with the program of interest to determine how Academic Renewal may affect the student's eligibility. 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 at College of the Canyons. Other institutions may have adopted different policies. The transfer status of such action depends upon the policy of the college to which a student transfers.

### ADVANCED PLACEMENT

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

#### Advanced Placement Credit

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

#### International Baccalaureate

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



## COLLEGE OF THE CANYONS ADVANCED PLACEMENT COURSE EQUIVALENCY LIST

California Community Colleges have adopted the CCC GE AP list as the standard for accepting AP courses which can be found by clicking on the link provided, [CCC GE AP List](#). At College of the Canyons, we have also adopted the list below. We will be awarding credits based on the AP list on this page. Additional information regarding transferable CSU and UC units can be found on the COC Counseling website at <https://www.canyons.edu/studentservices/counseling/transfer/index.php>. Please see a COC Counselor for more support.

AP Examination	AP Score	COC Unit Credit	Prerequisite Met for COC Course(s)	COC Associate Degree GE	CSU GE	IGETC
Art History	3, 4, 5	6	N/A	Humanities & Fine Arts	Area C1 or C2 (3 units)	Area 3A or 3B
Art-Studio Drawing	3, 4, 5	3	N/A	Humanities & Fine Arts	N/A	N/A
Art Studio 2-D	3, 4, 5	3	N/A	Humanities & Fine Arts	N/A	N/A
Art Studio 3-D	3, 4, 5	3	N/A	Humanities & Fine Arts	N/A	N/A
Biology	3, 4, 5	6	N/A	Natural Science	Area B2 & B3 (4 units)	Area 5B w/lab
Calculus AB**** (or passing AB subscore from BC exam)	3, 4, 5	5*	Math 212, Physics 110 & 220	Language & Rationality: Communication Analytical Thinking; Mathematics Competency	Area B4 (3 units)	Area 2A
Calculus BC****	3, 4, 5	10	Math 213, Physics 110 & 220	Language & Rationality: Communication Analytical Thinking; Mathematics Competency	Area B4 (3 units)	Area 2A
Chemistry	3, 4, 5	5	Chemistry 201	Natural Science	Area B1 & B3 (4 units)	Area 5A w/lab
Chinese Language & Culture	3, 4, 5	6	N/A	Humanities & Fine Arts	Area C2 (3 units)	Area 3B & 6A
Computer Science A****	3, 4, 5	3	Cmpsci 182 & 182L	Elective	N/A	N/A
Computer Science Principles****	3, 4, 5	6	Cmpsci 182 & 182L	3 units Language & Rationality: Communication & Analytical Thinking	CSU-B4 (3units)	N/A
English Language	3, 4, 5	6*	English 102, 103, 105,106,107, 108, 109, 111, 112, Psychology 101H, Sociology 101H	Language & Rationality: English Composition & 3 units Elective	Area A2 (3 units)	Area 1A
English Language & Composition	3, 4, 5	6*	English 102, 103, 105,106,107, 108, 109, 111, 112, Psychology 101H, Sociology 101H	Language & Rationality: English Composition & 3 units Elective	Area A2 (3 units)	Area 1A
English Literature	3, 4, 5	6*	English 102, 103, 105,106,107, 108, 109, 111, 112, Psychology 101H, Sociology 101H	Language & Rationality: English Composition & Humanities & Fine Arts	Area A2 & C2 (3 units)	Area 1A or 3B
English Literature & Composition	3, 4, 5	6*	English 102, 103, 105,106,107, 108, 109, 111, 112, Psychology 101H, Sociology 101H	Language & Rationality: English Composition & Humanities & Fine Arts	Area A2 & C2 (3 units)	Area 1A or 3B (2.6 units in either area)
Environmental Science	3, 4, 5	4	N/A	4 units Natural Science	Area B1 & B3 (4 units)	Area 5A w/lab (2.6 units)
European History	3, 4, 5	6	N/A	3 units Social Science or 3 units Humanities & 3 units elective	Area D or C2 (3 units)	Area 3B or 4
French Language & Culture	3, 4, 5	6	French 202	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
German Language & Culture	3, 4, 5	6	German 202	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
Government & Politics: Comparative	3, 4, 5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Government & Political: United States	3, 4, 5	3	N/A	3 units Social Science or 3 units toward US-2 (Title 5 requirement)	Area D & US-2 (only) (3 units)	Area 4
Human Geography	3, 4, 5	3	N/A	3 units Social Science & diversity requirement	Area D (3 units)	Area 4
Italian Language & Culture	3, 4, 5	6	N/A	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
Japanese Language & Culture	3, 4, 5	6	N/A	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
Latin	3, 4, 5	6	N/A	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
Macroeconomics	3, 4, 5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Microeconomics	3, 4, 5	3	N/A	3 units Social Science	Area D (3 units)	Area 4
Physics 1	3, 4, 5	4**	N/A	4 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab
Physics 2	3, 4, 5	4**	N/A	4 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab
Physics C: Mechanics	3, 4, 5	4**	N/A	4 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab (2.6 units)
Physics C: Electricity & Magnetism	3, 4, 5	4**	N/A	4 units Natural Science	Area B1 & B3** (4 units)	Area 5A w/lab (2.6 units)
Precalculus	3, 4, 5	3	Eligible for Math 211	3 units for Lang & Rationality: Comm & Analytical Thinking; Math Comp	Area B4 (3 units) for CSUs	Area 2 N/A
Psychology	3, 4, 5	3	Psychology 102, 230	3 units Social Science	Area D (3 units)	Area 4
Seminar	3, 4, 5	3	N/A	Elective	N/A	N/A
Spanish Language & Culture	3, 4, 5	6	Span 202	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
Spanish Literature & Culture	3, 4, 5	6	Span 202	3 units Humanities & 3 units Elective	Area C2 (3 units)	Area 3B & 6A
Statistics	3, 4, 5	3	N/A	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency	Area B4 (3 units)	Area 2A
United States History	3, 4, 5	6	N/A	3 units Social Science or 3 units toward US-1 (Title 5 requirement)	Area D or C2 & US-1 (3 units)	Area 3B or 4
World History - Modern	3, 4, 5	3	N/A	3 units Social Science	Area D or C2 (3 units)	Area 3B or 4

IGETC Standards Credit by External Exams information can be found on the following [UC website](#). CSU AP Exam Admissions and CSU-GE Requirements can be found on the following [CSU website](#).

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

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

\*\*\* See CSU & UC AP Website on each Campus for maximum units for each.

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

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

IB Examination	IB Score	COC Unit Credit	COC Associate Degree GE ###	CSU GE #	IGETC ##
<b>Biology HL</b>	5, 6, 7	6	Natural Science 3 units	Area B-2 (without lab) 3 units	Area 5B (without lab) 3 units
<b>Chemistry HL</b>	5, 6, 7	6	Natural Science 3 units	Area B-1 (without lab) 3 units	Area 5A (without lab) 3 units
<b>Economics HL</b>	5, 6, 7	6	Social and Behavioral Science 3 units	Area D 3 units	Area 4 3 units
<b>Geography HL</b>	5, 6, 7	6	Social and Behavioral Science 3 units	Area D 3 units	Area 4 3 units
<b>History (any region) HL</b>	5, 6, 7	6	Social and Behavioral or Humanities 3 units	Area C-2 OR D 3 units	Area 3B OR 4 3 units
<b>Language A Literature HL</b>	4, 5, 6, 7	6	Humanities 3 units	Area C-2 3 units	Area 3B and (if it's a language other than English) Area 6A 3 units (Min. score must be 5)
<b>Language A Language and Literature HL</b>	4, 5, 6, 7	6	Humanities 3 units	Area C-2 3 units	Area 3B and (if it's a language other than English) Area 6A 3 units (Min. score must be 5)
<b>Language B HL (any language)</b>	4, 5, 6, 7	0	Not Applicable	None	If it's a language other than English, Area 6A 3 units (Min. score must be 5)
<b>Mathematics: Analysis &amp; Approaches HL</b>	4, 5, 6, 7	6	Language and Rationality: Communication & Analytical Thinking; 3 units & Math Competency	Area B-4 3 units	Area 2A 3 units (Min. score must be 5)
<b>Mathematics: Apps and Interpretation HL</b>	4, 5, 6, 7	6	Language and Rationality: Communication & Analytical Thinking; 3 units & Math Competency	Area B-4 3 units	None
<b>Physics HL</b>	5, 6, 7	6	Natural Science 3 units	Area B-1 (without lab) 3 units	Area 5A (without lab) 3 units
<b>Psychology HL</b>	5, 6, 7	3	Social and Behavioral Science 3 units	Area D 3 units	Area 4 3 units
<b>Theater HL</b>	4, 5, 6, 7	6	Humanities 3 units	Area C-1 3 units	Area 3A 3 units (Min. score must be 5)

For additional information, see the CSU website: <https://www.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>  
and the UC website: <https://admission.universityofcalifornia.edu/admission-requirements/ap-exam-credits/ib-credits.html>

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

CLEP Examination	Min. CLEP Score	COC Associate Degree GE & Units Earned	Min. CSU Units Earned	CSU GE	CLEP Examination	Min. CLEP Score	COC Associate Degree GE & Units Earned	Min. CSU Units Earned	CSU GE
<b>American Government</b>	50	Social & Behavioral Sciences 3 units	3	Area D 3 units	<b>Human Growth and Development</b>	50	Social & Behavioral Sciences 3 units	3	Area E 3 units
<b>American Literature</b>	50	Humanities 3 units	3	Area C-2 3 units	<b>Humanities</b>	50	Humanities 3 units	3	Area C-2 3 units
<b>Analyzing and Interpreting Literature</b>	50	Humanities 3 units	3	Area C-2 3 units	<b>Information Systems and Computer Applications</b>	50	None	3	None
<b>Biology</b>	50	Natural Science 3 units	3	Area B-2 3 units	<b>Introduction to Educational Psychology</b>	50	None	3	None
<b>Calculus</b>	50	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	3	Area B-4 3 units	<b>Introductory Business Law</b>	50	None	3	None
<b>Chemistry</b>	50	Natural Science 3 units	3	Area B-1 3 units	<b>Introductory Psychology</b>	50	Social & Behavioral Sciences 3 units	3	Area D 3 units
<b>College Algebra</b>	50	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	3	Area B-4 3 units	<b>Introductory Sociology</b>	50	Social & Behavioral Sciences 3 units	3	Area D 3 units
<b>College Algebra-Trigonometry</b>	50	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	3	Area B-4 3 units	<b>Natural Sciences</b>	50	Natural Science 3 units	3	Area B-1 or B-2 3 units
<b>College Composition</b>	50	None	None	None	<b>Pre-Calculus</b>	50	Language & Rationality: Communication & Analytical Thinking; Mathematics Competency 3 units	3	Area B-4 3 units
<b>College Composition-Modular</b>	50	None	None	None	<b>Principles of Accounting</b>	50	None	3	None
<b>College Mathematics</b>	50	None	None	None	<b>Principles of Macro-economics</b>	50	Social & Behavioral Sciences 3 units	3	Area D 3 units
<b>English Composition (no Essay)</b>	50	None	None	None	<b>Principles of Micro-economics</b>	50	Social & Behavioral Sciences 3 units	3	Area D 3 units
<b>English Composition (with Essay)</b>	50	None	None	None	<b>Principles of Management</b>	50	None	3	None
<b>Financial Accounting</b>	50	None	3	None	<b>Principles of Marketing</b>	50	None	3	None
<b>French Level I **</b>	50	None	6 **	None	<b>Social Sciences and History</b>	50	None	None	None
<b>French Level II **</b>	59	Humanities 3 units	9 **	Area C-2 3 units	<b>Spanish Level I **</b>	50	None	6 **	None
<b>Freshman College Composition</b>	50	None	None	None	<b>Spanish Level II **</b>	63	Humanities 3 units	9 **	Area C-2 3 units
<b>German Level I **</b>	50	None	6 **	None	<b>Spanish with Writing I **</b>	50	None	6 **	None
<b>German Level II **</b>	60	Humanities 3 units	9 **	Area C-2 3 units	<b>Spanish with Writing II **</b>	63	Humanities 3 units	9 **	Area C2 3 units
<b>History, United States I</b>	50	Social & Behavioral OR US History-Title 5 (US-1 Only) 3 units	3	Area D & US History-Title 5 (US-1 Only) 3 units	<b>Western Civilization I</b>	50	Humanities OR Social & Behavioral 3 units	3	Area C-2 or D 3 units
<b>History, United States II</b>	50	Social & Behavioral OR US History-Title 5 (US-1 Only) 3 units	3	Area D & US History-Title 5 (US-1 Only) 3 units	<b>Western Civilization II</b>	50	Social & Behavioral 3 units	3	Area D 3 units

\*No units are awarded for IGETC

CSU website: <https://www.calstate.edu/apply/transfer/pages/college-level-examination-program.aspx>

\*\*If a student passes more than one CLEP test in same language other than English, then only 1 examination may be applied to the baccalaureate for the CSUs.

## ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

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

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

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

### Philosophy of General Education

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

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

## GENERAL EDUCATION REQUIREMENTS

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

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

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

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

Anthropology 103, 103H, 105, 120, 210, 220  
Business 126  
Civic and Community Engagement 200, 201  
Communication Studies 120, 235, 246, 256, 260, 270  
Early Childhood Education 101, 102  
Environment 101  
Economics 170, 170H, 201, 201H, 202, 202H  
Ethnic Studies 101, 102, 103  
Geography 102, 104  
Global Studies 101, 102  
History 101, 102, 111, 111H, 112, 112H, 115, 116, 117, 120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243  
Media Entertainment Arts 100  
Philosophy 130  
Political Science 150, 150H, 200, 210, 230, 250, 270, 290  
Psychology 101, 101H, 105, 109, 110, 126, 167, 172, 172H, 180, 225, 230, 235, 240  
Social Work and Human Services 110  
Sociology 101, 101H, 102, 103, 103H, 104, 105, 106, 107, 108, 110, 130, 200, 200H, 205, 207, 208, 210, 230, 233, 250

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

Anthropology 210, 220  
Architectural Drafting 114, 115  
Art 100, 110, 111, 112, 115, 116, 125A, 125B, 140, 141, 222, 225A, 270  
Business 160  
Chinese 101, 102  
Cinema 120, 121, 122, 123, 127, 129, 131  
Communication Studies 100, 100H, 105, 105H, 150, 225, 246, 256, 260  
Dance 100, 101, 111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 161, 170  
English 105, 106, 108, 109, 110, 112, 122, 135, 200, 250, 251, 260, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 280, 281  
French 101, 102, 150, 201, 202  
German 101, 102

History 101, 101H, 102, 161, 191, 192, 193, 240, 243  
 Humanities 100, 115, 116, 150  
 Interior Design 114, 115  
 Italian 101, 102, 150  
 Linguistics 101  
 Media Entertainment Arts 102  
 Music 100, 105, 106, 107, 109, 110, 112, 120A, 125, 142, 175, 176  
 Philosophy 101, 101H, 102, 110, 111, 112, 120, 130, 206, 220, 225, 240, 250  
 Photography 140, 150, 160  
 Sign Language 101, 102, 103, 104, 110  
 Sociology 200, 200H  
 Spanish 101, 101H, 150, 201, 202, 211, 212, 240  
 Theater 100, 110, 110H, 126, 140, 141, 144, 220, 240

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

1. **English Composition:**

Select one course from the following:

English 101, 101H, 103, 103H, 104, 112, 112H, 204

2. **Communication and Analytical Thinking:**

Select one course from the following:

Communication Studies 105, 105H, 120, 225, 227; Computer Science 111, 132, 256; Economics 291; English 112, Math 100, 102, 102X, 103, 103X, 104, 104X 130, 140, 140H, 140X, 211, 212, 213, 214, 215, 240; Philosophy 106, 206, 230; Psychology 103, 104; Sociology 102, 108 or 137

**AMERICAN INSTITUTIONS**

**6 semester units required:**

United States History – 3 units

U.S. Constitution, State and Local Government – 3

units (complete one course from #1 and one course from #2)

1. Economics 170 or 170H; History 111, 111H, 112, 112H, 116, 117, 120, 120H, 130
2. Political Science 150 or 150H  
Or complete both History 111 or 111H and 112 or 112H

**PHYSICAL EDUCATION AND WELLNESS**

Minimum two units or 2 courses:

Physical Education activity (KPEA or KPEI) or Dance activity courses (except Dance 100) Health Science 100, 149, 150, 243; Recreation Management 120, 121, 122, 123, 124. (Veterans exempted. DD214 required.)

**DIVERSITY REQUIREMENT**

Complete at least one course from the following:

Anthropology 103, 103H, 120, 210; Business 126; Cinema 123; Communication Studies 235, 256, 260; Early Childhood Education 106, 160; Education 203; English 200, 262, 270, 271, 273, 274, 280; Ethnic Studies 101, 102, 103; Geography 102; Health Science 243, History 116, 117, 120, 120H, 130, 161, 191, 192, 193, 210, 243; KPET 209, Music 108, 109, 110; Philosophy 102, 220; Political Science 290; Psychology 167, 230, 235, 240, 272; Sign Language 110; Sociology 101, 101H, 103, 103H, 104, 105, 106, 107, 110, 130, 200, 200H, 207, 208, 210, 230, 233. The course used to satisfy this area may also be used to satisfy another area of general education, if applicable.

**COMPETENCY REQUIREMENTS**

- **Reading Competency** - Minimum grade of C required. Competence is demonstrated by completion of English: 101 or 101H
- **Written Expression Competency** - Minimum grade of C required. Competence is demonstrated by completion of English: 101, 101H, 103, 103H, 104, 112, and 204
- **Mathematics Competency** - Minimum grade of C required. Competence is demonstrated by completion of Economics 291; Mathematics 100, 102, 102X, 103, 103X, 104, 104X, 130, 140, 140H, 140X, 211, 212, 213, 214, 215, 240; Psychology 104 or Sociology 137

**ASSOCIATE DEGREES WITH GENERAL EDUCATION EXCEPTIONS**

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

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

**MAJOR REQUIREMENT**

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

**UNIT REQUIREMENT**

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

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

**GRADE POINT REQUIREMENT**

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

**RESIDENCE REQUIREMENT**

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

**PETITION FOR GRADUATION**

File a petition for graduation in the Counseling office no later than the first class meeting of the semester/term of

graduation. See the Schedule of Classes for the specific date. Petitions are accepted for graduation for fall, spring, and summer terms only.

### ACADEMIC RECOGNITION AT GRADUATION Graduation with Honors

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

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

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

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

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

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

### SECOND ASSOCIATE DEGREE

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

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

### MULTIPLE MAJORS

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

### EXTERNAL ACCREDITING AGENCIES

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

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

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

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

**Emergency Medical Technician** - approved by the Los Angeles County EMS Agency, State of California and the National Registry of EMTs.

**Medical Laboratory Technician** - accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

**Nursing** - accredited by the National League for Nursing – Commission for Nursing Education Accreditation (NLN-CNEA) and approved by the California State Board of Registered Nursing.

**Paralegal Studies** - approved by the American Bar Association (ABA).

### AUDITING CREDIT COURSES

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

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

KPEI-153, 245A, 245B, 250A, 250B, 255A, 255B, 260A, 260B, 265, 270A, 270B, 275A, 275B, 280A, 280B, 285A, 285B, 290A, 290B, 295A, 295B  
MUSIC-153, 160, 161, 165, 173, 174, 175, 176, 177, 185, 186  
PHOTO-092L, 093L, 094L, 095L  
THEATR-120, 161, 180A, 184A, 186A, 190

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

### Regulations

1. Students wishing to audit classes must receive the approval of the instructor of the course.
2. Students wishing to audit a course must be in at least grades 11-12. Those students in grades K-10 are not eligible to audit classes. The exception to this regulation, are the music classes eligible for audit listed in the college catalog.
3. No student auditing a course shall be permitted to change enrollment in that course to receive credit for the course.
4. Students auditing a course are not subject to attendance, test or grade requirements. Attendance of students auditing a course is not included in computing the apportionment accounting procedures.
5. A fee of \$15 per unit will be charged. Students enrolled in classes to receive credit for 10 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 LIMITATION (College Success Skills)**

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

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

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

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

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

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

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

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

### **CERTIFICATES**

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

#### **Certificate of Achievement**

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

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 in the Counseling Department 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 16 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.

#### **Noncredit Certificate Requirements**

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

- a. Students must complete required courses in an approved program of study as specified in the School of Personal and Professional Learning section of the course catalog.
- b. The Certificate of Competency within the noncredit ESL program requires the student to meet the criteria for the certificate based on the combination of self-placement and successful course completion with a grade of "P".
- c. Certificate of Competency means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement of a set of competencies that prepares them to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.
- d. The Certificate of Completion requires the student to complete all required courses in the approved program of study as listed in the college catalog. Certificate of Completion means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares them to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses.
- e. Content and assessment standards for certificates shall be defined by the local curriculum committee. The curriculum committee shall review noncredit

educational programs leading to a certificate using the same standards as applied to credit educational programs leading to a certificate with respect to academic integrity, consistency with college mission, meeting a demonstrated need and program feasibility.

### COURSE PREREQUISITES

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

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

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

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

### Challenge Process

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

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

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

The procedure for prerequisite challenge petitions is as follows:

1. Fill out a Prerequisite Challenge petition.
2. Submit it to Admissions and Records.
3. Admissions and Records will conditionally allow the student to enroll pending petition approval. The

student must pay for the class at this point and continue attending class until the petition is approved or denied.

4. The petition will be forwarded by Admissions and Records to the appropriate division for review.
5. If the petition is approved, the student will be notified via their My Canyons email and will continue with the class.
6. If the petition is denied, the student will be notified via their My Canyons email, an administrative drop will be processed and a refund of the class fees will be sent to the student.

### 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 the student has received a substandard grade. Nothing in this policy should be taken as an exception to Section 55040-55041 of Title 5, of the California Code of Regulations.

#### Definitions:

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

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

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

1. The student may enroll in a course for which they have earned a substandard grade or a withdrawal no more than three times.
2. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a non-substandard grade (A, B, C, CR or P), he or she cannot repeat the course a second time.
3. If the student repeats a course for which he or she has earned a substandard grade or a withdrawal and receives a second substandard grade or a withdrawal, he or she can repeat the course one more time. If the student receives a withdrawal or a substandard grade on the third enrollment, the student cannot repeat the course again. A withdrawal does not alleviate the substandard grade on the previous enrollment.
4. After course repetition occurs to alleviate substandard grades, the previous grade and unit credit will be disregarded in computing the student's GPA for the previous two instances of substandard repetition. The course will be annotated such that the GPA calculation occurs for the most recent grade. A withdrawal does not alleviate a substandard grade.

#### Exceptions:

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

- That previous grades were, at least in part, the result of extenuating circumstances.
- Certain courses may be repeated up to a maximum of

three times for a total of four enrollments regardless of the grades earned. These courses are identified in the College Catalog and the Schedule of Classes. All grades earned for the authorized repeats shall be counted toward the grade point average.

#### **Transcript Notation:**

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

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

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

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

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

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

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

- i. there is an established recency prerequisite established by the course curriculum;
- ii. there is an established recency requirement as established by a transfer institution;

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

#### **PASS/NO PASS**

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

the option, during the time of registration, to petition to take classes on a P/NP basis in lieu of a grade of A, B, C, D, F, or FW.

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

Regulations:

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

#### **CREDIT FOR PRIOR LEARNING**

Credit for prior learning is a method of assessing the entirety of a particular course as defined by its course outline of record. Credit for Prior Learning (CPL) may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college.

District faculty may choose an assessment(s) from the list outlined below.

- Standard satisfactory score on Advanced Placement (AP) Examination administered by the College Entrance Examination Board.
- Standard satisfactory score on College Level Examination Program (CLEP).
- Standard satisfactory score on International Baccalaureate (IB) program.
- Evaluation of Joint Services Transcripts.
- Evaluation of student-created portfolios.

- Evaluation of industry-recognized documentation.
- Other standardized exams.
- Satisfactory completion of approved noncredit course(s) with an equated credit course(s). The final grade of the noncredit course(s) may be used as the Credit for Prior Learning grade for the credit course(s).
- Credit by satisfactory completion of an examination or assessment administered by the College faculty in lieu of completing a course listed in the college catalog.
- The faculty may accept an examination or assessment conducted by an institution other than College of the Canyons for purpose of assessment of prior learning.

To be eligible, students must:

- Be registered at the college in at least one unit or noncredit course.
- Be in good standing or have no standing.
- Request CPL for a course listed in the District's current course catalog.
- Have satisfied the prerequisites and other enrollment requirements for the particular course for which CPL is requested.
- Have paid CPL fees prior to completing the assessment. Fees are non-refundable.
- Not be currently enrolled in the course for which they request CPL.
- Not have requested CPL for the same course previously at the District (although the individual may enroll in the course in a future term for credit if the CPL assessment produced a substandard grade of D, F, or NP).

Units earned by CPL:

- Shall not be considered units completed in residence towards a certificate or degree.
- Shall not be used for enrollment verification or reports to insurance companies or other similar agencies.
- May count toward major or general education coursework for the associate degree or certificate or as elective units.
- Are inapplicable toward satisfaction of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits and/or financial aid.
- Shall be clearly annotated on the student's academic record to reflect that they were earned as CPL.

For more information on how to process a Credit for Prior Learning, including what courses are approved for credit for prior learning, please visit <https://www.canyons.edu/administration/instruction/creditforpriorlearning.php>

To request a credit for prior learning, please contact the Admissions and Records office. For full information regard CPL, see Board Policy and Administrative Procedure 4235.

#### **Credit for Public Safety Academy Training**

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

- Unit credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission or training verified by other public safety agencies.
- A single block of unit credit will be given and identified as academy credit.

- One unit of credit may be granted for each 50 hours, not to exceed 18 semester units or their equivalent.
- Unit credits granted for Law Enforcement Academy Training will be posted upon completion of one unit of College of the Canyons coursework.
- Physical education and wellness for the associate degree requirement will be waived.

#### **CREDIT FOR MILITARY SERVICE**

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

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

The veteran may also receive additional elective credit for formal service school courses offered by the United States military services. Service school transcripts are evaluated and credit granted based on the recommendations by the Commission on Accreditation of Service Experiences of the American Council on Education. A maximum of 18 units will be allowed for military school service.

#### **DIRECTORY INFORMATION**

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

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

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

#### **FAMILIES OF COURSES**

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

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

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

## GRADES

Awarding grades to students is the responsibility of the instructor of the course in which the student is enrolled. Once awarded, grades may not be changed except where evidence is presented that a clerical error has occurred. (See Student Grievance Policy, page 349.) 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, EW, NP, P and IP are not used in computing grade point averages; however, I, W, NP, and NC are used in the calculation of progress probation/dismissal. MW grades are given to students called up to active duty in the military. Upon presentation of orders, an MW grade is awarded for each class for which the student was enrolled, regardless of when the student stopped attending. MW grades are non-evaluative and do not count in computing the grade point average, nor are they used in calculating progress probation/dismissal. Upon returning from active duty, the student is considered a continuing student with no break in attendance. They retain original catalog rights and resume the same level of priority registration. The Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s). The EW shall not be counted in progress probation and dismissal calculations, and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt. The SP indicates satisfactory progress towards completion of the course (used for non-credit courses only and is not supplanted by any other symbol).

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

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

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

## Grading Review Policy

### 533.1 Introduction

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

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

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

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

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

### 533.3 Review Procedure

#### 533.3.A Step I

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

#### 533.3.B Step II Hearing

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

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

#### 533.3.C STEP III Appeal

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

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

### ACADEMIC STANDING

Academic standing is determined exclusively by coursework attempted and completed at College of the Canyons and is calculated at the end of the fall and spring semesters. College of the Canyons has adopted Academic Standing guidelines, Board Policy 4250 and Board Policy 4251.

### Academic Standards Definitions:

- A. **Units Attempted** - For probation, subject to dismissal, and dismissal purposes only, all units of credit in which the student is enrolled at College of the Canyons.
- B. **Units Enrolled** - All units of credit for which the student is enrolled and will earn a notation on the transcript at College of the Canyons.
- C. **Consecutive Semesters** - Enrollment in two semesters (fall and/or spring) or enrollment in one semester, followed by a break, then enrollment in another (fall and/or spring) semester. Summer sessions and intersessions shall not be considered when calculating consecutive semesters.
- D. **Appeals** - For the purpose of this academic standing policy, an appeal is a student-initiated petition to modify the conditions for readmission after academic dismissal.

### Standards for Probation

1. **Academic Probation:** Academic probation occurs after the student completes at least 12 graded units at College of the Canyons and at the end of the student's first fall or spring semester when the student's College of the Canyons cumulative grade point average falls below a 2.0.
2. **Progress Probation:** Progress probation occurs after the student attempts at least 12 units at College of the Canyons and at the end of the student's first fall or spring semester when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations.

College of the Canyons will place a registration hold on the record of students who are on probation and will remove the registration hold from the student's record after the student participates in an intervention designated for probation students.

### Standards for Subject-to-Dismissal

1. **Academic Subject-to-Dismissal:** Academic Subject-to-Dismissal occurs when the student's College of the Canyons cumulative grade point average falls below a 2.0 for the second consecutive fall or spring semester.
2. **Progress Subject-to-Dismissal:** Progress Subject-to-Dismissal occurs when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations for the second consecutive fall or spring semester.

College of the Canyons will place a registration hold on the record of students who are on Subject-to-Dismissal and will remove the registration hold from the student's record after the student participates in an intervention designated for Subject-to-Dismissal students.

### Standards for Dismissal

1. **Academic Dismissal:** Academic Dismissal occurs when the student's College of the Canyons cumulative grade point average falls below a 2.0 for the third consecutive fall or spring semester.
2. **Progress Dismissal:** Progress Dismissal occurs when 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations for the third consecutive fall or spring semester.

**Restoration of Good Standing**

1. **Good Academic Standing:** A student can return to Good Standing when the student's cumulative COC grade point average is a 2.0 or higher.
2. **Good Progress Standing:** A student can return to Good Standing when the student completes 51% or more of all cumulative COC units attempted with letter (A, B, C, D, F, and/or FW) grades.
3. Determination of good standing is made at the end of the fall and spring semesters.

**Exceptions to Dismissal**

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

1. **Exception to Academic Dismissal:** Academic Dismissal students may continue enrollment for one semester without interruption if he/she/they earn a 2.0 or higher semester GPA in the most recent fall or spring semester at College of the Canyons. The student will remain on Academic Dismissal status if the student's cumulative College of the Canyons GPA remains below a 2.0.
2. **Exception to Progress Dismissal:** Progress Dismissal students may continue enrollment for one semester without interruption if he/she/they complete 75% or more of his/her/their semester units with letter grades (A, B, C, D, F, and FW) in the most recent fall or spring semester at College of the Canyons. The student will remain on Progress Dismissal status if 50% or more of the cumulative units the student attempted at College of the Canyons are withdrawals (W), incompletes (I), and/or No Pass (NP) notations.

**Re-admission after Dismissal**

A student who is dismissed must sit out one fall or spring semester subsequent to the term the student was placed on Dismissal or the student can file a successful appeal.

1. **Sitting out One Semester:** College of the Canyons will remove the registration hold from the student's record after the student sits out one fall or spring semester and meets with a Counselor upon his/her/their return to College of the Canyons. The Counselor will work with the student to complete a Contract for Probationary Reinstatement.
2. **Dismissal Appeal:** A student can appeal the one-semester Dismissal (sitting out). The student has the right to appeal if there were extenuating circumstances that caused the student's Dismissal. The written appeal should be submitted to the Counseling Department. Appeals should be based on the following:
  - a. Evidence, based on the academic record, that Dismissal status does not reflect the student's usual level of performance.
  - b. Circumstances beyond the control of the student, for example, accident or illness.

Students must submit appeals by the deadline established on the Dismissal Appeal Form. If the appeal is approved, the student will remain on Dismissal status until he/she/they return to Good Standing.

**TRANSCRIPTS****Transcript Evaluation**

Students who submit transcripts from other colleges and universities must request them to be evaluated by submitting a Transcript Evaluation Request form to the

Admissions and Records Office. In most cases, units accepted from other institutions will not be posted on College of the Canyons academic transcripts until students have completed 12 units in residence. The most notable exceptions are for students requesting financial aid, military benefits, and completion of at least one unit for IGETC certification on the students' final transcripts. For further information, contact the Admissions and Records Office.

**Transcript Requests**

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

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

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

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

**Degree and Enrollment Verifications**

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

**TRANSFER REQUIREMENTS**

Transfer curricula information has been compiled to help the many College of the Canyons students who intend to

transfer to another college or university. Each institution of higher learning has its own requirements for admission and for junior standing.

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

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

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

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

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

### **2024-2025 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) FOR TRANSFER TO CSU AND UC**

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

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

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

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

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

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

CSU: Three courses required, one from each group below.

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

#### **Group A:**

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

#### **Group B:**

**Critical Thinking** - English Composition (one course, three semester units) Communication Studies 227;  
English 103, 103H, 112; Philosophy 206

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

#### **Group C:**

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

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

(One course, three semester units minimum)

Economics \*291; Mathematics 100, \*103, 103X, \*104, \*104X, 140, 140H, 140X, 211, 212, 213, 214, 215, 240; Psychology 104; Sociology \*137

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

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

#### **Arts Courses:**

Architectural Drafting 114, 115; Art 100, 110, 111, 112, 115, 116; Cinema 120, 121, 122, 123, 127, 129, 131; Dance 100; Graphic and Multimedia Design 120; Interior Design 114, 115; Media Entertainment Arts 101, 102; Music 100, 115, 106, 107, 108, 110, 112; Photography 140, 150; Theater 100, 110, 110H, 220

#### **Humanities Courses:**

Anthropology 210; Economics 170, 170H; English 110, 112, 135, 200, 250, 251, 260, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 280, 281; French 201, 202; History 101, 101H, 102, \*111, 111H \*112, \*112H, 115, 117, 120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243; Humanities 100, 115, 116, 150; Linguistics 101; Philosophy 101, 101H, 102, 110, 111, 112, 120, 130, 220, 225, 240, 250; Sign Language 110; Sociology 200, 200H; Spanish 201, 202, 240

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

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

Anthropology 103, 103H, 105, \*210, 220; Communication Studies 100, 100H, 256; Early Childhood Education 101, 102; Civic and Community Engagement 200; Economics 170, 170H, 201, 201H, 202, 202H; Environmental Sciences 101; Ethnic Studies 101; Geography 102, 104, 105; Global Studies 101, 102; Health Sciences 140; History 101, 101H, 102, \*111, 111H \*112, \*112H, 115, 116, 117, \*120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243; MEA 100; Philosophy 130; Political Science 150, 150H, 200, 230, 250, 270, 290; Psychology 101, 101H, 105, 109, 126, 167, 172, 172H, 225, 230, 235, 240; Sociology 101, 101H, 102, 103, 103H, 104, 105, 106, 107, 108, 110, 130, 200, 200H, 205, 207, 208, 210, 230, 233, 250

**AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES**

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

**5A-Physical Sciences:**

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

**5B-Biological Sciences:**

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

**5C-Laboratory Science :**

Anthropology 101L; Astronomy, \*104; Biological Sciences \*100, 100H, \*101, \*106, \*106H, \*107, 107H, \*115, \*116, \*119, \*201, \*202, \*204, \*205, 221, 240; Chemistry \*151, 151H, \*201, \*201H, 202, 255, 256; Environmental Sciences 103; Geography 101; Geology 101, 102, 110; Oceanography 101, 119; Physical Science 101; Physics \*110, \*111, \*220, \*221, \*222

**AREA 6 - LANGUAGE OTHER THAN ENGLISH**

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

Chinese 101, 102; French 101, 102, 201, 202; German 101, 102; Italian 101, 102; Sign Language 101, 102, 103, 104; Spanish 101, 101H, 201, 202, 211, 212

**AREA 7- ETHNIC STUDIES**

(One course, three semester units minimum)

New section as of Fall 2023 -- Effective for students New to COC beginning Fall 2023 and after. (Student with COC catalog rights for 2022 or earlier who maintain those catalog rights, are not required to complete this Area for IGETC certification.)

Ethnic Studies 101

**AMERICAN INSTITUTIONS**

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

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

1. Economics 170, 170H; History \*111, 111H, \*112, \*112H, 116, 117, 120, 120H, 130

2. Political Science 150, 150H or 112H

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

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

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

**2024-2025 GENERAL EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM**

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

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

**NOTICE:**

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

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

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

**A-1: Oral Communication:**

Communication Studies 105, 105H, 120

**A-2: Written Communication:**

English 101, 101H

**A-3: Critical Thinking:**

Communication Studies 225, 227; English 103, 103H; 112; Philosophy 106, 206, 230; Sociology 108

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

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

**B-1: Physical Science:**

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

**B-2: Life Science:**

Anthropology 101, 101H; Biological Science 100, 100H, 101, 106, 106H, 107, 107H, 115, 116, 119, 130, 132, 140,

## ACADEMIC INFORMATION

201, 202, 204, 205, 221, 240; Geology 103; Oceanography 119; Psychology 102

**B-3: Laboratory Activity:**

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

Anthropology 101L; Astronomy 104; Biological Science 100, 100H, 101, 106, 106H, 107, 107H, 115, 116, 119, 201, 202, 204, 205, 221, 231, 240; Chemistry 151, 151H, 201, 201H, 202, 221, 255, 256; Environmental Sciences 103; Geography 101; Geology 101, 102, 110; Oceanography 101, 119; Physical Science 101; Physics 110, 111, 220, 221, 222

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

Economics 291; Mathematics 100, 102, 102X, 103, 103X, 104, 104X, 130, 140, 140H, 140X, 211, 212, 213, 214, 215, 240; Psychology 104; Sociology 137

**AREA C: ARTS AND HUMANITIES**

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

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

Art 100, 110, 111, 112, 115, 116, 125A, 140, 141, 225A; Architectural Drafting 114, 115; Cinema 120, 121, 122, 123, 127, 129, 131; Communication Studies 150; Dance 100; English 105; Graphic and Multimedia Design 120; Interior Design 114, 115; MEA 101, 102; Music 100, 105, 106, 107, 108, 109, 110, 112, 120A, 120B, 125, 126; Photography 140, 150, 160, 285; Theater 100, 110, 110H, 140, 141, 220

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

Anthropology 210; Business 160; Chinese 101, 102; Economics 170, 170H; English 108, 109, 110, 112, 135, 200, 250, 251, 260, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 280, 281; French 101, 102, 201, 202; German 101, 102; History 101, 101H, 102, 111, 111H, 112, 112H, 115, 117, 120, 120H, 130, 161, 191, 192, 193, 212, 240, 243; Humanities 100, 115, 116, 150; Italian 101, 102, 150; KPET 209; Linguistics 101; Philosophy 101, 101H, 102, 110, 111, 112, 120, 130, 215, 220, 225, 240, 250; Sign Language 101, 102, 103, 104, 110; Sociology 200, 200H; Spanish 101, 101H, 102, 150, 160, 201, 202, 211, 212, 240; Theater 240

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

Six units. It is recommended that the American Institutions Requirement (AIR) be met within the selected six units, unless they are meeting CSU Area C2 instead.)

Anthropology 103, 103H, 105, 120, 210, 220; Business 126; Civic and Community Engagement 200; Communication Studies 246, 256, 260; Early Childhood Education 101, 102; Economics 170, 170H, 201, 201H, 202, 202H; Environmental Sciences 101; Ethnic Studies 101, 102, 103; Geography 102, 104, 105; Global Studies 101, 102; Health Science 140, 243; History 101, 101H, 102, 111, 111H, 112, 112H, 115, 116, 117, 120, 120H, 130, 161, 191, 192, 193, 210, 212, 240, 243; Philosophy 130; Political Science 150, 150H, 200, 210, 230, 250, 270, 290; Psychology 101, 101H, 105, 109, 126, 167, 172, 172H, 180, 225, 230, 235, 240; Sociology 101, 101H, 102, 103, 103H, 104, 105, 106, 107, 108, 130, 110, 200, 200H, 205, 207, 208, 210, 230, 233, 250; Spanish 240

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

## Three Units

Communication Studies 100, 100H, 235; Counseling 100, 110, 111, 142, 150; Dance 101, 107, 108, 130, 133, 134, 135, 136, 137, 180, (all dance courses limited to two units); Health Science 100, 149, 150, 243; Kinesiology/PE Activity (KPEA) 100A, 100B, 101A, 101B, 102, 103, 105, 107, 125, 145A, 145B, 150A, 150B, 165A, 165B, 165C, 170A, 170B, 170C, 175A, 175B, 180A, 180B, 180C, 185A, 185B, 185C, 195A, 195B, 195C; Kinesiology/PE Intercollegiate (KPEI) 153, 245A, 245B, 250A, 250B, 250C, 255A, 260A, 260B, 265, 270A, 270B, 275A, 275B, 280A, 280B, 285A, 285B, 290A, 290B, 295A, 295B (All preceding PE courses are limited to two units toward this requirement); Kinesiology/PE Theory (KPET) 200; MEA 100; Psychology 105, 150, 172, 172H, 230; Recreation 101, 103, 120, 121, 122; Sociology 103, 103H, 110, 208, 230, 233

**AREA F: ETHNIC STUDIES**

## Three Units

Ethnic Studies 101, 102

# Support Services and Programs



**ACADEMIC ACCOMMODATION CENTER (AAC) – FORMERLY DSP&S**

College of the Canyons (COC) provides academic accommodations to ensure that students with verified disabilities have an equal opportunity to participate in college courses. COC and the Academic Accommodations Center (AAC), formerly known as DSPS, are dedicated to providing quality services to meet the needs of COC students with disabilities.

The core mission of the AAC is to provide academic adjustments, auxiliary aids, services, and/or instruction that are directly related to the educational limitations of each student with a disability. Our work is guided by the anti-discrimination aims of the Americans with Disabilities Act, Section 504 and Section 508 of the Rehabilitation Act of 1973, and Title 5 of California Education Code. We provide counseling to assess educational limitations, and provide legally mandated reasonable accommodations which empower students to pursue their higher education goals.

The AAC provides reasonable accommodations to students with a wide range of documented disabilities (e.g., physical, cognitive, mental health, communicative, and learning impairments) who are enrolled in classes at COC. Services are available to any student who finds her, his, or their disability to be a barrier to achieving their educational goals. However, only those students who identify themselves to the college and present appropriate documentation of a disability are eligible for accommodations. Participation in the AAC is completely voluntary.

Students with disabilities are encouraged to contact the AAC office as soon as they apply to the college. To be eligible to receive services students must 1) provide disability verification (e.g., an IEP, a 504 Plan, or medical records [an educational psych report] from a physician, psychiatrist, or licensed therapist) and 2) meet with an AAC counselor for an intake appointment.

AAC students are required to meet with an AAC counselor once per academic year (between early June at the start of the summer semester and January or February at the start of the Spring semester) to update their accommodations.

Services may include:

- Test proctoring in quiet rooms with extended time
- Alternate format services (e-text, large print, Braille)
- Assistive technology instruction
- Computer lab with assistive software (speech-to-text, text-to-speech, magnification, etc.)
- Priority registration
- Notetaking support (e.g. recorders, Livescribe Pens, volunteer notetaker)
- Computer Aided Realtime Translation (CART)
- Sign language interpreters
- Specialized furniture
- Disability management counseling
- Liaison to campus programs and departments

The AAC serves as a liaison with the campus and community agencies, on behalf of students with disabilities. Students can visit the AAC in Seco Hall, Room 103 on the Valencia campus or call 661-362- 3341 or email AAC@canyons.edu. Students may also visit us at the Canyon Country campus in the Student Services Learning Resource Center rooms 108, 109, or 110.

Students with verifiable disabilities who do not wish to avail themselves of the services of the AAC may still be eligible for reasonable accommodations and services. Contact the dean of student services at (661) 362- 3260, or email us at [aac@canyons.edu](mailto:aac@canyons.edu) and state that you desire accommodations separate from the AAC.

**CENTRO DE ALOJAMIENTO ACADÉMICO (AAC) - ANTERIORMENTE DSP&S**

College of the Canyons (COC) brinda adaptaciones académicas para garantizar que los estudiantes con discapacidades verificadas tengan las mismas oportunidades de participar en cursos universitarios. COC y el Centro de Adaptaciones Académicas (AAC), antes conocido como DSPS, se dedican a brindar servicios de calidad para satisfacer las necesidades de los estudiantes de COC con discapacidades.

La misión central de la AAC es proporcionar ajustes académicos, ayudas auxiliares, servicios y/o instrucción que estén directamente relacionados con las limitaciones educativas de cada estudiante con una discapacidad. Nuestro trabajo se guía por los objetivos contra la discriminación de la Ley de Estadounidenses con Discapacidades, la Sección 504 y la Sección 508 de la Ley de Rehabilitación de 1973 y el Título 5 del Código de Educación de California. Brindamos asesoramiento para evaluar las limitaciones educativas y brindamos adaptaciones razonables exigidas por la ley que capacitan a los estudiantes para alcanzar sus metas de educación superior.

El AAC brinda adaptaciones razonables a los estudiantes con una amplia gama de discapacidades documentadas (por ejemplo, discapacidades físicas, cognitivas, de salud mental, comunicativas y de aprendizaje) que están inscritos en clases en COC. Los servicios están disponibles para cualquier estudiante que encuentre que su discapacidad o la de ellos es una barrera para lograr sus metas educativas. Sin embargo, solo aquellos estudiantes que se identifiquen ante la universidad y presenten la documentación adecuada de una discapacidad son elegibles para adaptaciones. La participación en la AAC es completamente voluntaria.

Se alienta a los estudiantes con discapacidades a que se comuniquen con la oficina de AAC tan pronto como presenten su solicitud para la universidad. Para ser elegible para recibir servicios, los estudiantes deben 1) proporcionar verificación de discapacidad (por ejemplo, un IEP, un Plan 504 y registros médicos [un informe psicológico educativo] de un médico, psiquiatra o terapeuta autorizado) y 2) reunirse con un consejero de AAC para una cita de admisión.

Los estudiantes de AAC deben reunirse con un consejero de AAC una vez por año académico (entre principios de junio al comienzo del semestre de verano y enero o febrero al comienzo del semestre de primavera) para actualizar sus adaptaciones.

Los servicios pueden incluir:

- Supervisión de la prueba en una habitación tranquila con tiempo adicional
- Servicios de formato alternativo (texto electrónico, impresión grande, Braille)
- Instrucción de tecnología de asistencia
- Laboratorio de computación con software de asistencia (voz a texto, ampliación, etc.)

- Registro prioritario
- Apoyo para tomar notas (p. ej., registradores, bolígrafos Livescribe, anotadores voluntarios)
- Traducción en tiempo real asistida por computadora (CART)
- Intérpretes de lengua de signos
- Mobiliario especializado
- Asesoramiento en gestión de discapacidades
- Enlace con los programas y departamentos del campus

El AAC sirve como enlace con el campus y las agencias comunitarias, en nombre de los estudiantes con discapacidades. Los estudiantes pueden visitar el AAC en Seco Hall, Room 103 en el campus de Valencia o llamar al 661-362-3341 o enviar un correo electrónico a AAC@canyons.edu. Los estudiantes también pueden visitarnos en el campus de Canyon Country en el Centro de Recursos de Aprendizaje de Servicios Estudiantiles, salas 108, 109 o 110.

Los estudiantes con discapacidades comprobables que no deseen aprovechar los servicios de AAC aún pueden ser elegibles para servicios y adaptaciones razonables. Comuníquese con el Decano de Servicios Estudiantiles al (661) 362-3260 o envíenos un correo electrónico a [aac@canyons.edu](mailto:aac@canyons.edu) e indique que desea alojamiento separado del AAC.

### ACADEMY OF THE CANYONS

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

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

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

### BASIC NEEDS CENTER (BaNC)

The **Basic Needs Center (BaNC)** is a vital resource for in-need students at College of the Canyons. Located in the Student Center, room 123, on the Valencia Campus and Quad 1A on the Canyon Country campus, the BaNC provides essential services to qualifying, currently enrolled College of the Canyons students including:

1. **Food:** Students can access grab-and-go snack items, single-serve items, and canned goods.
2. **Clothing:** The BaNC offers seasonal clothing and business attire for interviews.
3. **Personal Hygiene Products:** Students can obtain essential hygiene items.
4. **CalFresh & Medi-Cal Assistance:** The BaNC assists with sign-up and provides guidance for these programs.
5. **Housing Referral Assistance:** Students can get help finding housing resources.
6. **Emergency Grant Application:** If students face unexpected financial emergencies, they can apply for emergency grants through the BaNC.

To receive in-person services, students can complete the BaNC Registration Form (found on the BaNC webpage)

or contact the BaNC directly at (661) 362-3375 or [banc@canyons.edu](mailto:banc@canyons.edu). You can also visit the BaNC webpage for hours and further information.

[www.canyons.edu/BaNC](http://www.canyons.edu/BaNC)

### BOOKSTORE

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

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

#### Hours

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

#### Buyback

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

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

#### Website

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

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

#### Refund Policy

Textbooks: Full refund, if returned within the first week of class, in your original form of payment with a receipt. • With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first 30 days of classes. • No refunds or exchanges given on textbooks without a receipt. • No refunds given on custom course materials, outlines or study guides. • Textbooks must be in original condition with no opened shrink-wrap for full refund.

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

### CALWORKS PROGRAM

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

- Priority Registration.

- Work-Study opportunities that ensure all earnings are 100 percent exempt from cash aid.
- Personal, vocational, academic and career counseling in a supportive and informative environment that encourages student success.
- Confidential liaison between program participant, the College, the Department of Public Social Services (DPSS), GAIN and other agencies.
- Referral to on and off campus resources and agencies when needed.
- Facilitation of supportive services and comprehensive case management.

### CalWORKs Eligibility Criteria

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

CalWORKs is part of the Empowerment Programs. To connect with our office, we are available in the Student Support Center (SSC) 117 on the Valencia Campus, Monday - Friday, and the Student Services & Learning Resources (CCSS) building on the Canyon Country Campus, on Tuesdays or by appointment, by calling (661) 362-3271. Information is available at [www.canyons.edu/calworks](http://www.canyons.edu/calworks).

### CAMPUS LIFE AND STUDENT ENGAGEMENT

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

Information about all of the following programs and services can be obtained by stopping by the Campus Life & Student Engagement office located in the Student Center, room 102 on the Valencia Campus and CCC-1A at the Canyon Country Campus.

#### Associated Student Government (ASG)

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

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

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

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

#### ASG Benefits/Student Support Fee

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

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

- FREE 25 Score Card (10-50% discount to 650+ merchants; learn more at [www.25score.com](http://www.25score.com))
- Discount movie tickets for Regal, AMC, and Cinemark theaters. To purchase, go to STCN-102, Valencia Campus or room 204, Canyon Country Campus.
- Discount tickets and coupons to southern California theme parks and attractions.
- ASG Computer Lab (located at STCN-124 and CCC-1B) privileges include the use of PC's, iMAC's, free color and black and white printers (limited use), copier, fax, scanner, and other general office supplies.
- FREE entry to all COC home athletic events.
- FREE DoorDash DashPass (while supplies last).
- ASG scholarship opportunities (apply during the first six weeks of the spring semester through the Financial Aid Department).

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

To receive a refund of the optional Student Support Fee, a student must opt out by the refund deadline date on the student's individual class printout. Opting out of the fee and all of its associated benefits must be done in person during the registration period for the semester or term in question at any of the following locations: Campus Life & Student Engagement, Student Center, room 102 or the Student Business Office, first floor of Canyons Hall on the Valencia Campus or CCC-1A at the Canyon Country Campus during posted business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Campus Life & Student Engagement webpage at: [www.canyons.edu/campuslife](http://www.canyons.edu/campuslife) or email your questions to [campus.life@canyons.edu](mailto:campus.life@canyons.edu).

#### Clubs and Organizations

Many opportunities for involvement exist through membership and participation in student clubs and organizations. More than seven dozen charters are on file for a variety of clubs and organizations. Please check with Campus Life & Student Engagement for currently active clubs and organizations.

Students are encouraged to develop new special interest groups on campus in addition to those which already exist.

Before a new group is recognized officially, a constitution must be submitted and approved for charter by Campus Life & Student Engagement, the ASG, and the Inter-Club Council.

### **Campus Life & Student Engagement Events**

Campus Life & Student Engagement hosts several events throughout the year which focus on providing opportunities for students to enhance their college experience.

#### **Cougar Fest**

Cougar Fest is an event held every Fall/Spring semester and is geared towards welcoming new and returning students to College of the Canyons by helping them connect to the numerous resources available on campus.

#### **Grad Fair**

Grad Fair is held each spring semester to help students take care of all of their graduation needs at one time. This includes purchasing their cap and gown, checking the spelling of their name for their diploma and commencement program, RSVP for the Valedictorian Recognition Ceremony, RSVP for the Commencement ceremony, and purchase a wide variety of commencement merchandise.

#### **Valedictorian Recognition Ceremony**

At the end of each spring semester, Campus Life & Student Engagement organizes a ceremony to honor the achievement of students for maintaining a grade point average of 4.0 in all cumulative degree applicable units from regionally-accredited colleges attended prior to the spring semester at College of the Canyons. Each honoree is presented with a medallion to be worn at the Commencement ceremony.

#### **Commencement Ceremony**

Campus Life & Student Engagement organizes the annual Commencement ceremony for students graduating in the prior fall semester, current spring semester, or upcoming summer session. Information about the Commencement ceremony is provided to graduating students each spring semester and is posted on the Campus Life & Student Engagement's website.

#### **Photo Identification Card**

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

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

The initial card is the only one the student will receive during the student's attendance at the college. The same card is used each semester the student is enrolled.

#### **Student Bus Passes**

Students may stop by Campus Life & Student Engagement to purchase a monthly TAP card which will provide students with local Santa Clarita Transit bus transportation throughout the Santa Clarita Valley. Students are encouraged to keep their TAP card and stop by Campus Life & Student Engagement each month to purchase the monthly fare which will be loaded onto their existing card.

### **CAMPUS SAFETY DEPARTMENT**

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

#### **Valencia Campus:**

Campus Safety Office X-8

661-362-3229

On-duty cell: 661-510-3882

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

#### **Canyon Country Campus:**

Campus Safety Office: Room 700A and Room 511

661-362-3977 office phone with voice mail

On-duty cell: 661-666-8738

If there is no one in the office, you may reach Campus Safety through the Communication Center by dialing 3801 or, if it is an **emergency, dial 6** from any on-campus telephone.

### **CANYONS PROMISE**

Canyons Promise is dedicated to expanding student resources by removing financial obstacles and barriers to student services that often inhibit student access to higher education. The program provides incoming first-time college students for the fall semester the opportunity to attend College of the Canyons tuition free for their first two years (fall and spring semesters only). Exclusively for first-time college students who enroll full-time, Canyons Promise provides the financial support, high-touch academic/ counseling contact, and peer collaboration proven to increase student success.

Applications for the following year are accepted in the spring semester. For more information visit [www.canyons.edu/Promise](http://www.canyons.edu/Promise).

### **CENTER FOR CIVIC AND COMMUNITY ENGAGEMENT**

The Center for Civic and Community Engagement works to engage students in campus experiences, activities, and events that address social issues while emphasizing problem-solving techniques and strategies, especially through Problem-Based Learning (PBL). PBL provides students with curricular and co-curricular opportunities to engage in civic, community, and democratic engagement activities while emphasizing an integrative, holistic academic experience. Students take part in real-world problem solving by participating in project-based activities addressed by, for example, the Engage the Vote (ETV) and Partnerships for Listening and Action for Communities and Educators (PLACE) Action Teams. Students learn about creating a "civic-minded" campus culture by empowering themselves with leadership skills for the public good. For more information, please visit the Center for Civic and Community Engagement, Seco Hall 101, or email Dr. Patty Robinson at [patty.robinson@canyons.edu](mailto:patty.robinson@canyons.edu) or call 661-362-3992.

### **CHILD CARE ON CAMPUS**

The Children's Program in the Valencia Campus Center for Early Childhood Education has child care openings for financially qualified student-parents of children 12 months

to five years of age. The Children's Program on the Canyon Country Campus has child care openings for financially qualified student-parents of children three and four years of age.

Students and staff/employees who do not financially qualify for subsidized childcare will receive priority status on the waitlist for childcare with a monthly tuition fee. Childcare is open to students, staff/employees and community members.

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

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

### CIVIC CENTER

The Civic Center Office is responsible for processing facility requests for use of the college facilities. Facility requests are available online at [www.cocevents.org](http://www.cocevents.org). Please submit a request at least two weeks prior to the event/needs. Facility use questions can be answered by calling (661) 362-3579.

### COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program dedicated to assisting single parents who receive cash aid. Since 1998 CARE has been a joint effort between the California Employment Development Department, Department of Public Social Services, California Community College Chancellor's Office, and College of the Canyons to help the student reach their 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
- Book vouchers
- CARE unmet need grant
- Car repair reimbursement
- Parenting workshops
- Mental health & wellness referrals
- Referral services
- Self-care
- 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
- Note: if you are married but your partner is currently incarcerated, you may be considered head-of-household by the county.*
- Have a dependent child in your custody
  - Be enrolled full time (12 units or more)
  - Be pursuing a certificate, associate degree, or a transfer program
  - Be a legal resident of California for over a year
  - Receive current assistance from CalWORKs, TANF, or CARE. (ATTENTION: Student or child must be receiving cash aid).

CARE is part of the Empowerment Programs. To connect with our office, we are available in Student Support Center (SSC) -117 on the Valencia Campus, Monday - Friday,

and the Student Services & Learning Resources (CCSS) building on the Canyon Country Campus, on Tuesdays or by appointment by calling (661) 362-3279. Information is available at [www.canyons.edu/eops](http://www.canyons.edu/eops).

### COUNSELING OFFICE

The mission of the counseling office is to provide College of the Canyons students educational, career, and personal counseling related to academic performance. Our purpose is to empower students by providing COC program information and counseling students to establish goals, evaluate options, develop an educational plan, and learn to study effectively so they may reach their educational and career goals. Counselors also facilitate student success workshops focusing on academic and career along with teaching counseling courses.

**Counselors** are available for individual counseling appointments, with in-person or online options. All students are encouraged to meet with a counselor for educational and career planning prior to the end of their first semester.

Counselors help students create individual educational plans to identify courses needed and correct sequencing to reach their educational goals. Counselors also guide students in career exploration through the use and analysis of career assessments.

Students should contact the counseling office at either the Valencia or Canyon Country Campuses or visit the counseling office webpage at [www.canyons.edu/counseling](http://www.canyons.edu/counseling) to schedule a counseling appointment or sign up for a student success workshop. Students should prepare in advance of their appointment by studying the counseling office website, this college catalog, transfer policies and requirements of any desired transfer destination, 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 and career goals, as well as the courses desired.

### COUNSELING DEPARTMENT

The counseling department is an additional component of counseling that focuses on counseling courses. Counseling courses involve teaching students self-awareness, exploring alternative plans of action and possible consequences, considering potential challenges and how to overcome them, and building a support network.

Counseling courses are offered each semester for credit and non-credit. A full list of courses can be found under the Academic Information for "Counseling" and "School of Personal and Professional Learning" categories in this catalog. Students can also visit the counseling department webpage at [www.canyons.edu/counselingdepartment](http://www.canyons.edu/counselingdepartment).

### DIVISION OF WORKFORCE AND ECONOMIC ADVANCEMENT

Increasing the capacity of the College of the Canyons to achieve its mission and to identify, create and deliver services that promote the growth and prosperity of business and to develop the current and future workforce in the region by partnering with organizations and delivering just-in-time business solutions.

- Developing the future workforce
- Customized training solutions for today's companies

- World-class certification courses
- Equipping businesses with the tools to grow

<http://www.canyonsworkforce.org/>

(661) 362-5562

#### Services for the Community:

#### Center for Applied Competitive Technologies (CACT)

The College of the Canyons CACT is dedicated to helping California manufacturers compete successfully in the global marketplace by providing them with a single point, hands-on access to advanced technology training. COC's CACT is a facility resource for conducting "Fast Track" training classes for industries. In particular, the Uniquely Abled Academy (UAA), which is a collaborative program that trains high functioning individuals with autism, entry level Computer Numerical Control (CNC) machining skills. The UAA also effectively places graduates in manufacturing careers with local employers.

#### Employer Engagement

Employer Engagement is a joint effort through the Division of Workforce and Economic Advancement, office of instruction, and student services. We foster and maintain effective relationships with business, industry, and community-based organizations to create opportunities for workforce development. These activities consist of preparing the current workforce with the knowledge, skills, and abilities they need, and identifying workforce ready candidates to be placed in internships, apprenticeships, and job placement with regional employers.

#### Employee Training Institute (ETI)

The College of the Canyons Employee Training Institute designs and delivers training programs which are customized to the needs of individual businesses and organizations. Training classes and services are offered at the client's site or at one of several college training locations. Class schedules are flexible and are offered before, during, and after business hours. Training courses are short or long-term, ranging from a single workshop to a series that runs over several months. In addition, ETI offers employers access to state training funds through the Employment Training Panel (ETP). ETI's multiple employer contract with the state allows companies to maximize their training dollars, improve and strengthen their employees' skills, and remain productive and successful in today's competitive marketplace. Contact us: (661) 362-3245

#### Fast Track Institute

The institute provides fast-paced, intensive, job preparation programs for job seekers, mid-career professionals, recent high school graduates and other community members looking for an opportunity to quickly jumpstart their career. Fast Track has two major focuses: entry level skills and professional certifications. Fast Track entry-level courses teach the job skills needed to quickly begin working in local businesses and industries where applicants with up-to-date training are in high demand. Most Fast Track courses take only a few months to complete, and result in participants completing a complement of skill competencies they can share with potential employers. The Uniquely Abled Academy (UAA) and the Low Observable Technician (LO) are successful, award-winning Fast Track curriculum offered within our division.

#### Small Business Development Center (SBDC)

The College of the Canyons Small Business Development

Center provides free one on-one business advising and trainings to entrepreneurs and business owners to help create economic impact through business starts, jobs supported, sales growth, and access to capital. The College of the Canyons SBDC serves the Santa Clarita Valley, Antelope Valley and San Fernando Valley.

Contact us: [www.cocsbdc.org](http://www.cocsbdc.org) or call 661.362.5900

#### EMPLOYMENT CENTER

The Employment Center offers a variety of services for current students and alumni. The Employment Center assists students with job seeking and internship seeking support. A job developer can help students with full and part-time employment, and internship exploration. Job and internship search assistance includes resume and cover letter development and critique, interview prep, and new job and internship opportunities posted daily in Jobspeaker. The Center utilizes LinkedIn as a key tool for job search and allowing students to manage their professional and alumni profile after college. A variety of workshops and orientations are provided throughout the year as well as a variety of focused job fairs for COC students. The Center continues to offer the fall and spring job fairs open to students and the community. In-person and virtual appointments are available to meet with a job developer by calling (661) 362-3286 or stop by the Employment Center, located on the Valencia campus in X-6. The Center can also be reached by emailing [employment-center@canyons.edu](mailto:employment-center@canyons.edu) or [internships@canyons.edu](mailto:internships@canyons.edu).

#### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state-funded retention program that has existed in California community colleges for over 50 years. EOPS recruits, and supports in the transition to work or to a 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, vocational career counseling
- Peer advisement
- Priority registration
- Meal cards
- Financial aid referrals
- Transfer assistance
- Tutoring
- Textbook vouchers/grants
- School supplies
- Computer/Laptop access
- College survival workshops
- Life & study skills workshops
- Cultural responsive activities
- Study center
- Other services as determined by need

#### EOPS Eligibility Criteria

1. Full-time student (minimum 12 units OR minimum 6 units if connected to Academic Accommodation Center- formerly DSPS)
2. California Resident for tuition purposes (permanent resident, AB540/SB68/AB2000, etc.)

3. Eligible for the California College Promise Grant A, B, or D (CCPG), formerly BOG Tuition Fee Waiver
4. Have completed fewer than 70-degree applicable units from all colleges/universities attended
5. Have an educational need according to EOPS regulations

EOPS applications and further information are available on our EOPS website. EOPS is part of the Empowerment Programs. To connect with our office, we are available in Student Support Center (SSC)-117 on the Valencia Campus, Monday - Friday, and the Student Services & Learning Resources (CCSS) building on the Canyon Country Campus, on Tuesdays or by appointment by calling (661) 362-3279. Information is available at, [www.canyons.edu/eops](http://www.canyons.edu/eops).

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

El Programa y Servicio de Oportunidad Extendida (EOPS en inglés) es un programa estatal de retención financiado por el estado que ha existido en los colegios comunitarios de California por más de 50 años. EOPS recluta y apoya en las transiciones al trabajo o a una universidad, a estudiantes que son elegibles que no podrían asistir de otro modo a la universidad.

El objetivo del programa es servir a estudiantes de diferente nivel social, animándolos y ayudándolos a continuar su educación al nivel del colegio comunitario. De forma más concreta, el Programa y Servicio de Oportunidad Extendida desarrolla programas, servicios, apoyo, y actividades adicionales a los programas universitarios tradicionales. Hay también estudiantes asesores a su disposición para ayudarlo.

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

#### Ayuda económica

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

### FINANCIAL AID AND SCHOLARSHIP PROGRAMS

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

COC participates in these financial aid programs:

- California College Promise Grant
- Cal Grants
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy
- Federal Direct Loans
  - Subsidized
  - Unsubsidized

- PLUS (Parent Loan for Undergraduate Students)
- Student Success Completion Grant

Grant, loan or workstudy job opportunities may be available to any College of the Canyons student who establishes financial need by completing the financial aid process. Students who are US Citizens, permanent residents, or eligible non-citizens should complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Undocumented students, DACA recipients (valid/expired), U Visa holders, students with Temporary Protected Status (TPS) and who meet AB 540 requirements should complete the CA Dream Act Application at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov). Eligible students will be awarded financial aid through various types of programs as funding is available. Eligible applicants will be expected to maintain standards of progress to remain eligible for financial aid.

Additional information and criteria for each of the grant, loan and work study programs can be obtained on the College of the Canyons Financial Aid webpage at [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Additional information regarding financial aid services is available in the financial aid office located in CHCS-142, or by calling (661) 362-3215, or email at [finaid@canyons.edu](mailto:finaid@canyons.edu). On the Canyon Country Campus go to CCSS 2<sup>nd</sup> floor or call (661) 362-3215.

#### California College Promise Grant (CCPG)

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

Students must meet academic and progress standards at College of the Canyons in order to remain eligible for the fee waiver. Students can apply for the CCPG by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). For more information on the CCPG program, visit the Financial Aid Office website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

#### Grants

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

#### Loans

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

### SCHOLARSHIP PROGRAMS

College of the Canyons offers two types of scholarship programs:

#### College of the Canyons Scholarship Awards

Students applying for the annual College of the Canyons scholarship awards program must submit an online

scholarship application. Applications are available annually in February at [www.canyons.edu/scholarships](http://www.canyons.edu/scholarships). Student notification is in May for awards which will be disbursed in the following academic year.

### Outside Scholarships

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

An up-to-date listing of available scholarships is available on the Financial Aid webpage at [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Further information is available from the financial aid office which is located in CHCS-142, (661) 362-3215. Information is also available at the Canyon Country Campus, call (661) 362-3215 or go to CCSS 2<sup>nd</sup> floor.

### Student Employment - Work-Study

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

### HOUSING

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

### INTERNATIONAL SERVICES & PROGRAMS (ISP)

ISP assists visa-holders to pursue an education at COC, with its primary focus on international students with F visa. The ISP office supports prospective and current students in meeting academic objectives for completing a course of study and/or transferring to bachelor's degree programs around the country. In addition, ISP's Intensive English Language Program (IELP) helps students improve their English proficiency level so they can succeed in college credit courses. ISP also runs short-term cultural experience programs that provide prospective students an insight to the U.S. academic environment. ISP is the main check-in and monitoring point for students to learn about the services available on and off campus. Other programs also include education abroad opportunities for all COC students. ISP can be reached at [ISP@canyons.edu](mailto:ISP@canyons.edu) or by phone at 661-362-3580.

### LEARNING RESOURCES

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

### Online Education

Online education 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. Online education currently includes three formats: online, hybrid, and educational travel. Each of these options offers a variety of learning opportunities and delivery methods and are listed in each schedule of classes and at [www.canyons.edu/onlineeducation](http://www.canyons.edu/onlineeducation) or call (661) 362-3600.

### Online Classes

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

### Hybrid Online-based Classes

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

### Library

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

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

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

### Tutoring - The Learning Center (TLC)

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

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

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

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

Mathematics, Engineering, Science Achievement (MESA) is an enrichment program for students majoring in math, engineering, physics, computer science, biology and chemistry. 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, physics and chemistry. The program also supports the development of student learning networks, access to technology, academic advisement, and many other support services. The MESA Student Study Center, located in Aliso Lab, room ALLB-114 on the Valencia Campus, provides a learning community where students can study, participate in workshops, and receive free academic support. For more information about the program please call (661) 362-3448 or go to our website <https://www.canyons.edu/MESA>.

### **PARKING AND TRAFFIC REGULATIONS**

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

#### **Parking Permits**

On both campuses, parking permits are required. Failure to have a parking permit may result in a parking citation for the amount of \$35.

#### **Refund of Parking Fees**

See Refund Policy on page 17.

#### **Citations**

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

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

- Any vehicle parked in a regular stall shall have a valid student parking permit. Students with vehicles without permits may purchase a temporary parking permit from the permit vending machines, located in lots #6, 7, 8, 13, 14 and 15 on the Valencia campus and in lots #2 and 3 on the Canyon Country Campus, which requires \$3.00 in dollar bills or credit/debit cards for an all-day parking permit good in any student lot, on both campuses.
- No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code.
- Parking is not allowed in any area that does not have a clearly marked stall.
- Vehicles parked within a stall shall not overlap the lines that designate that stall.
- All vehicles shall be parked heading into a parking stall.
- Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows.
  - RED ZONE** - indicates no parking or stopping anytime, whether the vehicle is attended or not.
  - YELLOW ZONE** - indicates a fifteen- (15) minute time limit for loading and unloading vehicles. Vehicles parked in these areas must leave flashers on.
  - GREEN ZONE** - indicates thirty- (30) minute parking as marked.
  - BLUE ZONE** - indicates handicapped persons' parking area only with special permit.
- No person shall abandon, leave standing, any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Campus Safety department. Violations will result in vehicle removal and storage.
- No person shall drive any unlicensed vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of College of the Canyons without permission. Any unidentifiable vehicle on campus is subject to removal and storage. Exception is made for district-owned vehicles.

### **Special Parking Areas**

**VISITORS** - Thirty-minute time areas are designed with green curbs on the Valencia Campus and Canyon Country Campus. If any visitor is going to be in a space for longer than the designated time limit, he/she should purchase a temporary parking permit from <https://canyons.thepermitstore.com>

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

**STAFF LOTS** - Staff members must clearly display a physical permit hanging from rearview mirror.

**MOTORCYCLES** - Motorcycles may park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia Campus and in the end caps of each row in lots 1, 2 and 3 on the Canyon Country Campus. A student motorcycle permit is required. A staff permit is required on all motorcycles parking in staff lots. For additional parking information visit our website at [www.canyons.edu/campussafety](http://www.canyons.edu/campussafety).

### **Parking Lot Security**

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

### **PATHWAY TO LAW SCHOOL**

The Pathway to Law School is a California Community College initiative in partnership with fourteen California law schools to increase the diversity in the legal profession. The purpose of the program is to provide a pathway to a

law school education for students whose post-secondary education begins at the community college level. This program will provide a clear pathway from community college to law school, after obtaining a bachelor's degree. For more information about the program please visit [www.canyons.edu/lawschoolpathway](http://www.canyons.edu/lawschoolpathway).

### PERFORMING ARTS CENTER

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

### PHYSICAL EDUCATION/ATHLETICS (KPEI)

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

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

### INSPIRE SCHOLARS/NextUp

Inspire Scholars/NextUp exists to improve access to higher education for current/former foster youth; increase retention, graduation, and transfer rates, and promote student learning and development. We provide academic counseling in a supportive and informative environment that encourages student success.

#### Inspire Scholars/NextUp Eligibility

- Be a current or former foster youth. Students are eligible to receive Inspire Scholars/NextUp services as long as they are physically present in California when enrolling and receiving program services, even if their dependency status was established outside of California.
- Verification of dependency is required; assistance is available with obtaining verification.
- Be up to 35 years of age.
- Inspire Scholars students who meet further eligibility requirements are eligible for additional support services through NextUp.

The purpose of NextUp is to support the recruitment, enrollment, retention, graduation, and transfer of current and former foster youth students under 26 at College of the Canyons. The NextUp program is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

### Services

Qualified students may receive, based on available funding, the following services:

- Educational, career, and personal counseling (as related to academics)
- Priority registration
- Grants
- Textbook vouchers
- Meal and transportation cards
- School supplies assistance
- Transfer fee waivers
- Letters of recommendation
- Inspire Scholars institutional scholarship (must apply in spring semester)
- Mental health counseling with licensed therapist
- Academic advocacy
- Progress monitoring
- Resource referrals
- Inspire Scholars snack stop
- Personal care supplies
- Workshops, meet-ups, special events

### Steps to becoming an Inspire Scholars/NextUp Student

1. Apply to College of the Canyons – It may take up to 48 hours for you to receive a student identification number.
2. Complete Inspire Scholars/NextUp application.

Once we receive your Inspire Scholars application and review your eligibility, we will contact you to schedule an appointment.

Inspire Scholars is part of the Empowerment Programs and they're located in Student Support Center 123 (SSC-123). Additional information is available at <https://www.canyons.edu/inspirescholars>

### STUDENT EMPLOYMENT

The Student Employment office provides information on how students can apply for employment on-campus while concurrently taking classes at COC. This includes guiding students on the eligibility requirements, the process of applying, and the onboarding process after they are offered employment. Students must fulfill the eligibility requirements of being enrolled at least half-time (6 units or more) and maintaining a minimum 2.0 GPA. Student employment at COC allows students to conveniently balance their education and work life under one schedule where they may apply knowledge and skills into real-life scenarios. Applications are open on a bi-annual basis (Winter/Spring & Summer/Fall) and are valid for the session/semester they are submitted in. More information and the application can be found by visiting our office on the Valencia campus, room 111 of the Student Center. You may also contact us by calling (661) 362-3463 or emailing us at [StudentEmployment@canyons.edu](mailto:StudentEmployment@canyons.edu).

The Federal Work-Study Program (FWS), please refer to Financial Aid and Scholarship Programs under Student Employment - Work Study on page 47.

### STUDENT HEALTH & WELLNESS CENTER

The mission of the Student Health & Wellness Center (SHWC) is to keep students physically and emotionally healthy so they can succeed in school and life. Quality clinical and mental health services, innovative health

promotion activities, and referrals to on and off campus resources are offered. The health center provides assistance with securing affordable health insurance, homelessness, and food insecurity. All services are provided in a caring, confidential, cost effective and convenient manner for eligible 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, immunizations, and prescription medications.

#### **Personnel**

The SH&WC has a registered nurse and/or nurse practitioner/physician assistant, medical assistant, and mental health counselors/interns. Most services are available by appointment during Student Health & Wellness Center hours.

#### **Services include:**

- Treatment of acute illness and minor injuries
- Mental-health counseling
- Blood pressure checks
- Family planning: information, pap tests, birth control, pregnancy tests
- Screening and treatment for sexually transmitted infections
- Assistance with Covered California, Medi-Cal, and Family PACT applications
- Vaccinations
- Referrals to physicians and other community agencies
- First aid
- T.B. assessment/skin test
- Laboratory testing

#### **Treatment of a Minor**

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

#### **Accident Insurance**

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

Information on various health insurance options may be obtained in the Student Health & Wellness Center, Student Center, room STCN-122 on the Valencia Campus and in CCSS-123 on the Canyon Country Campus. Call (661) 362-3259/Valencia or (661)362-3812/Canyon Country Campus for further information.

#### **Health Recommendation**

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

#### **VALENCIA CAMPUS**

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

#### **CANYON COUNTRY CAMPUS**

Student Health and Wellness Center  
Student Services & Learning Resources Center (CCSS)  
Room 123  
(661) 362-3812

#### **UNIVERSITY CENTER**

The Dr. Dianne G. Van Hook University Center affords students the opportunity to earn selected bachelor's, master's, and doctorate degrees as well as certificates and credentials from one of several accredited universities on the College of the Canyons Valencia campus. For more information regarding the university center programs, please call (661) 362-5111 or visit our website at [www.cocuniversitycenter.com](http://www.cocuniversitycenter.com).

#### **VETERANS RESOURCE CENTER**

##### **VALENCIA CAMPUS**

Hasley Hall 207  
(661) 362-3469

##### **CANYON COUNTRY CAMPUS**

Student Services and Learning Resources Center  
Room 215  
(661) 362-3815

As an innovative Veteran Resource Center (VRC) of excellence, we aim to offer military-connected students access to crucial veteran education benefits and provide accurate and reliable information to ensure academic success. We form creative partnerships to provide additional veteran services and resources that contribute to the veteran's well-being and increase the likelihood of success.

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

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

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

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

#### **INFORMATION FOR STUDENTS USING VETERAN READINESS AND EMPLOYMENT BENEFITS (CH31) OR POST-9/11 GI BILL® (CH33)**

A student using Veteran Readiness and Employment benefits (CH 31) or Post-9/11 GI Bill® (CH 33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition

and fees from the VA. While awaiting receipt of funds from the VA, College of the Canyons will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees. The VA will only pay for in-state tuition and fees. If a student is considered a non-resident, it is their responsibility to update their residency status or pay any out-of-state fees not covered by the VA.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- Authorization of approval from the student's Chapter 31 case manager or
- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the eBenefits website).
- Completion of the VP-20 form Request for Benefits; and
- All additional information requested by the School Certifying Official to properly certify enrollment to the VA properly.
  - Residency Reclassification (if applicable)
  - Student Education Plan (SEP)
  - Transcripts (Military and Civilian)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

For VA Education Benefits, a W grade is considered non-punitive and the last date of attendance must be reported to the VA.

### Student Sponsor Agreements

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

### Veteran Education and Vocational Programs

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

- **Chapter 30** - Active Duty Educational Assistance Program, Montgomery GI Bill®
- **Chapter 31** - Veteran Readiness and Employment (VR&E)
- **Chapter 33** - Post-9/11 GI Bill®
- **Chapter 35** - Survivors and Dependents Educational Assistance Program
- **Chapter 1606** - Selected Reserve Educational Assistance Program

### Veteran Registration

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

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

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

### Veteran Financial Aid

Other financial aid may be available by completing a FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov). For additional information: Contact the Veteran Resource Center at (661) 362-3469 or email [veterans@canyons.edu](mailto:veterans@canyons.edu). Additional information is available at [www.canyons.edu/financialaid](http://www.canyons.edu/financialaid).

### Veteran Residency

College of the Canyons adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act) and Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020.

College of the Canyons exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces who is classified as a California resident is also exempt from non-resident tuition. A student who is classified as a non-resident based on the college application must submit a military residency affidavit and a copy of their DD form 214 to the residency specialist at Admissions and Records to reclassify their residency status.

### Schedule of Fees For Veterans

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

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

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

All prior credit must be reviewed and credit granted as appropriate to an approved program that has been selected

by the veteran student. Whenever a student initially enrolls or changes programs, a Veteran Student Education Plan (VA SEP) must be completed before a request for VA Education Benefits can be processed.

### Repeating Courses

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

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

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

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

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

### Academic Counseling for Veteran Students

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

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

### Veterans Attendance Standards

Veterans are expected to adhere to all school attendance policies. In addition to the school’s policy, the Veterans Administration regulations (21.4253, 21.4277, 21.4135, and 21.4203) have established a requirement that all schools set standards of attendance and progress for attending veterans. The following guidelines have been developed to meet these requirements.

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

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

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

### Probation and Disqualification of Veterans Benefits

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective.

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

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

For more information on academic standing, please see the academic counselor.

### VOLUNTEER BUREAU

The Volunteer Bureau office offers a wide variety of volunteering opportunities available for COC students, alumni, and community members. Volunteerism is a highly recommended avenue for campus engagement to garner general experience, foster network connections, or to satisfy volunteer credit requirements.

Volunteering at COC is categorized into two types: campus event and departmental volunteering. Campus event volunteers donate their time, skills, and talents for a variety of events, commencements, and functions that take place on campus where additional support is needed. Interested volunteers are invited to visit our office to register for volunteering and to be notified of opportunities that become available. Departmental volunteering consists of supporting an individual department with more specified tasks as needed. Volunteering within a department requires pre-approval from the department’s manager.

For further information, our office is located on the Valencia campus, room 111 of the Student Center. You may also contact us by calling (661) 362-3464 or emailing us at [VolunteerBureau@canyons.edu](mailto:VolunteerBureau@canyons.edu).

### INTERNSHIPS AND WORK EXPERIENCE

Internships allow students to apply knowledge and skills learned in the classroom to an actual work setting. Internships also allow students an opportunity to sample a career choice to help students select a major that is right for them. Students earn CSU transferable units by registering in an internship course, Work Experience Education (WEE). WEE courses are integrated into programs throughout the college. Students may also earn college credit for their current job by enrolling in WEE General Work Experience. Information regarding eligibility is available by calling 661-362-3309. To find out more about how to obtain an internship, visit [www.canyons.edu/interns](http://www.canyons.edu/interns) or stop by the Employment Center in X-6 on the Valencia Campus.

# Instructional Programs



## INSTRUCTIONAL PROGRAMS

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

### General Education

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

### Transfer Education

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

### Career Education

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

### College Success Skills

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

## SPECIAL COURSES

### Special Topics

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

### Experimental Courses listed as 199 or 099

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

## COURSE DESCRIPTIONS

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

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

### Repeatability

Some courses may be repeated for credit, but only if explicitly indicated in the description. Unless otherwise

indicated, a course may only be taken once for credit. Students wishing to repeat a course for the purpose of recalculating the grade point average should refer to the policy regarding "Course Repetition."

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

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

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

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

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

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

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

## CLASSES THAT DO NOT PROVIDE CREDIT

### School of Personal and Professional Learning (formerly Continuing Education - Noncredit)

School of Personal and Professional Learning classes, also known as "noncredit," are financially supported by the state of California and are offered tuition-free. The classes are designed to provide students with a high-quality learning experience. Currently, there are over 350 courses and over 75 certificates offered in a variety of different

disciplines, including career education opportunities, as well as courses to assist students in being successful in their educational goals. Classes are offered as the State's funding agenda permits. Some courses may require a materials fee or the purchase of a textbook. The School of Personal and Professional Learning has textbooks for noncredit classes available for students to borrow. Students who successfully complete these courses do not earn college units but can earn certificates of completion or competency. All classes are repeatable. For more information, please call the School of Personal and Professional Learning at (661) 362-3304 or visit [www.canyons.edu/free](http://www.canyons.edu/free).

### **Community Education**

The Community Education program provides learning opportunities for the entire community through short-term classes in a variety of topics, including: vocational programs, year-round career exploration youth programs; personal interest classes; and more. These classes are offered for a nominal fee and do not earn college credit. For more information, please call the Community Education office at (661) 362-3300 or visit [www.canyons.edu/communityed](http://www.canyons.edu/communityed).



# INSTRUCTIONAL PROGRAMS

## INSTRUCTIONAL PROGRAMS

Program	Associate Degree Transfer	Associate Degree	Certificate of Achievement	Certificate of Specialization	Program	Associate Degree Transfer	Associate Degree	Certificate of Achievement	Certificate of Specialization
<b>Administration of Justice</b> Law Enforcement Technology	X	X X	X X		<b>Computer Science</b>	X	X		
<b>American Sign Language</b> Deaf-Blind Support Service Provider Deaf Studies Interpreter				X	<b>Construction Management</b> Building Inspection Carpentry Technology Construction Technology Masonry and Concrete		X X X X	X X X	X X
<b>Anthropology</b>	X				<b>Culinary Arts</b> Baking and Pastry		X	X X	
<b>Architectural Drafting</b> Architectural Computer Aided Drafting Building Performance (Bachelor of Science) Sustainable Design and Development		X X	X X		<b>Dance</b>		X		
<b>Art</b> Art History Studio Arts	X X	X			<b>Early Childhood Education</b> Infant/Toddler Preschool School Age Special Education Supervision/Admin. of Children's Programs	X		X X X X X	
<b>Automotive Technology</b> Advanced Diagnosis and Performance Diesel Technician Engine Repair Quick Service Technician Transmission Service Technician		X X	X X	X	<b>Economics</b>	X			
<b>Biological and Environmental Sciences</b> Biology Biological Sciences Environmental Science Environmental Studies	X X	X X			<b>Engineering</b> Mechanical Drafting		X		X
<b>Business</b> Accounting Technician Accounting (transfer) Business Administration E-Commerce/Business Entrepreneurship Finance Human Resources Management Marketing Retail Management	X	X X	X X	X X X	<b>English</b>	X	X		
<b>Cinema</b> Film Studies				X	<b>Electronic Systems Technology</b> IoT – Internet of Things				X
<b>Civic and Community Engagement</b>				X	<b>Fire Technology</b> Firefighter Academy Management In-Service Pre-Service			X X X	
<b>Communication Studies</b>	X	X			<b>Geography</b> Applied GIS & Spatial Studies California Studies	X		X	X
<b>Computer Applications &amp; Web Technologies</b> Administrative Assistant Computer Applications E-Commerce/Technology Medical Office Administrative Assistant Web Development Web Publishing and Design Web-Site Development		X X X X	X X X X	X X X	<b>Geology</b>	X			
					<b>Global Studies</b> Global Competencies	X		X	
					<b>Graphic &amp; Multimedia Design</b>		X	X	
					<b>Health Science</b> Emergency Medical Technician I Public Health Science	X			X
					<b>History</b>	X	X		
					<b>Hospitality Management</b> Hospitality Management Hospitality Meeting and Event Management Coordinator Hotel and Resort Operations Restaurant Management Restaurant Operations	X	X		X X X
					<b>Interior Design</b> Interior Design – Home Staging and Visual Merchandising Set Decorator for TV and Film		X	X X X	
(Continued on next page)									

Program, Continued	Associate Degree Transfer	Associate Degree	Certificate of Achievement	Certificate of Specialization	Program, Continued	Associate Degree Transfer	Associate Degree	Certificate of Achievement	Certificate of Specialization
<b>Kinesiology</b>	X	X			Recording Techniques				X
Therapeutic Procedures				X	Sibelius				X
<b>Land Surveying</b>		X	X		<b>Network Technology</b>		X	X	
<b>Liberal Arts and Sciences (Transfer)</b>					Cloud/Virtualization				X
Health Science Emphasis		X			Cybersecurity		X		
Humanities Emphasis		X			Network Associate				X
Mathematics & Science Emphasis		X			Network Engineer				X
Social & Behavioral Sciences Emphasis		X			Network Foundation				X
<b>Liberal Studies</b>					System Administrator		X		
Elementary Teaching Education	X				System Associate				X
<b>Manufacturing Technology</b>					<b>Nursing</b>				
Automated Machining				X	Certified Nursing Assistant				X
CAD/CAM				X	LVN to RN Career Ladder		X		
CATIA				X	Registered Nurse (RN)		X		
Machining/CNC				X	<b>Paralegal</b>		X	X	
Manufacturing Fundamentals				X	Cal-LAW Scholar			X	
Tooling and Milling			X		Law, Public Policy, and Society	X			
<b>Mathematics</b>	X	X			<b>Philosophy</b>	X	X		
<b>Media Entertainment Arts</b>					<b>Photography</b>				
Animation Production		X	X		Commercial Photography		X	X	
Computer Animation		X	X		Photography		X		
Filmmaking		X			<b>Physics</b>	X			
Journalism	X				<b>Political Science</b>	X			
New Media Journalism		X			Pre-Counseling				X
News Reporting and Anchoring				X	<b>Psychology</b>	X	X		
Screenwriting				X	<b>Real Estate</b>		X	X	
Sound Arts		X			<b>Recreation Management</b>		X		
Video Game Animation			X		<b>Social Science</b>		X		
<b>Medical Laboratory Technician</b>		X			<b>Sociology</b>	X	X		
College of the Canyons Clinical					Social Justice Studies	X			
Laboratory Scientist Lecture			X		<b>Theatre</b>		X		
Certificate Program					Theatre Arts	X			
<b>Modern Languages</b>					Theatre Performance		X	X	
Basic Proficiency in Chinese				X	Technical Theatre		X		
Basic Proficiency in French				X	<b>Water Systems Technology</b>		X	X	
Basic Proficiency in German				X	<b>Welding Technology</b>		X	X	
Basic Proficiency in Italian				X	Gas Tungsten Arc Welding			X	
Basic Proficiency in Spanish				X	Metal Fabrication			X	
French		X			Pipe Fabrication/Welding				X
Heritage Speaker Proficiency in Spanish				X	Robotic Welding Automation			X	
Intermediate Proficiency in French				X	Semi-Automatic Welding			X	
Intermediate Proficiency in Spanish				X	Structural Steel Welding			X	
Spanish	X	X			<b>Wine and Beer Studies</b>			X	
<b>Music</b>	X	X			Hospitality Wine Services				X
Commercial Music			X						
Electronic Music			X						
Logic Pro				X					
Music Composition			X						
Music Recording Software				X					
Pro Tools – Level I				X					

# Program/Course Description



# ADMINISTRATION OF JUSTICE

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

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

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

## NOTE:

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

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

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

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

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

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

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

## Degree and Certificate Student Learning Outcome:

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

## Program Requirements:

Units required: 18

	Units
ADMJUS-101 Introduction to Administration of Justice System .....	3.0
ADMJUS-125 Criminal Law .....	3.0
<i>Plus six units from the following:</i>	
ADMJUS-110 Principles and Procedures of the Justice System .....	3.0
ADMJUS-120 Introduction to Corrections .....	3.0
ADMJUS-135 Legal Theories of Criminal Evidence.....	3.0
ADMJUS-155 Criminal Investigation .....	3.0
<i>Plus six units from the following:</i>	
PSYCH-101 Introduction to Psychology .....	3.0
<i>OR</i>	
PSYCH-101H Introduction to Psychology – Honors.....	3.0
<i>AND</i>	
SOCI-101 Introduction to Sociology .....	3.0
<i>OR</i>	
SOCI-101H Introduction to Sociology – Honors.....	3.0

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

## Degree and Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge for academic training in a police academy.

*Continued on the next page.*

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

**Program Requirements:**

Units required: 24

	Units
ADMJUS-101 Introduction to Administration of Justice .....	3.0
ADMJUS-110 Principles and Procedures of the Justice System .....	3.0
ADMJUS-125 Criminal Law .....	3.0
ADMJUS-126 Substantive Criminal Law .....	3.0
ADMJUS-130 Report Writing for Law Enforcement.....	3.0
ADMJUS-120 Introduction to Corrections .....	3.0
<i>OR</i>	
ADMJUS-135 Legal Theories of Criminal Evidence.....	3.0
<i>Plus six units from the following:</i>	
ADMJUS-105 Humanistic Policing in the 21st Century .....	3.0
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-195 Terrorism for Public Safety .....	3.0

**ADMJUS 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID AJ 110

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

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

**ADMJUS 105 HUMANISTIC POLICING IN THE 21ST CENTURY**

Units: 3.00

CSU 54.00 hours lecture

Introduces humanistic policing philosophies by emphasizing the Pillars of Policing which reaffirm a commitment to Constitutional Policing with a focus on the Oath of Office and Law Enforcement Code of Ethics. Highlights officer safety, awareness, and decision-making with an outward mindset approach. Examines critical incidents and bridges the gap between identified best practices in officer wellness and clear thinking, good judgment, and ethical conduct.

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

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID AJ 122

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

**ADMJUS 120 INTRODUCTION TO CORRECTIONS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID AJ 200

Provides a history and critical analysis of punishment including alternatives to punishment and the impact of punishment on the criminal justice system and corrections. Explores the types of correctional institutions and the clients housed in each and examines contemporary correctional issues. Field trips may be required. UC credit limitation: ADMJUS-120 and 185 combined, maximum credit one course.

**ADMJUS 125 CRIMINAL LAW**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID AJ 120

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

Presents the historical development, philosophy of law and U.S. Constitutional provisions, including definitions, classification of crimes, concepts of legal research, case law and concepts of law as a social force. Discusses various elements of crimes and relates common law to current California law. UC credit limitation: ADMJUS-125 and 195 combined, maximum credit one course.

**ADMJUS 126 SUBSTANTIVE CRIMINAL LAW**

Units: 3.00

CSU 54.00 hours lecture

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

**ADMJUS 130 REPORT WRITING FOR LAW ENFORCEMENT**

Units: 3.00

CSU 54.00 hours lecture

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

**ADMJUS 135 LEGAL THEORIES OF CRIMINAL EVIDENCE**

Units: 3.00

CSU 54.00 hours lecture

C-ID AJ 124

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

**ADMJUS 150 POLICE FIELD OPERATIONS**

Units: 3.00

CSU 54.00 hours lecture

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

**ADMJUS 155 CRIMINAL INVESTIGATION**

Units: 3.00

CSU 54.00 hours lecture

C-ID AJ 140

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

**ADMJUS 160 TRAFFIC: ENFORCEMENT AND INVESTIGATION**

Units: 3.00

CSU 54.00 hours lecture

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

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

Units: 3.00

CSU 54.00 hours lecture

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

**ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS**

Units: 3.00

CSU 54.00 hours lecture

Presents law enforcement's role in the prevention of narcotics and dangerous drug sales and use, including the study of laws pertaining to controlled substances, detailed identification of drugs, symptoms of use, sales and packaging and investigative techniques.

**ADMJUS 185 POLICE-COMMUNITY RELATIONS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID AJ 160

Presents a study of the roles of the law enforcement agencies and their interaction with the community. Emphasizes professionalism and the development of positive relationships between law enforcement and the public. UC credit limitation: ADMJUS-120 and 185 combined, maximum credit one course.

**ADMJUS 195 TERRORISM AND COUNTERTERRORISM FOR PUBLIC SAFETY PROFESSIONALS**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the basic principles of international politics and history as they relate to terrorism. Examines the ideologies and philosophies of identified terrorist groups, studies the tactics employed, and discusses effective responses by the criminal justice system. UC credit limitation: ADMJUS-125 and 195 combined, maximum credit one course.

**ANIMATION**

*(See Media Entertainment Arts)*

# ANTHROPOLOGY

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

## Associate in Arts for Transfer Degree: Anthropology

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.

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

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

[www.canyons.edu/degreetransferwithguarantee](http://www.canyons.edu/degreetransferwithguarantee) for more information.

## Degree and Certificate Student Learning Outcome:

Students will be able to analyze and interpret modern humans, and human ancestors, from biological and cultural perspectives.

## Program Requirements:

Units required: 20-22

		Units
ANTHRO-101	Physical Anthropology .....	3.0
	<i>OR</i>	
ANTHRO-101H	Physical Anthropology – Honors.....	3.0
ANTHRO-103	Cultural Anthropology .....	3.0
	<i>OR</i>	
ANTHRO-103H	Cultural Anthropology – Honors.....	3.0
ANTHRO-105	Introduction to Archeology .....	3.0
	<i>Plus five to six units from the following:</i>	
ANTHRO-101L	Physical Anthropology Laboratory ...	1.0
MATH-140	Introductory Statistics .....	4.0
	<i>OR</i>	
MATH-140H	Introductory Statistics – Honors.....	4.0
	<i>OR</i>	
MATH-140X	Statistics with Support .....	5.0
PSYCH-104	Statistics for the Behavioral Sciences .....	4.0
	<i>OR</i>	
SOCI-137	Statistics for the Social Sciences.....	4.0
	<i>Plus three to four units from the following:</i>	
BIOSCI-201	Introduction to Human Anatomy .....	4.0
GEOLOGY-100	Physical Geology .....	3.0
GEOLOGY-101	Physical Geology with Lab .....	4.0
GIS-101	Introduction to Geographical Information Systems.....	3.0
PSYCH-103	Introduction to Behavioral Research Methods .....	3.0
SOCI-102	Introduction to Sociological Research Methods .....	3.0

Plus three units from the following:

ANTHRO-120	Queer Anthropology - Cross-Cultural Perspectives.....	3.0
ANTHRO-210	Indigenous Peoples of California.....	3.0
ANTHRO-220	Magic, Witchcraft, and Religion.....	3.0
GEOGRPH-102	Human Geography .....	3.0
PHILOS-220	Introduction to Comparative Religion.....	3.0
SOCI-106	Introduction to Race and Ethnicity...	3.0

### ANTHRO 101 PHYSICAL ANTHROPOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 110

Examines the evolution of the human species and non-human primates primarily from the biological perspective. Topics include human heredity and population genetics, primate behavior and conservation, the human fossil record, and modern human variation. A field trip may be required.

### ANTHRO 101H PHYSICAL ANTHROPOLOGY – HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 110

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

### ANTHRO 101L PHYSICAL ANTHROPOLOGY LABORATORY

Units: 1.00

UC:CSU 54.00 hours lab

C-ID ANTH 115L

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

A laboratory course in physical anthropology designed to familiarize students with the materials and techniques of physical anthropology and provide hands-on experience in the measurement, analysis, and comparison of fossil casts, skeletal materials, and cultural artifacts important to the study of human evolution. The course is designed primarily for non-science majors, but it can be used to meet transfer requirements in laboratory science for students with science majors. A half-day field trip is required.

### ANTHRO 103 CULTURAL ANTHROPOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 120

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

### ANTHRO 103H CULTURAL ANTHROPOLOGY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 120

*Recommended Preparation: ENGL-101 or ENGL-101H*  
Presents the nature of humankind, culture, and society, including the concepts and theories used for their analysis and understanding. Prehistory and cultural growth, social organization, family systems, politics and economics, war, religion, values, culture shock, and applied anthropology are examined. Additional reading, writing and research techniques are required in the honors section.

### ANTHRO 105 INTRODUCTION TO ARCHEOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ANTH 150

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

### ANTHRO 120 QUEER ANTHROPOLOGY - CROSS-CULTURAL PERSPECTIVES

Units: 3.00

CSU 54.00 hours lecture

Examines diverse expressions of sexuality and gender across cultures throughout the world. Students will explore how sexual and gender minority identities (LGBTQ+) intersect with kinship, marriage, religion, economics, politics, and globalization. Through critical analysis of anthropological literature, ethnographic case studies, and contemporary media, students will gain a deeper understanding of the complex and nuanced ways in which sexual and gender identities are constructed, lived, and contested in various societies.

*Continued on the next page.*

**ANTHRO 210 INDIGENOUS PEOPLES OF CALIFORNIA**

Units: 3.00

UC:CSU 54.00 hours lecture

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

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

Units: 3.00

UC:CSU 54.00 hours lecture

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

## ARCHITECTURAL DRAFTING

**Bachelor of Science Degree: Building Performance**

The Bachelor of Science in Building Performance degree addresses regional workforce needs by developing technicians proficient in Building Energy Modeling and compliance documentation for the California Energy and Green Building codes and Sustainable Building Certification Systems. The BSBP program is an extension of the curriculum and workforce skills currently taught by College of the Canyons' Associate of Science in Architectural Drafting and Technology degree, and prepares students for the state recognized Certified Energy Analyst exam, and employment in the A/E/C industry (Architecture/Engineering/Construction) as Building Energy Modelers, BIM/CAD technicians or Sustainable Building Certification System consultants. All courses designated as an upper division major requirement must be completed with a minimum grade of "C" (or "P") for each course in the major.

**Degree Student Learning Outcomes:**

Students will be able to:

1. Examine the effects of environmental factors and resource consumption on the performance of building projects using a variety of analytical and simulation methodologies.
2. Evaluate the suitability of resilient/sustainable building strategies relative to code compliance documentation and regulatory approvals for projects.
3. Analyze the use and effectiveness of passive and active environmental control systems and resource conservation strategies for building projects.

4. Utilize advanced Building Energy Modeling (BEM) and Building Information Modeling (BIM) techniques to facilitate Integrative Process methodologies for residential and nonresidential building projects to achieve code compliance, improved building performance, and sustainable rating system certification.
5. Apply vocational skills and competencies during required Project Based Learning internship to demonstrate technician employment readiness for the A/E/C industry.

**Program Requirements:**

Major Units Required: 91 - 93

Units:

ARCHT-100	Career in Architecture, Interior Design, and Related Fields.....	1.0
ARCHT-110	Architectural Drafting .....	3.0
ARCHT-140	Materials and Methods of Construction .....	3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-180	Codes and Zoning Regulations .....	3.0
ARCHT-200A	Sustainable Development and Environmental Design .....	3.0
ARCHT-240	Architectural Design Portfolio .....	3.0
ARCHT-250	Introduction to Sustainable Building Certification Systems.....	3.0
ARCHT-260	3-D Modeling and Rendering.....	3.0
ARCHT-270	Introduction To Building Information Modeling (BIM) .....	3.0
ARCHT-290	Advanced Building Information Modeling (BIM) .....	3.0
ARCHT-317	Regulatory Compliance Documentation – Residential.....	3.0
ARCHT-320	Climate Appropriate Biodiverse Landscaping and Irrigation .....	3.0
ARCHT-350	Environmental Control Systems for Net-Zero Buildings.....	3.0
ARCHT-370	Building Energy Modeling.....	3.0
ARCHT-417	Advanced Regulatory Compliance Documentation – Non-Residential...	3.0
ARCHT-450	Advanced Sustainable Building Certification Systems.....	3.0
ARCHT-490	Integrative Process for Sustainable Building .....	3.0
CONST-101	Introduction to Construction and Construction Engineering .....	2.0
CONST-102	Construction Management Principles .....	3.0
CONST-103	Blue Print Reading for Construction .....	3.0

*Plus twelve units from the following:*

ARCHT-084	Digital Illustration for Architecture and Interior Design .....	3.0
ARCHT-120	Design I - Elements of Architectural Design .....	3.0
ARCHT-190	Design II - Space Planning .....	3.0
ARCHT-200B	Design III - Environmental Design Lab .....	3.0
ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-280	Design IV – Advanced Design .....	3.0
ID-101A	Introduction to Interior Design .....	3.0
ID-101B	Introduction to Interior Design Lab.....	3.0
ID-102	Applied Color for Designers.....	3.0
ID-104	Rapid Visualization .....	3.0
ID-113	Interior Design Materials and Specifications .....	3.0
ID-117	Lighting Design.....	3.0

*Plus one course from the following:*

MATH-100	Liberal Arts Mathematics .....	3.0
MATH-102	Trigonometry .....	4.0
MATH-102X	Trigonometry with Support .....	5.0

*Plus one course from the following:*

PHYSIC-101	Introduction to Physics .....	4.0
PHYSIC-110	General Physics I .....	4.0

*Required Upper Division General Education Courses:*

BIOSCI-330	Environmental Biology in a Changing World.....	3.0
HIST-450	World Environmental History .....	3.0
PHILOS-450	Environmental Ethics in a Changing World.....	3.0

*Plus a total of 3 units of upper division work experience. This course can be taken multiple times and units vary based on hours completed in the internship. Students must work at the internship site a minimum of 54 hours per unit in order to receive credit.*

WE-486ARCH	Work Experience Education Architecture .....	1.0 – 4.0
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### Associate in Science Degree: Architectural Drafting and Technology

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 Architecture program. Architectural 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 including techniques such as clarity, line weight expression and

accuracy. Competencies include knowledge and skills for preparing CAD/BIM generated 2-D drawings and 3-D models, current practices in construction technology, and fundamental architectural design and space planning skills. Students should consult with the department chair and a counselor when planning to complete the degree for more information on university admissions and transfer requirements.

#### Degree Student Learning Outcome:

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

#### Program Requirements:

Units Required: 36

Units Required: 30		Units
ARCHT-110	Architectural Drafting .....	3.0
ARCHT-120	Design I – Elements of Architectural Design .....	3.0
ARCHT-140	Materials and Methods of Construction .....	3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-180	Codes and Zoning Regulations .....	3.0
ARCHT-190	Design II – Space Planning .....	3.0
ARCHT-200A	Sustainable Development and Environmental Design .....	3.0

*Plus fifteen units from the following:*

ARCHT-114	Architecture and Interiors History: Antiquity – Classical Revival.....	3.0
ARCHT-115	Architecture and Interiors History: Classical Revival – Post Modern .....	3.0
ARCHT-200B	Design III – Environmental Design Lab .....	3.0
ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-240	Architectural Design Portfolio .....	3.0
ARCHT-270	Introduction To Building Information Modeling (BIM) .....	3.0
ARCHT-280	Design IV – Advanced Design .....	3.0
ARCHT-290	Advanced Building Information Modeling (BIM) .....	3.0

*Recommended electives:*

ARCHT-084	Digital Illustration for Architecture and Interior Design .....	3.0
ARCHT-100	Careers in Architecture, Interior Design and Related Fields .....	1.0
ARCHT-260	3-D CAD for Modeling/Animation.....	3.0
ID-102	Applied Color for Designers.....	3.0
ID-104	Rapid Visualization and Perspective Illustration .....	3.0
ARCHT-207	Residential Design.....	3.0

*Continued on the next page.*

### Certificate of Achievement: Architectural Drafting

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

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

#### Certificate Student Learning Outcome:

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

#### Program Requirements:

Units Required: 34

	Units
ARCHT-100 Careers in Architecture, Interior Design and Related Fields .....	1.0
ARCHT-110 Architectural Drafting .....	3.0
ARCHT-140 Materials and Methods of Construction .....	3.0
ARCHT-160 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-180 Codes and Zoning Regulations .....	3.0
ARCHT-190 Design II – Space Planning .....	3.0
ARCHT-220 Advanced 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-240 Architectural Design Portfolio .....	3.0
ARCHT-260 3-D CAD for Modeling/Animation .....	3.0
ARCHT-270 Introduction to Building Information Modeling (BIM) .....	3.0
ARCHT-290 Advanced Building Information Modeling (BIM) .....	3.0
ARCHT-114 Architecture and Interiors History: Antiquity – Classical Revival.....	3.0
<i>OR</i>	
ARCHT-115 Architecture and Interiors History: Classical Revival – Post Modern .....	3.0

### Certificate of Achievement: Architectural Computer Aided Drafting

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

#### Certificate Student Learning Outcome:

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

#### Program Requirements:

Units Required: 18

	Units
ARCHT-110 Architectural Drafting .....	3.0
ARCHT-160 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-220 Advanced 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-260 3-D CAD for Modeling/Animation .....	3.0
ARCHT-270 Introduction to Building Information Modeling (BIM) .....	3.0
ARCHT-290 Advanced Building Information Modeling (BIM) .....	3.0

### Certificate of Achievement: Sustainable Design and Development

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

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

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

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

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

#### Certificate Student Learning Outcome:

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

**Program Requirements:**

Units Required: 18.5

	Units
ARCHT-085 Introduction to the LEED Rating System .....	0.5
ARCHT-086 Project Site Factors .....	0.5
ARCHT-087 Sustainable Materials and Indoor Environmental Quality .....	0.5
ARCHT-088 Innovation in Design and Regional Priorities .....	0.5
ARCHT-089 Green Building Economics .....	0.5
ARCHT-090 LEED Online Documentation and Processing .....	0.5
ARCHT-091 Green Building Control Systems and Resource Efficiency .....	1.0
ARCHT-095 LEED Green Associate (GA) Test Preparation .....	0.5
ARCHT-200A Sustainable Development and Environmental Design .....	3.0
<i>Plus a minimum of eleven units from the following courses:</i>	
ARCHT-110 Architectural Drafting .....	3.0
ARCHT-140 Materials and Methods of Construction .....	3.0
ARCHT-160 2-D CAD for Architecture and Interior Design .....	3.0
ARCHT-180 Codes and Zoning Regulations .....	3.0
ARCHT-200B Design III - Environmental Design Lab .....	3.0
CONST-102 Construction Management Principles .....	3.0
CONST-103 Blue Print Reading for Construction .....	3.0
CONST-105 Construction Estimating Principles .....	3.0
WE-186ID Work Experience Education Interior Design .....	1.0 - 4.0
ID-111 Kitchen and Bath Design .....	3.0
ID-113 Interior Design Materials and Specifications .....	3.0
SPAN-150 Beginning Conversational Spanish .....	3.0
WATER-120 Introduction to Water Systems Technology .....	3.0
WATER-132 Water Supply .....	3.0
WATER-135 Water Quality .....	3.0

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

Provides the green collar workforce with a practical training approach to sit for the LEED GA Accreditation exam. Courses consist of focused study in each

LEED category. The certificate is most applicable to architectural practices, interior design, construction technology, building management, construction management, building inspection, landscape architecture and planning, as well as related fields with an economic life-cycle approach to the built environment.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 4.5

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

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

Units: 3.00

36.00 hours lecture, 54.00 hours lab

Introduces fundamental digital 3D modeling and graphic illustration techniques for architecture and interior design. Same as ID-084.

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

Units: 0.50

9.00 hours lecture

Introduces the LEED (Leadership in Energy and Environmental Design) Rating System, overview of the various LEED credits, and an introduction to the LEED On-Line application process. Offered pass/no pass only.

**ARCHT 086 PROJECT SITE FACTORS**

Units: 0.50

9.00 hours lecture

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

*Continued on the next page.*

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

Units: 0.50

9.00 hours lecture

Provides an overview of sustainable building material selection for exterior and interior applications pursuing LEED (Leadership in Energy and Environmental Design) certification. Indoor environmental health considerations such as indoor air quality, ventilation, interior lighting and acoustical quality will also be introduced. Offered pass/no pass only.

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

Units: 0.50

9.00 hours lecture

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

**ARCHT 089 GREEN BUILDING ECONOMICS**

Units: 0.50

9.00 hours lecture

Provides strategies for the application of economic principles to assess and balance the competing environmental and resource demands involved in the construction of the built environment. Factors analyzed will include resource decision making based on market economy, building efficiency and life cycle-cost analysis. Offered pass/no pass only.

**ARCHT 090 LEED ONLINE DOCUMENTATION AND PROCESSING**

Units: 0.50

9.00 hours lecture

Introduces students to LEED Online, the internet based interface for submitting credit compliance information to the Green Building Certification Institute for a project's prospective LEED certification. Offered pass/no pass only.

**ARCHT 091 GREEN BUILDING CONTROL SYSTEMS AND RESOURCE EFFICIENCY**

Units: 1.00

18.00 hours lecture

Presents sustainable building technology and energy efficiency applications in the design of environmental control systems for buildings. Topics include energy efficient heating, cooling, ventilation and lighting for buildings as well as the use of automated solar control, cross and stack ventilation, daylighting methods and interior environmental controls. Offered pass/no pass only.

**ARCHT 095 LEED GREEN ASSOCIATE TEST PREPARATION**

Units: 0.50

9.00 hours lecture

Prepares students for the LEED Green Associate (GA) exam through a structured program that includes introduction to studying methodologies, test taking strategies and in-class practice testing. Units do not apply to the associate degree and offered pass/no pass only.

**ARCHT 100 CAREERS IN ARCHITECTURE, INTERIOR DESIGN AND RELATED FIELDS**

Units: 1.00

CSU 18.00 hours lecture

Surveys careers in architecture, interior design and related fields, including degree requirements, transfer institutions, income, and employment opportunities. Field trips may be required. Same as ID-100

**ARCHT 110 ARCHITECTURAL DRAFTING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents current practices in architectural drafting and construction technology focusing on a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy. Same as ID-110.

**ARCHT 114 ARCHITECTURE AND INTERIORS HISTORY: ANTIQUITY - CLASSICAL REVIVAL**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the history of building styles in architecture, and the decorative arts in interior design from Antiquity (roughly 3000 BCE) to Classical Revival (roughly early 19th century CE). Emphasis is placed on style development as it relates to social, economic, and political influences. Field trips may be required. Same as ID-114

**ARCHT 115 ARCHITECTURE AND INTERIORS HISTORY: CLASSICAL REVIVAL - POST MODERN**

Units: 3.00

UC:CSU 54.00 hours lecture

Traces the development of styles in the decorative arts, architecture, and interior furnishings in the period from Classical Revival (roughly early 19th century CE) to Post-Modern (up through the 21st century CE). Emphasizes style development as it relates to social, economic and political influences. Field trips may be required. Same as ID-115

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

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces fundamentals of the 2D and 3D design process including the design and representation of architectural form, space and organization.

**ARCHT 140 MATERIALS AND METHODS OF CONSTRUCTION**

Units: 3.00

CSU 54.00 hours lecture

Introduces principles, materials, methods, and processes of traditional and sustainable building construction. Examines both theory and practical applications. Field trips are required.

**ARCHT 160 2-D CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-110 or ID-110*

Presents drawing and editing commands and procedures to complete basic 2-D CAD drawings for a set of architectural construction documents.

**ARCHT 180 CODES AND ZONING REGULATIONS**

Units: 3.00

CSU 54.00 hours lecture

Provides an in-depth review of California Building Codes (CA Title 24) including ADA (Disabled Access Regulations based on the Americans with Disability Act) as related to commercial, residential and institutional projects. Architects and Interior Designers apply building codes and zoning regulations in the design and documentation of code compliance for projects.

**ARCHT 190 DESIGN II – SPACE PLANNING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ID-110 or ARCHT-110**Recommended Preparation: ARCHT-120 and ID-101B*

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

**ARCHT 200A SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL DESIGN**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces sustainable development and environmental design considerations and practices in response to climate, economics, politics, building energy systems, architectural concepts and city planning. Field trip may be required.

**ARCHT 200B DESIGN III - ENVIRONMENTAL DESIGN LAB**

Units: 3.00

CSU 162.00 hours lab

*Prerequisite: ARCHT-120 Co-requisite: ARCHT-200A Recommended Preparation: ARCHT-140, ARCHT-190, and ARCHT-110 or ID-110.*

Explores environmental design principles and considerations for sustainable buildings in a laboratory studio course, including climate, energy use, occupant comfort, and sustainable material selection for envelope-load dominated buildings. Field trip may be required.

**ARCHT 207 RESIDENTIAL DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ID-101A and ID-101B or ARCHT-120, and ARCHT-110 or ID-110*

Explores the application of methods and theory used in residential design projects. Topics include programming, space planning, residential concept development, and creative expression. Includes critiques and design presentations. Field trip may be required. Same as ID-207.

**ARCHT 217 ADVANCED RESIDENTIAL DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites: ARCHT-207 or ID-207, and ARCHT-084 or ID-084 or ARCHT-260 or ARCHT-270.**Recommended Preparation: ID-104, ID-113, ID-114, ID-115.*

Solves advanced residential design problems by focusing on the process of creating design solutions for diverse clients and diverse budgets. Portfolio pieces will be produced. Field trips may be included. Same as ID-217.

**ARCHT 220 ADVANCED 2-D CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-160*

Presents advanced applications for preparation of architectural construction drawings using advanced 2-D CAD commands, including application of codes for a two-story wood framed structure.

**ARCHT 240 ARCHITECTURAL DESIGN PORTFOLIO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ARCHT-084*

Presents the process of preparing for employment in the architecture industry, including a portfolio of appropriate selection of work, concept improvement and methods of presentation. Same as ID-240.

*Continued on the next page.*

**ARCHT 250 INTRODUCTION TO SUSTAINABLE BUILDING CERTIFICATION SYSTEMS**

Units: 3.00

CSU 54.00 hours lecture

Explores introductory considerations and practices for applying industry-recognized sustainable building certification systems, such as Leadership in Energy and Environmental Design (LEED), to both residential and non-residential projects. The course will emphasize preparation for sustainable building system credential exams.

**ARCHT 260 3-D MODELING/RENDERING FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-084 or ARCHT-160*

Presents advanced computer-aided drafting (CAD) features to create 3-dimensional conceptual drawings.

**ARCHT 270 INTRODUCTION TO BUILDING INFORMATION MODELING (BIM)**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-160**Recommend Preparation: ARCHT-084 or ID-084*

Introduces the fundamentals of Building Information Modeling (BIM) for Architecture and Interior Design projects. Includes beginning to intermediate techniques for 3D modeling using BIM software as well as preparing photorealistic renderings and animations with materials, lighting, furniture, and people.

**ARCHT 280 DESIGN IV - ADVANCED DESIGN**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-120 & ARCHT-190**Recommended Preparation: ARCHT-084, ARCHT-200B, ARCHT-260, and ARCHT-270*

Application of advanced methods and theory used in architectural design projects. Topics include site analysis, design process, architectural concept development, application of construction principles, and advanced presentation techniques. Portfolio will be produced. Filed trip may be required.

**ARCHT 290 ADVANCED BUILDING INFORMATION MODELING (BIM)**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-270*

Presents advanced applications of Building Information Modeling (BIM) for Architecture and Interior Design projects. Includes BIM project coordination fundamentals, construction detailing within the BIM environment, and advanced techniques for preparing virtual reality simulations of interior/exterior 3D models with photorealistic materials and lighting.

**ARCHT 317 REGULATORY COMPLIANCE DOCUMENTATION - RESIDENTIAL**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-200A, 200B, and 270*

Examines building code compliance and construction documents needed for permit applications and securing approvals for residential projects. Course topics include the technical aspects of key energy efficiency programs for single and multifamily residential construction.

Students will also examine forms and procedures for ensuring code compliance and documenting projects for compliance with building energy-efficiency programs. Upper division course, registration is limited to students with Junior Standing in the Bachelor of Science in Building Performance Degree program.

**ARCHT 320 CLIMATE APPROPRIATE BIODIVERSE LANDSCAPING AND IRRIGATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: BIOSCI-330*

Examines planning and material specification considerations and practices used in biodiverse landscaping with climate appropriate irrigation. Emphasis on preparing residential and non-residential climate appropriate and code compliant landscape and irrigation drawings for permit. Field trips may be required. Upper division course, registration is limited to students with Junior Standing in the Bachelor of Science in Building Performance Degree program.

**ARCHT 350 ENVIRONMENTAL CONTROL SYSTEMS FOR NET-ZERO BUILDINGS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ARCHT-140, ARCHT-200A, and PHYSIC-101 or PHYSIC-110.*

Examines passive and active control systems for providing functionality and comfort to occupants in Net-Zero buildings. Topics include heating, cooling, and ventilation systems, lighting methods, plumbing and electrical systems, renewable energy generation, and building automation systems. Upper division course, registration is limited to students with Junior Standing in the Bachelor of Science in Building Performance Degree program.



**ARCHT 370 BUILDING ENERGY MODELING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-350*

Examines industry-recognized practices for using digital simulation, analysis, and evaluation to assess the performance of proposed and existing buildings. This course will focus on the iterative methodologies used in the A/E/C industry to inform the performance of residential and non-residential building projects, as well as the calculations necessary to document compliance with regulatory codes and sustainable building rating system requirements. Upper division course, registration is limited to students with Junior Standing in the Bachelor of Science in Building Performance Degree program.

**ARCHT 417 ADVANCED REGULATORY COMPLIANCE DOCUMENTATION - NON-RESIDENTIAL**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-317 and 350*

Examines advanced building code compliance and construction documents needed for permit applications and securing approvals for non-residential projects. Course topics include the technical details needed to comply with applicable regulations for non-residential construction. Upper division course, registration is limited to students with Senior Standing in the Bachelor of Science in Building Performance Degree program.

**ARCHT 450 ADVANCED SUSTAINABLE BUILDING CERTIFICATION SYSTEMS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ARCHT-250**Prerequisite or Concurrent Enrollment: ARCHT-370*

Explores advanced considerations and practices for applying industry-recognized sustainable building certification systems to both residential and non-residential projects. The course will emphasize preparation for sustainable building system credential exams. Upper division course, registration is limited to students with Senior Standing in the Bachelor of Science in Building Performance Degree program.

**ARCHT 490 INTEGRATIVE PROCESS FOR SUSTAINABLE BUILDING**

CSU 54.00 hours lecture

*Prerequisite: ARCHT-370*

Examines the professional considerations and practices of integrative processes for building sustainably. Focuses on the legal, financial, and procedural implications of integrative process methodologies for all project stakeholders. Upper division course, registration is limited to students with Senior Standing in the Bachelor of Science in Building Performance Degree program.

# ART

The Art Department program at College of the Canyons provides students with introductory courses in the fine arts. The current program offers both studio and lecture sections, and the majority are transferable to University of California, California State University as well as most private art colleges in the nation. The College of the Canyons catalog reflects California State University's lower division requirements for a BA at the freshman and sophomore levels. The art program provides a wide range of skills. Studio courses at the beginning and intermediate levels include: beginning drawing, life drawing, 2-D design, 3-D design, sculpture, two levels of printmaking, painting, watercolor painting, landscape painting and illustration. Art appreciation and art history courses survey the development of art from the Paleolithic period to the present. In addition to developing critical and creative skills, art students have many opportunities to get involved in contemporary art culture. As part of the regular program, students will do many of the following activities: visit local art exhibitions, artists' studios, private collections and art libraries, and gain experience in review writing. The art gallery provides a program of up to five exhibitions a year. While our exhibition schedule represents diversity in culture and style, it also parallels the curriculum of the fine and applied arts departments. The gallery serves as an instructional tool for all visual arts courses, the college at large relationships with other academic departments and the community.

**Associate in Arts for Transfer Degree: Art History**

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

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

State University General Education – Breadth Requirements.

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

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

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

#### **Degree Student Learning Outcome:**

Students will be able to analyze and interpret works of cultural importance.

#### **Program Requirements:**

Units Required: 18

	Units
ART-110 Art History: Paleolithic Through the Middle Ages .....	3.0
ART-111 Art History: Renaissance to Modern .....	3.0
ART-125A Fundamentals of Drawing.....	3.0
<i>Plus three units from the following:</i>	
ART-112 Art of Africa, Oceania, and the Indigenous Americas .....	3.0
ART-116 Asian Art History .....	3.0
<i>Plus three units from the following:</i>	
ART-125B Intermediate Drawing .....	3.0
ART-140 Beginning Design: Two-Dimensional Media.....	3.0
ART-141 Beginning Design: Three-Dimensional Media.....	3.0
ART-235 Sculpture .....	3.0
PHOTO-155 Photography .....	3.0
<i>Plus three units from the following:</i>	
ART-115 Art History: U.S and European Modernism.....	3.0

#### **Associate in Arts for Transfer Degree: Studio Arts**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate

degree for transfer,” a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

[www.canyons.edu/degreewithaguarantee](http://www.canyons.edu/degreewithaguarantee) for more information.

#### **Degree Student Learning Outcome:**

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

#### **Program Requirements:**

Units Required: 24

	Units
ART-111 Art History: Renaissance to Modern .....	3.0
ART-125A Fundamentals of Drawing.....	3.0
ART-140 Beginning Design: Two-Dimensional Media .....	3.0
ART-141 Beginning Design: Three-Dimensional Media .....	3.0
<i>Plus three units from the following:</i>	
ART-110 Art History: Paleolithic Through the Middle Ages .....	3.0
ART-112 Art of Africa, Oceania, and the Indigenous Americas .....	3.0
ART-115 Art History: U.S and European Modernism.....	3.0

ART-116 Asian Art History .....3.0

*Plus one course from any of three of the following areas for a maximum of nine units:*

**Applied Design:**

ART-282 Introduction to Fiber Arts .....3.0

**Color:**

ART-270 Color Theory .....3.0

**Drawing:**

ART-125B Intermediate Drawing .....3.0

ART-225A Life Drawing I.....3.0

ART-225B Life Drawing II.....3.0

**Illustration:**

ART-222 Illustration I .....3.0

**Painting:**

ART-227 Painting I.....3.0

ART-228 Painting II.....3.0

**Photography:**

PHOTO-155 Photography I .....3.0

PHOTO-160 Black and White Photography .....3.0

**Printmaking:**

ART-237 Fundamentals of Printmaking .....3.0

**Sculpture:**

ART-235 Sculpture .....3.0

**Associate in Arts Degree: Art**

**Degree Student Learning Outcome:**

Students will be able to analyze and interpret works of cultural importance.

**Program Requirements:**

Units Required: 24

Units

*Choose six units from the following:*

ART-110 Art History: Paleolithic Through the Middle Ages .....3.0

ART-111 Art History: Renaissance to Modern .....3.0

ART-115 Art History: U.S and European Modernism.....3.0

ART-116 Asian Art History .....3.0

*Plus fifteen units from the following:*

ART-125A Fundamentals of Drawing.....3.0

ART-125B Intermediate Drawing .....3.0

ART-140 Beginning Design: Two-Dimensional Media .....3.0

ART-141 Beginning Design: Three-Dimensional Media .....3.0

ART-225A Life Drawing I.....3.0

*Plus six units from the following:*

ART-220 Watercolor Painting .....3.0

ART-222 Illustration I .....3.0

ART-227 Painting I.....3.0

ART-235 Sculpture .....3.0

ART-237 Fundamentals of Printmaking .....3.0

ART-282 Introduction to Fiber Arts .....3.0

*Recommended electives:*

ART-225B Life Drawing II.....3.0

ART-236 Sculpture II .....3.0

ART-238 Printmaking – Intaglio .....3.0

ART-295 Professional Skills for Artists .....3.0

**ART 100 LANDMARKS OF ART AND VISUAL CULTURE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 100

Provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. Field trips may be required.

**ART 110 ART HISTORY: PALEOLITHIC THROUGH THE MIDDLE AGES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 110

Analyzes major works of art and architecture, emphasizing monuments of art in relation to painting, sculpture, and architecture of the Western World from prehistoric times to the Middle Ages. Field trip may be required.

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

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 120

Analyzes major works of art and architecture, emphasizing leading creative movements of the Western World, from the Italian Renaissance through the contemporary period. Field trip may be required.

**ART 112 ART OF AFRICA, OCEANIA, AND THE INDIGENOUS AMERICAS**

Units: 3.00

UC:CSU 54.00 hours lecture

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

Survey of the visual art and culture within select regions of Africa, Oceania, and the Americas. Field trip may be required.

**ART 115 ART HISTORY: U.S. AND EUROPEAN MODERNISM**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the history of architecture, sculpture and painting from the mid-19th century to the present time in Western Europe and North America, emphasizing art of the 20th century. Museum field trips may be required.

**ART 116 ASIAN ART HISTORY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ARTH 130

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

Surveys art and architecture from India, Southeast Asia, China, Korea, and Japan from prehistory to modern times. Field trip may be required.

**ART 125A FUNDAMENTALS OF DRAWING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 110

The beginning course in drawing experiences emphasizing basic drawing techniques in a variety of media and compositional and design fundamentals. Formerly ART-124A.

**ART 125B INTERMEDIATE DRAWING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 205

*Prerequisite: ART-125A*

Explores artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and approaches using a variety of drawing mediums, techniques, and methodologies.

**ART 140 BEGINNING DESIGN:  
TWO-DIMENSIONAL MEDIA**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 100

Introduces the study of the elements and principles of 2-D design with special emphasis on structure, color, and composition; materials may include pencil, gouache, and ink.

**ART 141 BEGINNING DESIGN:  
THREE-DIMENSIONAL MEDIA**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 101

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

**ART 220 WATERCOLOR PAINTING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

Introduces the use of transparent watercolor media, including instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Field trips may be required.

**ART 222 ILLUSTRATION I**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-125A or ART-140*

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

**ART 225A LIFE DRAWING I**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 200

*Recommended Preparation: ART-125A*

Continuation course in drawing. Studies the human skeletal, muscular structure and the posed model. Emphasis on the development of drawing skills as well as on proportion, form and gesture. Formerly ART-124B.

**ART 225B LIFE DRAWING II**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Recommended Preparation: ART-125A*

Presents advanced drawing techniques studying skeletal and muscular structure from the live model, emphasizing the development of drawing skills to suggest proportion, form and gesture. Formerly ART-224A.

**ART 227 PAINTING I**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 210

*Prerequisite: ART-125A or ART-140*

Introduces beginning painting techniques, pictorial design, and composition. Includes exploration of various media such as oil and acrylic. Field trip may be required.

**ART 228 PAINTING II**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-125A or presentation of portfolio*

Presents advanced painting techniques including pictorial design, creative interpretation and the use of various media. Field trips may be required.

**ART 235 SCULPTURE I**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-141*

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

**ART 236 SCULPTURE II**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-235*

Second of a two course sequence in sculpture continuing the student's knowledge of contemporary techniques and materials. Additive, subtractive, manipulation and substitution techniques are further explored.

**ART 237 FUNDAMENTALS OF PRINTMAKING**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Recommended Preparation: ART-125A*

Introduces materials and techniques of monotype, etching, silk screen and relief print including wood and linoleum.

**ART 238 PRINTMAKING - INTAGLIO**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: ART-237*

Introduces intaglio printmaking techniques and image development, including etching, photo etching, engraving, dry-point and aquatint.

**ART 270 COLOR THEORY**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

C-ID ARTS 270

*Recommended Preparation: ART-140*

Examines the principles, theories, and applications of additive and subtractive color in two-dimensional art. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. Field trips may be required.

**ART 282 INTRODUCTION TO FIBER ARTS**

Units: 3.00

UC:CSU 27.00 hours lecture, 81.00 hours lab

*Recommended Preparation: ART-141*

Introduces the basic materials, methods and vocabulary of fiber and textile media used to create expressive, visual forms. Contemporary and historical development and the cultural relevance of fiber arts is also explored.

**ART 295 PROFESSIONAL SKILLS FOR ARTISTS**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

Emphasizes business and practical skills for a career in the arts, including photographing, documenting, matting, framing, crating, shipping, installation, lighting, resume writing, publicity, visual presentation, preparation of invoices and taxes, contracts, copyright law and portfolio presentation.

# ASTRONOMY

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

**ASTRON 100 INTRODUCTION TO ASTRONOMY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explore and visualize phenomena in astronomy, with an emphasis on the study of the Sun and other stars. Topics include motions in our sky, gravity, light, astronomical instrumentation, evolutionary changes of stars and cosmology. UC credit limitation: No credit for ASTRON-100 if taken after 102 or 104.

**ASTRON 102 PLANETARY ASTRONOMY**

Units: 3.00

UC:CSU 54.00 hours lecture

Investigate the variety of planetary systems outside of our solar system and evaluate the many worlds in our solar system. UC credit limitation: No credit for ASTRON-100 if taken after 102 or 104.

**ASTRON 104 INTRODUCTION TO ASTRONOMY WITH LAB**

Units: 3.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Explore and visualize phenomena in astronomy, with an emphasis on the study of the Sun and other stars. Topics include motions in our sky, gravity, light, astronomical instrumentation, evolutionary changes of stars and cosmology. The laboratory portion includes observations of the sky, computer simulations, and analyzing publicly available astronomical data from the internet. Formerly ASTRON-101 + 101L.

# AUTOMOTIVE TECHNOLOGY

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

The Automotive Technology program is a comprehensive two-year program designed to prepare students with 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.

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 38

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0
AUTECH-112 Engine Fundamentals for Technicians.....	3.0
AUTECH-113 Engine Overhaul.....	2.0
AUTECH-114 Basic Automotive Electrical Systems.....	3.0
AUTECH-135 Engine Performance.....	4.0
AUTECH-140 Automotive Suspension & Steering Systems.....	3.0
AUTECH-150 Automotive Brake Systems .....	4.0
AUTECH-170 Automotive Heating, Ventilation and Air Conditioning .....	3.0
AUTECH-180 Engine Mechanical Maintenance and Light Repair .....	3.0

AUTECH-185 Automotive Chassis Maintenance and Light Repair .....	3.0
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*Plus one course from the following:*

AUTECH-120 Automatic Transmissions & Transaxles .....	5.0
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AUTECH-130 Automotive Manual Transmissions and Drive Train Systems .....	5.0
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*Plus a minimum of one unit from the following:*

WE-186AUTO Work Experience Education Automotive Technology .....	1.0 – 4.0
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## Associate in Science Degree and Certificate of Achievement: Advanced Diagnosis and Performance

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 37

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0
AUTECH-112 Engine Fundamentals for Technicians.....	3.0
AUTECH-114 Basic Automotive Electrical Systems.....	3.0
AUTECH-116 Advanced Automotive Electrical Systems.....	4.0
AUTECH-135 Engine Performance.....	4.0
AUTECH-136 Engine Emission Control .....	4.0
AUTECH-180 Engine Mechanical Maintenance and Light Repair .....	3.0
AUTECH-185 Automotive Chassis Maintenance and Light Repair .....	3.0
AUTECH-190 Automotive Computer Networking and Diagnosis.....	4.0
AUTECH-200 Introduction to Hybrid and Electric Vehicles .....	4.0

*Plus a minimum of one unit from the following:*

WE-186AUTO Work Experience Education Automotive Technology .....	1.0 – 4.0
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## Certificate of Achievement: Engine Repair

The Engine Repair certificate of achievement will prepare an individual for a career as a mid-level technician. Students will have the ability to diagnose a variety of vehicle engine malfunctions as well as perform repairs and engine rebuilds.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge in engine repair required for employment in the automotive industry.

**Programs Requirements:**

Units Required: 16

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0
AUTECH-112 Engine Fundamentals for Technicians .....	3.0
AUTECH-113 Engine Overhaul .....	2.0
AUTECH-135 Engine Performance .....	4.0
AUTECH-180 Engine Mechanical Maintenance and Light Repair .....	3.0

**Certificate of Achievement: Quick Service Technician**

The Quick Service Technician Certificate of Achievement will prepare an individual for entry-level employment as a light-duty service technician within the Automotive industry. Students will have the ability to diagnose common mechanical issues, perform regular vehicle maintenance procedures, and do minor repairs.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge of a service technician required for employment in the automotive industry.

**Programs Requirements:**

Units Required: 17

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0
AUTECH-114 Basic Automotive Electrical Systems .....	3.0
AUTECH-150 Automotive Brake Systems .....	4.0
AUTECH-180 Engine Mechanical Maintenance and Light Repair .....	3.0
AUTECH-185 Automotive Chassis Maintenance and Light Repair .....	3.0

**Certificate of Achievement: Transmission Service Technician**

The Transmission Service Technician certificate of achievement will prepare an individual for a career in the specialty area of transmission within the Automotive industry. Students will have the ability to diagnose, repair and rebuild both manual and automotive transmissions at the conclusion of this certificate.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge of a transmission service technician required for employment in the automotive industry.

**Programs Requirements:**

Units Required: 20

	Units
AUTECH-110 Introduction to Automotive Technology .....	4.0

AUTECH-114	Basic Automotive Electrical Systems .....	3.0
AUTECH-120	Automatic Transmissions and Transaxles .....	5.0
AUTECH-130	Automotive Manual Transmissions and Drive Train Systems .....	5.0
AUTECH-185	Automotive Chassis Maintenance and Light Repair .....	3.0

**Certificate of Specialization: Diesel Technician**

The Diesel Technician certificate of specialization will prepare an individual for a career as a light duty diesel technician. Students will have the ability to diagnose a variety of diesel engine malfunctions as well as preform service, repairs and rebuild diesel engines.

**Degree and Certificate Student Learning Outcome:**

Students will be able to demonstrate the skills required to effectively diagnose, service and repair light duty diesel vehicles.

**Program Requirements:**

Units Required: 6

	Units
AUTECH-160 Diesel Engines .....	3.0
AUTECH-165 Diesel Fuel Systems .....	3.0

**AUTECH 110 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

C-ID AUTO 110X

Introduces an overview of automotive maintenance and repair concepts for the student with little or no background in the automotive field. Covers major vehicle operations, including theory of operation, basic maintenance, lubrication, cooling, suspension, lighting, brakes, tires, ignition system, major systems, preventative maintenance, and roadside emergency procedures.

**AUTECH 112 ENGINE FUNDAMENTALS FOR TECHNICIANS**

Units: 3.00

CSU 54.00 hours lecture

Introduces theory and practice in automotive engine repair, including operating principles component identification and diagnosis process of engine failures.

**AUTECH 113 ENGINE OVERHAUL**

Units: 2.00

CSU 108.00 hours lab

Provides an in-depth experience in rebuilding a carbureted engine assembly. Emphasis is placed on measurements, repair techniques, service procedures, and valve machining operations.

*Continued on the next page.*

**AUTECH 114 BASIC AUTOMOTIVE ELECTRICAL SYSTEMS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the electrical theory and mathematical application required to be successful in the automotive field. First level course in preparation for the A6 ASE (Automotive Service Excellence) certificate.

**AUTECH 116 ADVANCED AUTOMOTIVE ELECTRICAL SYSTEMS**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: AUTECH-110 & 114*

Examines modern automobile's electrical system as related to the engine and various engine related systems. The theory of operation, operational characteristics and methods of problem diagnosis and repair for the following systems are included: electronic ignition systems, electronic fuel injection, engine management, emission control, charging, cooling and starting. This course prepares the student for the A6 ASE (Automotive Service Excellence); Electrical and Electronic Systems Exam and is intended for Automotive majors.

**AUTECH 120 AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

C-ID AUTO 120X

*Recommended Preparation: AUTECH-110 & 114*

Introduces the theory, operation, diagnosis, repair, and service of automatic transmissions and transaxles. Prepares students to take the A2 ASE (Automotive Service Excellence) test.

**AUTECH 130 AUTOMOTIVE MANUAL TRANSMISSIONS AND DRIVE TRAIN SYSTEMS**

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

C-ID AUTO 130X

*Recommended Preparation: AUTECH-110 & 114*

Presents the theory, operation, diagnosis, service and repair of automotive manual transmissions and drive trains. Prepares students to take the A3 ASE (Automotive Service Excellence) test.

**AUTECH 135 ENGINE PERFORMANCE**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: AUTECH-110, 112, & 114*

Introduces the design and operation of domestic and import ignition, fuel and emission control systems. Students will perform common service and repair of the engine and subsystems.

**AUTECH 136 ENGINE EMISSION CONTROL**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: AUTECH-135*

Examines advanced concepts relating to Tune-Up and Emissions. This course is designed for students who want to enter the field of Smog Inspection and Repair.

**AUTECH 140 AUTOMOTIVE SUSPENSION & STEERING SYSTEMS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID AUTO 140X

*Recommended Preparation: AUTECH-114*

Provides theory and operation, diagnosis, service and repair procedures of automotive suspension and steering systems. Prepares students to take the A4 ASE (Automotive Service Excellence) test.

**AUTECH 150 AUTOMOTIVE BRAKE SYSTEMS**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

C-ID AUTO 150X

*Recommended Preparation: AUTECH-110 & 114*

Provides the theoretical and practical application of the operation, diagnosis, service, and repair of traditional, electrical and regenerative braking systems. Prepares students to take the A5 ASE (Automotive Service Excellence) test.

**AUTECH 160 DIESEL ENGINES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces students to the field of diesel-powered engines and equipment maintenance and service. Students learn about the common types of diesel powered engines and equipment, shop safety, hydraulic fittings, technician tool requirements, service shop organization and procedures.

**AUTECH 165 DIESEL FUEL SYSTEMS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces students to the two and four stroke diesel fuel systems. Students learn about the common types of diesel fuel delivery systems, fuel types, engine brakes, shop safety, fuel safety, technician tool requirements, service shop organization and procedures.

**AUTECH 170 AUTOMOTIVE HEATING, VENTILATION AND AIR CONDITIONING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID AUTO 170X

*Recommended Preparation: AUTECH-110 & 114*

Provides theory and operation, diagnosis, service and repair of automotive heating, ventilation and air conditioning systems. Students will be required to take the MACS EPA (Mobile Air Conditioning Society, Environmental Protection Agency) certification tests. Prepares students to take the A7 ASE (Automotive Service Excellence) test.

**AUTECH 180 ENGINE MECHANICAL MAINTENANCE AND LIGHT REPAIR**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: AUTECH-110, 112, & 114**Recommended Preparation: AUTECH-116 & 135*

Explores how to safely perform common repairs, maintenance operations, automotive diagnosis and tune-up procedures on the engine and subsystems. Students will be required to take the MACS EPA (Mobile Air Conditioning Society, Environmental Protection Agency) certification tests.

**AUTECH 185 AUTOMOTIVE CHASSIS MAINTENANCE AND LIGHT REPAIR**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: AUTECH-110, 112, & 114**Recommended Preparation: AUTECH-116*

Explores the fundamentals of service and repair procedures for the drive train and its subsystems in modern automobile. Students will learn how to safely perform basic repair, maintenance operations and automotive drivetrain diagnosis as they pertain to the function and control of the transmission, brakes, suspension, exhaust and chassis electrical systems.

**AUTECH 190 AUTOMOTIVE COMPUTER NETWORKING & DIAGNOSIS**

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: AUTECH-116 & 135*

Provides advanced theory and principles of automotive diagnosis and troubleshooting procedures. This course is specific to computer controlled systems of the modern automobile. This course is designed to strengthen existing student skills in the field of advanced automotive technology, service, and repair.

**AUTECH 200 INTRODUCTION TO HYBRID AND ELECTRIC VEHICLES**

Units: 4.00

CSU 72.00 hours lecture

C-ID ALTF 100X

*Prerequisite: AUTECH-110, 114, & 116*

Explores the use and service of hybrid electronic generation, plug-in battery-electric power, and fuel cell power generation for vehicles. Topics will include OSHA/NEC/NFPA high voltage safety specifically for the service technician. Dynamics of high voltage battery energy, hybrid generation systems, electric vehicle applications and their integrated systems from many manufacturers will be discussed.

## BEER STUDIES

**BEERST 083 BEER APPRECIATION**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major types of beers available in the United States today. Introduces basic beer production, ingredients used, ideal glassware, and service standards. Because tasting beer is central to the activities of this course, potential students may need to take that into account if they are pregnant, have allergies, or similar concerns. A student's grade is not based on tasting beer.



# BIOLOGICAL SCIENCES

## Associate in Science for Transfer Degree: Biology

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) for STEM or the California State University General Education – Breadth for STEM Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

It is highly recommended that counselors at community colleges discuss other possible courses that are part of major preparation at a target CSU campus and encourage students to take some of these additional courses prior to transfer.

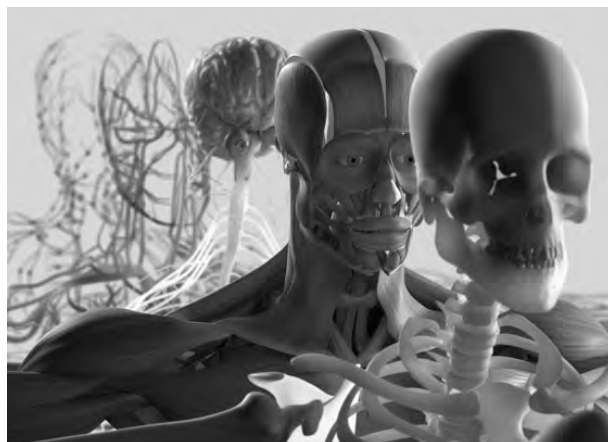
## Degree Student Learning Outcome:

Students will be able to interpret, analyze, and evaluate biological knowledge using the scientific method.

## Program Requirements:

Units Required: 31

		Units
BIOSCI-106	Organismal & Environmental Biology.....	4.0
	<i>OR</i>	
BIOSCI-106H	Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107	Molecular and Cellular Biology.....	4.0
	<i>OR</i>	
BIOSCI-107H	Molecular and Cellular Biology Honors.....	4.0
CHEM-201	General Chemistry I.....	5.0
	<i>OR</i>	
CHEM-201H	General Chemistry I – Honors.....	5.0
CHEM-202	General Chemistry II.....	5.0
MATH-211	Calculus I.....	5.0
	<i>Plus eight units from one of the following two options:</i>	
PHYSIC-110	General Physics I.....	4.0
PHYSIC-111	General Physics II.....	4.0
	<i>OR</i>	
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism.....	4.0
	<i>Recommended electives:</i>	
PHYSIC-222	Physics for Scientists and Engineers: Wave Motion, Heat, Optics and Modern Physics.....	4.0



## Associate in Science Degree: Biological Sciences

Biological Sciences covers all aspects of the scientific study of life and emphasizes both the unity and diversity of living things. The structure, function and behavior of organisms are studied at the molecular, cellular, organismal and environmental levels. The biology program serves three areas: a broad background of studies for the biology major preparing for transfer to a four-year institution; support courses in human anatomy, human physiology and general microbiology, which may be used to satisfy prerequisites for nursing programs and other allied-health fields and courses in natural sciences to fulfill general education requirements.

### Degree Student Learning Outcome:

Students will be able to interpret, analyze and evaluate biological knowledge using the scientific method.

### Program Requirements:

Units Required: 32

	Units
<i>Eight units from the following:</i>	
BIOSCI-106 Organismal & Environmental Biology.....	4.0
<i>OR</i>	
BIOSCI-106H Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107 Molecular and Cellular Biology.....	4.0
<i>OR</i>	
BIOSCI-107H Molecular and Cellular Biology Honors.....	4.0
<i>Eight units from the following:</i>	
BIOSCI-115 General Zoology.....	4.0
BIOSCI-116 General Botany.....	4.0
BIOSCI-201 Introduction to Human Anatomy.....	4.0
BIOSCI-202 Introduction to Human Physiology.....	4.0
BIOSCI-204 Human Anatomy and Physiology I.....	4.0
BIOSCI-205 Human Anatomy and Physiology II.....	4.0
BIOSCI-221 Introduction to Microbiology.....	5.0
BIOSCI-240 Molecular Genetics.....	4.0
<i>Sixteen units from the following:</i>	
CHEM-201 General Chemistry I.....	5.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	5.0
CHEM-202 General Chemistry II.....	5.0
CHEM-255 Organic Chemistry I.....	5.0
CHEM-256 Organic Chemistry II.....	5.0
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
PHYSIC-110 General Physics I.....	4.0
PHYSIC-111 General Physics II.....	4.0

PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism.....	4.0
<i>Recommended electives:</i>		
BIOSCI-130	Environmental Biology.....	3.0
BIOSCI-132	Concepts in Evolution.....	3.0
BIOSCI-140	Principles of Human Genetics.....	3.0
BIOSCI-180	Biology of Cancer.....	3.0
WE-186ENVR	Work Experience Education Environmental Science.....	0.5 – 4.0

## BIOSCI 100 GENERAL BIOLOGY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MATH-140, 140H, or 140X*

Explores the nature of science, including cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI 100H from BIOSCI 100. UC credit limitations: No credit for BIOSCI-100 if taken after BIOSCI-106, 107, 201, 202, 204, 205, 215, 216, or 221. Field trips may be required.

## BIOSCI 100H GENERAL BIOLOGY – HONORS

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MATH-140, 140H, or 140X. ENGL-101 or ENGL-101H*

Explores the nature of science, including cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI 100H from BIOSCI 100. UC credit limitations: No credit for BIOSCI-100 if taken after BIOSCI-106, 107, 201, 202, 204, 205, 215, 216, or 221. Field trips may be required.

## BIOSCI 101 INTRODUCTORY BIOLOGY FOR HEALTH PROFESSIONS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MATH-140 or MATH-140H or MATH -140X*

Investigates the science of biology for students interested in pursuing a career in health professions. This course will highlight vertebrate anatomy and physiology by understanding cellular organization and processes, the energetics of living systems, and the role of heredity, evolution, and diversity. UC Credit limitation: No credit for BIOSCI-101 if taken after BIOSCI-100, 100H, 106, 106H, 107, 107H, 115, 116, 201, 202, 204, 205, or 221.

**BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 140

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Surveys the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles including population biology and ecology, basic genetics, animal behavior, evolution, classification, structure, function and adaptations of organisms (including plants, fungi, protists, animals, and unicellular organisms) to their environments. This course is intended for Biological Sciences majors. Field trips may be required.

**BIOSCI 106H ORGANISMAL & ENVIRONMENTAL BIOLOGY - HONORS**

Units: 4.00

UC:CSU: 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 140

*Prerequisite: Completion of Elementary Algebra or higher math placement*

Surveys the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles including population biology and ecology, basic genetics, animal behavior, evolution, classification, structure, function and adaptations of organisms (including plants, fungi, protists, animals, and unicellular organisms) to their environments. This course is intended for Biological Sciences majors. Field trips may be required. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI-106H from BIOSCI-106.

**BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 190, C-ID 135S - BIOSCI-106 + BIOSCI-107

*Prerequisite: CHEM-201 or CHEM-201H and completion of Elementary Algebra or higher math placement*

Introduces the principles of cellular form and function including: bioenergetics and metabolism, molecular structure and evolution, gene regulation, cellular anatomy and physiology, and the principles of biotechnology. UC credit limitation: No credit for BIOSCI-107 if taken after BIOSCI-201, BIOSCI-202, BIOSCI-204, BIOSCI-205 or BIOSCI-221.

**BIOSCI 107H MOLECULAR AND CELLULAR BIOLOGY HONORS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 190, C-ID 135S - BIOSCI-106H + BIOSCI-107H

*Prerequisite: CHEM-201 or CHEM-201H and completion of Elementary Algebra or higher math placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Introduces the principles of cellular form and function including: bioenergetics and metabolism, molecular structure and evolution, gene regulation, cellular anatomy and physiology, and the principles of biotechnology. Critical analysis combined with written and oral presentation of primary scientific literature will differentiate BIOSCI-107H from BIOSCI-107. UC credit limitation: No credit for BIOSCI-107H if taken after BIOSCI-201, BIOSCI-202, BIOSCI-204, BIOSCI-205 or BIOSCI-221.

**BIOSCI 115 GENERAL ZOOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 150

*Prerequisite: Completion of Elementary Algebra or higher math placement**Recommended Preparation: BIOSCI-107 or BIOSCI-107H*

Surveys the animal kingdom with an emphasis on applying evolutionary and ecological principles to integrate mechanisms at the cellular, organismal and population levels. Field trips may be required.

**BIOSCI 116 GENERAL BOTANY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 155

*Prerequisite: Completion of Elementary Algebra or higher math placement**Recommended Preparation: BIOSCI-107 or BIOSCI-107H*

Surveys the plant kingdom with an emphasis on the biology, ecology, evolution and the economic impact of plant communities. Field trips may be required and may be outside the assigned class times.

**BIOSCI 119 MARINE BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Examines the description, distribution and natural history of marine organisms. Field trips may be required and may extend outside the assigned class times. Same as OCEAN-119.

**BIOSCI 130 ENVIRONMENTAL BIOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces basic ecological principles and current environmental issues such as pollution (air, water, and soil), climate change, deforestation, the impact of human population growth on available resources and natural capital, and possible solutions to these problems. Not designed for biological science majors.

**BIOSCI 132 CONCEPTS IN EVOLUTION**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the process of biological evolution and the fundamental mechanisms and concepts by which evolution works and how the theory is applied. Major topics covered include natural selection and adaptation, role of genetic variation in evolution, co-evolution and populations and the formation of new species.

**BIOSCI 140 PRINCIPLES OF HUMAN GENETICS**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**BIOSCI 180 BIOLOGY OF CANCER**

Units: 3.00

UC:CSU 54.00 hours lecture

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

**BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 110B

*Prerequisite:* BIOSCI-100 or BIOSCI-100H or BIOSCI-101 or BIOSCI-107 or BIOSCI-107H

*Recommended Preparation:* Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-103X, MATH-140, MATH-140H, MATH-140X).

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

**BIOSCI 202 INTRODUCTION TO HUMAN PHYSIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 120B

*Prerequisite:* BIOSCI-100 or BIOSCI-100H or BIOSCI-101 or BIOSCI-107 or BIOSCI-107H

*Recommended Preparation:* Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level math course with an Intermediate Algebra prerequisite (MATH-103, MATH-140).

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

**BIOSCI 204 HUMAN ANATOMY AND PHYSIOLOGY I**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite:* BIOSCI-100 or BIOSCI-100H or BIOSCI-101 or BIOSCI-107 or BIOSCI-107H

*Recommended Preparation:* Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-103X, MATH-140, MATH-140H, MATH-140X).

Present the structure and function of the human body including the integumentary, skeletal, muscular and nervous systems. UC credit limitations: BIOSCI-201, 202 and 204, 205 combined; maximum credit 8 units.

**BIOSCI 205 HUMAN ANATOMY AND PHYSIOLOGY II**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID BIOL 115B

*Prerequisite:* BIOSCI-204

Continues the study of the structure and function of the human body including the endocrine, sensory, circulatory, immune, respiratory, digestive, urinary, and male and female reproductive systems. UC credit limitations: BIOSCI-201, 202 and 204, 205 combined; maximum credit 8 units.

*Continued on the next page.*

**BIOSCI 221 INTRODUCTION TO MICROBIOLOGY**

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

*Prerequisite: BIOSCI-100 or BIOSCI-100H or BIOSCI-101 or BIOSCI-107 or BIOSCI-107H and CHEM-151 or CHEM-151H**Recommended Preparation: Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-103X, MATH-140, MATH-140H, MATH-140X).*

Introduces the biology of microorganisms; bacteria, viruses, protozoa, parasitic worms, algae, fungi, and their significance, with emphasis on clinical microbiology and infectious disease for the health sciences.

**BIOSCI 240 MOLECULAR GENETICS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

*Prerequisite: BIOSCI-107 or BIOSCI-107H*

Introduces the principles of both prokaryotic and eukaryotic genetics, while emphasizing the structure, function and regulation of genes along with patterns of inheritance.

**BIOSCI 330 ENVIRONMENTAL BIOLOGY IN A CHANGING WORLD**

Units: 3.00

CSU 54.00 hours lecture

Examines the biological basis of environmental issues, such as climate change, pollution, and biodiversity loss. It explores the ways in which these problems impact natural capital, or the resources that nature provides us, such as clean air and water, fertile soil, and a stable climate. On and Off-campus field trips and grounds work may be required. Upper division course, registration is limited to students with Junior Standing in the Bachelor of Science in Building Performance Degree program.

## BUILDING PERFORMANCE

*(See Architectural Drafting)*

## BUSINESS

The Business Department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Retail Management, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate degrees and certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

**Associate in Science for Transfer Degree: Business Administration 2.0**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC).
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when

planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Business Administration 2.0. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu/degreetwithaguarantee](http://www.canyons.edu/degreetwithaguarantee) for more information.

### Degree Student Learning Outcome:

Students will be able to analyze financial, economic, legal and management issues related to a business entity as required for upper division work in their business-related major.

### Program Requirements:

Units required: 31-32

	Units
BUS-100 Introduction to Business .....	3.0
BUS-201 Principles of Accounting I .....	5.0
BUS-202 Principles of Accounting II .....	5.0
BUS-211 Business Law .....	3.0
ECON-201 Macroeconomics .....	3.0
<i>OR</i>	
ECON-201H Macroeconomics - Honors.....	3.0
ECON-202 Microeconomics.....	3.0
<i>OR</i>	
ECON-202H Microeconomics - Honors.....	3.0
<i>Plus one course from the following:</i>	
ECON-291 Statistical Methods on Business and Economics .....	4.0
MATH-140 Introductory Statistics .....	4.0
MATH-140H Introductory Statistics - Honors .....	4.0
MATH-140X Statistics with Support .....	5.0
PSYCH-104 Statistics for the Behavioral Science .....	4.0
<i>Plus one course from the following:</i>	
MATH-211 Calculus I.....	5.0
MATH-240 Calculus for Business and Social Science .....	5.0

### Associate in Science Degree and Certificate of Achievement: Accounting

#### Degree and Certificate Student Learning Outcome:

Students will be able to analyze financial, economic, and management issues and formulate strategies for the growth and development of a business entity.

### Program Requirements:

Units Required: 23-24

	Units
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

*OR*

ECON-201H	Macroeconomics - Honors.....	3.0
ECON-202	Microeconomics.....	3.0

*OR*

ECON-202H	Microeconomics - Honors.....	3.0
ECON-291	Statistical Methods in Business and Economics .....	4.0

*OR*

MATH-140	Introductory Statistics .....	4.0
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*OR*

MATH-140H	Introductory Statistics - Honors .....	4.0
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*OR*

MATH-140X	Statistics with Support .....	5.0
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*Recommended electives:*

BUS-203	Cost Accounting.....	3.0
BUS-204	Intermediate Accounting .....	3.0
CAWT-145	QuickBooks Pro.....	3.0

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

#### Degree and Certificate Student Learning Outcome:

Students will be able to analyze key issues relating to accounting principles and implement accounting procedures to organize financial data based upon generally accepted accounting principles.

### Program Requirements:

Units Required: 26

Units Required: 20		Units
BUS-100	Introduction to Business .....	3.0
BUS-101	Bookkeeping and Accounting .....	5.0
BUS-157	Entrepreneurship Financial Management.....	3.0
BUS-203	Cost Accounting.....	3.0
BUS-204	Intermediate Accounting .....	3.0
BUS-211	Business Law .....	3.0
CAWT-115	Business English .....	3.0
CAWT-145	Quickbooks Pro .....	3.0

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

#### Degree and Certificate Student Learning Outcome:

Students will be able to:

- Evaluate the sources of employee conflict in a diverse workforce
- Create a framework within which to resolve potential conflicts between business practice and professional or personal ethics.

*Continued on the next page.*

**Program Requirements:**

Units Required: 21

	Units
BUS-100 Introduction to Business .....	3.0
BUS-110 Principles of Management .....	3.0
BUS-111 Human Relations in the Workplace.....	3.0
BUS-112 Human Resources Management.....	3.0
BUS-126 Understanding Diversity in the Workplace .....	3.0
BUS-160 Business Ethics .....	3.0
BUS-211 Business Law .....	3.0

*Recommended Electives:*

CAWT-116 Business Communications .....	3.0
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**Associate in Science Degree and  
Certificate of Achievement: Marketing****Degree and Certificate Student Learning Outcome:**

Students will be able to analyze key issues relating to marketing principles, design marketing strategies, and integrate those strategies in business operations.

**Program Requirements:**

Units Required: 21

	Units
BUS-100 Introduction to Business .....	3.0
BUS-110 Principles of Management .....	3.0
BUS-140 Principles of Marketing .....	3.0
BUS-141 Principles of Advertising .....	3.0
BUS-142 Principles of Selling .....	3.0
BUS-190 Principles of Electronic Commerce..	3.0
<i>OR</i>	
BUS-192 E-Business Strategy .....	3.0
BUS-211 Business Law .....	3.0

**Associate in Science Degree  
and Certificate of Achievement:  
Entrepreneurship****Degree and Certificate Student Learning Outcome:**

Students will be able to demonstrate the management skills unique to the successful operation of a small business enterprise, including financial, marketing and management strategies.

**Program Requirements:**

Units Required: 20

	Units
BUS-100 Introduction to Business .....	3.0
BUS-117A Introduction to Entrepreneurship .....	3.0
BUS-117B Developing a Business Plan for Entrepreneurs.....	3.0

*Plus a minimum of eleven units from the following:*

BUS-101 Bookkeeping and Accounting .....	5.0
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BUS-110 Principles of Management .....	3.0
BUS-126 Understanding Diversity in the Workplace .....	3.0
BUS-140 Principles of Marketing .....	3.0

**Certificate of Achievement: Retail  
Management**

Retail Management is an expanding career path supported by many industry sectors. Strong retail managers are essential to business success in electronics, clothing, food, entertainment, home furnishings, children's supplies, publishing, cosmetics, educational materials, gift, athletic equipment, pet supplies, and just about every other imaginable consumer product and service. The retail industry is at the heart of many local economies. Effective management is the key to long-term economic security throughout the state. This program, designed in collaboration with industry leaders, is intended to provide the student with many of the competencies required for success at the management level within the vast retail industry. This program encompasses the business essentials such as accounting and marketing, and also emphasizes management and communication skills required for career success.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the skills necessary to successfully manage a retail business enterprise, including human resources, marketing, and bookkeeping.

**Program Requirements:**

Units Required: 24

	Units
BUS-110 Principles of Management .....	3.0
BUS-111 Human Relations in the Workplace .....	3.0
BUS-112 Human Resource Management.....	3.0
BUS-113 Retail Management .....	3.0
BUS-140 Principles of Marketing .....	3.0
BUS-157 Entrepreneurship Financial Management.....	3.0
CAWT-116 Business Communications .....	3.0
CAWT-140 Survey of Microsoft Office Programs .....	3.0

**Certificate of Specialization:  
Entrepreneurship****Certificate Student Learning Outcomes:**

Students will be able to:

- Learn techniques for business plan development and creation.
- Utilize skills and resources available to assist entrepreneurs in developing and launching a business including ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

**Program Requirements:**

Units Required: 6

	Units:
BUS-117A Introduction to Entrepreneurship .....	3.0
BUS-117B Developing a Business Plan for Entrepreneurs .....	3.0

**Certificate of Specialization: Finance****Certificate Student Learning Outcome:**

Students will be able to analyze key issues relating to personal finance, analyze the advantages and disadvantages of various alternatives to address these issues, determine the appropriate response, and devise specific plans to implement the response in an integrated manner.

**Program Requirements:**

Units Required: 12

	Units
BUS-100 Introduction to Business .....	3.0
BUS-154 Personal Finance .....	3.0
BUS-156 Introduction to Investments .....	3.0
BUS-157 Entrepreneurial Finance .....	3.0

**Certificate of Specialization: E-Commerce – Business**

In recent years, various changes in the business environment have occurred, including the emergence of new information technologies. Consequently, many businesses need to realign with the new Internet economy in order to compete effectively in our changing world. In addition, there are opportunities for e-business startups with sound business foundations and competitive strategies. This certificate of completion in E-Commerce Business attempts to provide students with the skill-building techniques and knowledge that will empower them to achieve career goals in the current e-business environment.

**Certificate Student Learning Outcome:**

Students will be able to analyze e-commerce principles and design an e-business plan to promote a competitive advantage in the current e-commerce environment.

**Program Requirements:**

Units Required: 15

	Units
BUS-190 Principles of Electronic Commerce .....	3.0
BUS-192 E-Business Strategy .....	3.0
CAWT-170 Website Development I .....	3.0
BUS-100 Introduction to Business .....	3.0
OR	
BUS-110 Principles of Management .....	3.0
OR	
BUS-211 Business Law .....	3.0
BUS-140 Principles of Marketing .....	3.0

OR

BUS-141 Principles of Advertising .....	3.0
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**BUS 100 INTRODUCTION TO BUSINESS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID BUS 110

Introduces the field of business administration, primarily in the United States with attention to globalization.

Topics include the primary areas of business including: economic systems, strategic management, leadership, marketing, organizational structure and design, entrepreneurship, organized labor practices, organizational communication, technology, management information systems, legal, accounting, and finance practices, stock and securities markets, ethics, social responsibility, sustainability, and globalization. Demonstrates how such influences as culture, society, human behavior, and international, political, legal, economic, and financial institutions interact to affect a business organization's policies and practices, as well as the organization's ability to achieve its goals.

**BUS 101 BOOKKEEPING AND ACCOUNTING**

Units: 5.00

CSU 90.00 hours lecture

C-ID BSOT 127X

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 110 PRINCIPLES OF MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Examines the fundamental functions of modern management in a changing world with an emphasis on planning, leading, organizing, and control. Substantive areas include leadership in management, motivation, communication, cultural diversity, team decision-making, management by objectives, organizational environment, sustainability, planning and strategic management, control process, organizational structure, and managing organizational change.

**BUS 111 HUMAN RELATIONS IN THE WORKPLACE**

Units: 3.00

CSU 54.00 hours lecture

Introduces major themes of effective human relations including communication, self-awareness, self-acceptance, motivation, trust, self-disclosure, and conflict resolution. Gain knowledge and skills to successfully address the wide range of people-related challenges in the workplace and work more effectively with individuals and teams.

*Continued on the next page.*

**BUS 112 HUMAN RESOURCE MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Introduces the management of human resources and an understanding of the impact and accountability to the organization in terms of human resource activities. Topics include global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits and employee rights.

**BUS 113 RETAIL MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Introduces principles and practices used in the management of retail stores. Topics include site selection, layout, organization, staffing, positioning, customer service, the critical buying function and promotional techniques.

**BUS 117A INTRODUCTION TO ENTREPRENEURSHIP**

Units: 3.00

CSU 54.00 hours lecture

Develops an understanding of the tasks faced by individuals engaged in ethical and legal entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and how to analyze key parts of a business plan.

**BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS**

Units: 3.00

CSU 54.00 hours lecture

Presents techniques for business plan development and creation. Utilizes skills and resources available to assist entrepreneurs in developing and launching a business including; ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

**BUS 126 UNDERSTANDING DIVERSITY IN THE WORKPLACE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the study, methodologies and theories of diversity in organizations through historical, social, legal, and culture perspectives. Examines Focuses on 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, religion, sexual orientation, and other differences. Employment experiences of various groups are examined to gain a better understanding of challenges and impacts.

**BUS 140 PRINCIPLES OF MARKETING**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the fundamental concepts of modern marketing in a changing world. Substantive areas include: creating customer value, buying behaviors, market research, market strategy, target market analysis, global marketing, electronic marketing, and sales techniques, with particular emphasis on the marketing mix, including product, pricing, promotion, and distribution decisions.

**BUS 141 PRINCIPLES OF ADVERTISING**

Units: 3.00

CSU 54.00 hours lecture

Focuses on fundamental concepts of modern advertising in the current business environment while using specialized techniques to create and promote an advertising campaign. Topics include the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electronic advertising, media selection, ethics, creative advertising message design and integrated marketing. Emphasizes planning an advertising campaign and communicating ideas using advertising techniques.

**BUS 142 PRINCIPLES OF SELLING**

Units: 3.00

CSU 54.00 hours lecture

Examines concepts of selling in the current business environment, including electronic selling, communication styles, sales servicing, ethics, and sales-force management. Emphasizes developing effective selling strategies and confidence building when making sales decisions.

**BUS 154 PERSONAL FINANCE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the concepts, tools and applications of personal financial planning, including developing and prioritizing goals, managing money and credit, identifying investment alternatives, as well as examining retirement planning, housing decisions, tax planning, risk management/insurance, estate planning and the institutional sources and regulation of financial services and products.

**BUS 156 INTRODUCTION TO INVESTMENTS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the principles of investing and portfolio management as primarily related to the stock market, including the various types of financial assets an investor must choose from, as well as related institutional settings and valuations.

**BUS 157 ENTREPRENEURSHIP FINANCIAL MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Introduces the fundamentals of finance that apply to current or prospective entrepreneurs, including time value of money, cost of capital, working capital management, risk and return, financial performance and the interpretation of financial statements.

**BUS 160 BUSINESS ETHICS**

Units: 3.00

CSU 54.00 hours lecture

Presents different schools of ethical thought applicable in the business environment including ethical issues and methodologies used for appropriate conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas.

**BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00

CSU 54.00 hours lecture

Introduces the theoretical and practical issues related to conducting business via the Internet. Topics include: evolving e-business models, web-based technologies, value chains, electronic marketing, payment systems, security, ethics, legal, international, and cross-cultural issues. Familiarity with navigating the Internet is assumed.

**BUS 192 E-BUSINESS STRATEGY**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the fundamental concepts of strategic planning for conducting business via the Internet. Substantive areas include: case analysis of business issues and strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Familiarity with the Internet is assumed.

**BUS 201 PRINCIPLES OF ACCOUNTING I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID ACCT 110

*Recommended Preparation: Eligibility for College Composition (ENGL-101/101H) and Elementary Algebra or higher math placement*

Presents the study of accounting as an information system, examining why it is important and how it is used by managers, investors, creditors, and others to make decisions. Covers the fundamental principles, theory and applications to record business transactions through the accounting cycle, including the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. Designed for transfer majors in business disciplines.

**BUS 202 PRINCIPLES OF ACCOUNTING II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID ACCT 120

*Prerequisite: BUS-201*

Presents the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, cost-volume-profit analysis and budget analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. Designed for transfer majors in business disciplines.

**BUS 203 COST ACCOUNTING**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: BUS-202*

Focuses on both managerial (factory and production) and cost accounting with emphasis on cost and non-cost systems. Covers types of cost, elements of costs, cost behavior, variances for labor, materials overhead, indirect expenses, allocation of cost to by-products, standard cost and budgets.

**BUS 204 INTERMEDIATE ACCOUNTING**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: BUS-202*

Provides complete analytical application and an advanced review of topics discussed in Accounting and I & II. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, operating and capital leases, asset acquisition and leases.

**BUS 211 BUSINESS LAW**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID BUS 125

Introduces fundamental legal principles pertaining to business transactions and to the legal process. Topics include sources of law and ethics, contract law, tort law, agency law, criminal law, business organizational law, as well as judicial and administrative processes.



# 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 bachelor's degree and others require a graduate degree. An associate degree is not available in Chemistry.

## CHEM 100 CHEMISTRY AND SOCIETY

Units: 3.00

UC:CSU: 54.00 hours lecture

C-ID CHEM 100

*Prerequisite: Eligibility for transfer level mathematics*

Introduces students to basic concepts of chemistry and requires analyses of the socio-cultural contexts within which chemistry plays a central role in every day life. The course is designed to provide a general educational exposure to the physical sciences, specifically chemistry, and is not recommended for science majors. Introduction to chemistry course for non-science majors.

## CHEM 151 PREPARATORY GENERAL CHEMISTRY

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID CHEM 101

*Prerequisite: Completion of Elementary Algebra or higher math placement*

A preparatory course for Chemistry 201. Provides basic foundation in problem solving, atomic theory, stoichiometry, nomenclature, states of matter and solution chemistry. UC credit limitations: CHEM-100, CHEM-151 and CHEM-151H combined: maximum credit, 1 course.

## CHEM 151H PREPARATORY GENERAL CHEMISTRY - HONORS

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID CHEM 101

*Prerequisite: Completion of Elementary Algebra or higher math placement*

A preparatory course for Chemistry 201. Provides basic foundation in problem solving, atomic theory, stoichiometry, nomenclature, states of matter and solution chemistry. Honors work challenges students to be more analytical and creative through expanded assignments such as critical analyses of primary scientific literature, real-world applications and enrichment opportunities which differentiate this course from Chem 151. UC credit limitations: CHEM-100, CHEM-151 and CHEM-151H combined: maximum credit, 1 course

## CHEM 201 GENERAL CHEMISTRY I

Units: 5.00

UC:CSU 72.00 hours lecture, 54.00 hours lab

C-ID CHEM 110

*Prerequisite: Completion of Intermediate Algebra or higher math placement and completion of CHEM-151 or CHEM-151H, or higher chemistry placement*

Provides a foundation in the basic principles of the molecular nature of matter and its change, including reaction chemistry, atomic and bonding theories of matter, the properties of matter (solids, liquids, gases, solutions) and their relationship to energy. Introduces gravimetric, volumetric, and spectroscopic analysis techniques in the laboratory portion. Required of all majors in chemistry and most other fields of science or technology. UC credit limitation: maximum credit, 5 units.

## CHEM 201H GENERAL CHEMISTRY I – HONORS

Units: 5.00

UC:CSU 72.00 hours lecture, 54.00 hours lab

C-ID CHEM 110

*Prerequisite: Completion of Intermediate Algebra or higher math placement and completion of CHEM-151 or CHEM-151H, or higher chemistry placement*

Provides a foundation in the basic principles of the molecular nature of matter and its change, including reaction chemistry, atomic and bonding theories of matter, the properties of matter (solids, liquids, gases, solutions) and their relationship to energy. Introduces gravimetric, volumetric, and spectroscopic analysis techniques in the laboratory portion. Required of all majors in chemistry and most other fields of science or technology. Honors work challenges students to be more analytical and creative through expanded assignments such as critical analyses of primary scientific literature, and enrichment opportunities which differentiate this course from CHEM-201. UC credit limitation: maximum credit, 5 units.

## CHEM 202 GENERAL CHEMISTRY II

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

C-ID CHEM 120S

*Prerequisite: CHEM-201 or CHEM-201H*

Builds upon the foundation of principles of chemistry presented in Chemistry 201. Topics are chemical kinetics, ionic equilibria (solutions of acids and bases, buffers, solubility of insoluble salts, and solubility product), nuclear chemistry, thermodynamics (entropy and free energy), coordination compounds, advanced qualitative analysis, spectroscopy, and an introduction to organic chemistry.

**CHEM 255 ORGANIC CHEMISTRY I**

Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

C-ID CHEM 150

*Prerequisite: CHEM-202*

First semester of a two-semester sequence in organic chemistry for natural science majors focusing on molecular structure, physical properties, and application to chemical reactivity. Specifically, emphasis is placed upon reaction mechanisms, energetics, stereochemistry, retrosynthesis, and spectroscopy. Laboratory experiments focus on purification and analysis techniques such as recrystallization, chromatography, distillations, and liquid-liquid extractions. These techniques are applied to the synthesis and hands-on analysis of organic compounds using modern instrumentation.

**CHEM 256 ORGANIC CHEMISTRY II**

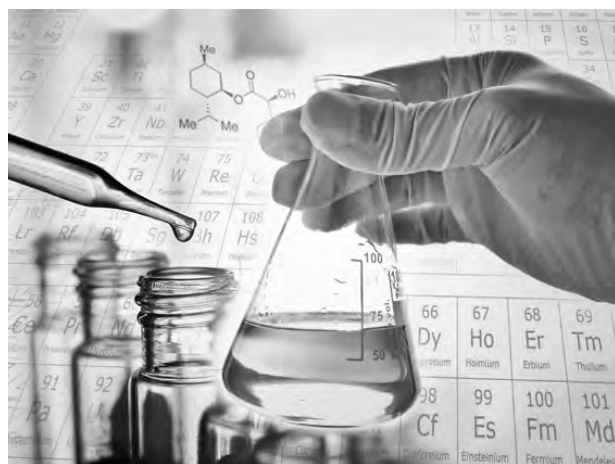
Units: 5.00

UC:CSU 54.00 hours lecture, 108.00 hours lab

C-ID CHEM 160S

*Prerequisite: CHEM-255*

Second semester of a two-semester sequence in organic chemistry for natural science majors, focused on applying foundational reaction mechanisms to aromatic, carbonyl, and amine compounds. A retrosynthetic analysis approach to multistep synthesis is employed throughout the course to review and build upon previously studied classes of organic compounds. The end of the course integrates biochemistry principles to the study of biomolecules. Laboratory experiments focus on single and multistep syntheses of organic compounds while implementing prior-learned purification and hands-on analysis techniques using modern instrumentation.

**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.

**Certificate of Specialization: Film Studies**

The Film Studies program is designed to provide students with foundational knowledge and skills in the analysis of motion pictures and prepare them for a variety of potential careers including film critic, filmmaker, or academic. The curriculum offers a comprehensive study of various historical, political, cultural, and aesthetic perspectives on cinema. Upon completion of the program, students will have a broad-based understanding of the history and evolution of motion pictures, both in regard to their artistic and technological achievements. Additionally, students will develop their written and oral communication skills as they express their beliefs and opinions on a variety of subjects related to motion pictures and as they make connections between cinema's past, present, and future. These communication skills may be particularly valuable to students looking to transfer to a four-year institution to pursue a B.A. in the arts.

**Certificate Student Learning Outcome:**

Students will be able to apply critical-thinking skills to analyze and interpret motion pictures from historical, cultural, political, and aesthetic perspectives.

Students will be able to appraise the contributions of various filmmakers and technicians to the evolution of the art form and technologies of cinema

**Program Requirements:**

Units Required: 15

	Units
CINEMA-120 Film Aesthetics .....	3.0
CINEMA-122 History of Cinema .....	3.0
CINEMA-123 America Cinema: Crossing Cultures .....	3.0
CINEMA-127 Great Filmmakers .....	3.0
CINEMA-129 Introduction to Film Genres .....	3.0

*Recommended Electives:*

CINEMA-121 History of American Cinema .....	3.0
CINEMA-131 History of International Cinema .....	3.0

*Continued on the next page.*

**CINEMA 120 FILM AESTHETICS**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the motion picture both as a medium of mass communication and as a developing art form. Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact.

**CINEMA 121 HISTORY OF AMERICAN CINEMA**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys American motion picture masterpieces, including the ideas and values of films as reflected and emphasized through artistic techniques.

**CINEMA 122 HISTORY OF CINEMA**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and analyzes motion picture masterpieces from their inception to the present, including how ideas and values are emphasized through artistic techniques.

**CINEMA 123 AMERICAN CINEMA: CROSSING CULTURES**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys American motion pictures that have been made by filmmakers representing a variety of American ethnic groups. Students will analyze Hollywood's treatment of ethnic cultures throughout film history.

**CINEMA 127 GREAT FILMMAKERS**

Units: 3.00

CSU 54.00 hours lecture

Evaluates a limited number of filmmaker during the semester and examines their work in artistic, social, historical, and auteuristic terms.

**CINEMA 129 INTRODUCTION TO FILM GENRES**

Units: 3.00

CSU 54.00 hours lecture

Surveys the development, artistic, social, and entertainment ingredients of basic film genres. Emphasizes such genres as science fiction, western, gangster film, crime and detective ("film noir"), musical, comedy, or horror films. The genre focus may vary with each offering.

**CINEMA 131 HISTORY OF INTERNATIONAL CINEMA**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and analyzes international motion picture masterpieces from their inception to the present, including the ideas and values as reflected and emphasized through artistic techniques.

# CIVIC ENGAGEMENT AND COMMUNITY-BASED LEARNING

**Certificate of Specialization: Civic and Community Engagement**

Provides a cross-disciplinary foundation of civic and community engagement related to broader issues of social justice, including ways to sustain democratic society through civility, citizenship, and community service. Various theoretical perspectives create a diverse overview of the concept of civic engagement, especially as related to social, cultural, philosophical, and political perspectives.

**Certificate Student Learning Outcome:**

Students will be able to examine the key foundations of civic and community engagement in American society and discuss how they relate to the principles of democracy, citizenship, social capital, and public work in combating social problems.

**Program Requirements:**

Units Required: 15

Units

CCE-200	Introduction to Civic and Community Engagement .....	3.0
CCE-201	Introduction to Community-Based Learning .....	3.0
SOCI-207	Social Problems .....	3.0

*Plus six units from the following. Select one course from two of the four categories below:*

**Gender, Sexuality, and Diversity**

COMS 260	Communication and Gender.....	3.0
ECE-102	Child, Family, and Community.....	3.0
HIST-120	The Role of Women in the History of the United States .....	3.0
HIST-120H	The Role of Women in the History of the United States – Honor .....	3.0
POLISC-290	Ethnic & Gender Politics.....	3.0
PSYCH-235	Psychology of Gender Roles.....	3.0
SOCI-105	Inequalities and Equity in The United States.....	3.0
SOCI-130	Introduction to LGBTQ+ Studies ....	3.0
SOCI-200	Sociology of Gender .....	3.0
SOCI-200H	Sociology of Gender - Honors .....	3.0

**Culture, Race, and Ethnicity**

ANTHRO-103	Cultural Anthropology .....	3.0
ANTHRO-103H	Cultural Anthropology - Honors .....	3.0
BIOSCI-130	Contemporary Issues in Environmental Biology .....	3.0
COMS-256	Intercultural Communication .....	3.0
GEOGRPH-102	Human Geography .....	3.0
HIST-111	United States History I .....	3.0
HIST-111H	United States History I - Honors .....	3.0
HIST-112	United States History II .....	3.0
HIST-112H	United States History II - Honors .....	3.0
HIST-130	Social and Cultural History of the United States .....	3.0
HIST-243	History of Mexico and the Mexican and Chicano Peoples .....	3.0
HUMAN-100	Introduction to Studies in the Humanities .....	3.0
SIGN-110	American Deaf Culture .....	3.0
SOCI-106	Introduction to Race and Ethnicity .....	3.0
SOCI-107	Introduction to Chicana/o Culture .....	3.0

**Ethics, Law, and Communication**

BUS-211	Business Law .....	3.0
COMS-105	Fundamentals of Public Speaking .....	3.0
COMS-105H	Fundamentals in Public Speaking- Honors .....	3.0
MEA-100	Mass Media and Society .....	3.0
PARLGL-101	Introduction to Law .....	3.0
PHILOS-120	Introduction to Ethics .....	3.0
PHILOS-130	Introduction to Social and Political Philosophy .....	3.0
PHILOS-240	Contemporary Moral Problems .....	3.0

**Inequality, Equity, and Critical Thinking**

ENGL-103	Critical Reading, Writing, & Thinking .....	3.0
ENGL-103H	Critical Reading, Writing, & Thinking - Honors .....	3.0
PHILOS-106	Introduction to Argument .....	3.0
POLISC-150	Introduction to American Government and Politics .....	3.0
POLISC-150H	Introduction to American Government and Politics - Honors .....	3.0
POLISC-250	Comparative Government & Politics .....	3.0
SOCI-101	Introduction to Sociology .....	3.0
SOCI-101H	Introduction to Sociology - Honors .....	3.0
SOCI-104	Introduction to Social Justice Studies .....	3.0
SOCI -108	Thinking Critically About Social Issues .....	3.0

**CCE 200 INTRODUCTION TO CIVIC AND COMMUNITY ENGAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Examines the foundation of civic and community engagement, as well as reviews the importance of fostering social responsibility within communities to enhance well-being of person, place, and thing in order to sustain a democratic society.

**CCE 201 INTRODUCTION TO COMMUNITY-BASED LEARNING**

Units: 3.00

CSU 54.00 hours lecture

Integrates academic knowledge and project design to examine real-life social issues while fostering social responsibility and community engagement.



## CLINICAL LABORATORY SCIENTIST

**Certificate of Achievement: College of the Canyons Clinical Laboratory Scientist Lecture Program**

Clinical laboratory scientists are integral members of the allied health care team that perform diagnostic testing on blood, body fluids, and other biological specimens to provide healthcare providers (physicians, nurses, pharmacists, and other members of the healthcare team) information that is utilized in making critical decisions for treatment and monitoring therapeutic interventions. The Clinical Laboratory Science training program will offer a didactic curriculum in the clinical laboratory sciences that is approved by the California Department of Public Health and Laboratory Field Services. To qualify for a CLS license in the state of California, completers of the

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

certificate program must also submit documentation of the required completed practicum hours in a CDPH/LFS approved training site.

**Certificate Student Learning Outcome:**

Students will be able to evaluate the body of knowledge for technical competencies required of entry-level Clinical Laboratory Scientists (CLS).

**Program Requirements:**

Units Required: 24.5

	Units
CLS-200 Phlebotomy and Specimen Management.....	1.5
CLS-201 Clinical Chemistry.....	4.0
CLS-202 Clinical Hematology, Hemostasis, and Body Fluids.....	3.0
CLS-203 Clinical Microbiology.....	3.0
CLS-204 Clinical Parasitology .....	2.0
CLS-205 Clinical Immunology and Serology .....	3.0
CLS-206 Clinical Immunohematology and Pre-Transfusion Services .....	3.0
CLS-207 Clinical Urinalysis .....	2.0
CLS-208 Laboratory Management and Education.....	3.0

**CLS 200 PHLEBOTOMY AND SPECIMEN MANAGEMENT**

Units: 1.50

CSU 27.00 hours lecture

Explores topics in Phlebotomy and specimen management in a lecture format, including relevant anatomy, physiology, and professionalism with patients. Emphasis will be placed on describing standard operating procedures to collect blood samples for medical laboratory analysis, including technique, equipment, and proper patient preparation. An overview of specimen management for the whole program will include topics such as specimen processing, prioritization, and client services. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 201 CLINICAL CHEMISTRY**

Units: 4.00

CSU 72.00 hours lecture

Explores advanced topics in clinical chemistry in a lecture format. Emphasis will be placed on the pre-analytical considerations, laboratory information systems, principles and methodologies of clinical chemistry analytes, Quality Control (QC) use and interpretation, clinical significance of reference ranges and abnormal results, description of routine and special chemistry testing, therapeutic drug monitoring procedures, tumor markers, and molecular diagnostics. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 202 CLINICAL HEMATOLOGY, HEMOSTASIS, AND BODY FLUIDS**

Units: 3.00

CSU 54.00 hours lecture

Explores advanced topics in clinical hematology, hemostasis, and body fluids in a lecture format. Emphasis will be placed on the functions of the laboratory department, principles and methodologies of automated and manual testing formats, normal and abnormal blood cell production, normal and abnormal body fluids, normal and abnormal hemostatic processes, Quality Control purpose and interpretation, flow cytometry principles, and the correlations of hematological and hemostasis lab results with clinically significant disorders. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 203 CLINICAL MICROBIOLOGY**

Units: 3.00

CSU 54.00 hours lecture

Explores advanced topics in clinical microbiology in a lecture format. Emphasis will be placed on the functions of the clinical microbiology department, principles and methodologies of automated and manual tests, identification of normal bacterial flora and pathogens using conventional microbiology procedures, quality control purpose and interpretation, principles and interpretation of antimicrobial susceptibility testing, identification of clinically significant viruses and fungal organisms, and pre-analytical considerations in the preparation of blood and non-blood specimens for testing. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 204 CLINICAL PARASITOLOGY**

Units: 2.00

CSU 36.00 hours lecture

Explores advanced topics in clinical parasitology in a lecture format to prepare students for entry-level Clinical Laboratory Scientist skills and competencies. Emphasis will be placed on the function of clinical parasitology, automated and manual testing formats, quality control function and interpretation to validate patient results, diagnostic characteristics of clinically significant parasites such as nematodes, cestodes, trematodes, and protozoa, and correlations of parasitic infections with various pathologies and disorders. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 205 CLINICAL IMMUNOLOGY AND SEROLOGY**

Units: 3.00

CSU 54.00 hours lecture

Explores advanced topics in clinical immunology and serology, specifically those that include performance of high complexity levels of testing in the department in a lecture format. Emphasis will be placed on the function of the clinical immunology and serology department, antibodies and antigens used in serological testing, adaptive and innate immunity, complement system, basic principles and procedures of serological testing, quality control function and interpretation, clinical significance of immune disorders, diagnostic biomarkers, and serological and molecular detection of infectious diseases. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 206 CLINICAL IMMUNOHEMATOLOGY AND PRE-TRANSFUSION SERVICES**

Units: 3.00

CSU 54.00 hours lecture

Explores advanced topics in immunohematology in a lecture format, specifically the pre-transfusion procedures, that include performance of high complexity levels of testing. Emphasis will be placed on the function of the clinical immunohematology and pre-transfusion services, clinically significant blood groups in serological testing, transfusion practice, transfusion-associated disorders, leukocyte antigen and relationship testing, quality and compliance issues. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 207 CLINICAL URINALYSIS**

Units: 2.00

CSU 36.00 hours lecture

Explores advanced topics in clinical urinalysis in a lecture format. Emphasis will be placed on the functions of the clinical urinalysis department, the performance of high complexity levels of testing, the clinical significance of microscopic urine sediment, quality control purpose and interpretation, correlation of urinalysis results with disease, and reference ranges obtained in the analysis of extravascular fluids. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

**CLS 208 LABORATORY MANAGEMENT AND EDUCATION**

Units: 3.00

CSU 54.00 hours lecture

Explores the theory, application, and evaluation of laboratory management principles in healthcare in a lecture format, including safety, research, educational methodology, quality control, ethics, laboratory operations, point-of-care testing, scope of practice, and the job application process. Skills to improve critical thinking, problem-solving, teamwork, communication, professionalism, management and leadership skills are presented. Students must have a non-expired California Department of Public Health/Laboratory Field Services granted Clinical Laboratory Scientist Trainee License, and a non-expired California Department of Public Health/Laboratory Field Services issued Medical Laboratory Technician (MLT) license.

## COMMUNICATION STUDIES

An Associate of Arts degree in Communication Studies seeks to provide students with a comprehensive knowledge of the complex and diverse nature of the communication process and a sharpened understanding of contexts within which humans use signs and symbols to create meaning. The degree focuses on the way[s] language and other symbolic systems are used interpersonally within small group settings and in mass mediated formats. Courses will allow students to achieve three separate aims depending upon their academic goals. First, students will be well prepared to transfer to a four-year institution with a broad range of communication coursework completed. Second, students will be prepared for entry into a variety of careers—all of which require effective communication skills for working

with diverse sets of people in an increasingly complex technological workplace. Careers including business, public relations, human resources, law [after law school], advertising arts, teaching, social & human services and entertainment industries are all suited for graduates of a Communication Studies degree. Finally, students who are interested in the field of Communication Studies but do not wish to complete a bachelor's degree in the discipline may pursue a two-year course of study. Such study will prepare them to understand diverse communication messages and practice excellent communication skills in a variety of settings.

### Associate in Arts for Transfer Degree: Communication Studies 2.0

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

#### Degree Student Learning Outcome:

Students will be able to:

- Develop and deliver informative and persuasive

presentations using clear written and oral communication skills.

- Analyze theoretical concepts of communication and assess how each concept is utilized within various communication contexts.

#### Program Requirements:

Units Required: 18-19

Units

COMS-105	Fundamentals of Public Speaking.....	3.0
<i>OR</i>		
COMS-105H	Fundamentals of Public Speaking - Honors.....	3.0
COMS-246	Interpersonal Communication.....	3.0

*Plus nine units from the following:*

COMS-100	Process of Communication.....	3.0
<i>OR</i>		
COMS-100H	Process of Communication - Honors.....	3.0
COMS-120	Small Group Communication.....	3.0
COMS-150	Oral Interpretation.....	3.0
COMS-190	Forensics.....	1.0 - 4.0
COMS-225	Strategies of Argumentation .....	3.0
COMS-227	Introduction to Rhetorical Criticism.....	3.0
COMS-256	Intercultural Communication.....	3.0
COMS-260	Communication and Gender.....	3.0
MEA-100	Mass Media Communications .....	3.0

*Plus three units from the following:*

COMS-235	Communication of Aging, Health, and Society .....	3.0
COMS-270	Communication and Leadership.....	3.0
ANTHRO-103	Cultural Anthropology .....	3.0
ANTHRO-103H	Cultural Anthropology – Honors.....	3.0
ENGL-103	Critical Reading, Writing, and Thinking .....	3.0
ENGL-103H	Critical Reading, Writing, and Thinking - Honors .....	3.0
ENGL-110	Composition and Literature .....	3.0
PHILOS-206	Critical Reasoning and Analytical Writing .....	3.0
PSYCH-101	Introduction to Psychology .....	3.0
PSYCH-101H	Introduction to Psychology – Honors.....	3.0
SOCI-101	Introduction to Sociology .....	3.0
SOCI-101H	Introduction to Sociology – Honors.....	3.0

## Associate in Arts Degree: Communication Studies

### Degree Student Learning Outcome:

Students will be able to:

- Develop and deliver informative and persuasive presentations using clear written and oral communication skills.
- Analyze theoretical concepts of communication and assess how each concept is utilized within various communication contexts.

### Program Requirements:

Units Required: 19 – 22

	Units
COMS-105 Fundamentals of Public Speaking ...	3.0
OR	
COMS-105H Fundamentals of Public Speaking - Honors .....	3.0
OR	
COMS-120 Small Group Communication.....	3.0
Plus three units from the following:	
COMS-100 Process of Communication.....	3.0
OR	
COMS-100H Process of Communication - Honors.....	3.0
Plus one to four units from the following:	
COMS-150 Oral Interpretation.....	3.0
OR	
COMS-190 Forensics .....	1.0 - 4.0
Plus three units from the following:	
COMS-225 Strategies of Argumentation .....	3.0
OR	
COMS-227 Introduction to Rhetorical Criticism..	3.0
Plus nine units from the following:	
COMS-235 Communication of Aging, Health, and Society .....	3.0
COMS-246 Interpersonal Communication.....	3.0
COMS-256 Intercultural Communication.....	3.0
COMS-260 Communication and Gender.....	3.0
COMS-270 Communication and Leadership.....	3.0

## COMS 100 PROCESS OF COMMUNICATION

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 180

Surveys the discipline of communication studies, emphasizing a theoretical understanding of human communication. Explores the history, assumptions, principles, specializations, and processes of human communication as an academic field.

## COMS 100H PROCESS OF COMMUNICATION – HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 180

*Recommended Preparation: ENGL-101 or ENGL-101H or higher english placement*

Surveys the discipline of communication studies, emphasizing a theoretical understanding of human communication. Explores the history, assumptions, principles, specializations, and processes of human communication as an academic field. Additional reading, writing, critical thinking, and research techniques are required in the honors section.

## COMS 105 FUNDAMENTALS OF PUBLIC SPEAKING

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 110

Provides students with the foundational knowledge of communication theory and practice of public speaking in a democratic society. Effectively deliver informative and persuasive speeches publicly, by exhibiting proper use of organization, supporting material, and presentation skills. Also, students will critically evaluate the speeches of others.

## COMS 105H FUNDAMENTALS OF PUBLIC SPEAKING - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 110

Provides students with the foundational knowledge of communication theory and practice of public speaking in a democratic society. Effectively deliver informative and persuasive speeches publicly, by exhibiting proper use of organization, supporting material, and presentation skills. Also, students will critically evaluate the speeches of others. Speech analysis and rhetorical criticism skills will differentiate COMS-105H from COMS-105.

## COMS 120 SMALL GROUP COMMUNICATION

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 140

Applies principles of communication in a variety of group contexts. Examines the theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership.

## COMS 150 ORAL INTERPRETATION

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 170

Introduces theoretical approaches to interpret literature and prepares students to apply these in the performance of that literature.

**COMS 190 FORENSICS**

Units: 1.00-4.00

CSU 9.00-18.00 hours lecture, 27.00-162.00 hours lab  
C-ID COMM 160B*May be taken four times for credit*

Preparation and training for advanced level public speaking, including the competitive speech team and college sponsored speech and forensics activities, tournaments, festivals and civic organizations. Studies include argumentation, public address speaking that includes both prepared and limited preparation (impromptu), and oral interpretation of literature. Involves research, writing, and one-on-one direction. Requires participation at an interscholastic competition or in a community speakers' bureau. Field trips(s) required.

**COMS 225 STRATEGIES OF ARGUMENTATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 120

Introduces the strategies used for rhetorical argument, including finding issues, using evidence and detailing fallacies in rhetorical communications.

**COMS 227 INTRODUCTION TO RHETORICAL CRITICISM**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 190

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces critical methodologies of rhetoric and principles of rhetorical theory as a means to analyze and evaluate public discourse, including critical reasoning, advocacy, analysis, writing, and discussion.

**COMS 235 COMMUNICATION OF AGING, HEALTH, AND SOCIETY**

Units: 3.00

CSU 54.00 hours lecture

Analyzes intergenerational interaction and communication patterns throughout the lifespan, including the examination of theories, attitudes, stereotypes, myths and cultural differences.

**COMS 246 INTERPERSONAL COMMUNICATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 130

Examines theories and topics within interpersonal communication, such as verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure within different dyadic communication contexts.

**COMS 256 INTERCULTURAL COMMUNICATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMM 150

Examines intercultural communication, including cultural patterns, verbal and nonverbal communication codes and their practical application in today's diverse society.

**COMS 260 COMMUNICATION AND GENDER**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the communication styles of diverse gender identities in a variety of settings and suggests ways to develop communication competence while fostering inclusivity and empathy in the areas of interpersonal, intercultural, organizational, media, and LGBTQ+ communities.

**COMS 270 COMMUNICATION AND LEADERSHIP**

Units: 3.00

CSU 54.00 hours lecture

Introduces students to the fundamental elements of communication in relation to leadership theories, ethics, styles, and perspectives, including the development of a personal philosophy of leadership that includes an understanding of self, others and community. Prepares students for leadership roles in college and community settings.

## COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

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

The CAWT Computer Applications Degree is designed to provide a solid foundation in the latest, highly marketable business software used in industry today. This program provides the training and exposure that is essential to prospective computer users and office workers at all levels. The sequence of courses included in this program maps to the latest Microsoft Office certification exam, which provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. At the conclusion of their studies, students will be prepared for entry-level positions such as administrative

assistant, computer applications specialist, word processing specialist, database specialist, spreadsheet analyst, bookkeeping assistant and web content provider. Students who complete this program will be eligible to sit for Microsoft Office certification examination.

### Degree and Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to use popular office applications to develop professional documents for organizations and businesses.

### Program Requirements:

Units Required: 33

	Units
CAWT-036 Microsoft Outlook - Brief .....	1.5
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-105 Microsoft Windows .....	3.0
CAWT-140 Survey of Microsoft Office Programs .....	3.0
CAWT-150 Microsoft Word I .....	3.0
CAWT-151 Microsoft Word II .....	3.0
CAWT-155 Microsoft Excel I .....	3.0
CAWT-156 Microsoft Excel II .....	3.0
CAWT-160 Microsoft Access I .....	3.0
CAWT-165 Microsoft PowerPoint .....	3.0

*Plus six units from the following:*

CAWT-076 Introduction to WordPress .....	1.5
CAWT-082 Adobe Acrobat - Brief .....	1.5
CAWT-145 Quickbooks Pro .....	3.0
CAWT-161 Microsoft Access II .....	3.0
CAWT-166 Desktop Publishing: Adobe InDesign .....	3.0
CAWT-173 Web Development: Dreamweaver .....	3.0

### Associate in Science Degree and Certificate of Achievement: Administrative Assistant

The CAWT Administrative Assistant Degree and certificate is designed to provide a solid foundation in the area of office systems, procedures and communications required for the modern office environment.

At the conclusion of their studies, students will be prepared for entry-level positions in a number of areas that relate to office procedures and protocol including business communications, and document formatting and processing. Also built into the program are options to pursue areas related to medical office procedures, bookkeeping, and database management.

Additionally, the CIT curriculum is tailored to meet the needs of businesses and organizations that are constantly responding to new trends and changes in technology.

### Degree and Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an administrative assistant.

### Program Requirements:

Units Required: 33

	Units
CAWT-036 Microsoft Outlook - Brief .....	1.5
CAWT-082 Adobe Acrobat - Brief .....	1.5
CAWT-101 Introduction to Computers .....	3.0
CAWT-110 Keyboarding and Document Processing .....	3.0
CAWT-115 Business English .....	3.0
CAWT-116 Business Communications .....	3.0
CAWT-120 Administrative Office Procedures .....	3.0
CAWT-140 Survey of Microsoft Office Programs .....	3.0
CAWT-150 Microsoft Word I .....	3.0
CAWT-155 Microsoft Excel I .....	3.0

*Plus six units from the following:*

CAWT-035 The Internet - Brief .....	1.5
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-105 Microsoft Windows .....	3.0
CAWT-145 QuickBooks Pro .....	3.0
CAWT-151 Microsoft Word II .....	3.0
CAWT-156 Microsoft Excel II .....	3.0
CAWT-160 Microsoft Access I .....	3.0
CAWT-166 Desktop Publishing: Adobe InDesign .....	3.0

### Associate in Science Degree: Web Development

The goal of the A.S. degree in Web Development is to provide students with the broad educational background required to transfer to a four-year institution in a related discipline and the opportunity to acquire training necessary to meet the demand for skilled personnel to develop and maintain websites for corporations, non-profit or government organizations, and individuals. The need for individuals who possess web development skills has grown exponentially in recent years due to convergence of technology on the Internet and the prominent role websites play in the daily activities of businesses and other organizations.

The web curriculum is a vocational program that reflects the multi-faceted nature of the competencies required to become a professional web developer. The program is, therefore, interdisciplinary and draws from courses offered in both the Computer Applications and Web Technologies (CAWT) and Computer Science Departments. Cooperative Work Experience Education is also an essential component included in the sequence of required classes.

The curriculum is designed to provide students with a strong and balanced foundation in aspects of both front-end and back-end web development. Students will develop proficiency with markup languages, cascading style sheets, web authoring software, database connectivity, image and search engine optimization, client- and

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

server-side programming, e-commerce considerations, and the entire web life-cycle development process.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills needed to develop and implement dynamic, interactive websites.

### Program Requirements:

Units Required: 34

	Units
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-160 Microsoft Access I.....	3.0
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver...	3.0
CAWT-174 Web Prototyping and Images .....	3.0
CMPSCI-190 Web Programing: Javascript .....	3.0
CMPSCI-192 PHP Programing.....	3.0

*Plus ten units from the following:*

CAWT-082 Adobe Acrobat - Brief .....	1.5
CAWT-115 Business English .....	3.0
CAWT-116 Business Communications .....	3.0
CAWT-161 Microsoft Access II .....	3.0
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab .....	1.0
CMPSCI-235 C++ Programming .....	3.0
CMPSCI-236 C++ Object Oriented Programming .....	3.0
GMD-101 Introduction to Visual Communication .....	3.0
GMD-144 Graphic Design I .....	3.0
GMD-145 Type and Typography .....	3.0
GMD-177 Web Page Design I .....	3.0
BUS-190 Principles of Electronic Commerce .....	3.0
BUS-192 E-Business Strategy .....	3.0
NETECH-151 CCNA R&S: Introduction to Networks .....	3.0
WE-186CAWT Work Experience Education Computer Applications and Web Technologies.....	1.0 – 4.0

### Certificate of Achievement: Web Development

The Certificate of Achievement in Web Development is a vocational program that reflects the multi-faceted nature of the competencies required to develop and maintain websites. The program is, therefore, interdisciplinary and draws from courses offered in both the Computer Applications and Web Technologies (CAWT) and

Computer Science Departments. The multi-disciplinary approach will prepare students for entry-level positions as web developers and for career-change or promotion opportunities. Cooperative Work Experience Education is also an essential component included in the sequence of required classes.

The curriculum is designed to provide students with a strong and balanced foundation in aspects of both front- and back-end web development. Students will develop proficiency with markup languages, cascading style sheets, web authoring software, database connectivity, image and search engine optimization, client- and server-side programming, e-commerce considerations and the entire web life-cycle development process.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge and skills needed to develop and implement dynamic, interactive websites.

### Program Requirements:

Units Required: 24

	Units
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-160 Microsoft Access I.....	3.0
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver...	3.0
CAWT-174 Web Prototyping and Images .....	3.0
CMPSCI-190 Web Programing: Javascript .....	3.0
CMPSCI-192 PHP Programing.....	3.0

*Recommended Electives:*

WE-186CAWT	Work Experience Education Computer Applications and Web Technologies.....	1.0 – 4.0
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### Associate in Science Degree: Web Publishing and Design

The Web Publishing and Design degree program is designed to provide students with a strong foundation in front-end web development, web content management, design and publishing. Front-end developers are not involved with programming or scripting competencies but are responsible for the design, look and feel, as well as usability and accessibility of websites. Students will develop proficiency with markup languages, cascading style sheets, web multimedia, content optimization, typography, graphic design, wireframing, prototype design and the entire web development life-cycle process.

The Web Publishing and Design curriculum is a vocational program that reflects the multi-faceted nature of the competencies required to design, develop, and maintain web content. The proposed program is, therefore, interdisciplinary and draws from subjects taught in both CAWT and Graphics and Multimedia Design. In addition to preparing students for entry-

level positions or promotion opportunities in the field of web publishing and design, the program provides a foundation for further studies in media studies, web authoring, graphic design and related areas, including web development, web application development and advertising.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the web publishing and design industry.

### Program Requirements:

Units Required: 35.5

	Units
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-082 Adobe Acrobat .....	1.5
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver .....	3.0
CAWT-174 Web Prototyping and Images .....	3.0
GMD-144 Graphic Design I .....	3.0
GMD-145 Type and Typography .....	3.0
GMD-177 Web Page Design I .....	3.0

*Plus ten units from the following:*

CAWT-115 Business English .....	3.0
CAWT-116 Business Communications .....	3.0
CAWT-160 Microsoft Access I .....	3.0
CAWT-161 Microsoft Access II .....	3.0
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab .....	3.0
CMPSCI-132 Introduction to Programming .....	3.0
CMPSCI-190 Web Programming: JavaScript .....	3.0
CMPSCI-192 PHP Programming .....	3.0
CMPSCI-235 'C' Programming .....	3.0
CMPSCI-236 C++ Object Oriented Programming .....	3.0
GMD-101 Introduction to Visual Communication .....	3.0
MEA-109 Story Development and Storyboarding .....	3.0
MEA-110 Writing for Multimedia Journalism .....	3.0
NETECH-151 CCNA R&S: Introduction to Networks .....	3.0
BUS-190 Principles of Electronic Commerce .....	3.0
BUS-192 E-Business Strategy .....	3.0
WE-186CAWT Work Experience Education Computer Applications and Web Technologies .....	1.0 – 4.0

## Certificate Achievement: Web Publishing and Design

The Certificate of Achievement in Web Publishing and Design is intended to provide students with a strong foundation in front-end web development, web content management, design, and publishing. Front-end developers are generally not involved with programming or scripting competencies, but are responsible for the design, look and feel, as well as usability and accessibility of websites. Students will develop proficiency with markup languages, cascading style sheets, web multimedia, content optimization, typography, graphic design, wireframing, prototype design, and the entire web development life-cycle process.

The Web Publishing and Design curriculum is a vocational program that reflects the multi-faceted nature of the competencies required to design, develop, and maintain Web content. The proposed program is, therefore, interdisciplinary and draws from subjects taught in both CAWT and Graphics and Multimedia Design. In addition to preparing students for entry-level positions or career advancement opportunities in the field of web publishing and design, the program provides a foundation for further studies in media studies, web authoring, graphic design and related areas, including web development, web application development and advertising.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the web publishing and design industry.

### Program Requirements:

Units Required: 25.5

	Units
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-082 Adobe Acrobat .....	1.5
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver .....	3.0
CAWT-174 Web Prototyping and Images .....	3.0
GMD-144 Graphic Design I .....	3.0
GMD-145 Type and Typography .....	3.0
GMD-177 Web Page Design I .....	3.0

*Recommended Electives:*

WE-186CAWT	Work Experience Education Computer Applications and Web Technologies .....	1.0 – 4.0
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## Certificate of Achievement: Medical Office Administrative Assistant

The Medical Office Administrative Assistant Certificate program provides students with the fundamental skills to work in entry-level office administrative positions for health care facilities, doctors' offices and hospitals. This program involves an experiential learning approach

to expose students to concepts, skills, and practical application of computer software programs used in the health-care industry in the areas of front office reception, basic medical coding and billing, and transcription of dictated correspondence.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core knowledge and skills needed for employment as a medical office administrative assistant.

**Program Requirements:**

Units Required: 17

	Units
CAWT-116 Business Communications .....	3.0
CAWT-130 Medical Office Procedures .....	3.0
CAWT-131 Medical Transcription.....	2.0
CAWT-132 Medical Office Finances .....	3.0
CAWT-140 Survey of Microsoft Office Programs .....	3.0
HLHSCI-249 Medical Terminology .....	3.0

**Certificate of Specialization: E-Commerce - Technology**

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

**Certificate Student Learning Outcome:**

Students will be able to evaluate web technologies for potential business solutions and apply e-commerce principles to design an e-business website.

**Program Requirements:**

Units Required: 15

	Units
BUS-190 Principles of Electronic Commerce .....	3.0
BUS-192 E-Business Strategy .....	3.0
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver...	3.0

**Certificate of Specialization: Website Development**

The certificate in website development affords students the opportunity to acquire basic skills related to the design, planning and realization of functional websites.

Many employers require their content developers to be proficient in markup languages, style sheets, generation of animated pages, and the latest authoring tools – the primary skills targeted by this certificate. This program is designed for those interested in all aspects of front-end website development and especially those who are considering future study, career moves and promotional opportunities related to this growing and continuously evolving area.

**Certificate Student Learning Outcome:**

Students will be able to plan and create a functional website.

**Program Requirements:**

Units Required: 15

	Units
CAWT-074 Introduction to Photoshop - Brief .....	1.5
CAWT-076 Introduction to WordPress .....	1.5
CAWT-170 Website Development I .....	3.0
CAWT-171 Website Development II .....	3.0
CAWT-173 Web Development: Dreamweaver...	3.0
CAWT-174 Web Prototyping and Images .....	3.0

**CAWT 035 THE INTERNET - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Explores the architecture and historical development of the Internet, including browsers, email, online communications, netiquette, and online resources, including search engines, web applications, blogs, chat rooms, and RSS feeds. Familiarity with a PC and Microsoft Windows is assumed.

**CAWT 036 MICROSOFT OUTLOOK - BRIEF**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

C-ID BSOT 106X

*Recommended Preparation: CAWT-035 & CAWT-105*

Introduces Microsoft Outlook, including the use of email, scheduling, calendar planning, contact list management and notes features.

**CAWT 074 INTRODUCTION TO PHOTOSHOP**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces basic digital image editing using Photoshop, including layers, selections, masks, image retouching, paint tools, text and special effects, with application to commercial or personal projects. Familiarity with a PC and the Windows operating system is assumed.

**CAWT 076 INTRODUCTION TO WORDPRESS**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

Introduces the creation and management of WordPress web sites and blogs using themes, widgets, dynamic content, search engine optimization, and WordPress web analytics. Proficiency with Microsoft Windows, file management, and an Internet browser is assumed.

**CAWT 082 ADOBE ACROBAT**

Units: 1.50

18.00 hours lecture, 27.00 hours lab

C-ID BSOT 125X

Introduces Adobe Acrobat to create, modify, and authenticate universal Portable Document Format (PDF) documents for cross-platform distribution, including PDF conversion, multimedia content, interactive elements, electronic forms, security features, document review cycle. Familiarity with a PC and Microsoft Windows is assumed.

**CAWT 101 INTRODUCTION TO COMPUTERS**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 120, C-ID BUS 140

Introduces computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and email applications. Same as NETECH-101.

**CAWT 105 MICROSOFT WINDOWS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents in-depth study of the Windows graphical user interface, including file management, windows manipulation, desktop customization, multitasking, data search, use of Windows accessories, Object Linking and Embedding (OLE), and troubleshooting.

**CAWT 110 KEYBOARDING AND DOCUMENT PROCESSING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Develops a mastery of the computer keyboard by touch and proficiency in producing business letters, reports, tables, memos, and other documents using Microsoft Word.

**CAWT 115 BUSINESS ENGLISH**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces business language skills as they relate to written and oral communication in the contemporary business environment. Covers sentence structure, parts of speech, paragraph writing, and lays the foundation for clear and correct business writing.

**CAWT 116 BUSINESS COMMUNICATIONS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 126X

Presents concepts and techniques for developing written and oral communications skills adapted to various business situations, including the organization of information to support conclusions, using appropriate formats and business writing styles while applying conventions of standard English. Familiarity with computer keyboarding and the Windows operating system is assumed.

**CAWT 120 ADMINISTRATIVE OFFICE PROCEDURES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the technological and procedural tasks typically encountered by the administrative assistant in the business environment.

**CAWT 130 MEDICAL OFFICE PROCEDURES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID HITS 208X

Introduces administrative medical office procedures, including medical ethics, legal responsibilities and appropriate communications skills. Medical office software for completing such tasks as patient registration, records, appointment scheduling, and billing and collection is also examined.

**CAWT 131 MEDICAL TRANSCRIPTION**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Presents entry-level skills in medical transcription using computer applications, medical dictation and transcription software, incorporating business English, medical knowledge, proofreading, and editing skills. Familiarity with medical terminology and keyboarding skills are assumed.

*Continued on the next page.*

**CAWT 132 MEDICAL OFFICE FINANCES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines the various financial methods used in medical offices and hospitals for a variety of duties using the latest medical management software program to perform such tasks as posting patient account entries, printing daily reports, managing office files, and billing routines such as insurance payments and adjustments, hospital coding and billing, report generation, and inpatient and outpatient coding and billing.

**CAWT 140 MICROSOFT OFFICE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces Microsoft Office and its organizational settings, including word processing, spreadsheet analysis, database management, and presentation software.

**CAWT 145 QUICKBOOKS PRO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the basics of QuickBooks Pro, designed to assist in the operation of a small business as well as a merchandise business. Familiarity with the Windows operating system is assumed.

**CAWT 150 MICROSOFT WORD I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 111X

Introduces the latest version of Microsoft Word, including creating, editing, formatting, saving, retrieving, and printing a variety of business documents. Prepares the student to take the Microsoft Office Specialist (MOS) certification core exam in Word.

**CAWT 151 MICROSOFT WORD II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 121X

*Prerequisite: CAWT-150*

Provides a continuation of CAWT-150, presenting a comprehensive overview of advanced features of Microsoft Word including merging documents, sorting and selecting data using Access database, formatting macros, styles, working with shared documents, creating specialized tables and indexes, and using XML data in different applications. Prepares students for the Microsoft Office Specialist (MOS) certification expert exam in Word.

**CAWT 155 MICROSOFT EXCEL I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 112X

Introduces the latest version of Microsoft Excel, including formulas and functions as related to charting, formatting worksheets, creating absolute cell references, working with large worksheets, conducting what-if analysis, and using Excel to create static and dynamic web pages. Prepares students for the Microsoft Office Specialist (MOS) certification core exam.

**CAWT 156 MICROSOFT EXCEL II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 122X

*Prerequisite: CAWT-155*

Provides a continuation of CAWT-155, presenting a comprehensive overview of advanced features of Microsoft Excel, including templates, SmartArt images, Pivot table reports, Pivot chart reports, formula auditing, data validation, and the use of Macros and Visual Basic for applications. Prepares students to take the MOS exam in Excel.

**CAWT 160 MICROSOFT ACCESS I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 113X

Introduces the latest version of Microsoft Access, including creating, querying, and maintaining relational databases. Skills are developed from basic functions through intermediate features such as designing and building databases; creating tables, reports and forms with wizards; maintaining and updating databases; developing data access pages and combo boxes; and using OLE fields, hyperlinks, and subforms. Prepares the student to take the Microsoft Office Specialist (MOS) certification core exam in Access.

**CAWT 161 MICROSOFT ACCESS II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 123X

*Prerequisite: CAWT-160*

Provides a continuation of CAWT-160, presenting advanced features of Microsoft Access including creating, querying, and maintaining a database; creating reports, forms, and combo boxes; formulating cross tab queries, mailing labels, and mail merge reports; defining relationships, integrating Excel worksheet data into an Access database; using OLE fields, creating an application system using the Switchboard Manager; customizing forms using VBA, working with PivotTable and PivotChart objects, administering a database; establishing customized menu bars; publishing to the Internet using Data Access pages, using XML to share data and using data from the Internet and other sources. Prepares students for the MCAS Exam.

**CAWT 165 MICROSOFT POWERPOINT**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID BSOT 114X

Provides an in-depth study of presentation fundamentals using Microsoft PowerPoint software to create slide presentations incorporating templates, images, screen transitions, sound and animation. Examines how to create dynamic slides and develop slide shows based on business topics. Designed as preparation for the Microsoft Office Specialist (MOS) certification Core and Expert exams in PowerPoint.

**CAWT 166 DESKTOP PUBLISHING: ADOBE INDESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces desktop publishing using Adobe InDesign to create graphically rich layouts, brochures, posters, fliers and newsletters. Familiarity with Windows, file management and a PC is assumed.

**CAWT 170 WEBSITE DEVELOPMENT I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the creation of websites and remote website administration using HTML, CSS, and FTP. Includes related topics, such as information architecture, Internet infrastructure, security, and accessibility. Proficiency with Windows, the Internet, a browser, and a PC is assumed.

**CAWT 171 WEBSITE DEVELOPMENT II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Continues studies from Website Development I using HTML coding and CSS positioning, including implementation of audio, video, Java applets, and introductory JavaScript. Concepts related to large-scale development, site promotion, and e-commerce may also be covered. Proficiency with HTML, CSS, the Internet, a browser and Windows is assumed.

**CAWT 173 WEB DEVELOPMENT: DREAMWEAVER**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces Adobe Dreamweaver to develop and publish websites, emphasizing a critical-thinking approach and accepted standards of web page design. Proficiency with Windows OS, PC, the Internet, and basic HTML and CSS is assumed.

**CAWT 174 WEB PROTOTYPING AND IMAGES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation:* CAWT-074, CAWT-105, CAWT-170

Provides training in application of theoretical concepts related to creating imagery for web delivery with digital imaging software, such as Adobe XD and Photoshop. Topics include graphic formats, image optimization, resolution, wireframing, GIF animation, and website prototyping with graphical mockups.



## COMPUTER SCIENCE

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

*Continued on the next page.*

## Associate in Science for Transfer Degree: Computer Science

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

- 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC) requirements.
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to evaluate and analyze fundamental software solutions and their applications.

### Program Requirements:

Units Required: 30

	Units
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-122 Computer Architecture and Assembly Language .....	3.0
CMPSCI-182 Data Structures and Program Design .....	3.0
CMPSCI-256 Discrete Structures .....	3.0
MATH-211 Calculus I .....	5.0
MATH-212 Calculus II .....	5.0

PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids .....	4.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity & Magnetism .....	4.0

## Associate in Science Degree: Computer Science

Degree Student Learning Outcome:

Students will be able to identify, evaluate, analyze, and present fundamental software solutions and their applications.

### Program Requirements:

Units Required: 37

	Units
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab .....	1.0
CMPSCI-122 Computer Architecture and Assembly Language .....	3.0
CMPSCI-182 Data Structures and Program Design .....	3.0
CMPSCI-182L Data Structures and Program Design Lab .....	1.0
CMPSCI-235 'C' Programming .....	3.0
CMPSCI-282 Advanced Data Structures .....	3.0

*Plus six units from the following:*

CMPSCI-132	Introduction to Programming .....	3.0
CMPSCI-190	Web Programming: JavaScript .....	3.0
CMPSCI-192	PHP Programming .....	3.0
CMPSCI-222	Computer Organization .....	3.0
CMPSCI-236	C++ Object Oriented Programming .....	3.0
PHILOS-230	Symbolic Logic .....	3.0

*Plus 14 units from the following (for transfer students)*

MATH-211	Calculus I .....	5.0
MATH-212	Calculus II .....	5.0
MATH-214	Linear Algebra .....	4.0

OR

*Plus 14 units from the following (for non-transfer students)*

MATH-211	Calculus I .....	5.0
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AND

Nine additional units from the above CMPSCI courses that have not already been taken.

**CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/JAVA**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 122

*Co-Requisite: CMPSCI-111L*

Introduces computer programming using Java, including algorithms, data and control structures, problem solving, structured and object oriented programming.

**CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB**

Units: 1.00

UC:CSU 54.00 hours lab

*Co-Requisite: CMPSCI-111*

Required java programming laboratory to support CMPSCI 111.

**CMPSCI 122 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 142

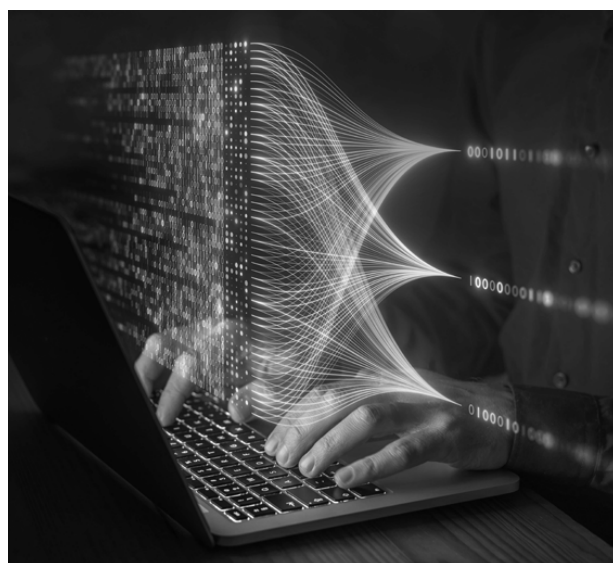
Introduces computer architecture, assembly/machine language programming, system software and computer applications.

**CMPSCI 132 INTRODUCTION TO PROGRAMMING**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduction to programming using Visual Basic. Designed for students with little or no experience in computer programming. Includes hands-on programming projects, as well as the history of computer science and theories of software development.

**CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 132

*Prerequisite: CMPSCI-111 Co-requisite: CMPSCI-182L*

Applies software engineering techniques to design and develop large programs; data abstraction and structures and associated algorithms. Presents object oriented view of data structures: stacks, queues, lists, trees, hash tables, and analysis of performance of algorithms for the data structures. This course is an intermediate Java programming language course which has CMPSCI 111 as a pre-requisite.

**CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB**

Units: 1.00

UC:CSU 54.00 hours lab

*Co-requisite: CMPSCI-182*

Focuses on implementation and programming of object-oriented data structures using the Java programming language.

**CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT**

Units: 3.00

CSU 54.00 hours lecture

Introduces Javascripting for web designers, including creating animated web pages, client-side forms validation, AJAX, processing forms data, and generating dynamically updated web pages. Experience creating web pages with HTML is strongly suggested prior to taking this course.

**CMPSCI 192 PHP PROGRAMMING**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: Student must be familiar with HTML and creating web pages.*

Introduces programming and PHP language. Covers PHP language elements including object oriented programming (OOP). In-depth coverage of CGI programming and processing FORM elements from a web page. Additional topics include XML manipulation, data base interfaces and programming e-commerce web pages.

**CMPSCI 222 COMPUTER ORGANIZATION**

Units: 3.00

CSU 54.00 hours lecture

Introduces advanced computer architecture.

**CMPSCI 235 C PROGRAMMING**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces C Programming including data types, operators and expressions, control flow logic, program structure, arrays functions and file I/O.

**CMPSCI 236 C++ OBJECT ORIENTED PROGRAMMING**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: CMPSCI-235*

Introduces Object Oriented Programming (OOP) using the language C++. Topics covered will be C++ classes/objects, input/output streams, overloading, inheritance, templates and exception handling.

**CMPSCI 256 DISCRETE STRUCTURES**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID COMP 152

*Prerequisite: CMPSCI-182*

Introduces discrete structures used in Computer Science emphasizing their applications. Topics include functions, relations and sets, basic logic, proof techniques, basics of counting, graphs and trees and discrete probability.

**CMPSCI 282 ADVANCED DATA STRUCTURES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: CMPSCI-182*

Explores the foundations of database design with in-depth coverage of data structures using the Java programming language including effective storage of data in disk-based files.

## CONSTRUCTION MANAGEMENT TECHNOLOGY

**Associate in Science and Certificate of Achievement: Construction Management**

The Construction Management Technology program is designed to prepare students with the foundation needed to meet the current technological requirements of the construction workplace. The program has two tracks: one for those interested in transferring to a four-year college or university to major in Construction Engineering Technology or Construction Management; the other option is for those students already employed in the construction industry or who plan to enter the industry after completion of a certificate or associate degree. The certificate and associate degree curriculum provides students with the industry-identified skill competencies for entry into the field.

**Degree and Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 29

	Units
CONST-101 Introduction to Construction and Construction Engineering .....	2.0
CONST-102 Construction Management Principles .....	3.0
CONST-103 Blueprint Reading for Construction .....	3.0
CONST-104 The Construction Process - Planning and Scheduling .....	3.0
CONST-105 Construction Estimating Principles .....	3.0
CONST-106 Survey of Construction Contracts and Laws .....	3.0
CONST-108 Introduction to Construction Inspection and Codes .....	2.0
SURV-101A Introduction to Land Surveying .....	3.0
SURV-101L Introduction to Land Surveying Laboratory .....	1.0

*Plus six units from the following*

ARCHT-085 Introduction to the LEED Rating System .....	0.5
ARCHT-087 Sustainable Materials and Indoor Environmental Quality .....	0.5
ARCHT-089 Green Building Economics .....	0.5
ARCHT-090 LEED Online Documentation and Processing .....	0.5
ARCHT-091 Green Building Control Systems and Resource Efficiency .....	1.0
ARCHT-110 Architectural Drafting I .....	3.0
ARCHT-140 Materials and Methods of Construction .....	3.0
BUS-101 Bookkeeping and Accounting .....	5.0
MFGT-090 Measurements and Computations .....	3.0

**Associate in Science and Certificate of Achievement: Construction Technology**

The Construction Technology program is designed to give students a broad experience in construction trades technology. Students will gain knowledge and skills in carpentry, concrete, masonry, HVAC, plumbing, and electrical trades that will lead to entry level jobs in the field. In addition, students will be eligible for industry credentials through the National Center for Construction Education and Research (NCCER).

**Degree and Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in entry-level skills and knowledge required for employment in a construction technology career field.

**Program Requirements:**

Units Required: 25

	Units
CONST-025 Introduction to Construction Technology .....	2.0

CONST-030	Carpentry Fundamentals .....	2.0
CONST-032	Framing and Exterior Finish Carpentry .....	2.0
CONST-034	Interior Finish Carpentry .....	2.0
CONST-040	Fundamentals of Masonry .....	2.0
CONST-050	Fundamentals of Mechanical, Electrical, and Plumbing Construction .....	2.0
CONST-060	Concrete Construction Technology .....	2.0
CONST-101	Introduction to Construction and Construction Engineering .....	2.0
CONST-103	Blueprint Reading for Construction .....	3.0
CONST-109	California Building Code .....	3.0
MFGT-090	Measurements and Computations .....	3.0

### Certificate of Achievement: Building Inspection

The Building Inspection option is designed to prepare students to meet entry-level requirements for employment in the building inspection profession. The coursework prepares students to take code certification exams typically required for employment. Inspectors are employed by government agencies, private companies, contractors and lending institutions. Inspectors observe, evaluate, judge and enforce laws and regulations pertaining to building construction. The inspector is required to have a broad base of knowledge in all components of construction including plan reading, specification interpretation and legal requirements.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to interpret California construction codes and apply them to building and construction applications.

#### Program Requirements:

Units Required: 17

		Units
CONST-103	Blueprint Reading for Construction .....	3.0
CONST-108	Introduction to Construction Inspection and Codes.....	2.0
CONST-109	California Building Code .....	3.0
CONST-120	California Mechanical Code.....	3.0
CONST-122	Plumbing Systems and the Plumbing Code .....	3.0
CONST-124	California Electrical Code .....	3.0

### Certificate of Specialization: Carpentry Technology

The Carpentry Technology Certificate of Specialization is designed to prepare students for entry-level positions in carpentry. Students will gain skills in a wide variety of carpentry applications including but not limited to safety, hand and power tools, wall and roof framing, finish

carpentry, and cabinetmaking. Students who complete this certificate will also be eligible to earn industry recognized credentials from the National Center for Construction Education & Research (NCCER).

#### Certificate Student Learning Outcome:

Students will be able to apply basic skills and knowledge required for employment in a carpentry technology related trade.

#### Program Requirements:

Units Required: 14

		Units
CONST-025	Introduction to Construction Technology .....	2.0
CONST-030	Carpentry Fundamentals .....	2.0
CONST-032	Framing and Exterior Finish Carpentry .....	2.0
CONST-034	Interior Finish Carpentry .....	2.0
CONST-103	Blue Print Reading for Construction .....	3.0
MFGT-090	Measurements and Computations...	3.0

### Certificate of Specialization: Masonry and Concrete

The Masonry and Concrete Technology Certificate of Specialization is designed to prepare students for entry-level positions in concrete and masonry construction. Students will gain skills in a wide variety of applications including but not limited to safety, tools and equipment, mortar mixing, trowel techniques, Concrete Masonry Unit (CMU) and brick installation and concrete placement, formwork, and finishing. Students who complete this certificate will also be eligible to earn industry recognized credentials from the National Center for Construction Education & Research (NCCER).

#### Certificate Student Learning Outcome:

Students will be able to apply basic skills required for employment in a masonry or concrete related trade.

#### Program Requirements:

Units Required: 12

		Units
CONST-025	Introduction to Construction Technology .....	2.0
CONST-040	Fundamentals of Masonry Construction .....	2.0
CONST-060	Concrete Construction Technology .....	2.0
CONST-103	Blue Print Reading for Construction .....	3.0
MFGT-090	Measurements and Computations...	3.0

*Continued on the next page.*

**CONST 025 INTRODUCTION TO CONSTRUCTION TECHNOLOGY**

Units: 2.00

18.00 hours lecture, 54 hours lab

Introduces the fundamental skills necessary in the construction industry across trades. Topics include construction safety, hand and power tools, construction math, construction drawings, materials-handling, job communication, and skills to gain employment.

**CONST 030 CARPENTRY FUNDAMENTALS**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-025*

Introduces the fundamentals of carpentry including floor framing, roof and ceiling framing, and the use of power tools in a framing environment.

**CONST 032 FRAMING AND EXTERIOR FINISH CARPENTRY**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-030*

Continues the study of carpentry with a focus on wall framing techniques, roofing applications, and exterior finishing applications.

**CONST 034 INTERIOR FINISH CARPENTRY**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-030*

Introduces the fundamental skills necessary in the construction industry across trades. Topics include construction safety, hand and power tools, construction math, construction drawings, materials-handling, job communication, and skills to gain employment.

**CONST 040 FUNDAMENTALS OF MASONRY CONSTRUCTION**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-025*

Explores masonry construction principles and techniques including brick and Concrete Masonry Unit (CMU) installation.

**CONST 050 FUNDAMENTALS OF MECHANICAL, ELECTRICAL, AND PLUMBING CONSTRUCTION**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-025*

Explores the fundamentals of mechanical, electrical, and plumbing (MEP) construction. Topics include common practices in electrical wiring, plumbing, and HVAC.

**CONST 060 CONCRETE CONSTRUCTION TECHNOLOGY**

Units: 2.00

18.00 hours lecture, 54 hours lab

*Prerequisite: CONST-025*

Explores the fundamentals of concrete construction and equipment. Topics include safe use and operation of equipment in concrete mixing, testing, rebar use, concrete forms, layout, and finishing.

**CONST 101 INTRODUCTION TO CONSTRUCTION AND CONSTRUCTION ENGINEERING**

Units: 2.00

CSU 36.00 hours lecture

Introduces the construction industry, the building design process, the construction project process and the roles and responsibilities of: clients, architects, engineers, contractors, project managers, technicians, sub-contractors, suppliers, regulatory agencies, bankers, lawyers and the public. Includes an overview of careers in construction.

**CONST 102 CONSTRUCTION MANAGEMENT PRINCIPLES**

Units: 3.00

CSU 54.00 hours lecture

Introduces construction management principles, practices and methods used to produce a quality construction project. Topics include roles and responsibilities, delivery methods, human relations, project monitoring and control, contract documents, management styles, safety, general project administration and computer aided construction management.

**CONST 103 BLUEPRINT READING FOR CONSTRUCTION**

Units: 3.00

CSU 54.00 hours lecture

Presents reading, interpreting, analyzing and visualizing construction drawings and specifications prepared by architects and engineers, emphasizing reading and extracting information from detailed drawings for both residential and commercial construction.

**CONST 104 THE CONSTRUCTION PROCESS - PLANNING AND SCHEDULING**

Units: 3.00

CSU 54.00 hours lecture

Introduces the fundamental concepts used in planning, scheduling and controlling construction projects including software applications. Introduces diagrams, precedence networks, resources, time assignment and computations, the Critical Path Method (CPM), monitoring and updating.

**CONST 105 CONSTRUCTION ESTIMATING PRINCIPLES**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: CONST-103*

Introduces methods and practices related to construction estimating including quantities and costs of materials, labor and management as well as miscellaneous items related to construction costs. Course requires print reading knowledge and introduces basic scheduling concepts in relation to estimating. May include computer program applications.

**CONST 106 SURVEY OF CONSTRUCTION CONTRACTS AND LAWS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the basics of construction contracts including typical contract terms and conditions and formation, administration and interpretation of contracts. Introduces laws and regulations applying to construction including license laws for contractors and design professionals, mechanics liens, stop notices, labor regulations, safety and CalOSHA, SWPPP and environmental issues.

**CONST 108 INTRODUCTION TO CONSTRUCTION INSPECTION AND CODES**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: ARCHT-140 or CONST-103*

Introduces the function, responsibilities, authority and technical requirements of quality assurance of construction projects using California's building codes as a basis.

**CONST 109 CALIFORNIA BUILDING CODE**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: CONST-108*

Focuses on California building 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 54.00 hours lecture

*Recommended Preparation: CONST-108*

Introduces the Uniform Mechanical Code as it applies to construction and maintenance of buildings regulated by this code.

**CONST 122 PLUMBING SYSTEMS AND THE PLUMBING CODE**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: CONST-108*

Introduces plumbing systems used in buildings and other construction projects including systems for water, waste, storm water, fuel gas, medical gas and vacuum, sewage disposal, water reuse and reclaimed water. Surveys the plumbing code requirements for each of these systems.

**CONST 124 CALIFORNIA ELECTRICAL CODE**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: CONST-108*

Introduces the California Electrical Code, including provisions of the Code, interpretation of construction documents, construction procedures, and inspection procedures.

## COUNSELING

**Certificate of Specialization:  
Pre-Counseling**

The counseling and guidance field is growing and more counselors are needed in both education and mental health. The Pre-Counseling Certificate is designed to help students develop professional competencies in preparation for graduate-level studies. This certificate will have some of the prerequisites required for further studies and is a good introduction to the counseling and guidance professions.

**Certificate Student Learning Outcome:**

Students will be able to evaluate behavior and mental processes, counseling concepts, theoretical perspectives, empirical findings, and historical trends in the counseling profession.

**Program Requirements:**

Units Required: 13-14

Units:

COUNS-200	Survey of the Counseling Profession.....	3.0
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PSYCH-240 Abnormal Psychology ..... 3.0

*Plus one course from the following:*

ECE-101 Child Growth and Development ..... 3.0

ECE-102 Child, Family, and Community ..... 3.0

PSYCH-172 Developmental Psychology ..... 3.0

PSYCH-172H Developmental Psychology –  
Honors ..... 3.0

*Plus one course from the following:*

ECON-291 Statistical Methods in Business and  
Economics ..... 4.0

MATH-140 Introductory Statistics ..... 4.0

MATH-140H Introductory Statistics – Honors ..... 4.0

MATH-140X Statistics with Support ..... 5.0

PSYCH-104 Statistics for the Behavioral  
Sciences ..... 4.0

SOCI-137 Statistics for the Social Sciences .... 4.0

*Recommended Electives:*

ECE-160 Understanding & Education of  
Exceptional Children ..... 3.0

### **COUNS 100 SUCCESS STRATEGIES FOR THE REENTRY ADULT**

Units: 3.00

CSU 54.00 hours lecture

Introduces adult reentry students to the educational, psychological, intellectual, social and health-related factors that impact lifelong learning, well-being and success. Topics include motivation, self-discovery and self-efficacy, critical and creative thinking, effective study strategies, learning styles, health & wellness issues and lifestyle choices, effective written and oral communication, cross-cultural communication, time and stress management strategies, career exploration and educational and life planning.

### **COUNS 110 CAREER/LIFE PLANNING**

Units: 3.00

CSU 54.00 hours lecture

Introduces self-assessment tools to identify college majors and careers by clarifying interests, skills, values, and personality type. Students also examine the decision-making process, self-management, life roles and goal-setting. Includes a review of labor market trends, career research, interviewing skills, resume and cover letter writing and job search strategies.

### **COUNS 111 INTRODUCTION TO COLLEGE AND STRATEGIES FOR SUCCESS**

Units: 1.00

CSU 18.00 hours lecture

Provides students with the skills necessary to increase success in college. Topics include: college culture, goal setting, time management, study strategies, college services/resources and educational planning.

### **COUNS 120 UNIVERSITY TRANSFER PLANNING**

Units: 1.00

CSU 18.00 hours lecture

Introduces students to information and resources in order to facilitate a smooth transfer to four-year colleges and universities. Topics include transfer applications, major and general education requirements, financial aid/scholarships, private and out of state options, and analysis of factors involved in the selection of transfer schools.

### **COUNS 142 LEARNING TO LEARN**

Units: 3.00

UC:CSU 54.00 hours lecture

Focuses on basic brain anatomy and how it impacts memory, information processing, and learning. Students will apply brain-based learning study strategies to promote self-regulation. Topics include discovering sources of motivation, identifying locus of control, formulating learning goals, improving critical thinking skills and emotional intelligence, and developing a growth mindset. Students will combine theory and metacognitive practices to become successful learners. UC credit limitation: COUNS-142 and COUNS-150 combined: maximum credit, 3 semester units..

### **COUNS 150 STUDENT SUCCESS**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the student to the benefits of higher education, educational planning, goal setting and career exploration. Integrates personal growth, critical thinking, problem solving, and academic success. The student is guided through the process of self-discovery which emphasizes the importance of self-awareness, self-responsibility and self-empowerment. UC credit limitation: COUNS-142 and COUNS-150 combined: maximum credit, 3 semester units.

### **COUNS 200 SURVEY OF THE COUNSELING PROFESSION**

Units: 3.00

CSU 54.00 hours lecture

Surveys the profession of counseling and guidance by examining the different approaches to counseling in various specialties and settings. Students will develop competencies for the profession by exploring an integrated approach to counseling, which includes the utilization of basic helping skills, theories, case studies, current counseling trends, as well as legal and ethical issues

# CULINARY ARTS

## Associate in Arts Degree and Certificate of Achievement: Culinary Arts

The Culinary Arts program is designed to prepare students for careers in the culinary field. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. The program will focus on cooking skills development, problem solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations.

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 34.5 - 36

	Units
CULARTS-050 Knife Skills .....	2.0
CULARTS-110 Culinary Safety and Sanitation .....	2.0
CULARTS-121 Culinary Fundamentals I .....	3.0
CULARTS-123 Culinary Fundamentals II .....	3.0
CULARTS-125 Principles of Garde Manger I .....	3.0
CULARTS-127 Principles of Baking I .....	3.0
CULARTS-132 Culinary Fundamentals III .....	3.0
CULARTS-134 ICUE Café Production I .....	4.0
CULARTS-135 Catering .....	3.0
CULARTS-136 ICUE Front of House Service .....	3.0
CULARTS-150 Food Service Costs and Controls .....	2.0

*Plus one course from the following:*

CULARTS-126 Principles of Garde Manger II .....	3.0
CULARTS-128 Principles of Baking II .....	3.0
CULARTS-133 International Cuisine .....	2.5
CULARTS-138 ICUE Café Production II .....	4.0

*Plus a minimum of one unit from the following:*

WE-186CULA Work Experience Education Culinary Arts .....	1.0 – 4.0
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## Certificate of Achievement: Baking and Pastry

The Culinary Arts Baking and Pastry Certificate of Specialization is designed for those interested in professional baking. It includes comprehensive study with an emphasis on application of fundamental baking techniques and ingredients. Program completers are

prepared for entry level employment as bread bakers, pastry cooks, cake decorators or confectioners.

### Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 16

	Units
CULARTS-127 Principles of Baking I .....	3.0
CULARTS-128 Principles of Baking II .....	3.0
CULARTS-129 Cake Decorating Essentials .....	3.0
CULARTS-130 Pastry Art .....	3.0
CULARTS-131 Chocolates .....	3.0

*Plus a minimum of one unit from the following:*

WE-186CULA Work Experience Education Culinary Arts .....	1.0 – 4.0
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*Recommended Electives:*

CULARTS-139 Advanced Cake Decorating .....	3.0
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## CULARTS 050 KNIFE SKILLS

Units: 2.00

18.00 hours lecture, 54.00 hours lab

*Co-requisite: CULARTS-110*

Introduces basic knife skills, equipment knowledge, including theory and proper technique, emphasizing correct sanitation practices and good motor skills. Students will develop basic cooking techniques.

## CULARTS 110 CULINARY SAFETY AND SANITATION

Units: 2.00

CSU 36.00 hours lecture

Introduces principles of food safety and sanitation in a food service operation. Topics include sanitation regulations, personal hygiene, contamination sources, microorganisms, proper food handling, individual operations, foodborne illnesses, Hazard Analysis Critical Control Points (HACCP), techniques and storage, comprehensive cleaning and sanitizing, and workplace safety concepts.

## CULARTS 121 CULINARY FUNDAMENTALS I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID HOSP 160X

*Prerequisite: CULARTS-050 and CULARTS-110*

Introduces classical cooking and current theories to provide students with the basics of food chemistry and cooking techniques as well as equipment, ingredients and basic professional cooking techniques. Field trips may be required.

*Continued on the next page.*

**CULARTS 123 CULINARY FUNDAMENTALS II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-050, CULARTS-110 and CULARTS-121*

Continues development of skills learned in CULARTS-121. Introduces intermediate level culinary techniques and modern cooking styles, emphasizing beef, poultry, fish and shellfish, pork and game cooking techniques. Plate presentation theory and practice explored. Field trips may be required.

**CULARTS 125 PRINCIPLES OF GARDE MANGER I**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-050, CULARTS-110 and CULARTS-121*

Introduces theory and practical skills needed to produce quality salads, sandwiches, appetizers and cold sauces for a restaurant pantry station. Also includes identification and production of cheese and fruit displays. Field trips may be required.

**CULARTS 126 PRINCIPLES OF GARDE MANGER II**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-125*

Using current guidelines and modern approaches, students will explore the advanced techniques and preserving methods of forcemeats, pates, galantines, fruits, vegetables, and savory mousse as well as learn to prepare pickles, brines, cured meats, and other fermented accompaniments.

**CULARTS 127 PRINCIPLES OF BAKING I**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

C-ID HOSP 180X

*Co-requisite: CULARTS-110*

Introduces the principles of baking, including the basic characteristics and function of the major ingredients and the importance of accurately measuring weight. Field trips may be required.

**CULARTS 128 PRINCIPLES OF BAKING II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-127*

Presents the advanced preparation of refined pastries and desserts, including the theory and practical skills required to produce quality pastries for the hotel/restaurant/catering industries. Field trips may be required.

**CULARTS 129 CAKE DECORATING ESSENTIALS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites: CULARTS-110 and CULARTS-127*

Presents 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, cake design and construction, borders, and icings. Field trips may be required.

**CULARTS 130 PASTRY ART**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-128**Recommended Co-requisite: CUALRTS-129*

Introduces culinary techniques to prepare industry standard individual plated desserts and their components. Includes working with pulled sugar, garnishing preparation and preparation of frozen desserts. Field trips may be required.

**CULARTS 131 CHOCOLATES**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite: CULARTS-128*

Introduces fundamental techniques in chocolate production including candies, confections and desserts. Field trips may be required.

**CULARTS 132 CULINARY FUNDAMENTALS III**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-123*

Presents advanced theory in culinary techniques and modern cooking styles, including breakfast and brunch cookery, vegetarian dishes and menu design. Field trips may be required.

**CULARTS 133 INTERNATIONAL CUISINE**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-123*

Introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish; promotes an appreciation of international foods and culture. Field trips may be required.

**CULARTS 134 ICUE CAFE PRODUCTION I**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: CULARTS-123*

Provides fundamentals of commercial food preparation and restaurant operations. Students rotate through stations of a student run café for lunch, developing food preparation skills and hands-on experience. Field trips may be required.

**CULARTS 135 CATERING**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite:* CULARTS-121

Presents practical training for chefs in all aspects of catering including food service, staff and management. Field trips may be required.

**CULARTS 136 ICUE FRONT OF HOUSE SERVICE**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

*Prerequisite:* CULARTS-121

Presents practical training for chefs in all aspects of service for the front of the house. Field trips may be required.

**CULARTS 138 ICUE CAFE PRODUCTION II**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite:* CULARTS-123

Provides fundamentals of commercial food preparation and restaurant operations. Students rotate through stations of a student-run cafe, developing food preparation skills and hands on experience. Field trips may be required.

**CULARTS 139 ADVANCED CAKE DECORATING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites:* CULARTS-129

Learn advanced techniques in American and European styles of cake production, procedures, and design for a professional bake shop kitchen. Other commercial culinary practices that will be learned include advanced design transfer, elaborate cake construction, piping, and sculpting.

**CULARTS 150 FOOD SERVICE COSTS AND CONTROLS**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation:* CULARTS-121

Examines food, beverage, and labor costs and the application of appropriate cost controls.



# CYBERSECURITY

**Associate in Science Degree: Cybersecurity**

The Network Technology Department's Cybersecurity Associate program will prepare students to support the critical need for workforce development and for a career in cybersecurity. This program is meant as multi-modal, real-world focused and comprised of hands-on courseware to teach cybersecurity fundamentals, ethical hacking practices, defensive countermeasures, digital forensics as well as the development of enterprise-level programs and policies.

The Cybersecurity AS is designed to align with industry standard certifications (CompTIA: A+, Network+, Linux+, CSA+, CCNA: CyberOps, Certified Ethical Hacker (CEH)). Additionally, course work will map to industry standard compliance: NSA DHA CAE Knowledge Units and align to NIST/NICE frameworks.

**Degree Student Learning Outcome:**

Students will be able to:

- Demonstrate foundational knowledge of computer hardware and operating systems for the purposes of digital security-oriented careers.
- Demonstrate foundational and intermediate knowledge of networks and infrastructure for the purposes of digital security-oriented careers.

**Program Requirements:**

Units required: 30

Units:

CYBR-111	Cybersecurity Programs & Policies .....	3.0
CYBR-241	Ethical Hacking and Penetration Testing .....	3.0
CYBR-251	Network Defense & Countermeasures .....	3.0
CYBR-260	Cybersecurity Operations & Digital Forensics .....	3.0
ESYST-131	IoT – Python Programming.....	3.0
NETECH-111	Computer Maintenance: A+ Certification Prep .....	3.0
NETECH-113	Data Center .....	3.0
NETECH-211	Linux+ Certification Prep .....	3.0
NETECH-219	Security+ Certification .....	3.0

*Plus three units form the following:*

NETECH-150	Network Fundamentals (CompTIA Network +) .....	3.0
NETECH-151	CCNA: Introduction to Networks.....	3.0

**CYBR 111 CYBERSECURITY PROGRAMS & POLICIES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lecture

Prepares students to evaluate and align to national, regional, or sector-specific mandates and frameworks. Additionally, students learn to produce and articulate internal strategies and effective policies, at scale, to organizations and enterprises.

**CYBR 241 ETHICAL HACKING AND PENETRATION TESTING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lecture

*Prerequisite: NETECH-151 & NETECH-211*

Introduces the concepts, philosophies, and practice of evaluating connected systems' vulnerabilities, leveraging access, and appropriately documenting the audit process.

**CYBR 251 NETWORK DEFENSE & COUNTERMEASURES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lecture

*Prerequisite: NETECH-151 & NETECH-211*

Examines pro-active defensive practices for hardening hosts and networks against modern attacks and exploitation. In this course, we explore current defensive infrastructure (Firewalls, Intrusion Detection Systems (IDS), Software-Defined Perimeters (SDP), and others) as well as open-source tools, customize scripting, and real-time analytics to defend and respond to internal and external threats and bad actors.

**CYBR 260 CYBERSECURITY OPERATIONS & DIGITAL FORENSICS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lecture

*Prerequisite: NETECH-151 & NETECH-211*

Examines the entire lifecycle of incident response, exfil preparation, data collection, and remediation in the context of cybersecurity operations and forensics. Students learn to analyze, document, and extract sensitive information in scenarios that demand minimal-to-zero digital footprint or disturbance.



# DANCE

**Associate in Arts Degree: Dance**

The Dance Major provides students with the acquisition and knowledge of expressive performing art skills.

Dance Appreciation, fundamental and intermediate courses in ballet, modern, jazz, hip-hop, tap, as well as fitness courses of yoga, dance conditioning, Pilates and creative courses in Choreography, Commercial and Entertainment Dance and Dance Production and other departmental dance courses allow students to focus on the historical, cultural, political, scientific and health ramifications of dance as well as the relationship of dance and fitness. Through the Dance Major, students develop creativity, collaborative team building skills, physical and mental confidence, critical thinking skills, self-discipline, and attention to physical health. Upon completion of the program, students have the option to transfer courses to a four year program and or to pursue the myriad of opportunities available in entry level dancer, choreographer, and fitness trainer employment.

**Degree Student Learning Outcome:**

Students will be able to demonstrate basic literacy in dance technique and physical fitness skills.

**Program Requirements:**

Units Required: 20

Units:

DANCE-100	Dance Appreciation .....	3.0
DANCE-107	Dance Conditioning .....	1.0
DANCE-108	Pilates.....	1.0
DANCE-122	Intermediate Modern Dance .....	1.0
DANCE-132	Intermediate Jazz Dance.....	1.0
DANCE-135	Beginning Tap Dance .....	1.0
DANCE-136	Intermediate Tap .....	1.0
DANCE-141	Beginning Ballet.....	1.0
DANCE-142	Intermediate Ballet.....	1.0
DANCE-159	Entertainment and Commercial Dance .....	2.0
DANCE-161	COC Dance Company Production...	3.0
DANCE-170	Beginning Choreography .....	2.0

*Plus two courses from the following:*

DANCE-133	Introduction to African Dance .....	1.0
DANCE-134	Ballroom and Social Dance .....	1.0
DANCE-137	Flamenco and Spanish Dance .....	1.0

**DANCE 100 DANCE APPRECIATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the influences that have historically and culturally shaped dance throughout the world. Non-performance course. Does not satisfy the Physical Education activity requirement for the associate degree.

Field Trip may be required.

**DANCE 101 INTRODUCTION TO WORLD DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces world dance, focusing on selected dances of world cultures including Asia, Latin America, Australia, New Zealand, Europe and Africa.

**DANCE 107 DANCE CONDITIONING**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the practice of fundamental conditioning and repatterning techniques to improve dance performance and overall health and fitness. Includes dance exercises for muscle development, strength and flexibility.

**DANCE 108 PILATES**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces and provides instruction in alignment and correctives work based upon principles and exercises developed by Joseph H. Pilates. The course includes mat work and emphasizes conditioning exercises for improved body alignment, gaining strength, flexibility control, coordination and breathing.

**DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT**

Units: 1.00

UC:CSU 54.00 hours lab

Provides movement experiences focusing upon basic ballet, modern, jazz and selected cultural dance styles. Emphasizes recognition of skills and dance vocabulary as they relate to contemporary and traditional dance styles.

**DANCE 121 MODERN DANCE FUNDAMENTALS**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the basic movements, patterns and styles of modern dance and emphasizes elementary skills and techniques while conferring an appreciation of body structure and movement within the modern dance genre.

**DANCE 122 INTERMEDIATE MODERN DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: DANCE-121*

Continues the study of modern dance technique with expanded movement experience. Explores rhythmic structure and patterns, expanded choreographic experiences and a more refined use of music in modern dance composition.

**DANCE 130 HIP-HOP DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of hip-hop dancing, pop and lock, funk, krumping, free-styling, break dancing and other dances classified as hip-hop styles of dance.

**DANCE 131 BEGINNING JAZZ DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces beginning movement skills in jazz dance technique, emphasizing an understanding and appreciation of jazz as an artistic dance form. Emphasizes alignment of the body, strength, flexibility, simple locomotor patterns and stylistic movements.

**DANCE 132 INTERMEDIATE JAZZ DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: DANCE-131*

Develops jazz dance technique at the intermediate level. Emphasizes style and refinement of technical ability. Stresses more complex patterns and combinations to promote fluency in the dance form.

**DANCE 133 INTRODUCTION TO AFRICAN DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces dances from West Africa focusing on the dances performed in Senegal, Gambia and Guinea.

**DANCE 134 BALLROOM AND SOCIAL DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces students to beginning ballroom techniques including salsa, swing, waltz, foxtrot, tango, cha-cha and other selected dances. Dances may vary by semester.

**DANCE 135 BEGINNING TAP DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the history, development and context of tap dance as practiced and performed in the United States. Focuses upon the foundations and basic steps of tap dance techniques as essential dance practice.

*Continued on the next page.*

**DANCE 136 INTERMEDIATE TAP**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces intermediate-level tap skills, syncopated rhythmic combinations and evaluation techniques for the sound and rhythmic accuracy of the taps.

**DANCE 137 FLAMENCO AND SPANISH DANCE**

Units: 1.00

UC:CSU 54.00 hours lab

Presents dance skills and techniques specific to Flamenco Dance and other related folkloric dances of Spain. Practice includes: music, rhythms and accent, instruments and tonal qualities; body carriage and style; steps, patterns and combinations; variations and whole dances. Historical and multi-cultural aspects of flamenco dance and music will be considered, discussed, and embodied.

**DANCE 141 BEGINNING BALLET**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces fundamental ballet technique and terminology, general principles of alignment, centering and posture as it relates to ballet. Includes exercises at the barre to develop flexibility, strength, control, coordination and resilience and center practice of port de bras, simple adage and allegro movements.

**DANCE 142 INTERMEDIATE BALLET**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: DANCE-141*

Develops ballet technique and expanded movement experience at an intermediate level. Exploration of rhythmic structure and patterns, choreographic experiences, and more refined technical level of ballet positioning and movements.

**DANCE 159 ENTERTAINMENT AND COMMERCIAL DANCE**

Units: 2.00

CSU 108.00 hours lab

Introduces dance movement techniques for dance concerts and the dance entertainment industry including dance styles for videos, film and television, music, theatre and other commercial applications.

**DANCE 161 COC DANCE COMPANY PRODUCTION**

Units: 3.00

UC:CSU 18.00 hours lecture, 108.00 hours lab

*Recommended Preparation: DANCE-111 and Successful Audition.*

Utilizing a variety of styles and genres of dance, this course covers the specific focus of being a member of a dance ensemble. Students learn choreography repertoire created by students, faculty and guest artists through rehearsal and performance. The course culminates in a performance of the works learned in a formal concert environment. Field trips and costume materials may be required.

**DANCE 170 BEGINNING CHOREOGRAPHY**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: DANCE-111*

Introduces the theory and techniques of basic dance composition enhanced through the analyses of choreographic exercises in space, time, shape and dynamics. Students apply and perform choreographic concepts in informal and formal settings. Field trips may be required.

**DANCE 180 INTRODUCTION TO YOGA**

Units: 1.00

UC:CSU 9.00 hours lecture, 27.00 hours lab

Introduces students to the beginning practice of yoga. Students learn the practice of yoga postures to aid in improvement of concentration, physical endurance, flexibility, balance, and alignment. The course integrates basic breathing techniques to enhance the mind-body connection, and reduce stress. Students also examine the context of yoga history philosophy and ethics.



# DRAFTING

## Certificate of Specialization: Mechanical Drafting

The Drafting program is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. The techniques of drafting are used in many types of industries such as automotive, electronics, building construction, aeronautical/aerospace, machine design, advertising, illustrating and engineering. The program provides students with entry-level skills and knowledge in the fields of computer mechanical drafting. Competencies include knowledge of orthographic projection and isometric sketching, AutoCAD generated drawings, current practices in construction technology, 2D and 3D drawings and drafting techniques such as clarity, line weight expression and accuracy to name a few.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for a drafting position in the civil, electrical, electronic or mechanical engineering fields.

### Program Requirements:

Units Required: 9

		Units
ENGR-110	Introduction to AutoCAD .....	3.0
ENGR-114	Solids Modeling for Mechanical Drafting .....	3.0
<i>Plus three units from the following:</i>		
MFGT-121	CNC 1: Operation and Manual Programming .....	3.0
MFGT-131	CAD/CAM I .....	3.0



# EARLY CHILDHOOD EDUCATION

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

## Associate in Science for Transfer Degree: Early Childhood Education

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AS-T in Early Childhood Education. Additional majors are being developed. Please see a counselor or visit, *Continued on the next page.*

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

[www.canyons.edu/degreetwithaguarantee](http://www.canyons.edu/degreetwithaguarantee) for more information.

**Degree Student Learning Outcome:**

Students will be able to:

- Demonstrate knowledge of a variety of types of programs for young children, the history of early care and education in the United States, ethical standards, NAEYC professional preparation standards, and the California Early Childhood Educator Competencies which support professionalism in the field of early childhood education.
- Design and implement environments and curriculum which support positive development and learning through play for all children including the cycle of observation, assessment and planning.
- Articulate an understanding of typical and atypical development of young children from birth - 8, including health, safety, and nutritional aspects of development.
- Develop strategies that promote partnerships and equity between programs, teachers, diverse families and their communities.

**Program Requirements:**

Units Required: 24

	Units
ECE-100 Principles and Practices of Early Childhood Education .....	3.0
ECE-101 Child Growth and Development.....	3.0
ECE-102 Child, Family, and Community.....	3.0
ECE-103 Observation and Assessment.....	3.0
ECE-104 Introduction to Curriculum for Early Childhood Education .....	3.0
ECE-105 Health, Safety, Nutrition in Early Childhood Education .....	3.0
ECE-106 The Role of Equity and Diversity in Early Childhood Education .....	3.0
ECE-200 Practicum – Field Experience.....	3.0

### **Certificate of Achievement: Early Childhood Education - Infant/Toddler**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an infant/toddler teacher in a Title 22 licensed center in the field of early childhood.

**Program Requirements:**

Units Required: 24

	Units
ECE-100 Principles and Practices of Early Childhood Education .....	3.0
ECE-101 Child Growth and Development.....	3.0
ECE-102 Child, Family, and Community.....	3.0
ECE-103 Observation and Assessment.....	3.0
ECE-104 Introduction to Curriculum for Early Childhood Education .....	3.0

ECE-105 Health, Safety, Nutrition in Early Childhood Education .....	3.0
ECE-130 Infant/Toddler Development Curriculum .....	3.0
ECE-200 Practicum – Field Experience.....	3.0

### **Certificate of Achievement: Early Childhood Education – Preschool**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an early childhood master teacher in a Title 5 program.

**Program Requirements:**

Units Required: 24

	Units
ECE-100 Principles and Practices of Early Childhood Education .....	3.0
ECE-101 Child Growth and Development.....	3.0
ECE-102 Child, Family, and Community.....	3.0
ECE-103 Observation and Assessment.....	3.0
ECE-104 Introduction to Curriculum for Early Childhood Education .....	3.0
ECE-105 Health, Safety, Nutrition in Early Childhood Education .....	3.0
ECE-106 The Role of Equity and Diversity in Early Childhood Education .....	3.0
ECE-200 Practicum – Field Experience.....	3.0

### **Certificate of Achievement: Early Childhood Education - School-Age**

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a school-age teacher in a Title 22 licensed center in the field of early childhood.

**Program Requirements:**

Units Required: 27

	Units
ECE-100 Principles and Practices of Early Childhood Education .....	3.0
ECE-101 Child Growth and Development.....	3.0
ECE-102 Child, Family, and Community.....	3.0
ECE-103 Observation and Assessment.....	3.0
ECE-104 Introduction to Curriculum for Early Childhood Education .....	3.0
ECE-135 School Age Child Care Programs and Curriculum .....	3.0
ECE-140 Curriculum for School-Age Child Care.....	3.0
ECE-105 Health, Safety, Nutrition in Early Childhood Education .....	3.0
ECE-200 Practicum – Field Experience.....	3.0

### Certificate of Achievement: Early Childhood Education - Special Education

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a special education teacher in a Title 22 licensed center in the field of early childhood.

#### Program Requirements:

Units Required: 32

	Units
ECE-100 Principles and Practices of Early Childhood Education .....	3.0
ECE-101 Child Growth and Development.....	3.0
ECE-102 Child, Family, and Community.....	3.0
ECE-104 Introduction to Curriculum for Early Childhood Education .....	3.0
ECE-105 Health, Safety, Nutrition in Early Childhood Education .....	3.0
ECE-106 The Role of Equity and Diversity in Early Childhood Education .....	3.0
ECE-130 Infant/Toddler Development Curriculum .....	3.0
ECE-144 Music and Movement 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 Language & Literacy for the Young Child .....	2.0
ECE-160 Understanding and Education of Children with Special Needs.....	3.0

### Certificate of Achievement: Early Childhood Education - Supervision and Administration of Children's Programs

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a supervisor/administrator in a Title 22 licensed center in the field of early childhood.

#### Program Requirements:

Units Required: 30

	Units
ECE-100 Principles and Practices of Early Childhood Education .....	3.0
ECE-101 Child Growth and Development.....	3.0
ECE-102 Child, Family, and Community.....	3.0
ECE-103 Observation and Assessment.....	3.0
ECE-104 Introduction to Curriculum for Early Childhood Education .....	3.0

ECE-105	Health, Safety, Nutrition in Early Childhood Education .....	3.0
ECE-200	Practicum – Field Experience.....	3.0
ECE-201	Supervision and Administration of Children's Programs .....	3.0
ECE-202	Advanced Supervision and Administration of Children's Programs .....	3.0
ECE-203	Adult Supervision and the Mentor Process in Early Care and Education.....	3.0

### ECE 100 PRINCIPLES AND PRACTICES OF EARLY CHILDHOOD EDUCATION

Units: 3.00

CSU 54.00 hours lecture

C-ID ECE 120

*Recommended Preparation: ENGL-091 or higher english placement*

Examines underlying principles of quality practices utilized in early childhood programs emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies to support physical, cognitive and social/emotional development for all children. This course includes a review of the evolution of the field and introduces the profession of early childhood education. Requires a minimum of 10 hours in a pre-approved early childhood setting. Observations/visitations to early childhood programs off campus may be required, which may require a TB test and proof of vaccinations.

### ECE 101 CHILD GROWTH AND DEVELOPMENT

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID CDEV 100

*Recommended Preparation: ENGL-091 or higher english placement*

Examines the major physical, psycho-social, and cognitive/language developmental milestones of children, both typical and atypical, from conception through adolescence. Emphasizes interactions between maturational processes and environmental factors while studying developmental theory and investigative research methodologies. Observations/visitations to early childhood programs off campus may be required, which may require a TB test and proof of vaccinations.

*Continued on the next page.*

**ECE 102 CHILD, FAMILY, AND COMMUNITY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID CDEV 110

*Recommended Preparation: ENGL-091 or higher english placement*

Examines the processes of socialization, focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and school in supporting children's identity development. Highlights the importance of respectful, reciprocal relationships that support and empower children and their families. May require TB test and immunization records.

**ECE 103 OBSERVATION AND ASSESSMENT**

Units: 3.00

CSU 54.00 hours lecture

C-ID ECE 200

*Prerequisite: ECE-100*

Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. Requires 10 hours of observation in a child care setting. Observations/visitations to early childhood programs off campus may be required, which may require a TB test and proof of vaccinations.

**ECE 104 INTRODUCTION TO CURRICULUM FOR EARLY CHILDHOOD EDUCATION**

Units: 3.00

CSU 54.00 hours lecture

C-ID ECE 130

*Prerequisite: ECE-100*

Presents an overview of the knowledge, skills, and dispositions needed to provide developmentally appropriate curriculum in early childhood education programs serving children 0 - 8. Examines the teacher's role in supporting development and learning, including the essential role of play. planning environments in indoor and outdoor settings, routines, interpersonal tone and curriculum planning, implementation and reflective practice. Requires 5 hours of additional coursework outside of the classroom.

**ECE 105 HEALTH, SAFETY, NUTRITION IN EARLY CHILDHOOD EDUCATION**

Units: 3.00

CSU 54.00 hours lecture

C-ID ECE 220

Introduces the regulations, policies, and procedures for early childhood curriculum related to child health, safety, and nutrition. Explores the importance of collaboration with families and health professionals to ensure physical health, mental health and safety for all children, families, and professionals. May require TB test & immunization records.

**ECE 106 THE ROLE OF EQUITY AND DIVERSITY IN EARLY CHILDHOOD EDUCATION**

Units: 3.00

CSU 54.00 hours lecture

C-ID ECE 230

Examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning and school experiences. Strategies for developmentally appropriate practices - culturally, linguistically appropriate anti-bias curriculum will be explored as well as approaches to promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families.

**ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM**

Units: 3.00

CSU 54.00 hours lecture

Surveys infant/toddler development and its implications for group child care settings, including principles of infant/toddler philosophy and care giving. Requires students to complete observations in a group care or family childcare program that provides care for children ages 2 and under. May require TB test & immunization records.

**ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM**

Units: 3.00

CSU 54.00 hours lecture

Examines the need and design of school-age child care programs, emphasizing developmental stages of the child ages 5-13, curriculum development, the relationship of the family, and the special needs of the school age child. May require TB test & immunization records.

**ECE 140 CURRICULUM FOR SCHOOL-AGE CHILD CARE**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the development and implementation of developmentally appropriate curriculum in school-age care programs. Topics covered include developmental theories, the growth and development of school-age children, appropriate teaching methods and practices for school-age care, supporting indoor and outdoor play, guidance techniques to provide positive support for common behaviors of school-age children, and choosing effective materials and activities to support the development of school-age children. Requires observation and implementation of an approved curriculum plan in an approved school-age care program. May require TB test & immunization records.

**ECE 144 MUSIC AND MOVEMENT FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Emphasizes a basic understanding of how children learn about and through music and movement. Focuses on how to plan and implement developmentally appropriate music and movement experiences for young children.

**ECE 151 ART, DRAMA, AND CREATIVITY FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Emphasizes a basic understanding of how children learn about and through the visual and dramatic arts. Includes effective techniques to support and promote young children's creativity. Focuses on how to plan and implement developmentally appropriate visual and dramatic art experiences for young children.

**ECE 155 SCIENCE AND MATH FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Introduces an experimental and discovery approach to learning in the areas of science and math for early childhood professionals. Students plan and implement developmentally appropriate math and science experiences for young children.

**ECE 156 LANGUAGE & LITERACY FOR THE YOUNG CHILD**

Units: 2.00

CSU 36.00 hours lecture

Emphasizes a basic understanding of how children learn language and literacy skills, including developing techniques to promote and establish a language and literature program in the early childhood setting through the use of flannel board activities, stories, puppets, drama, finger plays and circle activities.

**ECE 160 UNDERSTANDING AND EDUCATION OF CHILDREN WITH SPECIAL NEEDS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the field of special education, emphasizing the developmental theories as they apply to the understanding and education of children with special needs through age eight. Overview of special needs categories as defined by IDEA, inclusion, and preparation of Individual Education Program (IEP) and Individualized Family Service Plan (IFSP). May require TB test & immunization records.

**ECE 200 PRACTICUM – FIELD EXPERIENCE**

Units: 3.00

CSU 27.00 hours lecture, 81.00 hours lab

C-ID ECE 210

*Prerequisite: ECE-100, 101, 102, 103, and 104*

Provides guided supervision and application for early childhood education. Focuses on connecting theory to practice and enhancing professional behaviors. Students additionally plan and implement child-centered, play-oriented approaches to teaching, learning, and assessment. Requires 6 hours per week in a pre-approved early childhood program and 1.5 hour per week in lecture. Requires current TB test, Tdap, MMR and influenza vaccine. Mandatory orientation meeting prior to start of semester. Formerly ECE-131.

**ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ECE-100 and ECE-101 and ECE-104*

Principles and practices of supervision and administration of children's programs, including Title 22 and Title 5 requirements regarding organizational structure, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents. Also reviews social and public policy, as well as professional groups influencing child development today. May require TB test & immunization records.

*Continued on the next page.*

**ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ECE-201*

Provides opportunities for administrators of children's programs to learn techniques in hiring and training staff. Covers philosophies of management and staff relations, including team building and human resource development. Course meets one of the requirements of the Child Development Permits for Site Supervisor or Program Director as needed for Title V programs. May require TB test & immunization records

**ECE 203 ADULT SUPERVISION AND THE MENTOR PROCESS IN EARLY CARE AND EDUCATION**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ECE-200*

Presents methods and principles of mentoring and supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasizes the roles and development of early childhood professionals as mentors and leaders. As a component of course work, this class requires 4 hours of time to complete a live observation using a standard assessment tool. California Commission on Teacher Credentialing requires this course for Master Teacher, Site Supervisor and Program Director Permits Option One. California ECE Mentor Teacher program requires this course in order to apply to the Mentor program. May require TB test & immunization records. Formerly ECE-220.



# ECONOMICS

Economics study attempts to clarify how the use of natural, technical and financial resources affect the lives of human beings. Economic concerns can range from how individuals and businesses make decisions, to the roles of government and the Federal Reserve, to the complex world of international trade. Economic theories are examined and applied to the modern economic world. Topics of specialization include macroeconomics and microeconomics, how businesses make decisions, business statistics, using numbers for analysis, U.S. economic history, the economic development of the U.S. economic history, the economic development of the U.S. consumer economics, how consumers make economic choices and comparative economic systems, and the comparison of capitalism and socialism as it is applied in different countries. An associate degree is not available in economics.

**Associate in Arts for Transfer Degree: Economics**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or

to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Economics. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu/degreewithaguarantee](http://www.canyons.edu/degreewithaguarantee) for more information.

### Degree Student Learning Outcome:

- Students will be able to analyze and evaluate scarcity, the fundamental concept defining economics and be ready to transfer and complete successfully various upper-division academic-degrees, especially in economics, finance and business.
- Students will be able to examine how limited-resources allocations occur throughout markets and government policies by applying and appraising the Classical and Keynesian principles to business fluctuations in terms of economic growth, changes on the average price level and labor employment.
- Students will be able to compare and contrast the decision-making processes of consumers and firms, regarding scarcity, under different levels of competition in the product and resource markets. Students will distinguish and apply the qualifying assumptions of perfect competition, monopoly, monopolistic competition and oligopoly theories.
- Students will be able to acquire the quantitative tools and the historical perspectives to advance awareness of the interdependence between government policies and positive economics.

### Program Requirements:

Units Required: 21 - 26

	Units
ECON-201      Macroeconomics .....	3.0
<i>OR</i>	
ECON-201H    Macroeconomics - Honors.....	3.0
ECON-202      Microeconomics.....	3.0
<i>OR</i>	
ECON-202H    Microeconomics - Honors.....	3.0
<i>Plus one course from the following:</i>	
ECON-291      Statistical Methods in Business and Economics .....	4.0
MATH-140      Introductory Statistics .....	4.0
MATH-140H    Introductory Statistics - Honors .....	4.0
MATH-140X    Statistics with Support .....	5.0
PSYCH-104     Statistics for the Behavioral Sciences.....	4.0
<i>Plus one course from the following:</i>	
MATH-211      Calculus I .....	5.0
MATH-240      Calculus for Business and Social Science.....	5.0

*Plus one course from the following for three to five units:*

BUS-201	Principles of Accounting I .....	5.0
BUS-202	Principles of Accounting II .....	5.0
CAWT-101	Introduction to Computers .....	3.0
CAWT-116	Business Communications .....	3.0
CAWT-140	Microsoft Office.....	3.0
ENGL-204	Technical Report Writing.....	3.0
MATH-212	Calculus II.....	5.0

*Plus one course from the following that has not already been used above for three to five units:*

BUS-201	Principles of Accounting I .....	5.0
BUS-202	Principles of Accounting II .....	5.0
CAWT-101	Introduction to Computers .....	3.0
CAWT-116	Business Communications .....	3.0
CAWT-140	Microsoft Office.....	3.0
ECON-170	Economic History of the United States .....	3.0
ECON-170H	Economic History of the United States - Honors .....	3.0
ENGL-204	Technical Report Writing.....	3.0
MATH-212	Calculus II.....	5.0
MATH-213	Calculus III.....	5.0
MATH-214	Linear Algebra .....	4.0

### ECON 170 ECONOMIC HISTORY OF THE UNITED STATES

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Meets Title V American Institutions U.S. History requirement for the associate degree.

### ECON 170H ECONOMIC HISTORY OF THE UNITED STATES - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

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

Surveys the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation, manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Additional reading, writing, critical thinking and research techniques required. Meets Title V American Institutions U.S. History requirement for the associate degree.

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**ECON 201 MACROECONOMICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 202

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Introductory course focusing on aggregate economic analysis. Topics include: aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

**ECON 201H MACROECONOMICS - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 202

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Introductory course focusing on aggregate economic analysis. Topics include: aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. Additional reading, writing, and research techniques are required.

**ECON 202 MICROECONOMICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 201

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines how individuals, firms and industries perform in our economy, including supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

**ECON 202H MICROECONOMICS-HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ECON 201

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines how individuals, firms, and industries perform in our economy, including supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits. Additional reading, writing and research required.

**ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 4.00

UC:CSU 63.00 hours lecture, 27.00 hours lab

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines statistical methods, including descriptive statistics, data analysis, probability, elements of probability distributions, sampling, estimation, confidence intervals, tests of hypothesis, linear regression and correlation, including applications to problems in business and economics. Teaches explaining statistical results in writing and using spreadsheet and computer-based statistical software. UC credit limitation: ECON-291, MATH-140, MATH-140H, MATH-140X, PSYCH-104, and SOCI-137 combined, maximum credit one course.

## EDUCATION

**EDUC 203 INTRODUCTION TO TEACHING IN A DIVERSE SOCIETY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID EDUC 200

Introduces students to concepts and issues related to teaching diverse learners in contemporary public schools. Topics include teaching as a profession and career, foundations of the American education system, contemporary educational issues, and California's content and teacher performance standards. In addition to class time, this course requires a minimum of 45 hours of structured fieldwork in a college-approved Transitional Kindergarten – 12th grade public school classroom that represents California's diverse student population and includes cooperation with at least one credentialed classroom teacher. CSU credit limitation; consult a counselor. TB test and Livescan may be required.



# ELECTRONIC SYSTEMS TECHNOLOGY

The Electronic Systems Technology program trains students for careers in the electrical service industries including data network services, telecommunication services, audio/video service and home security systems.

## Certificate of Specialization: IoT – Internet of Things

Design configuration and maintenance of Internet of Things. Develop practical experience in designing, implementing, programming, and securing IoT systems.

### Certificate Student Learning Outcome:

Students will be able to design and implement a secure IoT solution using Python.

### Program Requirements:

Units Required: 12

		Units
ESYST-101	Basic Electronics .....	3.0
ESYST-121	IoT – Connecting Things .....	3.0
ESYST-131	IoT – Python Programming.....	3.0
ESYST-141	IoT – Security .....	3.0

## ESYST 101 BASIC ELECTRONICS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces basic electronics and electronic systems technology.

## ESYST 111 ELECTROMECHANICAL SYSTEMS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Co-requisite: ESYST-101*

Presents the theory and application of mechanical devices and their control circuits, including component recognition, electrical schematic diagrams, hydraulics, pneumatics, AC and DC motors, stepping motors, mechanical drive systems and servomechanisms.

## ESYST 112 INDUSTRIAL ROBOTICS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Co-requisite: ESYST-101*

Presents industrial robotics, including designing, building, operating and programming.

## ESYST 113 INDUSTRIAL CONTROLLERS

Units: 4.00

CSU 54.00 hours lecture, 54.00 hours lab

*Co-requisite: ESYST-101*

Presents basic control systems for process machines and driven equipment used in industry, including programmable controllers, basic electrical circuits, input devices, output devices, control diagrams and specific programmable controller applications.

## ESYST 121 IoT – CONNECTING THINGS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines IoT (Internet of Things) via the interconnections of computing devices embedded in everyday objects, enabling them to send and receive data.

## ESYST 131 IoT – PYTHON PROGRAMMING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces IoT (Internet of Things) via computer programming using Python, including algorithms, data and control structures, problem solving, and structured and object oriented programming.

## ESYST 141 IoT – SECURITY

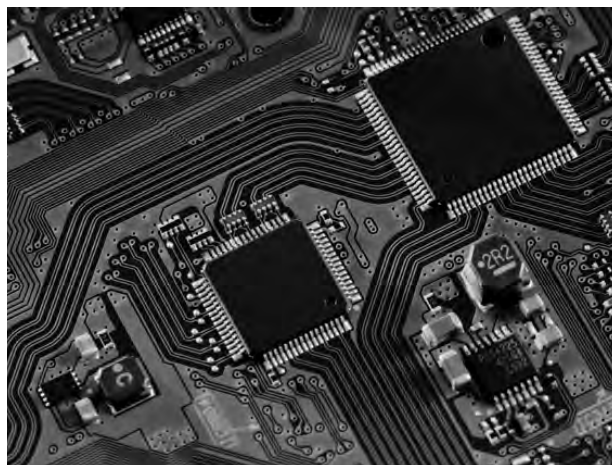
Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 168

*Prerequisite: ESYST-121*

Examines IoT (Internet of Things) via the interconnections of computing devices embedded in everyday objects, enabling them to send and receive data securely.



# ENGINEERING

## Associate in Science Degree: Engineering

The Engineering AS degree is designed to prepare students for transfer into an accredited engineering program at a 4-yr college. The program provides curriculum in the fundamentals of mechanics, electrical theory, and materials that can be applied to all disciplines within engineering. Students develop critical thinking skills, a creative imagination, and excellent communication skills to effectively function in the professional environment. Career options include: mechanical engineer, civil engineer, electrical engineer, computer engineer, aerospace engineer, biomedical engineer, automotive engineer, and manufacturing engineer.

### Degree Student Learning Outcome:

Students will be able to demonstrate transfer level engineering skills including physical and mathematical reasoning, the ability to analyze and evaluate engineering concepts, and the ability to interpret and prepare technical reports.

### Program Requirements:

Units Required: 47 - 51

	Units
ENGR-101 Introduction to Engineering.....	2.0
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0
MATH-213 Calculus III.....	5.0
MATH-215 Differential Equations .....	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

*Plus completion of one of the following tracks:*

### Mechanical Engineering Track:

CHEM-201 General Chemistry I.....	5.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	5.0
ENGR-110 Introduction to Engineering Graphics with AutoCAD .....	3.0
<i>OR</i>	
ENGR-114 Solids Modeling for Mechanical Drafting .....	3.0
ENGR-151 Materials of Engineering.....	3.0
ENGR-151L Materials of Engineering Lab.....	1.0
ENGR-152 Statics.....	3.0
ENGR-220 Programming and Problem-Solving in MATLAB.....	3.0

ENGR-260 Electrical Circuits I.....	3.0
ENGR-260L Electrical Circuits I Laboratory .....	1.0

### Civil Engineering Track:

CHEM-201 General Chemistry I.....	5.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	5.0
ENGR-110 Introduction to Engineering Graphics with AutoCAD .....	3.0
<i>OR</i>	
ENGR-114 Solids Modeling for Mechanical Drafting .....	3.0
ENGR-151 Materials of Engineering.....	3.0
ENGR-151L Materials of Engineering Lab.....	1.0
ENGR-152 Statics.....	3.0
ENGR-220 Programming and Problem-Solving in MATLAB.....	3.0
ENGR-260 Electrical Circuits I.....	3.0
<i>AND</i>	
ENGR-260L Electrical Circuits I Laboratory .....	1.0
<i>OR</i>	
SURV-101A Introduction to Land Surveying.....	3.0
<i>AND</i>	
SURV-101L Introduction to Land Surveying Laboratory .....	1.0

### Electrical Engineering Track:

CHEM-201 General Chemistry I.....	5.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	5.0
CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab.....	1.0
CMPSCI-235 'C' Programming.....	3.0
ENGR-220 Programming and Problem-Solving in MATLAB.....	3.0
ENGR-260 Electrical Circuits I.....	3.0
ENGR-260L Electrical Circuits I Laboratory .....	1.0

### Computer Engineering Track:

CMPSCI-111 Introduction to Algorithms and Programming/Java .....	3.0
CMPSCI-111L Introduction to Algorithms and Programming Lab.....	1.0
CMPSCI-182 Data Structures and Program Design .....	3.0
CMPSCI-182L Data Structures and Program Design Lab .....	1.0
CMPSCI-235 'C' Programming.....	3.0
CMPSCI-256 Discrete Structures.....	3.0
ENGR-260 Electrical Circuits I.....	3.0
ENGR-260L Electrical Circuits I Laboratory .....	1.0

**ENGR 101 INTRODUCTION TO ENGINEERING**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

C-ID ENGR 110

Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession.

**ENGR 110 INTRODUCTION TO ENGINEERING GRAPHICS WITH AUTOCAD**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID ENGR 150 for ENGR-110 + ENGR-114

*Prerequisite: MATH-102, MATH-102X, or higher math placement*

Covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2D and 3D CAD skills. The use of CAD software is an integral part of the course.

**ENGR 114 SOLIDS MODELING FOR MECHANICAL DRAFTING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID ENGR 150 for ENGR-110 + ENGR-114

Introduces the computer aided aspects of mechanical design and development utilizing the solids modeling program Solidworks. Emphasizes surface modeling and "top-down" design as related to mechanical objects and their assembly.

**ENGR 151 MATERIALS OF ENGINEERING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGR 140

*Prerequisite: PHYSIC-220 and CHEM-201 or 201H.*

Presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Includes the properties of materials as related to atomic and crystal structure.

**ENGR 151L MATERIALS OF ENGINEERING LAB**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID ENGR 140L

*Prerequisite: PHYSIC-220 and CHEM-201 or 201H.*

Explores the connections between the structure of materials and materials properties through experimentation. Laboratories provide opportunities to directly observe the structures and behaviors discussed in ENGR 151. Students will operate testing equipment to analyze experimental data and to prepare reports. Presents crystalline structures, mechanical properties of metals, the electrical properties of semiconducting materials, and polymers in a laboratory setting. Investigates experiments involving cold-working, heat treatment, material hardness, ductile-to-brittle fracture behavior, fatigue, equilibrium phase diagrams, steel microstructure, corrosion, and process methods.

**ENGR 152 STATICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGR 130

*Prerequisite: MATH-212 and PHYSIC-220*

Applies the principles of mechanics to rigid bodies in two- and three-dimensional equilibrium. Focuses on analytical and graphical solutions using force vectors and equivalent force systems to solve problems pertaining to analysis of trusses, and beams; distributed forces, shear and bending moment diagrams, friction, centroids, center of gravity, and moments of inertia.

**ENGR 220 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB**

Units: 3.00

UC:CSU 36.00 hours lecture, 54 hours lab

C-ID ENGR 220

*Prerequisite: MATH-211*

Utilization of the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. Introduction of the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

**ENGR 230 DYNAMICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGR 230

*Prerequisite: ENGR-152*

Explores the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar principles of rigid bodies; work-energy and momentum principles for rigid body motion; mechanical vibrations.

*Continued on the next page.*

**ENGR 240 STRENGTH OF MATERIALS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGR-152*

Presents stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams as well as pressure loading of thin-walled pressure vessels. In addition, the course also covers stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, buckling of columns, and statically indeterminate systems.

**ENGR 260 ELECTRICAL CIRCUITS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGR 260

*Prerequisite: PHYSIC-221**Co-requisite: MATH-215*

Introduces analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts.

**ENGR 260L ELECTRICAL CIRCUITS LABORATORY**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID ENGR 260L

*Co-requisite: ENGR-260*

Introduces the construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient, and sinusoidal steady-state (AC) conditions. Elementary circuit design. Practical considerations such as component value tolerance and non-ideal aspects of laboratory instruments. Construction and measurement of basic operational amplifier circuits.



# ENGLISH

The study of English prepares students for careers in any field for which close reading, critical thinking, and thoughtful, accurate written and verbal expression are necessary.

The English Department offers several areas of instruction:

- College skills courses, which integrate reading and writing instruction to prepare students for success in transfer-level composition courses.
- Transfer-level composition courses, which fulfill the language and rationality general education requirement and reading and writing competency requirements for graduation, as well as CSUGE and IGETC transfer requirements.
- Literature courses, which fulfill humanities general education and transfer requirements and provide cultural enrichment as well as experience with close reading and analysis.
- Creative writing courses, which fulfill humanities general education and transfer requirements and provide instruction in multiple genres as well as literary magazine production.
- Technical writing courses, which prepare students for writing in the workplace.
- A linguistics course, which analyzes systems of grammar, the social and historical contexts of language, language learning, and language change.

**Associate in Arts for Transfer Degree: English**

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

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

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

2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer also require that students must earn a C or better in all courses required for the major or area of emphasis.

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

### Degree Student Learning Outcome:

Students will be able to:

- Appraise the contributions and relevance of literature.
- Apply multiple perspectives and critical thinking methods to analyze and interpret literature.

### Program Requirements:

Units Required: 18-19

Units

Select one of the following two options below for four to six units:

#### OPTION 1:

ENGL-103 Critical Reading, Writing, and Thinking ..... 3.0  
OR

ENGL-103H Critical Reading, Writing, and Thinking – Honors ..... 3.0

ENGL-110 Composition and Literature ..... 3.0

#### OPTION 2:

ENGL-112 Intermediate Composition, Literature, and Critical Thinking ..... 4.0

Plus six units from the following:

ENGL-250 British Literature I ..... 3.0  
ENGL-251 British Literature II ..... 3.0  
ENGL-260 American Literature I ..... 3.0  
ENGL-261 American Literature II ..... 3.0  
ENGL-273 World Literature I ..... 3.0  
ENGL-274 World Literature II ..... 3.0

If Option 1 is selected above, plus three units from the following that have not already been selected from the courses listed above:

If Option 2 is selected above, plus six units from the following that have not already been selected from the courses listed above:

ENGL-105 Introduction to Creative Writing ..... 3.0

ENGL-106 Creative Writing - Nonfiction ..... 3.0  
ENGL-108 Creative Writing - Poetry ..... 3.0  
ENGL-109 Creative Writing - Short Stories ..... 3.0  
ENGL-250 British Literature I ..... 3.0  
ENGL-251 British Literature II ..... 3.0  
ENGL-260 American Literature I ..... 3.0  
ENGL-261 American Literature II ..... 3.0  
ENGL-262 American Multicultural Literature ..... 3.0  
ENGL-273 World Literature I ..... 3.0  
ENGL-274 World Literature II ..... 3.0  
ENGL-275 Shakespeare ..... 3.0

Plus three units from the following that have not already been selected from the courses listed above:

ENGL-105 Introduction to Creative Writing ..... 3.0  
ENGL-106 Creative Writing - Nonfiction ..... 3.0  
ENGL-108 Creative Writing - Poetry ..... 3.0  
ENGL-109 Creative Writing - Short Stories ..... 3.0  
ENGL-122 Literary Magazine Production ..... 3.0  
ENGL-135 Literature and Film ..... 3.0  
ENGL-200 Introduction to Latina/o Literature ..... 3.0  
ENGL-250 British Literature I ..... 3.0  
ENGL-251 British Literature II ..... 3.0  
ENGL-260 American Literature I ..... 3.0  
ENGL-261 American Literature II ..... 3.0  
ENGL-262 American Multicultural Literature ..... 3.0  
ENGL-263 Introduction to Poetry ..... 3.0  
ENGL-264 Study of Fiction ..... 3.0  
ENGL-270 Introduction to African-American Literature ..... 3.0  
ENGL-271 Mythology ..... 3.0  
ENGL-272 The Bible As Literature ..... 3.0  
ENGL-273 World Literature I ..... 3.0  
ENGL-274 World Literature II ..... 3.0  
ENGL-275 Shakespeare ..... 3.0  
ENGL-280 Women Writers ..... 3.0  
ENGL-281 Introduction to Science Fiction and Fantasy ..... 3.0

### Associate in Arts Degree: English

The English associate degree provides students with a wide variety of intellectual skills while introducing them to a major source of cultural enrichment. The major includes both creative writing and literature courses. The creative writing courses provide instruction in multiple genres. The literature courses offer a broad range of types and periods of literature.

### Degree Student Learning Outcome:

Students will be able to:

- Appraise the contributions and relevance of literature.

Continued on the next page.

- Apply multiple perspectives and critical thinking methods to analyze and interpret literature.

**Program Requirements:**

Units Required: 19

	Units
ENGL-112 Intermediate Composition, Literature and Critical Thinking .....	4.0
<i>Plus three units from the following:</i>	
ENGL-250 British Literature I .....	3.0
ENGL-251 British Literature II .....	3.0
<i>Plus three units from the following:</i>	
ENGL-260 American Literature I .....	3.0
ENGL-261 American Literature II .....	3.0
<i>Plus nine units from the following:</i>	
ENGL-105 Introduction to Creative Writing .....	3.0
ENGL-106 Creative Writing - Nonfiction .....	3.0
ENGL-108 Creative Writing - Poetry .....	3.0
ENGL-109 Creative Writing - Short Stories .....	3.0
ENGL-122 Literary Magazine Production .....	3.0
ENGL-135 Literature and Film .....	3.0
ENGL-200 Introduction to Latina/o Literature .....	3.0
ENGL-250 British Literature I .....	3.0
ENGL-251 British Literature II .....	3.0
ENGL-260 American Literature I .....	3.0
ENGL-261 American Literature II .....	3.0
ENGL-262 American Multicultural Literature .....	3.0
ENGL-263 Introduction to Poetry .....	3.0
ENGL-264 Study of Fiction .....	3.0
ENGL-270 Introduction to African-American Literature .....	3.0
ENGL-271 Mythology .....	3.0
ENGL-272 The Bible As Literature .....	3.0
ENGL-273 World Literature I .....	3.0
ENGL-274 World Literature II .....	3.0
ENGL-275 Shakespeare .....	3.0
ENGL-280 Women Writers .....	3.0
ENGL-281 Introduction to Science Fiction and Fantasy .....	3.0

**ENGL 091 INTRODUCTION TO COLLEGE READING AND WRITING**

Units: 3.00

54.00 hours lecture

Prepares students to write well-organized, unified and coherent essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after ENGL-094 or ENGL-096. Units do not apply to the associate degree.

**ENGL 101 ENGLISH COMPOSITION**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID ENGL 100

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement*

Builds critical reading and expository writing skills through the analysis and evaluation of college-level texts and the composition of well-organized, full-length essays containing properly documented evidence.

**ENGL 101H HONORS ENGLISH COMPOSITION**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID ENGL 100

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement*

Introduces representative works from major genres and diverse authors, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

**ENGL 103 CRITICAL READING, WRITING AND THINKING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 105

*Prerequisite: ENGL-101 or ENGL-101H*

Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative writing, and logical reasoning. Essay topics may include pop culture, politics, social issues, or moral/ethical issues.

**ENGL 103H CRITICAL READING, WRITING AND THINKING – HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 105

*Prerequisite: ENGL-101 or ENGL-101H*

Examines the principles of critical thinking as applied to writing and reading arguments on complex issues. Focuses on close textual analysis, argumentative writing, and logical reasoning. Essay topics may include pop culture, politics, social issues, or moral/ethical issues. Honors work challenges students to be more analytical and creative through expanded assignments such as more in depth engagement with and application of techniques of persuasion and argumentation.

**ENGL 104 TECHNICAL READING AND WRITING**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement*

Builds critical and expository writing skills through the analysis and evaluation of real world texts and the composition of analytical writing required in the student's field of study. This course is designed primarily for students in Career Technical Education fields of study.

**ENGL 105 INTRODUCTION TO CREATIVE WRITING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 200

*Prerequisite: ENGL-101 or ENGL-101H*

Focuses on writing and analysis of poetry, short stories, and creative nonfiction. 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 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Presents nonfiction prose, emphasizing description and narration through the composition of personal essays, using various creative nonfiction approaches.

**ENGL 108 CREATIVE WRITING - POETRY**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Presents elements of poetry and explores writing poetry with ample practice, emphasizing writers' awareness of style and the manipulation of formal and stylistic elements. Includes analysis of selected published writings.

**ENGL 109 CREATIVE WRITING - SHORT STORIES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Presents the elements of short fictional stories and explores writing these stories with ample practice, emphasizing writers' awareness of style and the manipulation of form and genre.

**ENGL 110 COMPOSITION AND LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 120

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature.

**ENGL 111 INTRODUCTION TO LINGUISTICS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces the theory and methods of linguistics, with an emphasis on the structure, function, and history of language. Includes a study of language acquisition, language change, and the sociology and psychology of language.

**ENGL 112 INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID ENGL 110

*Prerequisite: ENGL-101 or ENGL-101H*

Builds on the critical thinking, reading, and writing practices begun in English 101. Emphasis is placed on analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature.

**ENGL 122 LITERARY MAGAZINE PRODUCTION**

Units: 3.00

CSU 54.00 hours lecture

Engages students in project-centered learning that teaches the basics of literary magazine production, including marketing, editorial selection, proofreading, design, and distribution. Culminates in the creation of cul-de-sac, College of the Canyons' award-winning literary and arts magazine.

**ENGL 135 LITERATURE AND FILM**

Units: 3.00

UC:CSU 54.00 hours lecture

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

Explores the complex interplay between literature and film by studying the conventions and characteristics, terms and concepts, and critical theories in both fields. Examines film as both a cultural expression and an artistic medium that can be analyzed in relation to the structural, aesthetic, and rhetorical features of literary works.

**ENGL 200 INTRODUCTION TO U.S. LATINA/O LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys U.S. Latina/o literature from the Mexican-American War (1847-8) to the present with an emphasis on the contemporary period.

**ENGL 204 TECHNICAL REPORT WRITING**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Focuses on the writing of reports and accompanying documents required in professional or vocational environments, including proposals, summaries, memoranda and research skills.

**ENGL 250 BRITISH LITERATURE I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 160

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the literature written in the British Isles from the Anglo-Saxon conquest (approximately year 450 of the Common Era) to the last quarter of the 18th century. Students will sample a range of literature and literary styles that span from Old English epic poetry to retellings of Arthurian myth to the early form of the English novel, allowing them to analyze the development of various literary styles written in English, including how important historical contexts, cultural shifts, and evolutions intersect with the motivations and passions of authors in each era. This course is appropriate for students new to studying literature as well as those developing more in-depth skills.

**ENGL 251 BRITISH LITERATURE II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 165

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the literature written in the British Isles and eventually the British Empire from the late 18th century to contemporary texts. Students will sample a range of literary styles, such as Romantic poetry, the evolving form of 19th c. novels, and the experimentation found in both Postmodern and Postcolonial literature. The literature will be considered in light of significant historical moments and immense cultural shifts so that students can consider how such factors may impact the motivations and passions of authors in each era. This course is appropriate for students new to studying literature as well as those developing more in-depth skills.

**ENGL 260 AMERICAN LITERATURE I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 130

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the literature of the United States from the colonial period through the U. S. Civil War. Approaches the material from a multiethnic and multicultural perspective, presenting works not only by established canonical authors but also lesser-known work from the African American, Native American, and Latina/o traditions.

**ENGL 261 AMERICAN LITERATURE II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 135

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys a diverse range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present.

**ENGL 262 AMERICAN MULTICULTURAL LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys various genres of multicultural literature of the United States, addressing issues of voice, agency, and the construction of American identity across racial, ethnic, regional, and gender boundaries in the cultural context of a diverse country.

**ENGL 263 INTRODUCTION TO POETRY**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines major poetic forms and literary elements in selected English poems representing a diversity of voices. Emphasizes close, analytical reading of imagery, symbol, figurative language, rhythm, and sound to discover theme, tone and significance.

**ENGL 264 STUDY OF FICTION**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Presents selected prose fiction from various writers in Western Civilization. Emphasizes short fiction of the 19th and 20th centuries plus one novel. Through close reading and discussion, students will learn to analyze and interpret prose narratives.

**ENGL 270 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys African American literature from the 1700s to the present, including poetry, fiction, autobiography, essays, drama, and oral literature.

**ENGL 271 MYTHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents a multicultural and comparative look at major themes and archetypes in mythology.

**ENGL 272 THE BIBLE AS LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Introduces the literary qualities of selected books of the Hebrew and Christian Bibles and their later appropriation by the Anglo-American literary canon.

**ENGL 273 WORLD LITERATURE I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 140

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century.

**ENGL 274 WORLD LITERATURE II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 145

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, Africa, and the Americas, from the seventeenth century to the present.

**ENGL 275 SHAKESPEARE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ESL-100 (English as a Second Language) or higher English placement**Recommended Preparation: ENGL-101 or ENGL-101H*

Surveys the principles of Shakespearean poetry and drama. Detailed reading of selected poems, comedies, tragedies, and histories.

**ENGL 280 WOMEN WRITERS**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys literature written by women from diverse backgrounds throughout various literary periods and cultures focusing on relevant, on-going gender issues.

**ENGL 281 INTRODUCTION TO SCIENCE FICTION AND FANTASY**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces 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.

## 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. An associate degree is not available in English As A Second Language.

**ESL 090 INTERMEDIATE COLLEGE READING & WRITING**

Units: 5.00

90.00 hours lecture

Develops academic reading, writing, and vocabulary skills at the low advanced level. Focuses on essay writing and reading of fiction and non-fiction materials. Formerly ESL-080 + 083. Units do not apply to the associate degree.

**ESL 091 ACCENT REDUCTION**

Units: 4.00

72.00 hours lecture

Focuses on accent reduction for non-native speakers of English. Course covers discrete sounds and phonemes, as well as stress and intonation, aural discrimination, and sound patterns reproduction. Offered pass/no-pass only. Units do not apply to the associate degree.

**ESL 096 COLLEGE LISTENING & SPEAKING**

Units: 5.00

90.00 hours lecture

Provides intensive practice in academic listening, note-taking, and speaking skills, including academic discussions and presentations. Formerly ESL-081. Units do not apply to the associate degree.

**ESL 100 ADVANCED COLLEGE READING AND WRITING**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: ESL-090 or higher placement*

Designed to prepare non-native speakers for transfer-level English composition courses with focus on writing multi-paragraph researched essays.

## ENVIRONMENTAL SCIENCES

The environmental sciences focus on understanding the relationships between nature and humanity. The courses offered provide the necessary background knowledge and training for students to successfully transfer into prominent four-year colleges and universities in the fields of environmental studies and sciences. Environmental scientists are needed to develop sustainable solutions to global problems currently facing our society.

An associate degree is not currently available in Environmental Sciences.

**Associate in Science for Transfer Degree: Environmental Science**

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

**Degree Student Learning Outcome:**

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

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

2. Obtainment of a minimum grade point average of 2.0.

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

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

It is highly recommended that counselors at community colleges discuss other possible courses that are part of major preparation at a target CSU campus and encourage students to take some of these additional courses prior to transfer.

**Degree Student Learning Outcome:**

Students will be able to apply physical, biological and social science principles and research to address current environmental issues.

**Program Requirements:**

Units Required: 41-42

		Units
BIOSCI-106	Organismal & Environmental Biology.....	4.0
	OR	
BIOSCI-106H	Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107	Molecular and Cellular Biology.....	4.0
	OR	
BIOSCI-107H	Molecular and Cellular Biology Honors.....	4.0
CHEM-201	General Chemistry I.....	5.0
	OR	
CHEM-201H	General Chemistry I – Honors.....	5.0
ECON-202	Microeconomics .....	3.0
	OR	
ECON-202H	Microeconomics - Honors.....	3.0
ENVRMT-103	Introduction to Environmental Science.....	4.0
MATH-140	Introductory Statistics .....	4.0
	OR	
MATH-140H	Introductory Statistics – Honors.....	4.0
MATH-140X	Statistics with Support .....	5.0
MATH-211	Calculus I.....	5.0
	OR	

MATH-240	Calculus for Business and Social Science.....	5.0
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*Plus four units from the following:*

GEOGRPH-101	Physical Geography with Lab.....	4.0
<i>OR</i>		

GEOLOGY-101	Physical Geology with Lab.....	4.0
<i>Plus eight units from the following:</i>		

PHYSIC-110	General Physics I.....	4.0
PHYSIC-111	General Physics II.....	4.0
<i>OR</i>		

PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0
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PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism.....	4.0
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### Associate in Arts: Environmental Studies

Environmental Studies is an interdisciplinary and multidisciplinary program of study that presents a broad overview of ecological issues from a variety of perspectives. The coursework examines the interplay between natural and social systems, and the ideological foundations of humankind's attitudes and behaviors with respect to their continually changing environment. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders.

#### Degree Student Learning Outcome:

Students will be able to critically analyze the intersection of nature and social systems.

#### Program Requirements:

Units Required: 29-32

		Units
ENVRMT-101	Introduction to Environmental Studies.....	3.0
BIOSCI-130	Contemporary Issues in Environmental Biology.....	3.0
ECON-201	Macroeconomics.....	3.0
<i>OR</i>		
ECON-201H	Macroeconomics - Honors.....	3.0
PHILOS-120	Introduction to Ethics.....	3.0
<i>OR</i>		
PHILOS-250	Environmental Ethics.....	3.0
POLISC-150	Introduction to American Government and Politics.....	3.0
<i>OR</i>		
POLISC-150H	Introduction to American Government and Politics - Honors...	3.0

*Plus one course from the following:*

MATH-140	Introductory Statistics.....	4.0
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MATH-140H	Introductory Statistics – Honors.....	4.0
MATH-140X	Statistics with Support.....	5.0
ECON-291	Statistical Methods in Business and Economics.....	4.0

*Plus four units from the following:*

ENVRMT-103	Introduction to Environmental Science.....	4.0
<i>OR</i>		

GEOGRPH-101	Physical Geography with Lab.....	4.0
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*Plus two courses from the following for six to eight units:*

ANTHRO-103	Cultural Anthropology.....	3.0
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*Plus two courses from the following for six to eight units:*

ANTHRO-103	Cultural Anthropology.....	3.0
<i>OR</i>		

ANTHRO-103H	Cultural Anthropology – Honors.....	3.0
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BIOSCI-106	Organismal & Environmental Biology.....	4.0
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BIOSCI-115	General Zoology.....	4.0
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BIOSCI-116	General Botany.....	4.0
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BIOSCI-119	Marine Biology.....	4.0
<i>OR</i>		

OCEAN-119	Marine Biology.....	4.0
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BIOSCI-132	Concepts in Evolution.....	3.0
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WE-186ENVR	Work Experience Education Environmental Science.....	0.5 – 4.0
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ECON-202	Microeconomics.....	3.0
<i>OR</i>		

ECON-202H	Microeconomics – Honors.....	3.0
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ENVRMT-104	Energy Resources and Conservation.....	3.0
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GEOGRPH-102	Human Geography.....	3.0
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POLISC-230	Political Theory.....	3.0
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POLISC-270	International Relations.....	3.0
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SOCI-101	Introduction to Sociology.....	3.0
<i>OR</i>		

SOCI-101H	Introduction to Sociology – Honors.....	3.0
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### ENVRMT 101 INTRODUCTION TO ENVIRONMENTAL STUDIES

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the use of the Earth's natural resources by human civilizations; the roles that economics, ethics, law, history, politics, culture and gender inequity have played in resource use and distribution in environmental studies. Field trips may be required.

*Continued on the next page.*

**ENVRMT 103 INTRODUCTION TO ENVIRONMENTAL SCIENCE**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID ENVS 100

Introduces environmental issues from a scientific perspective, focusing on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Topics include ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air and water pollution, and solid waste management. Field trips may be required.

**ENVRMT 104 ENERGY RESOURCE CONSERVATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces a quantitative survey of current energy resources, alternate methods of energy generation, and various energy conservation methods, including practical applications relevant to today's economy and technology while stressing physics of energy and environmental utilization relevant to energy use. Field trips may be required.

**ETHNIC STUDIES**

The Ethnic Studies curriculum, through interdisciplinary study, provides coursework designed to expand students' awareness and understanding of the rich and unique histories that have shaped our American experience. These courses explore the lives, experiences, histories, and cultures of communities of color through ethnic-specific and comparative lenses.

**ETHNST 101 INTRODUCTION TO ETHNIC STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Provides an interdisciplinary and comparative introduction to the study of race and ethnicity with special focus on four historically defined racialized and aggrieved core groups (Native Americans, African Americans, Asian Americans, and Latina and Latino Americans). Emphasizes the critical examination and articulation of key concepts and frameworks (i.e. race and racism, ethnicity, decolonization, intersectionality, social justice), the application and appreciation of theory and knowledge produced by and about people of color in the U.S., and the engagement with anti-racist, decolonial, and DEIA thought and praxis.

**ETHNST 102 INTRODUCTION TO CHICANA/ O/X STUDIES**

Units: 3.00

CSU 54.00 hours lecture

Explores the diverse institutional, cultural, historical and social context of the life circumstances and intersectional identities of Chicana/o/x Americans within the United States after the signing of the Treaty of Guadalupe Hidalgo in 1848. Students will analyze the development of Chicana/o/x Studies, as well as the theories of racialization. Topics will also include political and labor participation, cultural aesthetics, intersectionality, and education.

**ETHNST 103 INTRODUCTION TO AFRICAN AMERICAN STUDIES**

Units: 3.00

CSU 54.00 hours lecture

Explores the interdisciplinary presentation of the cultural, economic, historic, social, and political experiences in the life of African Americans in the United States. This course provides an interdisciplinary survey of African American culture and heritage from the 1600s to the present and analyzes the economic, political, social, artistic, and intellectual elements of the African American community. This course explores concepts such as specialization, the intersection of class and gender, white supremacy, and liberation while paying particular attention to the significant impact that African Americans have had on American culture as a whole.

# FIRE TECHNOLOGY

## Associate in Science Degree: Fire Service Management In-Service

This degree is for the fire service professional who wishes to advance to the rank of company officer. Upon completing the degree program, fire service professionals will further their knowledge in the following areas: human resource management, general administrative functions, fire inspections and investigation, all-risk command operations, wildland incident operations, instructional methodology, safety and survival, as well as tactics and strategy.

### Degree Student Learning Outcome:

Students will be able to implement an action plan for a posed emergency incident to mitigate the situation.

### Program Requirements:

Units Required: 20

	Units
FIRETC-106 Principles of Fire and Emergency Service Administration.....	3.0
FIRETC-109 Principles of Fire and Emergency Services & Survival.....	3.0
FIRETC-125 Firefighting Tactics and Strategy .....	3.0
FIRETC-210A Company Officer 2A: Human Resource Management for Company Officers.....	2.0
FIRETC-210B Company Officer 2B: General Administrative Functions for Company Officers.....	1.0
FIRETC-210C Company Officer 2C: Fire Inspections and Investigation for Company Officers.....	2.0
FIRETC-210D Company Officer 2D: All-Risk Command Operations for Company Officers.....	2.0
FIRETC-210E Company Officer 2E: Wildland Incident Operations for Company Officers.....	2.0
FIRETC-211A Instructor I: Instructional Methodology .....	2.0

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

The Fire Technology - Pre-Service degree/certificate program prepares students for careers in the fire service, either public or private. After completion of the program, students will have a basic understanding in fire protection, prevention and behavior, fire company organization and procedures, fire hydraulics, wildland fire behavior and fire investigation among other areas. HLHSCI 151 (EMT) may be waived if the student has

successfully completed EMT training; however, two additional elective courses must be taken in lieu of HLHSCI 151.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of fire organization, fire prevention, fire equipment and systems, building construction for fire protection, fire behavior and combustion and emergency medical technician.

### Program Requirements:

Units Required: 33.5

	Units
FIRETC-101 Principles of Emergency Services...	3.0
FIRETC-102 Fire Prevention .....	3.0
FIRETC-103 Fire Protection Systems .....	3.0
FIRETC-104 Building Construction for Fire Protection .....	3.0
FIRETC-105 Fire Behavior and Combustion .....	3.0
FIRETC-109 Principles of Fire and Emergency Services & Survival.....	3.0
HLHSCI-151 Emergency Medical Technician .....	9.5

*Plus six units from the following:*

FIRETC-106 Principles of Fire and Emergency Service Administration.....	3.0
FIRETC-110 Wildland Fire Behavior .....	3.0
FIRETC-120 Hazardous Materials Chemistry .....	3.0
FIRETC-123 Fire Investigation .....	3.0
FIRETC-125 Firefighting Tactics and Strategy .....	3.0
HLHSCI-046 Emergency Medical Responder .....	3.0

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

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge of fire organization, fire prevention, fire equipment and systems, building construction for fire protection, fire behavior and combustion and emergency medical technician.

### Program Requirements:

Units Required: 27.5

	Units
FIRETC-101 Principles of Emergency Services...	3.0
FIRETC-102 Fire Prevention .....	3.0
FIRETC-103 Fire Protection Systems .....	3.0
FIRETC-104 Building Construction for Fire Protection .....	3.0
FIRETC-105 Fire Behavior and Combustion .....	3.0
FIRETC-109 Principles of Fire and Emergency Services & Survival.....	3.0
HLHSCI-151 Emergency Medical Technician .....	9.5

*Recommended electives:*

FIRETC-106 Principles of Fire and Emergency Service Administration.....	3.0
FIRETC-110 Wildland Fire Behavior .....	3.0
FIRETC-120 Hazardous Materials Chemistry .....	3.0
FIRETC-123 Fire Investigation .....	3.0
FIRETC-125 Firefighting Tactics and Strategy .....	3.0
HLHSCI-046 Emergency Medical Responder .....	3.0

### Certificate of Achievement: Firefighter Academy

Prepares students for employment as a firefighter through the foundational requirements contained in California State Fire Marshal firefighter IA, and Firefighter IIA certification courses and live fire training. Topics include firefighter safety; communications; cleaning, maintaining, and utilizing equipment and tools; building construction and fire behavior; water supply; ladder operations; forcing entry into a structure; conducting search and rescue operations; attacking an interior structure fire; horizontal and vertical ventilation; property conservation; fire scene overhaul; fire fighter survival; and fire suppression.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the skills and knowledge required of a firefighter as mandated by state and local regulations.

#### Program Requirements:

Units Required: 26.5

	Units:
HLHSCI-151	Emergency Medical Technician .....9.5
FIRETC-111A	Firefighter Academy I.....8.0
FIRETC-111B	Firefighter Academy II.....9.0

### FIRETC 101 PRINCIPLES OF EMERGENCY SERVICES

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 100X

Provides an overview of fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics and life safety initiatives.

### FIRETC 102 FIRE PREVENTION

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 110X

*Prerequisite: Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.*

Provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation.

### FIRETC 103 FIRE PROTECTION SYSTEMS

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 120X

*Prerequisite: Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.*

Provides information relating to the features of design and operation of fire alarm systems, water-based suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

### FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 130X

*Prerequisite: Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.*

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

### FIRETC 105 FIRE BEHAVIOR AND COMBUSTION

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 140X

*Prerequisite: Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.*

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

### FIRETC 106 PRINCIPLES OF FIRE AND EMERGENCY SERVICE ADMINISTRATION

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.*

Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service ethics and leadership from the perspective of the company officer.

**FIRETC 109 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL**

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 150X

*Prerequisite:* Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout emergency services.

**FIRETC 110 WILDLAND FIRE BEHAVIOR**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite:* Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.

Introduces topics related to wildland fire behavior including weather, fuel, topography, and how fire behavior affects risk to firefighters. Field trips may be required.

**FIRETC 111A FIREFIGHTER ACADEMY I**

Units: 8.00

CSU 73.25 hours lecture, 221.75 hours lab

*Prerequisite:* HLHSCI-151

Introduces the foundational requirements contained in California State Fire Marshal Firefighter IA, and Firefighter IIA certification courses and prepares students for live fire training contained in FIRETC-111B. Students will explore fire service theory and participate in extensive practical application sessions. Additionally, this course places an emphasis on fire service occupational safety, entry level fire service skills, and state certification exam preparation. Required uniform, safety equipment, and state certification costs are the responsibility of the student.

**FIRETC 111B FIREFIGHTER ACADEMY II**

Units: 9.00

CSU 111.00 hours lecture, 185.00 hours lab

*Prerequisite:* FIRETC-111A

Continues the foundational requirements contained in California State Fire Marshal Firefighter IA, and Firefighter IIA certification courses and introduces live fire training. Students will explore firefighter safety; communications; cleaning, maintaining, and utilizing equipment and tools; building construction and fire behavior; water supply; ladder operations; forcing entry into a structure; conducting search and rescue operations; attacking an interior structure fire; horizontal and vertical ventilation; property conservation; fire scene overhaul; fire fighter survival, and fire suppression with Class A materials, vehicles, and ground cover. Required uniform, safety equipment, and state certification costs are the responsibility of the student.

**FIRETC 120 HAZARDOUS MATERIALS CHEMISTRY**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite:* Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.

Provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services.

**FIRETC 123 FIRE INVESTIGATION**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite:* Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.

Provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

**FIRETC 125 FIREFIGHTING STRATEGY AND TACTICS**

Units: 3.00

CSU 54.00 hours lecture

C-ID FIRE 160X

*Prerequisite:* Completion of or concurrent enrollment in FIRETC-101 or completion of an accredited Fire Academy.

Provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Field trips may be required.

**FIRETC 210A COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

*Continued on the next page.*

**FIRETC 210B COMPANY OFFICER 2B:  
GENERAL ADMINISTRATIVE FUNCTIONS  
FOR COMPANY OFFICERS**

Units: 1.00

CSU 20.00 hours lecture

Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**FIRETC 210C COMPANY OFFICER 2C: FIRE  
INSPECTIONS AND INVESTIGATION FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRETC 210D COMPANY OFFICER 2D:  
ALL-RISK COMMAND OPERATIONS FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

C-ID FIRE 230X

Provides information on conducting incident size-up, developing and implementing an initial plan of action involving a single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis. This course is designed for firefighters who have met the educational requirements for Fire Fighter I, and completed the ICS-200.B: Incident Command System for Single Resources and Initial Action Incident and Hazardous Material Incident Commander courses (as offered by the California Specialized Training Institute).

**FIRETC 210E COMPANY OFFICER 2E:  
WILDLAND INCIDENT OPERATIONS FOR  
COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

*Prerequisite: FIRETC-210D*

Provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is designed for firefighters who have met the educational requirements for Fire Fighter II, and completed the S-290 Intermediate Fire Behavior course (classroom delivery).

**FIRETC 211A INSTRUCTOR I:  
INSTRUCTIONAL METHODOLOGY**

Units: 2.00

CSU 40.00 hours lecture

C-ID FIRE 250X

Provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

**FRENCH***(See Modern Languages)*

# GEOGRAPHY

Geography is the broad spatial science that studies the location, distribution, and interaction among all physical and cultural features of Earth. These studies include physical processes that create and modify landforms, affect daily weather and long-term climates, and influence the setting for all biologic phenomena such as plants, animals and humans. These studies also include the distribution and interaction of cultural phenomena such as population, language, religion, economics, politics, diseases, agriculture, migration, resources, urban patterns, ethnic studies, and the many short-term and long-term effects of humans on the environment. The geography program also includes the study and use of graphs, maps, 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.

## Associate in Arts for Transfer Degree: Geography

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer also require that students

must earn a C or better in all courses required for the major or area of emphasis.

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

### Degree Student Learning Outcome:

Students will be able to locate and analyze the distribution of physical and cultural features in the world, relate them to modifying processes, and assess variables that influence resulting spatial patterns.

### Program Requirements:

Units Required: 19

	Units
GEOGRPH-101 Physical Geography with Lab .....	4.0
GEOGRPH-102 Human Geography .....	3.0

*Plus six units from the following:*

GEOGRPH-103 Weather and Climate .....	3.0
GEOGRPH-104 World Regional Geography .....	3.0
GEOGRPH-105 California Geography .....	3.0
GEOGRPH-110 Maps and Spatial Reasoning .....	3.0
GIS-101 Introduction to Geographic Information Systems .....	3.0

*Plus six units from the following:*

ANTHRO-103 Cultural Anthropology .....	3.0
<i>OR</i>	
ANTHRO-103H Cultural Anthropology – Honors .....	3.0
GEOLOGY-100 Physical Geology .....	3.0

## Certificate of Specialization: California Studies

California Studies is an interdisciplinary program that includes; geology, geography, history, and political science. The certificate is designed to enhance faculty and student interaction in an interdisciplinary setting and assist both in exploring the connections among different perspectives on a major subject. Students will not only study California from a variety of perspectives in the classroom, but they will also have an opportunity to engage in significant field research. This certificate would be of significant importance to those students who intend to teach in California, both K-12 and higher education, as well as those pursuing a career in public services, (tourism, politics and city employees).

### Degree Student Learning Outcome:

Students will be able to analyze and apply a process of ethical inquiry to the historical, cultural, spatial-political, and geomorphic issues and patterns found within the California landscape.

*Continued on the next page.*

**Program Requirements:**

Units Required: 15

	Units
GEOGRPH-105 California Geography.....	3.0
GEOLOGY-105 Geology of California.....	3.0
ANTRHO-210 Indians of California.....	3.0
HIST-210 History of California.....	3.0
POLISC-150 Introduction to American Government and Politics .....	3.0
<i>OR</i>	

POLISC-150H Introduction to American Government and Politics – Honors..	3.0
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**Certificate of Achievement: Applied GIS and Spatial Studies**

Applied GIS & Spatial Studies uses multi-dimensional representations of information to help structure problems, find answers, and express solutions. The ability to visualize and interpret relationships through space is essential for understanding content and solving problems across a wide spectrum of disciplines in the earth sciences, environmental sciences, social sciences, business, urban planning, public safety and health sciences. With this certificate, students will use spatial thinking, analysis, modeling, and mapping skills to interpret and present information.

**Certificate Student Learning Outcome:**

Students will apply principles of spatial science and GIS to solve spatial problems and inquiries in their field of study.

**Programs Requirements:**

Units Required: 19 - 22

	Units
GIS-101 Introduction to Geographic Information Systems.....	3.0
GIS-102 Applied Techniques for GIS .....	3.0
GEOGRPH-110 Maps and Spatial Reasoning.....	3.0
MATH-140 Introductory Statistics .....	4.0
<i>OR</i>	
MATH-140H Introductory Statistics- Honors .....	4.0
<i>OR</i>	
MATH-140X Statistics with Support .....	5.0
<i>OR</i>	
PSCYH-104 Statistics for the Behavioral Sciences .....	4.0
<i>OR</i>	
SOCI-137 Statistics for the Social Sciences.....	4.0

*Plus six to eight units from one of the  
following focus areas:*

**Administration of Justice Focus**

ADMJUS-101 Introduction to Administration of Justice .....	3.0
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ADMJUS-155 Criminal Investigation .....	3.0
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**Anthropology and Archeology Focus**

ANTHRO-101 Physical Anthropology .....	3.0
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*OR*

ANTHRO-101H Physical Anthropology – Honors .....	3.0
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ANTHRO-103 Cultural Anthropology .....	3.0
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*OR*

ANTHRO-103H Cultural Anthropology – Honors .....	3.0
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ATNHRO-105 Introduction to Archeology .....	3.0
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ANTHRO-210 Indigenous Peoples Of California ...	3.0
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**Architecture Focus**

ARCHT-120 Design I – Elements of Architectural Drafting .....	3.0
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ARCHT-200A Sustainable Development & ..... Environmental Design .....	3.0
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**Biology Focus**

BIOSCI-106 Organismal & Environmental Biology.....	4.0
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*OR*

BIOSCI-106H Organismal & Environmental Biology – Honors .....	4.0
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BIOSCI-115 General Zoology .....	4.0
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BIOSCI-116 General Botany.....	4.0
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BIOSCI-130 Contemporary Issues in Environmental Biology.....	3.0
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**Business Focus**

BUS-100 Introduction to Business .....	3.0
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BUS-117A Introduction to Entrepreneurship .....	3.0
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BUS-117B Developing a Business Plan for Entrepreneurs.....	3.0
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BUS-140 Principles of Marketing .....	3.0
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BUS-141 Principles of Advertising .....	3.0
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**Environment Focus**

ENVRMT-101 Introduction to Environmental Studies.....	3.0
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ENVRMT-103 Introduction to Environmental Science.....	4.0
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ENVRMT-104 Energy Resources Conservation.....	3.0
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**Fire Technology Focus**

FIRETC-101 Principles of Emergency Services ...	3.0
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FIRETC-102 Fire Prevention .....	3.0
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FIRETC-110 Wildland Fire Behavior .....	3.0
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FIRETC-123 Fire Investigation .....	3.0
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**Geography Focus**

GEOGRPH-100 Physical Geography .....	3.0
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*OR*

GEOGRPH-100H Physical Geography – Honors.....	3.0
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GEOGRPH-101 Physical Geography with Lab .....	4.0
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GEOGRPH-102 Human Geography .....	3.0
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GEOGRPH-103 Weather and Climate .....	3.0
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GEOGRPH-104 World Regional Geography .....	3.0
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GEOGRPH-105 California Geography.....3.0

**Geology Focus**

GEOLOGY-100 Physical Geology.....3.0

GEOLOGY-101 Physical Geology with Lab .....4.0

GEOLOGY-102 Earth History & The Fossil Record...4.0

GEOLOGY-104 Environmental Geology .....3.0

GEOLOGY-105 California Geology .....3.0

**Global Studies Focus**

GLST-101 Introduction to Global Studies .....3.0

GLST-102 Global Issues.....3.0

GEOGRPH-104 World Regional Geography .....3.0

POLISC-270 International Relations.....3.0

**Marine Sciences Focus**

BIOSCI-119 Marine Biology.....4.0

OR

OCEAN-119 Marine Biology.....4.0

OCEAN-101 Introduction to Oceanography .....4.0

**Public Health Science Focus**

HLHSCI-100 Health Education .....3.0

HLHSCI-140 Introduction to Public Health.....3.0

**Real Estate Focus**

REAL-100 Real Estate Principles .....3.0

REAL-101 Real Estate Practices .....3.0

REAL-120 Real Estate Appraisal .....3.0

**Sociology Focus**

SOCI-101 Introduction to Sociology .....3.0

OR

SOCI-101H Introduction to Sociology – Honors 3.0

SOCI-102 Introduction to Sociological  
Research .....3.0

SOCI-104 Introduction to Social Justice  
Studies.....3.0

SOCI-207 Social Problems.....3.0

SOCI-210 Sociology of Deviance .....3.0

SOCI-250 Introduction to Criminology.....3.0

**GEOGRPH 100 PHYSICAL GEOGRAPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOG 110

Examines the Earth's dynamic physical systems and processes. Topics include Earth-sun geometry, weather, climate, water, landforms, soil, and biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). Field trips may be required.

**GEOGRPH 101 PHYSICAL GEOGRAPHY  
WITH LAB**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID GEOG 115

Spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). The laboratory portion of this course is designed to provide supplemental exercises in topics covered in Physical Geography lecture. Lab experience will include map analysis and interpretation, weather prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis.

**GEOGRPH 102 HUMAN GEOGRAPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOG 120

Introduces the study of a diverse human population, their cultural origins, diffusion and contemporary spatial distribution. Topics include an overview of: demography, language, religion, folk and pop culture, urbanization and gentrification, political units, economic systems, and human-environment interactions. Field trips may be required.

**GEOGRPH 103 WEATHER AND CLIMATE**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOG 130

Introduces the mechanics and processes of the Earth's atmosphere. Topics include atmospheric structure and composition, solar radiation and energy balances, seasonal changes, atmospheric moisture, clouds and fog, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change. Field tips may be required.

**GEOGRPH 104 WORLD REGIONAL  
GEOGRAPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOG-125

Examines the interdependency, connectivity, and diversity of the world's regions, both in natural environments and cultural societies. It also explores sensitive equity and ethnic issues facing society. Field trips may be required.

*Continued on the next page.*

**GEOGRPH 105 CALIFORNIA GEOGRAPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOG 140

Explores California's physical features, such as its mountains, valleys, deserts, and coastline, and the ways in which these features and regions have influenced the human and physical landscape. Topics include California's weather & climate, natural resources, native vegetation & flora, cultural landscapes, ethnic diversity, agricultural & urban regions, water resources, and California's economy. Field trips may be required.

**GEOGRPH 110 MAPS AND SPATIAL REASONING**

Units: 3.00

CSU 54.00 hours lecture

C-ID GEOG 150

Develops spatial reasoning skills through a survey of maps, spatial science concepts, and geospatial technologies. Topics include geospatial information, navigation, map projections, symbolization, misuse of maps, and analysis of spatial data.



# GEOGRAPHIC INFORMATION SYSTEMS

Geographic Information System (GIS) is a computer-based geospatial management system that allows the user to visualize, question, analyze, interpret, and understand complex data in order to reveal relationships, patterns, and trends. The study of GIS leads to increased efficiency, improved communication, and all-around better decision making in an almost endless variety of fields and disciplines.

**GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID GEOG 155

Introduces the fundamental concepts, methods, and applications of Geographic Information Systems (GIS) and its role in spatial analysis and decision-making. Topics include: assessment of vector and raster data, acquisition of GIS data, resolution, scale and georeferencing.

**GIS 102 APPLIED TECHNIQUES FOR GIS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Explores the use of geographical information systems (GIS) in research and professional environments. Building upon knowledge and skills developed in GIS-101 and GEOGRPH-110, design and execute a capstone project with an emphasis of analysis of GIS in the academic discipline. Project design focuses on generating hypotheses, planning time lines, individual work assignments, and identifying technical and data resources. Project execution is undertaken using a variety of raster, vector, and graphical user interface (GUI) software. Additional topics include GIS customization, remote sensing, spatial analysis, and modeling of workflows. This course completes the pathway for the Spatial Studies & Applied GIS Certificate.

# GEOLOGY

Geology is the science that studies the earth. These studies includes Earth's formation and composition, the processes that create resources such as fuels, minerals, and construction materials, the energy systems that modify landforms on the crust, the historical evolution of life and global climates, and the continuing interaction between humans and the natural environment.

Through lecture, lab and field study, the geology program provides insight, perspective, and application required to assist citizens in making well-informed decisions concerning earth-related issues such as water resources, building and engineering, natural disasters, agriculture and ocean resources, and the long-term effects on our planet from an increasing population.

## Associate in Science for Transfer Degree: Geology

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of

catalog publication, a student may earn an AS-T in Geology. Additional majors are being developed. Please see a counselor or visit,

[www.canyons.edu/degreetwithaguarantee](http://www.canyons.edu/degreetwithaguarantee) for more information.

### Degree Student Learning Outcome:

Students will be able to synthesize information from a variety of sources and disciplines in order to solve geologic problems.

### Program Requirements:

Units Required: 28

	Units
GEOLOGY-101 Physical Geology with Lab .....	4.0
GEOLOGY-102 Earth History & The Fossil Record...	4.0
CHEM-201 General Chemistry I.....	5.0
<i>OR</i>	
CHEM-201H General Chemistry I – Honors.....	5.0
CHEM-202 General Chemistry II.....	5.0
MATH-211 Calculus I.....	5.0
MATH-212 Calculus II.....	5.0

## GEOLOGY 100 PHYSICAL GEOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOL 100

Explores the fundamental principles of geology with an emphasis on Earth processes, landforms, composition, and internal structure and origin. Included is an overview of minerals, rocks, volcanoes, earthquakes, plate tectonics, geologic time, and geomorphology. Field trips may be required.

## GEOLOGY 101 PHYSICAL GEOLOGY WITH LAB

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID GEOL 101

Explores the fundamental principles of geology with an emphasis on Earth processes, landforms, composition, and internal structure and origin. Provides the principles and tools of direct and remote observation of Earth's crustal evolution and surface processes through the hands-on analysis of minerals, rocks, fossils, topographic and geologic maps, cross-sections, and other geologic tools. Lecture and Lab. Field trips may be required.

*Continued on the next page.*

**GEOLOGY 102 EARTH HISTORY & THE FOSSIL RECORD**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID GEOL 111

Studies the evolution of the Earth's crust and the Earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American continent, its landforms, contiguous oceans, animals and plants, including some study of the principles of paleontology. Field trips may be required.

**GEOLOGY 103 DINOSAURS**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the origins, evolution, diversity, anatomy, physiology, ecology, habitat, behaviors, extinction, and paleontology of the dinosaurs in the Mesozoic Era.

**GEOLOGY 104 ENVIRONMENTAL GEOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOL 130

Examines the connections between the geosphere, biosphere, atmosphere, and hydrosphere of the earth system as they relate to natural hazards, earth resources and human impacts on the environment within a geologic context. Field trips may be required.

**GEOLOGY 105 GEOLOGY OF CALIFORNIA**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID GEOL 200

Surveys the major geomorphic provinces of California, including their geologic history, topography, geologic structures, rock units, natural resources, and possible environmental risks. Field trips may be required.

**GEOLOGY 110 EARTH SCIENCE WITH LAB**

Units: 4.00

UC:CSU 54 hours lecture, 54.00 hours lab

C-ID GEOL 121

Surveys the terminology and basic concepts of the fields of Earth science, including astronomy, geology, meteorology, and oceanography. Examines Earth's changing geological systems and the importance of Earth science phenomenon to daily life. Lecture and Lab. UC credit limitation: no credit if taken after a college-level course in Astronomy, Geology, Meteorology or Oceanography. Field trip may be required.

**GERMAN***(See Modern Languages)***GLOBAL STUDIES****Associate in Arts for Transfer Degree: Global Studies**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

**Degree Student Learning Outcome:**

Students will be able to identify major and emerging global issues and trends, and the definition of globalization.

**Program Requirements:**

Units Required: 21 - 25

Units

GLST-101 Introduction to Global Studies.....3.0

GLST-102 Global Issues.....3.0

*Take five courses from the following for a minimum of 15 units, at least one course from four of the following five sections:*

### **Culture and Society Area**

ANTHRO-103 Cultural Anthropology .....3.0

*OR*

ANTHRO-103H Cultural Anthropology – Honors.....3.0

### **Economic Area**

ECON-201 Macroeconomics .....3.0

*OR*

ECON201H Macroeconomics – Honors .....3.0

ECON-202 Microeconomics.....3.0

*OR*

ECON-202H Microeconomics – Honors .....3.0

### **Geography Area**

GEOGRPH-102 Human Geography .....3.0

GEOGRPH-104 World Regional Geography .....3.0

### **Humanities Area**

ENGL-273 World Literature I .....3.0

ENGL-274 World Literature II .....3.0

FRNCH-201 Intermediate French I .....5.0

FRNCH-202 Intermediate French II .....5.0

SPAN-201 Intermediate Spanish I.....5.0

SPAN-202 Intermediate Spanish II.....5.0

### **Politics Area**

POLISC-250 Comparative Government and  
Politics .....3.0

POLISC-270 International Relations.....3.0

## **Certificate of Achievement: Global Competencies**

The Certificate of Achievement in Global Competencies is an interdisciplinary program of study designed to expose students to a diversity of foundational courses that collectively lead to heightened global awareness and responsibility. Students completing this certificate will be better prepared for degrees in global studies or international relations, and/or careers in such fields as public relations, diplomacy, civil service, global trade, global policy, world health and related affairs, and humanitarian services amongst others.

### **Certificate Student Learning Outcome:**

- Students will be able to demonstrate an understanding of interdependent socio-cultural, geographical, and political systems inherent to international affairs and global communities.
- Students will be able to demonstrate an ability to apply sustainable and responsible perspectives to local, national, and international situations with a heightened awareness of their global impact.

### **Program Requirements:**

*Take six courses from the following for a minimum of 18 units, at least one course from each of the five areas:*

Units Required: 18

Units

### **Global Politics**

POLISC-210 Model United Nations .....3.0

POLISC-250 Comparative Government and  
Politics .....3.0

POLISC-270 International Relations.....3.0

### **Regional Area Studies**

GEOGRPH-104 World Regional Geography .....3.0

HIST-191 History of Eastern Civilization I.....3.0

HIST-193 History of India.....3.0

HIST-212 History of the Middle East.....3.0

HIST-240 Latin America Civilization.....3.0

HIST-243 History of Mexico and the Mexican  
and Chicano Peoples .....3.0

### **The Physical World**

BIOSCI-130 Contemporary Issues in  
Environmental Biology.....3.0

GEOGRPH-100 Physical Geography .....3.0

GEOGRPH-103 Weather and Climate .....3.0

### **The Socio-Historical World**

ANTHRO-103 Cultural Anthropology .....3.0

*OR*

ANTHRO-103H Cultural Anthropology – Honors.....3.0

ANTHRO-220 Magic, Witchcraft, and Religion .....3.0

ENGL-273 World Literature I .....3.0

GEOGRPH-102 Human Geography .....3.0

HUMAN-115 Cultural Eras in Humanities I:  
Antiquity to the Late 15th Century ...3.0

PHILOS-220 Introduction to Comparative  
Religion.....3.0

SOCI-102 Introduction to Sociological  
Research Methods .....3.0

SOCI-200 Sociology of Gender .....3.0

SOCI-200H Sociology of Gender – Honors .....3.0

SOCI-205 Society and the Environment.....3.0

SOCI-207 Social Problems.....3.0

### **World Culture and Arts**

ART-100 Landmarks of Art and Visual  
Culture .....3.0

ART-110 Art History: Paleolithic Through the  
Middle Ages .....3.0

ART-111 Art History: Renaissance to  
Modern .....3.0

ART-112 Art of Africa, Oceania, and the  
Indigenous Americas .....3.0

ART-116 Asian Art History .....3.0

*Continued on the next page.*

CREDIT PROGRAMS / COURSE DESCRIPTIONS

CINEMA-131	History of International Cinema .....	3.0
CULARTS-133	International Cuisine.....	2.5
DANCE-101	Introduction to World Dance .....	1.0
MUSIC-108	World Music.....	3.0
MUSIC-112	Music History .....	3.0

### GLST 101 INTRODUCTION TO GLOBAL STUDIES

Units: 3.00

CSU 54.00 hours lecture

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

Introduces the interdisciplinary field of Global Studies, including the history of globalization and related forms of social change, and economic, political, social, cultural and ecological developments related to the process of globalization.

### GLST 102 GLOBAL ISSUES

Units: 3.00

CSU 54.00 hours lecture

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

Examines the origins, current status, and future trends of major transnational issues confronting the global community, focusing on global governance, including the study of collective global responsibilities.

## GRAPHIC AND MULTIMEDIA DESIGN

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

The primary goal of the Associate in Arts Degree in Graphic and Multimedia Design is to provide students with a foundation of knowledge and technical abilities required for a position within the field of graphic and multimedia design. In addition to providing students with basic skills and competencies, course work is sequenced to facilitate transferability to an art or design program at a four-year university.

#### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a graphic and multimedia position.

#### Program Requirements:

Units Required: 33

ART-125A	Fundamentals of Drawing.....	3.0
GMD-101	Introduction to Graphic and	

Units

	Multimedia Design .....	3.0
GMD-104	Graphic Design for Web and Social Media .....	3.0
GMD-107	Multimedia for Web and Social Media .....	3.0
GMD-120	History of Graphic Design.....	3.0
GMD-142	Digital Illustration .....	3.0
GMD-144	Graphic Design I.....	3.0
GMD-145	Type and Typography .....	3.0
GMD-173	Motion Design.....	3.0
GMD-177	Web and Interactive Design .....	3.0
GMD-242	Graphic Design II.....	3.0

### Certificate of Achievement: Graphic and Multimedia Design

The Certificate of Achievement in Graphic and Multimedia Design develops students' creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in the fields of graphic design for web, social media, user interface, motion, and illustration, as well as digital photography, art direction, video production and game design.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in a graphic and multimedia position.

#### Program Requirements:

Units Required: 31

Units

GMD-101	Introduction to Graphic and Multimedia Design .....	3.0
GMD-104	Graphic Design for Web and Social Media .....	3.0
GMD-107	Multimedia for Web and Social Media .....	3.0
GMD-120	History of Graphic Design.....	3.0
GMD-142	Digital Illustration .....	3.0
GMD-144	Graphic Design I.....	3.0
GMD-145	Type and Typography .....	3.0
GMD-173	Motion Design.....	3.0
GMD-177	Web and Interactive Design .....	3.0
GMD-242	Graphic Design II.....	3.0

*Plus a minimum of one unit from the following:*

WE-186GMD	Work Experience Education Graphic & Multimedia Design..	1.0 - 4.0
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**GMD 097L MULTIMEDIA LAB**

Units: 1.00

54.00 hours lab

A lab for the currently-enrolled graphics student who wishes to increase skills through the use of the graphics lab facility. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the graphics program. Offered pass/no-pass only. Units do not apply to the associate degree.

**GMD 101 INTRODUCTION TO GRAPHIC AND MULTIMEDIA DESIGN**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces the concepts and practices applicable to graphic and multimedia design, including the elements and principles of composition, divergent thinking, and the creative process. Through a series of design projects, students begin to develop a portfolio, which explore visual communication and self-expression. Includes instruction in several software applications.

**GMD 104 GRAPHIC DESIGN FOR WEB AND SOCIAL MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology and techniques to design and manage brand identity for web and social media with applications such as Twitter, Facebook, Instagram, YouTube, Snapchat, LinkedIn and emerging social media platforms.

**GMD 107 MULTIMEDIA FOR WEB AND SOCIAL MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology and techniques to produce and manage multimedia assets including images, illustrations, graphics, animation, video, and sound for web and social media using applications such as Illustrator and Photoshop.

**GMD 120 HISTORY OF GRAPHIC DESIGN**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the origin and evolution of graphic design, including the development of typography, advertising, poster design, illustration, corporate identities and trademarks.

**GMD 142 DIGITAL ILLUSTRATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces digital illustration for graphic design using industry standard software, such as Adobe Illustrator and Adobe Photoshop.

**GMD 144 GRAPHIC DESIGN I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: GMD-101*

Introduces techniques for the conception, creation and production of graphic design and visual communication through a variety of techniques which include the use of industry standard software, such as Adobe Illustrator and InDesign. Introduces Professional Practice Standards.

**GMD 145 TYPE AND TYPOGRAPHY**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces type and typography for graphic design and visual communication through a variety of techniques which include the use of industry standard software, such as Adobe Illustrator and InDesign.

**GMD 173 MOTION DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, and techniques of motion design using industry standard software such as Adobe AfterEffects.

**GMD 177 WEB AND INTERACTIVE DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended preparation: GMD-101 and GMD-145*

Introduces the fundamental concepts, terminology and techniques of web and interactive design using CMS (web content management system) platforms.

**GMD 242 GRAPHIC DESIGN II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: GMD-144*

Introduces advanced techniques for the conception, creation and production of graphic design and visual communication through a variety of techniques which include the use of industry standard software, such as Adobe Illustrator and InDesign. Introduces Professional Practice Standards.



# HEALTH SCIENCE

## Associate in Science for Transfer Degree: Public Health Science

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

[www.canyons.edu/degreewithaguarantee](http://www.canyons.edu/degreewithaguarantee) for more information.

### Degree Student Learning Outcome:

Students will be able to demonstrate the core science and health education principles necessary to function in public health careers.

### Program Requirements:

Units Required: 32-33

	Units
HLHSCI-100 Health Education .....	3.0

HLHSCI-140	Introduction to Public Health.....	3.0
BIOSCI-100	General Biology .....	4.0
OR		
BIOSCI-100H	General Biology – Honors .....	4.0
CHEM-151	Preparatory General Chemistry.....	4.0
OR		
CHEM-151H	Preparatory General Chemistry – Honors.....	4.0
MATH-140	Introductory Statistics .....	4.0
OR		
MATH-140H	Introductory Statistics – Honors.....	4.0
OR		
MATH-140X	Statistics with Support .....	5.0
PSYCH-101	Introduction to Psychology .....	3.0
OR		
PSYCH-101H	Introduction to Psychology – Honors.....	3.0
Plus eight units from the following two 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
Plus three units from the following:		
ECON-201	Macroeconomics .....	3.0
ECON-201H	Macroeconomics – Honors.....	3.0
ECON-202	Microeconomics.....	3.0
ECON-202H	Microeconomics – Honors .....	3.0
HLHSCI-243	Women and Health.....	3.0
PSYCH-230	Human Sexuality .....	3.0
SOCI-101	Introduction to Sociology .....	3.0
SOCI-101H	Introduction to Sociology – Honors.....	3.0

## Certificate of Specialization: Emergency Medical Technician

Prepares students for certification and employment as an Emergency Medical Technician (also known as EMT-Basic). Includes emergency department and ambulance clinical observations. Health clearance and background check required prior to start of clinical rotations. Upon successful completion, students are eligible to take the National Registry EMT-B examination. This course meets DOT objectives. May be repeated if used for legally mandated training.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in EMT skills and knowledge as required by state and local regulations.

### Program Requirements:

Units Required: 9.5

	Units
HLHSCI-151 Emergency Medical Technician .....	9.5

**HLHSCI 046 EMERGENCY MEDICAL RESPONDER**

Units: 3.00

49.50 hours lecture, 13.50 hours lab

Prepare students to become Emergency Medical Responders (EMR) who manage medical and/or trauma emergencies during the first few minutes prior to advanced care arriving on scene.

**HLHSCI 100 HEALTH EDUCATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PH 100, C-ID PHS 100

Surveys the physical, emotional, social, intellectual, environmental, and spiritual dimensions of health. Health topics will include nutrition, physical activity/exercise/fitness, weight control, eating disorders and body image, media influences, mental health, stress, violence, substance use/abuse, sexuality and sexual orientation, sexually transmitted infections, reproductive choices/contraception, relationships, disease prevention, environment, health care, aging, and general public health issues. An emphasis will be placed on prevention strategies and lifestyle behavior change techniques, and the knowledge and skills necessary to implement lifestyle behaviors that can improve their health and well-being. UC credit limitation: HLHSCI-100, and HLHSCI-243 combined, maximum credit one course.

**HLHSCI 101 INTRODUCTION TO THE HEALTH PROFESSIONS**

Units: 3.00

CSU 54.00 hours lecture

Introduces students to a variety of allied health occupations, including roles and responsibilities, educational preparation requirements, career planning, and an overview of the US health system.

**HLHSCI 140 INTRODUCTION TO PUBLIC HEALTH**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHS 101

Introduces the discipline of public health including terminology, the role of public health agencies in society, public health professions, epidemiology, healthcare policy and management.

**HLHSCI 149 NUTRITION FOR FITNESS AND BALANCED LIVING**

Units: 2.00

UC:CSU 36.00 hours lecture

Examines the psycho-biological, cultural, social, cognitive, and environmental factors that influence a person's eating, physical activity behaviors, and body image. Provides practical strategies to promote healthy attitudes and behaviors. UC credit limitation: HLHSCI-149 and HLHSCI-150 combined, maximum credit one course.

**HLHSCI 150 NUTRITION**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the study of food and nutrients throughout the lifespan and their impact on quality of life and disease prevention. UC credit limitation: HLHSCI-149 and HLHSCI-150 combined, maximum credit one course.

**HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN**

Units: 9.50

CSU 167.00 hours lecture, 27.00 hours lab

*Prerequisite: Must be 18 years or older the first day the class meets and have completed an American Heart Association "BLS for the Healthcare Provider" course and present AHA BLS Healthcare Provider card to instructor the first day of class. Recommended Preparation: HLHSCI-046*

Prepares students for certification and employment as an Emergency Medical Technician, including emergency department clinical experience and ambulance ridealong. Health clearance and background check required prior to start of clinical rotations. Upon successful completion students are eligible to take the National Registry EMT examination. The course meets the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009) May be repeated if used for legally mandated training.

**HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER**

Units: 1.50

CSU 24.00 hours lecture, 8.00 hours lab

*Recommended Preparation: HLHSCI-151 or current/lapsed EMT Certification*

Prepares students for L.A. County/State of California Emergency Medical Technician (EMT) recertification, including L.A. County scope of practice and policy updates, and National Registry of Emergency Medical Technicians (NREMT) transition refresher materials and skills testing.

**HLHSCI 243 WOMEN AND HEALTH**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys past and current issues surrounding women's health, including anatomy, sexuality, reproductive health, sexually transmitted diseases, disorders common to women, mental health, domestic violence, menopause and women in the health profession. UC credit limitation: HLHSCI-100 and HLHSCI-243 combined, maximum credit one course.

*Continued on the next page.*

**HLHSCI 249 MEDICAL TERMINOLOGY**

Units: 3.00

CSU 54.00 hours lecture

C-ID HITS 103X

Presents a comprehensive study of medical terminology, emphasizing determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

# HISTORY

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

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

## Associate in Arts for Transfer Degree: History

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter

units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to analyze and interpret the significance of specific historical events and time periods.

### Program Requirements:

Units Required: 18

		Units
HIST-111	United States History I.....	3.0
	<i>OR</i>	
HIST-111H	United States History I – Honors .....	3.0
HIST-112	United States History II.....	3.0
	<i>OR</i>	
HIST-112H	United States History II – Honors ....	3.0
	<i>Plus six units from the following:</i>	
HIST-101	History of Western Civilization: The Pre-Industrial West.....	3.0
	<i>OR</i>	
HIST-101H	History of Western Civilization: The Pre-Industrial West – Honors ...	3.0
HIST-161	World History I.....	3.0
	<i>AND</i>	
HIST-102	History of Western Civilization: The Modern Era.....	3.0
	<i>Plus three units from the following:</i>	
HIST-120	The Role of Women in the History of the United States.....	3.0
HIST-120H	The Role of Women in the History of the United States – Honors.....	3.0
HIST-191	History of Eastern Civilization I.....	3.0
HIST-192	History of Eastern Civilization II.....	3.0
HIST-193	History of India.....	3.0
HIST-212	History of the Middle East.....	3.0
HIST-240	Latin American Civilization.....	3.0
HIST-243	History of Mexico and the Mexican and Chicano Peoples.....	3.0
	<i>Plus three units from the following:</i>	
ANTHRO-103	Cultural Anthropology .....	3.0

ANTHRO-103H	Cultural Anthropology – Honors.....	3.0
ECON-170	Economic History of the United States.....	3.0
ECON-170H	Economic History of the United States – Honors .....	3.0
HIST-116	African American History to 1877 .....	3.0
HIST-117	African American History Since 1877 .....	3.0
HIST-130	Social and Cultural History of the United States.....	3.0
HIST-210	History of California .....	3.0
POLISC-150	Introduction to American Government and Politics .....	3.0
POLISC-150H	Introduction to American Government and Politics – Honors.....	3.0

### Associate in Arts Degree: History

#### Degree Student Learning Outcome:

Students will be able to analyze and interpret the significance of specific historical events and time periods.

#### Program Requirements:

Units Required: 18

		Units
HIST-101	History of Western Civilization: The Pre-Industrial West.....	3.0
	<i>OR</i>	
HIST-101H	History of Western Civilization: The Pre-Industrial West – Honors ....	3.0
HIST-102	History of Western Civilization: The Modern Era.....	3.0
HIST-111	United States History I.....	3.0
	<i>OR</i>	
HIST-111H	United States History I – Honors .....	3.0
HIST-112	United States History II.....	3.0
	<i>OR</i>	
HIST-112H	United States History II – Honors .....	3.0
	<i>Plus three units from the following:</i>	
HIST-191	History of Eastern Civilization I.....	3.0
HIST-192	History of Eastern Civilization II.....	3.0
HIST-240	Latin American Civilization.....	3.0
	<i>Plus three units from the following:</i>	
ECON-170	Economic History of the United States .....	3.0
ECON-170H	Economic History of the United States – Honors.....	3.0
HIST-115	United States History Since 1945.....	3.0
HIST-120	The Role of Women in the History of the United States.....	3.0
	<i>OR</i>	
HIST-120H	The Role of Women in the History of the United States – Honors .....	3.0

HIST-161	World History I.....	3.0
	<i>OR</i>	
HIST-193	History of India.....	3.0
HIST-210	History of California .....	3.0
HIST-212	History of the Middle East.....	3.0
HIST-243	History of Mexico and the Mexican and Chicano Peoples .....	3.0

### HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 170

Surveys the history and cultures of Western Civilization from earliest times to the 16th Century, including the development of economic, socio-political, and cultural institutions that impacted both men and women from pre-history to Riverine cultures of the Near East, Greco-Roman world, and medieval and early modern Europe up through the reformation.

### HIST 101H HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 170

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

Surveys the history and cultures of Western Civilization from earliest times to the 16th Century, including the development of economic, socio-political, and cultural institutions that impacted both men and women from pre-history to Riverine cultures of the Near East, Greco-Roman world, and medieval and early modern Europe up through the reformation. Additional reading, writing, critical thinking, and research techniques are required.

### HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 180

Surveys the development of western culture and civilization from the 16th Century Absolutism to the present period, including the economic, socio-political, and cultural developments that impacted both men and women in Europe, the Americas, and the emergent nations of the modern era.

*Continued on the next page.*

**HIST 111 UNITED STATES HISTORY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 130

Surveys North American and US history from the Precolumbian Era through Reconstruction, emphasizing political, social, cultural, and economic developments. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 111H UNITED STATES HISTORY I - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 130

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

Surveys North American and US history from the Precolumbian Era through Reconstruction, emphasizing political, social, cultural, and economic developments. Additional reading, writing, and research techniques required. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 112 UNITED STATES HISTORY II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 140

Surveys the political, economic, and social history of the United States from Reconstruction to the present. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 112H UNITED STATES HISTORY II - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 140

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

Surveys the political, economic, and social history of the United States from Reconstruction to the present. Additional reading, writing, and research techniques required. Meets Title V American Institutions U.S. History requirement for the associate degree. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 115 UNITED STATES HISTORY SINCE 1945**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the political, social, and cultural events occurring in the United States since 1945, exploring the connections with racial unrest, foreign and military policy, civil liberties, and governmental responsibility. UC credit limitation: HIST-111, 111H, 112, 112H and 115 combined, maximum credit, two courses.

**HIST 116 AFRICAN AMERICAN HISTORY TO 1877**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the experiences of African Americans, tracing this community's history from the colonial period through the Civil War and Reconstruction. Emphasis is placed on the cultural, social, economic, and political developments of African Americans during this time period. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 117 AFRICAN AMERICAN HISTORY SINCE 1877**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the experiences of African Americans, tracing this community's history from the end of Reconstruction to the present. Emphasis is placed on the cultural, social, economic, and political developments of African Americans during this time period. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the political, economic, and intellectual history of women in the development of the United States from Indigenous America to the present day, including their challenges and contributions. Meets Title V American Institutions US History requirement for the associate degree.

**HIST 120H THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

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

Explores the political, economic, and intellectual history of women in the development of the United States from Indigenous America to the present day, including their challenges and contributions. Meets Title V American Institutions US History requirement for the associate degree. Additional reading, writing, and research techniques required. 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 54.00 hours lecture

Examines the social and cultural history of the United States, from the 15th century to the present and with a special focus on topics related to race, ethnicity, class, gender and sexual orientation. By examining different aspects of American culture (literature, films, television programs, paintings, photographs) the course analyzes the history of topics like slavery, segregation, and civil rights; capitalism, wealth, poverty, and economic inequality; women, gender identity, and sexual orientation; immigration; and the colonization of California and the American West. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 161 WORLD HISTORY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID HIST 150

Examines world civilization from prehistory through the 1500s, including Greek and Roman philosophies, Confucianism, Hinduism, Buddhism, Christianity, Islam, political institutions, social practices, literature, women's status, and cross-cultural influences.

**HIST 191 HISTORY OF EASTERN CIVILIZATION I**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys Asian civilizations from antiquity to the 19th century, including philosophical and social environments and cultural and political trends. Specifically examines China and Japan, as well as neighboring areas like Korea, India, and Southeast Asia.

**HIST 192 HISTORY OF EASTERN CIVILIZATION II**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys Asian civilizations from the 19th century to the present, emphasizing the regions of China, Japan, Korea, India, and Southeast Asia. Topics include Western imperialism, nationalist movements, Asian affairs during World War II, communist regimes, economic modernization, and cultural trends.

**HIST 193 HISTORY OF INDIA**

Units: 3.00

UC:CSU 54.00 hours lecture

History of India's diverse populations, social practices, religions, government institutions, nationalist movements, art, and literature from antiquity to the present, including the Indus Civilization, Mughal Empire, tenets and socio-political implications of Hinduism, Buddhism, Islam, British colonialism, communal strife, and modern India.

**HIST 210 HISTORY OF CALIFORNIA**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the history of California from the pre-Columbian period to the twenty-first century. In addition to examining the social, cultural, political, and economic history of California, the course will also examine the Golden State within the contexts of local, national, and transnational history.

**HIST 212 HISTORY OF THE MIDDLE EAST**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the Middle East, ancient civilizations in the Fertile Crescent leading up to the rise of Islam, including economic, political, ethnic, religious, and national differences.

**HIST 240 LATIN AMERICAN CIVILIZATION**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys the geography, history, culture, economic, and political development of Latin America from the late pre-Colombian era to the present.

**HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO PEOPLES**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history of Mexico and the Mexican/Chicano people from the late Pre-Cortesian era to the present, including Aztec and Maya societies, Mexican Independence Movement, Mexican Revolution, and the North American Free Trade Agreement.

**HIST 450 WORLD ENVIRONMENTAL HISTORY**

Units: 3.00

CSU 54.00 hours lecture

Explores the development of human societies and the natural world, from the origins of humankind to the present day. Focuses primarily on the 19th and 20th centuries, during the Anthropocene Epoch, when human activities had a significant impact on the environment, but also considers earlier periods. Upper division course, registration is limited to students with Senior Standing in the Bachelor of Science in Building Performance Degree program.

# HOSPITALITY MANAGEMENT

## Associate in Science for Transfer Degree: Hospitality Management

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

**www.canyons.edu** for more information.

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for entry level employment in the hospitality management industry.

### Program Requirements:

Units Required: 18-22

	Units
HOSP-101 Introduction to the Hospitality Industry.....	3.0

*Plus nine units from the following:*

CULARTS-110 Culinary Safety and Sanitation .....	2.0
ECON-202 Microeconomics .....	3.0

OR

ECON-202H Microeconomics – Honors .....	3.0
HOSP-150 Hotel Resort Operations .....	3.0
HOSP-220 Restaurant Operations .....	3.0

*Plus two courses from the following for six to ten units:*

BUS-201 Principles of Accounting I .....	5.0
BUS-211 Business Law .....	3.0
MATH-140 Introductory Statistics .....	4.0

OR

MATH-140H Introductory Statistics – Honors.....	4.0
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OR

MATH-140X Statistics with Support .....	5.0
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## Associate in Science Degree: Hospitality Management

The Associate of Science degree designation in Hospitality Management provides a broad based fundamental approach to the managerial functions in both the hotel and restaurant industry.

### Degree Student Learning Outcome:

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

### Program Requirements:

Units Required: 19

	Units
HOSP-101 Introduction to the Hospitality Industry.....	3.0
HOSP-103 Hospitality and Event Management Coordination .....	3.0
HOSP-150 Hotel Resort Operations .....	3.0
HOSP-235 Hospitality Sales and Marketing .....	3.0
HOSP-245 Supervision in the Hospitality Industry.....	3.0
CULARTS-110 Culinary Safety and Sanitation .....	2.0

*Plus a minimum of 2 units from the following:*

WE-186HOSP Work Experience Education Hospitality Management.....	1.0 - 4.0
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## Associate in Science Degree: Restaurant Management

The Restaurant Management Associate in Science Degree with a designation prepares students for a career in the restaurant industry.

**Degree Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 18

	Units
HOSP-101 Introduction to the Hospitality Industry.....	3.0
HOSP-104 Guest Relations Management.....	2.0
HOSP-220 Restaurant Operations .....	3.0
HOSP-245 Supervision in the Hospitality Industry.....	3.0
CULARTS-110 Culinary Safety and Sanitation .....	2.0
CULARTS-136 ICuE Front of the House Service.....	3.0
CULARTS-150 Food Service Costs and Controls.....	2.0

*Plus a minimum of 2 units from the following:*

WE-186HOSP Work Experience Education Hospitality Management .....	1.0 - 4.0
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**Certificate of Specialization: Hotel and Resort Operations**

The Hotel and Resort Operations Certificate of Specialization is designed for those interested in hotel and resort management. It includes comprehensive study with an emphasis on application of resort operations, sales and marketing and supervision. Program completers are prepared for entry level employment as operations director, hotel operations supervisor and director of rooms.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the hotel and resort industry.

**Program Requirements:**

Units Required: 13

	Units:
HOSP-101 Introduction to the Hospitality Industry.....	3.0
HOSP-150 Hotel Resort Operations.....	3.0
HOSP-235 Hospitality Sales and Marketing .....	3.0
HOSP-245 Supervision in the Hospitality Industry.....	3.0

*Plus a minimum of one unit from the following:*

WE-186HOSP Work Experience Education Hospitality Management .....	1.0 - 4.0
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**Certificate of Specialization: Restaurant Operations**

The Restaurant Operations Certificate of Specialization is designed for those interested in restaurant management. It includes comprehensive study with an emphasis on application of restaurant operations, guest

relations and customer service. Program completers are prepared for entry level employment as fast food manager, full service restaurant manager, team leader and assistant general manager.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the restaurant and hospitality industry.

**Program Requirements:**

Units Required: 14

	Units:
HOSP-101 Introduction to the Hospitality Industry.....	3.0
HOSP-104 Guest Relations Management.....	2.0
HOSP-220 Restaurant Operations .....	3.0
CULARTS-110 Culinary Safety and Sanitation .....	2.0
CULARTS-136 ICuE Front of the House Service.....	3.0

*Plus a minimum of one unit from the following:*

WE-186HOSP Work Experience Education Hospitality Management .....	1.0 - 4.0
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**HOSP 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

Units: 3.00

CSU 54.00 hours lecture

C-ID HOSP 100

Introduces careers and trends in the hotel, restaurant, and tourism industries, including social and economic forces that influence various industry components.

**HOSP 103 HOSPITALITY AND EVENT MANAGEMENT COORDINATOR**

Units: 3.00

CSU 54.00 hours lecture

Explores the dynamic field of event management. Students will gain a foundational understanding of the core principles and practices necessary to develop and execute successful events. Topics include the planning, logistics, and execution of conventions, conferences, and special events. Field trips may be required.

**HOSP 104 GUEST RELATIONS MANAGEMENT**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Introduces the fundamental principles of customer service and their impact on guest satisfaction. Explores the growing importance of personalized service in fostering customer loyalty and profitability, as businesses are placing renewed emphasis on guest relations. Students will gain a comprehensive understanding of core service principles for interacting with guests and effectively managing diverse situations. Guest relation practices include, effective communication, conflict resolution strategies, ethical and professional conduct, dietary accommodation, and cultural sensitivity. Field trips may be required.

**HOSP 150 HOTE /RESORT OPERATIONS**

Units: 3.00

CSU 54.00 hours lecture

C-ID HOSP 140

Introduces students to hotel/resort operating systems with an emphasis on the operations, accounting, and performance standards of a lodging enterprise.

**HOSP 220 RESTAURANT OPERATIONS**

Units: 3.00

CSU 54.00 hours lecture

C-ID HOSP 130

Examines operations, management, policy, development and related aspects of a retail restaurant establishment.

**HOSP 235 HOSPITALITY SALES AND MARKETING**

Units: 3.00

CSU 54.00 hours lecture

Examines the fundamentals of marketing plans used by hotels and restaurants, emphasizing advertising, promotions, merchandising and sales.

**HOSP 245 SUPERVISION IN THE HOSPITALITY INDUSTRY**

Units: 3.00

CSU 54.00 hours lecture

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.



# HUMANITIES

Humanities studies the history and development of human thought and culture. By focusing on literature, history, philosophy, art and film, humanities courses seek a broad and interconnected understanding of the human experience.

**HUMAN 100 INTRODUCTION TO STUDIES IN THE HUMANITIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the Humanities by comparing and contrasting cultural expressions from a global perspective, focusing on a chosen theme each term. Disciplines covered in the course include art history, film studies, history, literature, and philosophy.

**HUMAN 115 SURVEY OF HUMANITIES I: ANTIQUITY TO THE LATE 15TH CENTURY**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents an interdisciplinary, multi-cultural study of major eras of humanistic development from the ancient world to the late fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitations: No credit for HUMAN-100 if taken after HUMAN-115, HUMAN-116 or HUMAN-150.

**HUMAN 116 SURVEY OF HUMANITIES II: LATE 15TH CENTURY TO THE PRESENT**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents an interdisciplinary, multi-cultural study of eras of humanistic development from the late 15th century to the present through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitations: No credit for HUMAN-100 if taken after HUMAN-115, HUMAN-116 or HUMAN-150.

**HUMAN 150 INTRODUCTION TO GREAT IDEAS**

Units: 3.00

UC:CSU 54.00 hours lecture

Traces the evolution of an idea in the humanities from antiquity and its influence on contemporary values and ideas through the reading of great works of literature and philosophy.

# INFORMATION TECHNOLOGY

(See *Cybersecurity and Network Technology*)

## INTERIOR DESIGN

The Interior Design program's goals are to prepare graduates for employment in the current job market and/or for transfer to a four-year institution. An important objective of the program is to consistently offer professional level curriculum that provides graduates with the ability to perform successfully in a variety of occupations as industry demands change and economic conditions fluctuate. Additionally, the comprehensive curriculum for this degree follows CIDA (Council for Interior Design Accreditation) standards to meet the functional and aesthetic needs required by clients for interior environments. Students who complete this A.S. Degree will be eligible to sit for the CID examination upon graduation, an important step towards becoming a Certified Interior Designer.

### Associate in Science Degree: Interior Design

#### Degree Student Learning Outcome:

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

#### Program Requirements:

Units Required: 45

	Units
ID-101A	Introduction to Interior Design .....3.0
ID-101B	Introduction to Interior Design Lab ..3.0
ID-102	Applied Color for Designers.....3.0
ID-104	Rapid Visualization and Perspective Illustration .....3.0
ID-110	Architectural Drafting .....3.0
ID-113	Interior Design Materials and Specifications .....3.0
ID-114	Architecture and Interiors History: Classical Revival .....3.0
ID-115	Architecture and Interiors History: Classical Revival - Post Modern.....3.0
ID-117	Lighting Design.....3.0

ID-190	Design II - Space Planning.....3.0 OR
ID-207	Residential Design.....3.0
ID-211	Advanced Kitchen and Bath Design .....3.0
ID-217	Advanced Residential Design.....3.0
ID-295	Professional Practices for Interior Design .....3.0

Plus six units from the following that have not already been taken above:

ID-084	Digital Illustration for Architecture and Interior Design .....3.0
ID-090	Home Staging and Visual Merchandising .....3.0
ID-100	Careers in Architecture, Interior Design and Related Fields .....1.0
ID-105	Introduction to Production Design .....3.0
ID-106	Trade Resources for TV, Film, and Theatre .....2.0
ID-111	Kitchen and Bath Design .....3.0
ID-190	Design II - Space Planning.....3.0
ID-207	Residential Design.....3.0
ID-211	Advanced Kitchen and Bath Design .....3.0
ID-217	Advanced Residential Design.....3.0
ID-240	Interior Design Portfolio .....3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....3.0
ARCHT-180	Codes and Zoning Regulations .....3.0
ARCHT-200A	Sustainable Development and Environmental Design .....3.0
ARCHT-220	Advanced 2-D CAD for Architecture and Interior Design .....3.0
ARCHT-240	Architectural Design Portfolio .....3.0
ARCHT-260	3-D CAD for Modeling/Animation ....3.0
ARCHT-270	Introduction To Building Information Modeling (BIM) .....3.0
ARCHT-290	Advanced Building Information Modeling (BIM) .....3.0
WE-186ID	Work Experience Education Interior Design .....1.0 - 4.0

### Certificate of Achievement: Interior Design

The Interior Design program's goals are to prepare graduates for employment in the current job market. An important objective of the program is to consistently offer professional level curriculum that provides graduates with the ability to perform successfully in a variety of occupations as industry demands change and economic conditions fluctuate. Additionally, the comprehensive curriculum for this certificate follows CIDA (Council for

Interior Design Accreditation) standards to meet the functional and aesthetic needs required by clients for interior environments.

**Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 40

	Units
ID-101A Introduction to Interior Design .....	3.0
ID-101B Introduction to Interior Design Lab ..	3.0
ID-102 Applied Color for Designers.....	3.0
ID-110 Architectural Drafting .....	3.0
ID-113 Interior Design Materials and Specifications .....	3.0
ID-114 Architecture and Interiors History: Antiquity - Classical Revival .....	3.0
ID-115 Architecture and Interiors History: Classical Revival - Post Modern.....	3.0
ID-117 Lighting Design.....	3.0
ID-207 Residential Design.....	3.0
ID-211 Advanced Kitchen and Bath Design .....	3.0
<i>OR</i>	
ID-217 Advanced Residential Interior Design Studio .....	3.0
ID-295 Professional Practices for Interior Design .....	3.0
<i>Plus seven units from the following that have not already been taken above:</i>	
ID-084 Digital Illustration for Architecture and Interior Design .....	3.0
ID-090 Home Staging and Visual Merchandising .....	3.0
ID-100 Careers in Architecture, Interior Design and Related Fields.....	1.0
ID-104 Rapid Visualization and Perspective Illustration .....	3.0
ID-105 Introduction to Production Design ...	3.0
ID-106 Trade Resources for TV, Film, and Theatre .....	2.0
ID-111 Kitchen and Bath Design .....	3.0
ID-114 Architecture and Interiors History: Antiquity - Classical Revival .....	3.0
ID-115 Architecture and Interiors History: Classical Revival - Post Modern.....	3.0
ID-211 Advanced Kitchen and Bath Design .....	3.0
ID-217 Advanced Residential Interior Design Studio .....	3.0

ID-240	Interior Design Portfolio .....	3.0
ARCHT-160	2-D CAD for Architecture and Interior Design .....	3.0
WE-186ID	Work Experience Education Interior Design .....	1.0 - 4.0

**Certificate of Achievement: Interior Design – Home Staging and Visual Merchandising**

This certificate prepares students to become interior decorators whose primary industry employment will be in retail furniture sales and retail display design.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an assistant to an interior designer or decorator, or a salesperson within the residential home furnishing industry.

**Program Requirements:**

Units Required: 24

	Units
ID-090 Home Staging and Visual Merchandising .....	3.0
ID-101A Introduction to Interior Design .....	3.0
ID-101B Introduction to Interior Design Lab ..	3.0
ID-102 Applied Color for Designers.....	3.0
ID-104 Rapid Visualization and Perspective Illustration .....	3.0
ID-295 Professional Practices for Interior Design .....	3.0

*Plus six units from the following two groups:*

REAL-101	Real Estate Principles .....	3.0
<i>AND</i>		
ID-240	Interior Design Portfolio .....	3.0
<i>OR</i>		
PHOTO-155	Photography .....	3.0
<i>OR</i>		
BUS-113	Retail Management .....	3.0
<i>AND</i>		
ID-240	Interior Design Portfolio .....	3.0
<i>OR</i>		
PHOTO-155	Photography .....	3.0

**Certificate of Achievement: Interior Design - Set Decorator for TV and Film**

This certificate is designed to prepare students for internships and employment opportunities as production assistants in TV and film. Upon completion of the certificate program, students will be able to pursue the following positions: prop house worker, prop house consultant, set dresser, assistant set dresser, on-set dresser, lead of set decoration department, swing gang worker, and set decorator for small non-union productions. Students will obtain the following skills

and knowledge: color application, identification of period history, the application of principles and elements of design, and the ability to obtain trade resources.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a set decorator for TV, film or theatre.

**Program Requirements:**

Units Required: 17

	Units
ID-101A Introduction to Interior Design .....	3.0
ID-102 Applied Color for Designers.....	3.0
ID-105 Introduction to Production Design ...	3.0
ID-106 Trade Resources for TV, Film, and Theatre .....	2.0
<i>Plus six units from the following:</i>	
ID-084 Digital Illustration for Architecture and Interior Design .....	3.0
ID-090 Home Staging and Visual Merchandising .....	3.0
ID-101B Introduction to Interior Design Lab.....	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 084 DIGITAL ILLUSTRATION FOR ARCHITECTURE AND INTERIOR DESIGN**

Units: 3.00

36.00 hours, lecture, 54.00 hours lab

Introduces fundamental digital 3D modeling and graphic illustration techniques for architecture and interior design. Same as ARCHT-084.

**ID 090 HOME STAGING AND VISUAL MERCHANDISING**

Units: 3.00

36.00 hours lecture, 54.00 hours lab

Prepares students for design careers in Home Staging and Visual Merchandising. Home Staging is the organization, design, and preparation of a private residence for sale. Visual Merchandising is the practice of designing and displaying products in a retail setting and online platforms with the goal of engaging shoppers and boosting sales. Course will begin a student's preparation for employment as a decorator, design assistant, or salesperson within the residential home furnishing industry or in retail merchandising and visual display. Field trips may be required.

**ID 100 CAREERS IN ARCHITECTURE, INTERIOR DESIGN AND RELATED FIELDS**

Units: 1.00

CSU 18.00 hours lecture

Surveys careers in architecture, interior design and related fields, including degree requirements, transfer institutions, income, and employment opportunities. Field trips may be required. Same as ARCHT-100.

**ID 101A INTRODUCTION TO INTERIOR DESIGN**

Units: 3.00

CSU 54.00 hours lecture

*Previous or Concurrent Enrollment: ID-101A*

A laboratory course focusing on principles and elements of interior design based on function and aesthetics. Field trips may be required.

**ID 101B INTRODUCTION TO INTERIOR DESIGN LAB**

Units: 3.00

CSU 162.00 hours lab

*Previous or Concurrent Enrollment: ID-101A*

Lab component applying content from ID-101A.

**ID 102 APPLIED COLOR FOR DESIGNERS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on color concepts through two- and three-dimensional design problems, theory and application of color in design and/or digital illustration. Concentrates on color systems and psychology, and appropriate color choices for various projects. Field trips may be required.

**ID 104 RAPID VISUALIZATION AND PERSPECTIVE ILLUSTRATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces traditional and digital freehand drawing and illustration techniques necessary for 2D/3D communication and presentations, including rapid visualization sketching and one-point/two-point perspective techniques.

## ITALIAN LANGUAGE

*(See Modern Language)*

*Continued on the next page.*

**ID 105 INTRODUCTION TO PRODUCTION DESIGN**

Units: 3.00

CSU 54.00 hours lecture

Examines the process of production design in TV, film, and theatre, including the design process of various production team members. Educational and professional qualifications for entry into the industry are reviewed. Field trips may be required.

**ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Explores trade resources for set decorators working in TV, film and theatre. Topics include determining a relevant time period, location, culture, and society as well as considering prop houses useful for finding historic content, unique materials, large scale items, green-scape, signage, upholstery, rugs, linens, accessories, art, furnishings and breakables.

**ID 110 ARCHITECTURAL DRAFTING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents current practices in architectural drafting and construction technology focusing on a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy. Same as ARCHT-110.

**ID 111 KITCHEN AND BATH DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* ARCHT-110 or ID-110

Presents the analysis and application of the design process to space planning, materials and finish choices, codes application, and selection of specialized equipment unique to the planning of kitchens and baths. Field trips may be required.

**ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* ID-101A & ID-101B

Introduces the selection, specifications, and computations for interior design materials, products and textiles for residential and commercial design. Field trips may be required.

**ID 114 ARCHITECTURE AND INTERIORS HISTORY: ANTIQUITY - CLASSICAL REVIVAL**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the history of building styles in architecture, and the decorative arts in interior design from Antiquity (roughly 3000 BCE) to Classical Revival (roughly early 19th century CE). Emphasis is placed on style development as it relates to social, economic, and political influences. Field trips may be required. Same as ARCHT-114.

**ID 115 ARCHITECTURE AND INTERIORS HISTORY: CLASSICAL REVIVAL - POST MODERN**

Units: 3.00

UC:CSU 54.00 hours lecture

Traces the development of styles in the decorative arts, architecture, and interior furnishings in the period from Classical Revival (roughly early 19th century CE) to Post-Modern (up through the 21st century CE). Emphasizes style development as it relates to social, economic and political influences. Field trips may be required. Same as ARCHT-115.

**ID 117 LIGHTING DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* ARCHT-110 or ID-110

Presents lighting design principles, applications, visual perception, properties of light color, luminaires types, and calculations. Includes energy efficient lighting practices and applicable codes and regulations, as well as written and graphic design documents. Field trips may be required.

**ID 190 DESIGN II – SPACE PLANNING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* ID-110 or ARCHT-110*Recommended Preparation:* ARCHT-120 and ID-101B

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

**ID 207 RESIDENTIAL DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites:* ID-101A and ID-101B and ID-110

Explores the application of methods and theory used in residential design projects. Topics include programming, space planning, residential concept development, and creative expression. Includes critiques and design presentations. Field trip may be required. Same as ARCHT-207.

**ID 211 ADVANCED KITCHEN AND BATH DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: ID-111**Recommended Preparation: ARCHT-160*

Introduces industry standard software to design, render and price quotes as well as ordering materials, appliances and millwork for the kitchen and bath design industry. Field trips may be required.

**ID 217 ADVANCED RESIDENTIAL DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisites: ARCHT-207 or ID-207, and ARCHT-084 or ID-084 or ARCHT-260 or ARCHT-270.**Recommended Preparation: ID-104, ID-113, ID-114, ID-115.*

Solves advanced residential design problems by focusing on the process of creating design solutions for diverse clients and diverse budgets. Portfolio pieces will be produced. Field trips may be included. Same as ARCHT-217.

**ID 240 INTERIOR DESIGN PORTFOLIO**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ID-084*

Presents the process of preparing a professional interior design portfolio including an appropriate selection of work, concept improvement and methods of presentation. Same as ARCHT-240, Formerly ID-219.

**ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

Units: 3.00

CSU 54.00 hours lecture

Presents basic principles, procedures, and office systems necessary to professionally organize and carry through a creative interior design project from the original client contract to final billing and collecting. Field trips may be required.

**JOURNALISM***(See Media Entertainment Arts)***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 lifetime wellness in the areas of group exercise, aquatics, team sports, and recreation.

**Associate in Arts for Transfer Degree:  
Kinesiology**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

[www.canyons.edu/degreetwithaguarantee](http://www.canyons.edu/degreetwithaguarantee) for more information.

**Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer into a kinesiology program at a four-year college or university.

**Program Requirements:**

Units Required: 20-27

	Units
HLHSCI-100 Health Education .....	3.0
KPET-200 Introduction to Kinesiology .....	3.0

*Plus eight units from the following:*

BIOSCI-201 Introduction to Human Anatomy .....	4.0
AND	
BIOSCI-202 Introduction to Human Physiology ...	4.0
OR	
BIOSCI-204 Human Anatomy and Physiology I... 4.0	
AND	
BIOSCI-205 Human Anatomy and Physiology II .....	4.0

*Plus a maximum of one course from any three of the following areas for a minimum of three units:*

**Aquatics**

KPEA-180A Beginning Swimming .....	1.0
KPEA-180B Intermediate Swimming .....	1.0
KPEA-180C Advanced Swimming .....	1.0

**Fitness**

DANCE-107 Dance Conditioning .....	1.0
DANCE-108 Pilates .....	2.0
DANCE-180 Introduction to Yoga .....	1.0
KPEA-101A Beginning Weight Training .....	1.0
KPEA-101B Advanced Weight Training .....	1.0
KPEA-102 Running for Fitness .....	1.0
KPEA-103 Cardio-Cross Training .....	1.0
KPEA-105 Step Aerobics .....	1.0
KPEA-125 Walking for Fitness .....	1.0
KPET-201 Principles of Physical Fitness and Conditioning .....	3.0

**Individual Sports**

KPEA-165A Beginning Golf .....	1.0
KPEA-165B Intermediate Golf .....	1.0
KPEA-165C Advanced Golf .....	1.0
KPEA-185A Beginning Tennis .....	1.0
KPEA-185B Intermediate Tennis .....	1.0
KPEA-185C Advanced Tennis .....	1.0

**Team Sports**

KPEA-145A Beginning Baseball .....	1.0
KPEA-145B Intermediate Baseball .....	1.0
KPEA-150A Beginning Basketball .....	1.0

KPEA-150B Intermediate Basketball .....	1.0
KPEA-160A Beginning Football .....	1.0
KPEA-160B Intermediate Football .....	1.0
KPEA-170A Beginning Soccer .....	1.0
KPEA-170B Intermediate Soccer .....	1.0
KPEA-175B Intermediate Softball .....	1.0
KPEA-175A Beginning Softball .....	1.0
KPEA-175B Intermediate Softball .....	1.0
KPEA-195A Beginning Volleyball .....	1.0
KPEA-195B Intermediate Volleyball .....	1.0
KPEA-195C Advanced Volleyball .....	1.0

*Plus one courses from the following for three to five units:*

**Chemistry**

CHEM-201 General Chemistry I .....	5.0
OR	
CHEM-201H General Chemistry I – Honors .....	5.0

**Physics**

PHYSIC-110 General Physics I .....	4.0
OR	
PHYSIC-220 Physics for Scientists and Engineers: Mechanics of Solids and Fluids .....	4.0

**Psychology**

PSYCH-101 Introduction to Psychology .....	3.0
OR	
PSYCH-101H Introduction to Psychology – Honors .....	3.0

**Sociology**

SOCI-101 Introduction to Sociology .....	3.0
OR	
SOCI-101H Introduction to Sociology – Honors .....	3.0

**Statistics**

MATH-140 Introductory Statistics .....	4.0
OR	
MATH-140H Introductory Statistics – Honors .....	4.0
OR	
MATH-140X Statistics with Support .....	5.0
OR	
SOCI-137 Statistics for the Social Sciences .....	4.0
OR	
PSYCH-104 Statistics for the Behavioral Sciences .....	4.0

**Associate in Arts Degree: Physical Education-Kinesiology****Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer to a kinesiology program at a four-year college or university.

**Program Requirements:**

Units Required: 23

	Units
KPET-200 Introduction to Kinesiology .....	3.0
KPET-201 Principles of Physical Fitness and Conditioning.....	3.0
KPET-210 Prevention and Care of Athletic Injuries.....	3.0
HLHSCI-100 Health Education .....	3.0
<i>OR</i>	
HLHSCI-150 Nutrition .....	3.0
<i>Plus eight units from the following:</i>	
BIOSCI-201 Introduction to Human Anatomy .....	4.0
<i>AND</i>	
BIOSCI-202 Introduction to Human Physiology...	4.0
<i>OR</i>	
BIOSCI-204 Human Anatomy and Physiology I...	4.0
<i>AND</i>	
BIOSCI-205 Human Anatomy and Physiology II...	4.0
<i>Plus three units from the following :</i>	
KPEA-100A Beginning Circuit Training.....	1.0
KPEA-100B Advanced Circuit Training.....	1.0
KPEA-101A Beginning Weight Training.....	1.0
KPEA-101B Advanced Weight Training.....	1.0
KPEA-102 Running for Fitness .....	1.0
KPEA-103 Cardio Cross-Training .....	1.0
KPEA-105A Beginning Step Aerobics .....	1.0
KPEA-105B Intermediate Step Aerobics .....	1.0
KPEA-105C Advanced Step Aerobics .....	1.0
KPEA-106 Bowling .....	1.0
KPEA-107A Beginning Stretching for Flexibility and Relaxation.....	1.0
KPEA-107B Intermediate Stretching for Flexibility and Relaxation.....	1.0
KPEA-107C Advanced Stretching for Flexibility and Relaxation.....	1.0
KPEA-125A Beginning Walking for Fitness .....	1.0
KPEA-125B Intermediate Walking for Fitness .....	1.0
KPEA-125C Advanced Walking for Fitness .....	1.0
KPEA-145A Beginning Baseball.....	1.0
KPEA-145B Intermediate Baseball.....	1.0
KPEA-150A Beginning Basketball .....	1.0
KPEA-150B Intermediate Basketball.....	1.0
KPEA-150C Advanced Basketball .....	1.0
KPEA-160A Beginning Football.....	1.0
KPEA-160B Intermediate Football.....	1.0
KPEA-165A Beginning Golf .....	1.0
KPEA-165B Intermediate Golf .....	1.0
KPEA-165C Advanced Golf .....	1.0

KPEA-170A	Beginning Soccer .....	1.0
KPEA-170B	Intermediate Soccer .....	1.0
KPEA-170C	Advanced Soccer .....	1.0
KPEA-175A	Beginning Softball.....	1.0
KPEA-175B	Intermediate Softball.....	1.0
KPEA-180A	Beginning Swimming .....	1.0
KPEA-180B	Intermediate Swimming.....	1.0
KPEA-180C	Advanced Swimming .....	1.0
KPEA-185A	Beginning Tennis .....	1.0
KPEA-185B	Intermediate Tennis .....	1.0
KPEA-185C	Advanced Tennis .....	1.0
KPEA-195A	Beginning Volleyball .....	1.0
KPEA-195B	Intermediate Volleyball .....	1.0
KPEA-195C	Advanced Volleyball .....	1.0

*Recommended electives:*

KPET-120	Emergency Procedures.....	2.0
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**Certificate of Specialization: Therapeutic Procedures**

This certificate of specialization in therapeutic procedures will train the student in the use of therapeutic interventions used in Physical Therapy, Athletic Training, and Chiropractic Fields. Through the courses required for this certificate a student will learn about basic body movement, common orthopedic injuries and the healing process, and clinically relevant skills like the application of ultrasound, electrical stimulation, cold, heat, taping, rehabilitation charting, clinical professionalism, and exercise instruction under credentialed supervision. Upon completion of the courses required for the therapeutic procedures certificate, the student will be able to demonstrate to possible employers their competency of prerequisites commonly found in aide positions in PT and Chiropractic clinics increasing the strength of their resumes as compared to applicants without the certificate.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate skills and proficiency in therapeutic procedures necessary to safely and effectively administer therapeutic modalities and exercises to patients.

**Program Requirements:**

Units Required: 12

		Units
KPET-120	Emergency Procedures.....	2.0
KPET-200	Introduction to Kinesiology .....	3.0
KPET-210	Prevention and Care of Athletic Injuries.....	3.0
KPET-210L	Prevention and Care of Athletic Injuries Lab.....	1.0
KPET-212	Sports Medicine Clinical Experience.....	3.0

*Continued on the next page.*

**KINESIOLOGY - ACTIVITY (KPEA)****KPEA 100A BEGINNING CIRCUIT TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces beginning physical fitness principles and applications to develop and encourage positive habits in a personalized exercise program. Offered pass/no pass only. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 100B ADVANCED CIRCUIT TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-100A*

Presents advanced techniques in a laboratory physical fitness course designed to develop and encourage lifelong positive attitudes and habits in a personalized exercise program. Offered pass/no pass only. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 101A BEGINNING WEIGHT TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

Presents beginning level instruction in weight training, emphasizing lifting and training techniques. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 101B ADVANCED WEIGHT TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-101A, KPEI-153 or equivalent physical preparation.*

Advanced methods of physical conditioning and fitness program design, including principles of explosive training like Olympic lifts, plyometrics, balance training, speed development and functional flexibility training. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 102 RUNNING FOR FITNESS**

Units: 1.00

UC:CSU 54.00 hours lab

Presents the theories and techniques associated with running to develop aerobic fitness and anaerobic conditions, among other physiological adaptations gained through running. Strength and flexibility training for improved running performance will be discussed. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 103 CARDIO CROSS-TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

Focuses on improvement of cardiovascular and muscular fitness. Various training methods such as step aerobics, kick boxing, plyometrics, muscle sculpting, and core training are included. Proper form, exercise technique, and safety will be addressed for all training modes. Basic anatomy and physiology of human conditioning will also be discussed. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 105A BEGINNING STEP AEROBICS**

Units: 1.00

UC:CSU 54.00 hours lab

Provides group cardiovascular conditioning utilizing a step platform. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 105B INTERMEDIATE STEP AEROBICS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-105A*

Provides group cardiovascular conditioning utilizing a step platform at an Intermediate level, increasing options for students as they continue to improve. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 105C ADVANCED STEP AEROBICS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-105B*

Provides group cardiovascular conditioning utilizing a step platform at an Advanced level, increasing options and techniques for students as they continue to improve. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 106 BOWLING**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamental techniques of bowling, including scoring, rules, strategy, competitive formats and etiquette. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 107A BEGINNING STRETCHING FOR FLEXIBILITY AND RELAXATION**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces stretching exercises that enhance flexibility, reduce muscle tension, and promote relaxation; styles may include yoga, pilates and others. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 107B INTERMEDIATE STRETCHING FOR FLEXIBILITY AND RELAXATION**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-107A*

Offers intermediate techniques for stretching exercises that enhance flexibility, reduce muscle tension, and promote relaxation; styles may include yoga, Pilates, and others. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 107C ADVANCED STRETCHING FOR FLEXIBILITY AND RELAXATION**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-107B*

Offers advanced techniques for stretching exercises that enhance flexibility, reduce muscle tension, and promote relaxation; styles may include yoga, Pilates, and others. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 125A BEGINNING WALKING FOR FITNESS**

Units: 1.00

UC:CSU 54.00 hours lab

Focuses on improving cardio-respiratory endurance through a safe and effective beginning walking exercise program. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 125B INTERMEDIATE WALKING FOR FITNESS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-125A*

Focuses on further improving cardio-respiratory endurance through a safe and effective walking exercise program. Intermediate level training principles, techniques, and program design will be taught to promote lifelong physical activity. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 125C ADVANCED WALKING FOR FITNESS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-125B*

Focuses on continuous improvement to cardio-respiratory endurance through a safe and effective walking exercise program. Advanced level training principles, techniques, and program design will be taught to promote lifelong physical activity. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 145A BEGINNING BASEBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of baseball, including the skills and mechanics of throwing, hitting, and catching, as well as overall gamesmanship. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 145B INTERMEDIATE BASEBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Explores strategies to become proficient in the intermediate skills of baseball, emphasizing play and strategy. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 150A BEGINNING BASKETBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the basic fundamentals of basketball. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 150B INTERMEDIATE BASKETBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-150A*

Develops the intermediate skills of basketball. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 150C ADVANCED BASKETBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended preparation: KPEA-150B*

Develops the advanced skills of basketball. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 160A BEGINNING FOOTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the techniques of the sport of football, emphasizing recreational play, skills, and game strategy. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 160B INTERMEDIATE FOOTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Develops intermediate level football skills, emphasizing competitive play and specific game-situation strategies. UC credit limitation: Activity courses combined: maximum credit, 4 units.

*Continued on the next page.*

**KPEA 165A BEGINNING GOLF**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of golf including stance, grip, swing, putting, rules of golf, and overall gamesmanship. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 165B INTERMEDIATE GOLF**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-165A*

Develops intermediate golf skills emphasizing the techniques and tactics for long irons and woods. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 165C ADVANCED GOLF**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-165B*

Develops advanced skills including course management, match and stroke play strategies, and club selection. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 170A BEGINNING SOCCER**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the techniques of soccer for the beginning level player, emphasizing recreation play, strategy and rules. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 170B INTERMEDIATE SOCCER**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-170A*

Develops intermediate-level soccer skills, emphasizing intermediate play, strategy and rules. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 170C ADVANCED SOCCER**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-170B*

Examines skills, principles of play, and team tactics associated with the game of soccer at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 175A BEGINNING SOFTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of softball, including the rules and mechanics of throwing, hitting, and catching, and overall gamesmanship. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 175B INTERMEDIATE SOFTBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-175A*

Develops the intermediate skills of softball with emphasis on play and strategy. Progressive instruction includes hitting, fielding, throwing and catching as well as weight training and conditioning. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 180A BEGINNING SWIMMING**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces beginning swimming skills, emphasizing water safety. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 180B INTERMEDIATE SWIMMING****Units: 1.00**

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-180A*

Develops intermediate swim skills, emphasizing the four competitive swim strokes. Speed and endurance will be emphasized in a training environment. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 180C ADVANCED SWIMMING**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-180B*

Develops advanced swim skills emphasizing four competitive swim strokes, as well as advanced speed and endurance training. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 185A BEGINNING TENNIS**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces rules, methods, and techniques for the beginning tennis player. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 185B INTERMEDIATE TENNIS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-185A*

Develops intermediate tennis skills emphasizing play and strategy. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 185C ADVANCED TENNIS**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-185B*

Presents advanced tennis skills with highly competitive game playing, including attacking ground strokes, quick volleys, offensive overheads, serves, service returns and power ground strokes. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 195A BEGINNING VOLLEYBALL**

Units: 1.00

UC:CSU 54.00 hours lab

Introduces the fundamentals of volleyball including rules, overall gamesmanship, and the primary skills: serving, passing, setting, hitting, blocking and digging. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 195B INTERMEDIATE VOLLEYBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-195A*

Introduces intermediate volleyball skills and strategies, including jump-serving, the quick attack, 6-2 and 5-1 offensive systems, and rotational defense. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEA 195C ADVANCED VOLLEYBALL**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: KPEA-195B*

Further develops the development of volleyball skills and strategies at an advanced/competitive level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

## KINESIOLOGY - INTERCOLLEGIATE (KPEI)

**KPEI 153 OFF-SEASON CONDITIONING FOR INTERCOLLEGIATE SPORTS**

Units: 1.00-2.00

UC:CSU 54.00-108.00 hours lab

*May be taken four times for credit*

Identifies specific physical fitness, strength and conditioning 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. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 245A INTERCOLLEGIATE BASEBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of baseball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 245B OFF-SEASON BASEBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of baseball. Appropriate for members of the intercollegiate baseball team and individuals interested in baseball training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 250A INTERCOLLEGIATE BASKETBALL I**

Units: 1.50

UC:CSU 81.00 hours lab

*May be taken four times for credit*

Fall intercollegiate competition in the sport of basketball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 250B INTERCOLLEGIATE BASKETBALL II**

Units: 1.50

UC:CSU 81.00 hours lab

*May be taken three times for credit*

Spring intercollegiate competition in the sport of basketball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 250C OFF-SEASON BASKETBALL TRAINING**

Units: 1.00

UC:CSU 54.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of basketball. Appropriate for members of the intercollegiate basketball team and individuals interested in basketball training at an advanced level. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

*Continued on the next page.*

**KPEI 255A INTERCOLLEGIATE CROSS-COUNTRY**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of cross country. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 255B OFF-SEASON CROSS-COUNTRY TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of cross-country. Appropriate for members of the intercollegiate cross-country team and individuals interested in cross-country training at a competitive level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 260A INTERCOLLEGIATE FOOTBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of football. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 260B OFF-SEASON FOOTBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of football. Appropriate for members of the intercollegiate football team and individuals interested in football training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 265 INTERCOLLEGIATE GOLF**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of golf. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 270A INTERCOLLEGIATE SOCCER**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of soccer. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation.

**KPEI 270B OFF-SEASON SOCCER TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of soccer. Appropriate for members of the intercollegiate soccer team and individuals interested in soccer training at an advanced competitive level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 275A INTERCOLLEGIATE SOFTBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of softball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 275B OFF-SEASON SOFTBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of softball. Appropriate for members of the intercollegiate softball team and individuals interested in softball training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 280A INTERCOLLEGIATE SWIMMING**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of swimming. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 280B OFF-SEASON SWIMMING TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of swimming. Appropriate for members of the intercollegiate swim team and individuals interested in swim training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units

**KPEI 285A INTERCOLLEGIATE TENNIS**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of tennis. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 285B OFF-SEASON TENNIS TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of tennis. Appropriate for members of the intercollegiate tennis team and individuals interested in tennis training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 290A INTERCOLLEGIATE TRACK AND FIELD**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of track and field. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 290B OFF-SEASON TRACK AND FIELD TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of track and field. Appropriate for members of the intercollegiate track and field team and individuals interested in track and field training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units

**KPEI 295A INTERCOLLEGIATE VOLLEYBALL**

Units: 3.00

UC:CSU 162.00 hours lab

*May be taken four times for credit*

Intercollegiate competition in the sport of volleyball. Students must meet California Community College eligibility requirements as established by the California Community College Athletic Association. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KPEI 295B OFF-SEASON VOLLEYBALL TRAINING**

Units: 2.00

UC:CSU 108.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of volleyball. Appropriate for members of the intercollegiate volleyball team and individuals interested in volleyball training at an advanced level. UC credit limitation: Activity courses combined: maximum credit, 4 units.

**KINESIOLOGY - THEORY (KPET)****KPET 104 THEORY AND ANALYSIS OF FOOTBALL**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents advanced football fundamentals, including the theory and philosophy of offensive and defensive strategy, principles of the kicking game and special teams, and coaching organization and implementation. Does not meet the Physical Education activity requirement for the Associate Degree. UC credit limitations: KPET-104, 107, 108, 120, and 210 combined; maximum 8 units.

**KPET 107 THEORY AND ANALYSIS OF BASKETBALL**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the history, rules, styles, game strategy, and current developments of basketball, including how teams prepare for games and practices. Does not meet the Physical Education activity requirement for the Associate Degree. UC credit limitations: KPET-104, 107, 108, 120, and 210 combined; maximum 8 units.

*Continued on the next page.*

**KPET 108 THEORY AND ANALYSIS OF SOCCER**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history, rules, styles, game strategy, current developments, preparations of teams for games and weekly practice schedules, of soccer. Does not meet the Physical Education activity requirement for the Associate Degree. UC credit limitations: KPET-104, 107, 108, 120, and 210 combined; maximum 8 units.

**KPET 120 EMERGENCY PROCEDURES**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces procedures to maintain health in emergency first aid situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. Does not meet the Physical Education requirement for the Associate Degree. UC credit limitations: KPET-104, 107, 108, 120, and 210 combined; maximum credit 8 units.

**KPET 200 INTRODUCTION TO KINESIOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID KIN 100

Examines the field of kinesiology as a profession and an academic discipline. Foundational concepts in exercise physiology, sports nutrition, biomechanics, motor learning and behavior, sports medicine, coaching, physical education and sport psychology are covered. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and KPET-201 combined, maximum credit one course.

**KPET 201 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING**

Units: 3.00

UC:CSU 54.00 hours lecture

Fitness and conditioning concepts and their relationship to the human body. Focus is on physiological principles and the conditioning process. This course does not satisfy the physical education activity requirement for the associate degree. UC credit limitation: KPET-200 and 201 combined, maximum credit one course.

**KPET 209 AMERICAN SPORTS IN FILM**

Units: 3.00

CSU 54.00 hours lecture

Examines American sports history, the portrayal of sport, and the contributions made by members representing various gender, ethnic and socio-economic backgrounds as depicted through sports related films.

**KPET 210 PREVENTION AND CARE OF ATHLETIC INJURIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the field of athletic training, including the role of the athletic trainer in relation to the physician, coach and athlete, emphasizing the prevention, recognition, and treatment of common sports injuries. Does not meet the Physical Education activity requirement for the associate degree.

**KPET 210L PREVENTION AND CARE OF ATHLETIC INJURIES LAB**

Units: 1.00

UC:CSU 54.00 hours lab

Covers the principles and techniques for application of protective taping, padding, wrapping and bracing, emphasizing the prevention of sport and exercise injuries. Does not meet the Physical Education activity requirement for the associate degree.

**KPET 212 SPORTS MEDICINE CLINICAL EXPERIENCE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: KPET-120 & KPET-210L*

Provides instruction and clinical experience for students interested in sports and physical therapy-related injury care and rehabilitation. Includes injury assessment, therapeutic modality usage and selection, and rehabilitation of orthopedic injuries. Does not meet the physical education activity requirement for the associate degree. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**KPET 217 SPORTS MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

Introduces organization, management, planning, staffing, directing, and controlling a sports program, including such areas as budget, facilities, scheduling, officials, transportation, public relations, parent and booster clubs, purchase and care of athletic equipment, fundraising and marketing.



# LAND SURVEYING

## Associate in Science Degree and Certificate of Achievement: Land Surveying

The focus of the Land Surveying program is to provide the student with a thorough background in land surveying and mapping, in addition to an introduction to the collecting, manipulating, formatting and mapping of geospatial data. A student who successfully completes the program will have the technical expertise necessary for an entry level position in the field of Land Surveying or related fields of geographic information systems specialists, architectural services, and engineering services. Land Surveyors typically measure and record property boundaries and the topography of the land covered by construction and engineering projects. Surveys are used to establish legal boundaries to prepare maps and exhibits, and write descriptions of land tracts that satisfy legal requirements. The program also assists students in preparing for the State Land Surveyor In Training and Land Surveyor's Exams.

### Degree and Certificate Student Learning Outcome:

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

### Program Requirements:

Units Required: 34 - 35

	Units
SURV-101A Introduction to Land Surveying.....	3.0
SURV-101L Introduction to Land Surveying Laboratory .....	1.0
SURV-102A Advanced Land Surveying.....	3.0
SURV-102L Advanced Land Surveying Laboratory .....	1.0
SURV-103 Advanced Applications in Surveying I.....	3.0
SURV-104 Advanced Applications in Surveying II.....	3.0
SURV-107A Construction Surveying .....	3.0
SURV-107L Construction Surveying Laboratory .....	1.0
SURV-110 Computer Aided Drafting for Surveyors .....	3.0
SURV-260 Boundary Control and Legal Principles I.....	3.0
SURV-265 Boundary Control and Legal Principles II.....	3.0
GIS-101 Introduction to Geographic Information Systems.....	3.0
MATH-102 Trigonometry .....	4.0

OR

MATH-102X Trigonometry with Support ..... 5.0

## SURV 101A INTRODUCTION TO LAND SURVEYING

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: Completion of Intermediate Algebra and Geometry or higher math placement*

*Recommended concurrent enrollment in SURV-101L.*

Presents the fundamentals of land surveying theory and calculations. Includes equipment, horizontal, vertical, and angular measurements, errors, traversing, leveling, and stadia. Also covers the history of and careers in surveying.

## SURV 101L INTRODUCTION TO LAND SURVEYING LABORATORY

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Completion of or concurrent enrollment in SURV-101A.*

Presents the fundamentals of land surveying field practice and equipment use. Includes horizontal, vertical, and angular measurements, errors, traversing, leveling, and stadia

## SURV 102A ADVANCED LAND SURVEYING

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SURV-101A. Recommended concurrent enrollment in SURV-102L*

Presents advanced concepts in land surveying theory and calculations. Includes equipment, horizontal and vertical curves, construction staking, earthwork, topography, public lands, and state plane coordinates.

## SURV 102L ADVANCED LAND SURVEYING LABORATORY

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: SURV-101A & 101L. Completion of or concurrent enrollment in SURV-102A*

Presents advanced concepts in land surveying field practices and equipment use. Includes horizontal and vertical curves, construction staking, and topography.

## SURV 103 ADVANCED APPLICATIONS IN SURVEYING I

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SURV-102A. Recommended Preparation: MATH-102 or 102X*

Focuses on measurement analysis and adjustments, geodesy, various mapping elements, state plane coordinates and the use of GPS for land surveying applications.

*Continued on the next page.*

**SURV 104 ADVANCED APPLICATIONS IN SURVEYING II**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SURV-102A. Recommended Preparation: MATH-102 or 102X, SURV-103*

Focuses on photogrammetry, celestial surveying, research, and survey project management, emphasizing concepts and calculations performed by the land surveyor. Presents professional licensing requirements and employment strategies in the land surveying industry.

**SURV 107A CONSTRUCTION SURVEYING**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SURV-102A. Recommended concurrent enrollment in SURV-107L*

Presents concepts in construction surveying theory and calculations. Includes pipelines, tunnels, culverts, bridges, buildings, highways, and municipal surveys.

**SURV 107L ADVANCED LAND SURVEYING LABORATORY**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: SURV-102A & 102L. Completion of or concurrent enrollment in SURV-107A*

Presents concepts in construction surveying field practices and equipment use. Includes pipelines, tunnels, culverts, bridges, buildings, highways, and municipal surveys.

**SURV 110 COMPUTER-AIDED DRAFTING FOR SURVEYORS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: SURV-101A and 101L*

Introduces computer aided drafting for land surveying using AutoCAD Civil 3D. Introduces computer aided drafting (CAD) for land surveying using AutoCAD Civil 3D. No prior CAD experience required.

**SURV 260 BOUNDARY CONTROL AND LEGAL PRINCIPLES I**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: SURV-102A*

Introduces the basic elements of the U.S. Public Land Survey System (PLSS), including background, history, subdivisions of sections, restoration of lost corners, and principles of preparing land descriptions for surveyors and title companies.

**SURV 265 BOUNDARY CONTROL AND LEGAL PRINCIPLES II**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: SURV-260*

Examines principles of boundary control, including land descriptions, property transfer, senior rights, conveyances, and case law pertaining to boundary disputes.

**LAW ENFORCEMENT TECHNOLOGY**

The Law Enforcement Technology program focuses on the emerging trends and uses of technology in law enforcement operations and criminal investigations. The student gains insight into how technology impacts law enforcement, legal issues associated with technological uses, ethical boundaries considerations, and operational and investigative techniques. Upon successful completion of the Law Enforcement Technology degree program, the student will have a general, but very practical knowledge, of the rapidly evolving technology and how it is used to further public safety operations and criminal investigations. Target occupations typical to this major include in-service officers and investigators working, or seeking to work, specialized technical investigative support assignments.

Although not required, it is recommended that (1) the student successfully complete the following courses before enrolling in any courses in the Law Enforcement Technology program: ADMJUS-101 Introduction to

Administration of Justice and ADMJUS-110 Principles and Procedures of the Justice System OR (2) that the student have sufficient experience to establish a working knowledge of the criminal justice system and basic criminal procedure.

NOTE: Most law enforcement agencies have extensive testing procedures prior to hiring including written, oral, and psychological tests and require applicants to complete additional rigorous academy training prior to being hired. Most federal agencies require a Bachelor's degree prior to appointment. Security officers and private investigators in the State of California must take additional courses, pass State approved examinations, and maintain licensing requirements, in order to satisfy State mandates.

### Associate in Science Degree and Certificate of Achievement: Law Enforcement Technology

#### Degree and Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and awareness of the legal and ethical considerations in the use of technology for law enforcement applications.

#### Program Requirements:

Units Required: 24

	Units
LETECH-101 Introduction to Technology in Law Enforcement .....	3.0
LETECH-110 Ethics in Law Enforcement Technology .....	3.0
LETECH-120 Crime and Internet.....	3.0
LETECH-130 Digital Evidence Acquisition.....	3.0
LETECH-140 Network Security Investigations for Law Enforcement .....	3.0
LETECH-150 Geolocating .....	3.0
<i>Plus six units from the following:</i>	
LETECH-160 Computer Forensics .....	3.0
LETECH-170 Privacy, National Security, and Criminal Justice in the 21st Century .....	3.0
LETECH-180 Digital Photography in Law Enforcement .....	3.0
LETECH-190 Electronic Surveillance and Tracking.....	3.0
LETECH-195 Small Unmanned Aircraft Systems (sUAS) in Public Safety .....	3.0

### LETECH 101 INTRODUCTION TO TECHNOLOGY IN LAW ENFORCEMENT

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Provides an overview of how technology and cyber issues impact the public safety/law enforcement field.

### LETECH 110 ETHICS IN LAW ENFORCEMENT TECHNOLOGY

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Presents the ethical and legal considerations of using technology in law enforcement.

### LETECH 120 CRIME AND THE INTERNET

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Examines the use of the internet to perpetrate and investigate crime.

### LETECH 130 DIGITAL EVIDENCE ACQUISITION

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Examines acquiring evidence from digital devices in a forensically-sound way, including preserving the data for later examination, as well as ensuring it as admissible evidence during trial.

### LETECH 140 NETWORK SECURITY INVESTIGATIONS FOR LAW ENFORCEMENT

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Introduces techniques used to secure a network and deter an intrusion while using technology to support law enforcement investigations. Examines network hacking in determining criminal responsibility. Aligns with the Certified Information Security Professional (CISSP) examination in establishing subject matter expertise.

### LETECH 150 GEOLOCATING

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Introduces the processes used to identify specific locations from everyday devices to support law enforcement investigations such as locating missing persons or apprehending criminal fugitives. Provides a detailed overview of geolocation technologies, such as ranging techniques, localization technologies, fingerprinting, wireless sensor networks, algorithms, and filtering.

*Continued on the next page.*

**LETECH 160 COMPUTER FORENSICS**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Introduces how to conduct forensic examination of evidence found on a computer hard drive, smart phone, tablet, thumb drive or other digital device, while maintaining its integrity for use in investigation and trial. Addresses legal, policy and procedure issues, and expert witness testimony.

**LETECH 170 PRIVACY, NATIONAL SECURITY, AND CRIMINAL JUSTICE IN THE 21ST CENTURY**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Introduces the concept of privacy as in individual right through both philosophical and legal analysis. Discusses the historical context of privacy and how advances in technology affect the future of privacy rights in relation to national security and law enforcement investigations.

**LETECH 180 DIGITAL PHOTOGRAPHY IN LAW ENFORCEMENT**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Introduces digital photography equipment and techniques used by law enforcement agencies.

**LETECH 190 ELECTRONIC SURVEILLANCE AND TRACKING**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Provides an overview of commercial off-the-shelf (COTS) devices and systems that are available for electronic surveillance in law enforcement including body wires, audio surveillance, video surveillance, concealment systems for electronic surveillance devices, GPS tracking, cell phone tracking and other emerging forms of electronic surveillance.

**LETECH 195 SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS) IN PUBLIC SAFETY**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: ADMJUS-101 & ADMJUS-110*

Examines the emerging trends of sUAS, otherwise known as "drones", in modern public safety. Aligns with the FAA remote pilot exam for commercial drone operators.

## LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences major is designed for students planning to transfer to either the California State University or University of California. To earn the Associate in Arts degree with a Liberal Arts and Sciences major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern and one of the four areas of emphasis. The areas of emphasis are: Health Science, Humanities, Mathematics and Science or Social and Behavioral Science. The area of emphasis requires a minimum of 18 units with a grade of "C" or better in all courses in the area of emphasis. The courses identified for each area of emphasis fulfill major preparation requirements as demonstrated through ASSIST.org articulation. A minimum of six units must be within a single discipline and in the case of the Mathematics and Science area of emphasis at least one mathematics course must be completed. Select courses based on ASSIST.org data for major preparation articulation with selected transfer institutions. Consult a counselor for specific information regarding the intended major at the college the student is choosing.

Courses used to complete a student's area of emphasis can double count for general education just as they may for any other major.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

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.
- Complete CSU Breadth courses in compliance with Executive Order 1100.
- Earn a "C" or "CR" grade or higher in all 18 units of the area of emphasis 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 Arts Degree: Liberal Arts and Sciences

#### Program Requirements:

**Health Science Emphasis** - Minimum 18 units. Select at least six units from one discipline.

#### Degree Student Learning Outcome:

Students will be able to analyze biological or psychological concepts and formulate strategies for a health related career.

	Units
BIOSCI-100 General Biology .....	4.0
OR	
BIOSCI-100H General Biology – Honors .....	4.0
BIOSCI-101 Introductory Biology for Health Professions .....	4.0
BIOSCI-201 Introduction to Human Anatomy .....	4.0
BIOSCI-202 Introduction to Human Physiology .....	4.0
BIOSCI-204 Human Anatomy & Physiology I .....	4.0
BIOSCI-205 Human Anatomy & Physiology II .....	4.0
BIOSCI-221 Introduction to Microbiology .....	5.0
CHEM-151 Preparatory General Chemistry .....	4.0
OR	

CHEM-151H	Preparatory General Chemistry – Honors .....	4.0
COMS-105	Fundamentals of Public Speaking ...	3.0
OR		
COMS-105H	Fundamentals in Public Speaking – Honors .....	3.0
HLHSCI-150	Nutrition .....	3.0
MATH-140	Introductory Statistics .....	4.0
OR		
MATH-140H	Introductory Statistics – Honors .....	4.0
OR		
MATH-140X	Statistics with Support .....	5.0
PSYCH-101	Introduction to Psychology .....	3.0
OR		
PSYCH-101H	Introduction to Psychology – Honors .....	3.0
PSYCH-172	Developmental Psychology .....	3.0
OR		
PSYCH-172H	Developmental Psychology – Honors .....	3.0
SOCI-101	Introduction to Sociology .....	3.0
OR		
SOCI-101H	Introduction to Sociology – Honors .....	3.0

**Humanities Emphasis:** Minimum 18 units. Select at least six units from one discipline.

#### Degree Student Learning Outcome:

Students will be able to analyze concepts from the liberal arts and sciences.

	Units
ART-100 Landmarks of Art and Visual Culture .....	3.0
ART-110 Art History: Paleolithic Through the Middle Ages .....	3.0
ART-111 Art History: Renaissance to Modern .....	3.0
ART-125A Fundamentals of Drawing .....	3.0
ART-140 Beginning Design: Two-Dimensional Media .....	3.0
ECON-170 Economic History of the United States .....	3.0
OR	
ECON-170H Economic History of the United States – Honors .....	3.0
ENGL-110 Composition and Literature .....	3.0
ENGL-112 Intermediate Composition, Literature and Critical Thinking .....	4.0
ENGL-250 British Literature I .....	3.0
ENGL-251 British Literature II .....	3.0
ENGL-260 American Literature I .....	3.0
ENGL-261 American Literature II .....	3.0
ENGL-273 World Literature I .....	3.0

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

ENGL-274	World Literature II.....	3.0
FRNCH-101	Elementary French I.....	5.0
FRNCH-102	Elementary French II.....	5.0
FRNCH-201	Intermediate French I.....	5.0
FRNCH-202	Intermediate French II.....	5.0
GERMAN-101	Elementary German I.....	5.0
GERMAN-102	Elementary German II.....	5.0
HIST-101	History of Western Civilization: The Pre-Industrial West.....	3.0
	<i>OR</i>	
HIST-101H	History of Western Civilization: The Pre-Industrial West - Honors.....	3.0
HIST-102	History of Western Civilization: The Modern Era.....	3.0
HIST-111	United States History I.....	3.0
	<i>OR</i>	
HIST-111H	United States History I - Honors.....	3.0
HIST-112	United States History II.....	3.0
	<i>OR</i>	
HIST-112H	United States History II - Honors.....	3.0
HIST-120	The Role of Women in the History of the United States.....	3.0
	<i>OR</i>	
HIST-120H	The Role of Women in the History of the United States - Honors.....	3.0
HIST-130	Social and Cultural History of the United States.....	3.0
HIST-161	World History I.....	3.0
MUSIC-100	Fundamentals of Music.....	3.0
MUSIC-105	Music Appreciation.....	3.0
MUSIC-106	Development of Jazz.....	3.0
MUSIC-107	History of Rock & Roll.....	3.0
MUSIC-120A	Tonal Harmony I.....	3.0
MUSIC-120B	Tonal Harmony II.....	3.0
MUSIC-220A	Chromatic Harmony I.....	3.0
MUSIC-220B	Chromatic Harmony II.....	3.0
PHILOS-101	Introduction to Philosophy.....	3.0
	<i>OR</i>	
PHILOS-101H	Introduction to Philosophy – Honors.....	3.0
PHILOS-102	Introduction to Eastern Religion and Philosophy.....	3.0
PHILOS-110	History of Ancient Philosophy.....	3.0
PHILOS-111	History of Modern Philosophy.....	3.0
PHILOS-112	History of Philosophy - 20th Century Philosophy.....	3.0
PHILOS-120	Introduction to Ethics.....	3.0
PHILOS-220	Introduction to Comparative Religion.....	3.0
PHILOS-230	Symbolic Logic.....	3.0
SPAN-101	Elementary Spanish I.....	5.0
	<i>OR</i>	

SPAN-101H	Elementary Spanish I.....	5.0
	<i>OR</i>	
SPAN-211	Spanish for Heritage Speakers I.....	5.0
SPAN-102	Elementary Spanish II.....	5.0
	<i>OR</i>	
SPAN-212	Spanish for Heritage Speakers II.....	5.0
SPAN-201	Intermediate Spanish I.....	5.0
SPAN-202	Intermediate Spanish II.....	5.0
SIGN-101	American Sign Language I.....	4.0
SIGN-102	American Sign Language II.....	4.0
SIGN-103	American Sign Language III.....	4.0
SIGN-104	American Sign Language IV.....	4.0
THEATR-100	Theatre Appreciation.....	3.0
THEATR-110	Understanding Theatre.....	3.0
	<i>OR</i>	
THEATR-110H	Understanding Theatre – Honors.....	3.0
THEATR-140	Acting Fundamentals.....	3.0
THEATR-141	Scene Performance.....	3.0
THEATR-220	Theatre History I.....	3.0

**Mathematics and Science Emphasis:** Minimum 18 units. Select six units from a single discipline and at least one mathematics course.

**Degree Student Learning Outcome:**

Students will be able to analyze concepts from the liberal arts and sciences

		Units
BIOSCI-100	General Biology.....	1.0
	<i>OR</i>	
BIOSCI-100H	General Biology- Honors.....	4.0
BIOSCI-106	Organismal & Environmental Biology.....	4.0
	<i>OR</i>	
BIOSCI-106H	Organismal & Environmental Biology - Honors.....	4.0
BIOSCI-107	Molecular and Cellular Biology.....	4.0
	<i>OR</i>	
BIOSCI-107H	Molecular and Cellular Biology Honors.....	4.0
BIOSCI-115	General Zoology.....	4.0
BIOSCI-116	General Botany.....	4.0
BIOSCI-201	Introduction to Human Anatomy.....	4.0
BIOSCI-202	Introduction to Human Physiology.....	4.0
BIOSCI-221	Introduction to Microbiology.....	5.0
CHEM-151	Preparatory General Chemistry.....	4.0
	<i>OR</i>	
CHEM-151H	Preparatory General Chemistry - Honors.....	4.0
CHEM-201	General Chemistry I.....	5.0
	<i>OR</i>	
CHEM-201H	General Chemistry I – Honors.....	5.0
CHEM-202	General Chemistry II.....	5.0
CHEM-255	Organic Chemistry I.....	5.0

CHEM-256	Organic Chemistry II.....	5.0		Pre-Industrial West.....	3.0
GEOGRPH-100	Physical Geography .....	3.0		<i>OR</i>	
GEOGRPH-101	Physical Geography with Lab .....	4.0	HIST-101H	History of Western Civilization: The Pre-Industrial West- Honors .....	3.0
GEOGRPH-103	Weather and Climate .....	3.0	HIST-102	History of Western Civilization: The Modern Era.....	3.0
GEOLOGY-100	Physical Geology.....	3.0	HIST-111	United States History I.....	3.0
GEOLOGY-101	Physical Geology with Lab .....	4.0		<i>OR</i>	
GEOLOGY-110	Earth Science with Lab.....	4.0	HIST-111H	United States History I - Honors .....	3.0
MATH-211	Calculus I.....	5.0	HIST-112	United States History II.....	3.0
MATH-212	Calculus II.....	5.0		<i>OR</i>	
MATH-213	Calculus III.....	5.0	HIST-112H	United States History II - Honors .....	3.0
MATH-214	Linear Algebra .....	4.0	HIST-120	The Role of Women in the History of the United States.....	3.0
MATH-215	Differential Equations .....	4.0		<i>OR</i>	
PHYSIC-110	General Physics I .....	4.0	HIST-120H	The Role of Women in the History of ... the United States – Honors .....	3.0
PHYSIC-111	General Physics II .....	4.0	HIST-130	Social and Cultural History of the United States.....	3.0
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....	4.0	HIST-161	World History I.....	3.0
PHYSIC-221	Physics for Scientists and Engineers: Electricity and Magnetism.....	4.0	HIST-240	Latin American Civilization.....	3.0
PHYSIC-222	Physics for Scientists and Engineers: Wave Motion, Heat, Optics, and Modern Physics.....	4.0	MEA-100	Mass Media and Society .....	3.0
<b>Social and Behavioral Sciences Emphasis –</b>			POLISC-150	Introduction to American Government and Politics .....	3.0
Minimum 18 units: Select at least six units from one discipline.				<i>OR</i>	
<b>Degree Student Learning Outcome:</b>			POLISC-150H	Introduction to American Government And Politics - Honors .....	3.0
Students will be able to analyze concepts from the liberal arts and sciences			POLISC-230	Political Theory .....	3.0
		Units	POLISC-250	Comparative Government and Politics .....	3.0
ANTHRO-103	Cultural Anthropology .....	3.0	POLISC-270	International Relations.....	3.0
	<i>OR</i>		POLISC-290	Ethnic and Gender Politics .....	3.0
ANTHRO-103H	Cultural Anthropology - Honors .....	3.0	PSYCH-101	Introduction to Psychology .....	3.0
ANTHRO-105	Introduction to Archaeology and Prehistory .....	3.0		<i>OR</i>	
ANTHRO-220	Magic, Witchcraft and Religion .....	3.0	PSYCH-101H	Introduction to Psychology - Honors.....	3.0
COMS-246	Interpersonal Communication.....	3.0	PSYCH-102	Physiological Psychology .....	3.0
COMS-256	Intercultural Communication.....	3.0	PSYCH-103	Introduction to Behavioral Research .....	3.0
ECE-101	Child Growth and Development .....	3.0	PSYCH-104	Statistics for the Behavioral Sciences.....	4.0
ECE-102	Child, Family, and Community.....	3.0		<i>OR</i>	
ECON-170	Economic History of The United States.....	3.0	SOCI-137	Statistics for the Social Sciences.....	4.0
	<i>OR</i>		PSYCH-105	Personal Growth and Adjustment ...	3.0
ECON-170H	Economic History of The United States – Honors .....	3.0	PSYCH-109	Social Psychology .....	3.0
ECON-201	Macroeconomics .....	3.0	PSYCH-126	Cognitive Psychology .....	3.0
	<i>OR</i>		PSYCH-172	Developmental Psychology .....	3.0
ECON-201H	Macroeconomics - Honors.....	3.0		<i>OR</i>	
ECON-202	Microeconomics.....	3.0	PSYCH-172H	Developmental Psychology - Honors.....	3.0
	<i>OR</i>		PSYCH-225	Psychology of Learning and Behavior .....	3.0
ECON-202H	Microeconomics Honors.....	3.0			
GEOGRPH-102	Human Geography .....	3.0			
GEOGRPH-104	World Regional Geography .....	3.0			
HIST-101	History of Western Civilization: The				

PSYCH-230	Human Sexuality .....	3.0
PSYCH-240	Abnormal Psychology .....	3.0
SOCI-101	Introduction to Sociology .....	3.0
	<i>OR</i>	
SOCI-101H	Introduction to Sociology - Honors ..	3.0
SOCI-102	Introduction to Sociological Research Methods .....	3.0
SOCI-103	Intimate Relationships and Families .....	3.0
	<i>OR</i>	
SOCI-103H	Intimate Relationships and Families - Honors .....	3.0
SOCI-104	Introduction to Social Justice Studies .....	3.0
SOCI-105	Inequalities and Equity in The United States .....	3.0
SOCI-107	Introduction to Chicana/o Culture .....	3.0
SOCI-108	Thinking Critically About Social Issues .....	3.0
SOCI-200	Sociology of Gender .....	3.0
	<i>OR</i>	
SOCI-200H	Sociology of Gender - Honors .....	3.0
SOCI-207	Social Problems .....	3.0
SOCI-250	Introduction to Criminology .....	3.0

### Certificate of Achievement: IGETC

The certificate of achievement UC IGETC allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of UC IGETC with a grade of "C" or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling Department.

### Certificate of Achievement: CSU General Education Breadth

The certificate of achievement CSU GE Breadth allows the student transferring to a four-year college or university the opportunity to receive a certificate. The requirements for this certificate of achievement are completion of CSU GE Breadth with a grade of "C" or better in each course. Specific requirements can be found at [www.assist.org](http://www.assist.org) or consult with the Counseling department.

## LIBERAL STUDIES

### Associate in Arts for Transfer Degree: Elementary Teacher Education

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtain a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to demonstrate the foundational skills and knowledge needed to teach elementary school students in the following: Science, Mathematics, English/Communication, Social Studies and the Arts.

**Program Requirements:**

Units Required: 49

		Units
BIOSCI-100	General Biology .....	4.0
	OR	
BIOSCI-100H	General Biology – Honors .....	4.0
COMS-105	Fundamentals in Public Speaking.....	3.0
	OR	
COMS-105H	Fundamentals in Public Speaking – Honors .....	3.0
ECE-101	Child Growth and Development.....	3.0
EDUC-203	Introduction to Teaching in a Diverse Society.....	3.0
ENGL-101	English Composition.....	4.0
	OR	
ENGL-101H	Honors English Composition .....	4.0
ENGL-110	Composition and Literature .....	3.0
GEOGRPH-104	World Regional Geography .....	3.0
GEOLOGY-110	Earth Science with Lab .....	4.0
HIST-111	United States History .....	3.0
	OR	
HIST-111H	United States History – Honors .....	3.0
HIST-161	World History I .....	3.0
MATH-130	Mathematics for Elementary School Teachers .....	3.0
PHYSICI-101	Physical Science .....	4.0
POLISC-150	Introduction to American Government and Politics .....	3.0
	OR	
POLISC-150H	Introduction to American Government and Politics – Honors .....	3.0
	<i>Plus one course from the following:</i>	
COMS-227	Introduction to Rhetorical Criticism.....	3.0
ENGL-103	Critical Reading, Writing and Thinking .....	3.0
ENGL-103H	Critical Reading, Writing and Thinking – Honors .....	3.0
SOCI-108	Thinking Critically About Social Issues .....	3.0
	<i>Plus one course from the following:</i>	
DANCE-100	Dance Appreciation .....	3.0
THEATR-110	Understanding Theatre.....	3.0
THEATR-110H	Understanding Theatre - Honors .....	3.0

# MANUFACTURING TECHNOLOGY

Manufacturing Technology is a career education program designed to prepare students for a variety of entry-level positions in a manufacturing environment. These positions may include manual machine operator, computer numerical control operator, Computer-aided design/manufacturing (CAD/CAM) designer, or programmer. Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Learned skills may include the ability to operate conventional and computer numerical control (CNC) machinery, program CNC machinery, operate various CAD/CAM systems and interpret blueprints.

## Certificate of Achievement: Tooling and Milling

This certificate provides students training in to the necessary theoretical and professional skills necessary to safely operate manual metalworking and machining equipment. Prepares students for certification to the National Institute of Metalworking Skills (NIMS) in drill press, milling and turning operations. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries.

### Certificate Student Learning Outcome:

Students will be able to perform a variety of metalworking and machining applications that meet or exceed industry standards.

**Program Requirements:**

Units Required: 19

		Units
MFGT-090	Measurements and Computations .....	3.0
MFGT-100	Industrial Safety .....	2.0
MFGT-101	Print Reading for the Machine Trades.....	2.0
MFGT-102	Geometric Dimensioning for the Machine Trades.....	2.0
MFGT-103	Metrology for the Machine Trades .....	2.0
MFGT-104	Metallurgy for the Machine Trades .....	2.0
MFGT-105	Benchwork and Handtool Fundamentals.....	2.0
MFGT-106	Applied Manual Machining .....	4.0

## Certificate of Specialization: Manufacturing Technology - CAD/CAM

This certificate prepares students on CAD/CAM training using MASTERCAM specifically used in the automotive, aerospace, and manufacturing industries. Upon

completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core CAD/CAM skills and knowledge required for a variety of manufacturing industries.

**Program Requirements:**

Units Required: 6

		Units
MFGT-131	CAD/CAM I .....	3.0
MFGT-132	CAD/CAM II .....	3.0

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

This certificate prepares students on CATIA software specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a designer or drafter.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core CATIA skills and knowledge required for a variety of manufacturing industries.

**Program Requirements:**

Units Required: 6

		Units
MFGT-141	CATIA I .....	3.0
MFGT-142	CATIA II .....	3.0

**Certificate of Specialization: Automated Machining**

This certificate provides students training in CAD/CAM using MASTERCAM and CNC Programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CAD/CAM design engineer, machinist, CNC operator, or CNC programmer.

**Certificate Student Learning Outcome:**

Students will be able to accurately perform a variety of CAD/CAM and CNC application and calculations using appropriate equipment.

**Program Requirements:**

Units Required: 12

		Units
MFGT-121	CNC 1: Operation and Manual Programming .....	3.0
MFGT-122	CNC 2: Concepts and Programming .....	3.0
MFGT-131	CAD/CAM I .....	3.0
MFGT-132	CAD/CAM II .....	3.0

**Certificate of Specialization: Machining/CNC**

This certificate prepares students for CNC programming specifically used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as a CNC machinist, CNC lathe operator, production machinist, or CNC programmer.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core CNC skills and knowledge required for a variety of manufacturing industries.

**Program Requirements:**

Units Required: 6

		Units
MFGT-121	CNC 1: Operation and Manual Programming .....	3.0
MFGT-122	CNC 2: Concepts and Programming .....	3.0

**Certificate of Specialization: Manufacturing Fundamentals**

This certificate provides students training in non-CNC machining applications used in the automotive, aerospace, and manufacturing industries. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries as an entry-level machinist.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in non-CNC machining and knowledge required for a variety of manufacturing industries.

**Program Requirements:**

Units Required: 9

		Units
MFGT-090	Measurements and Computations .....	3.0
MFGT-112	Introduction to Manufacturing Technology .....	3.0
MFGT-113	Machining Fundamentals .....	3.0

**MFGT 090 MEASUREMENTS AND COMPUTATIONS**

Units: 3.00

54.00 hours lecture

Focuses on measurements and calculations used in manufacturing related and technical career fields. Reviews basic computations and measurement systems used for shop and field applications.

**MFGT 100 INDUSTRIAL SAFETY**

Units: 2.00

CSU 36.00 hours lecture

Provides instruction for safe work practice in an industrial environment. Emphasis on safety philosophies, terminology, fire safety, pressurized gasses and welding, chemical and electrical hazards, in addition to the safe handling, storage, and disposal of hazardous materials.

**MFGT 101 PRINT READING FOR THE MACHINE TRADES**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: MFGT-090*

Surveys the interpretation of technical drawings for machine trades. Explains print reading concepts and application, including use of sketches, multiview drawings, and line types. Covers print dimensioning from basic dimensioning through first angle projection, in addition to common assembly drawings and fasteners used in manufacturing.

**MFGT 102 GEOMETRIC DIMENSIONING AND TOLERANCING**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: MFGT-101*

Introduces the underlying concepts and practices of Geometric Dimensioning and Tolerancing. Focuses on dimensions and tolerances on engineering drawings per the ASME Y14 standard, datums, geometric rules, types, characteristics, and tolerance zones.

**MFGT 103 METROLOGY FOR THE MACHINE TRADES**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-100*

Explores the principles, techniques, and devices used within today's dimensional metrology fields including industrial measurement and instruments such as gage blocks, steel rules, calipers, micrometers, depth micrometers, dial indicators, and height gauges. Covers equipment principles, measuring techniques, and best practices for the use of dimensional measuring equipment.

**MFGT 104 METALLURGY FOR THE MACHINE TRADES**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: MFGT-103*

Surveys common metals and metal alloys used in today's manufacturing industries. Covers physical and mechanical properties of ferrous and nonferrous metals for individuals working in the machine trades. Explores the basics of metal manufacturing, includes how metals and alloys are produced, and examines common testing methods used to measure and evaluate metal properties.

**MFGT 105 BENCHWORK AND HANDTOOL FUNDAMENTALS**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-100*

Introduces the theory and application of tools and electrically powered metalworking equipment. Emphasizes the safe use of common hand tools, bandsaws, drill presses, and grinding equipment. Prepares students for the National Institute for Metalworking Skills (NIMS) Machining Level I (Drill Press) certification exam.

**MFGT 106 APPLIED MANUAL MACHINING**

Units: 2.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: MFGT-100*

Capstone course that examines theory and application of the safe use of manual lathe and milling machines. Focuses on building skills in turning and milling operations to produce accurately dimensioned parts and components. Prepares students for the National Institute for Metalworking Skills (NIMS) Machining Level I (Manual Milling and Turning Operations) certification exam.

**MFGT 112 INTRODUCTION TO MANUFACTURING TECHNOLOGY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces basic machine tool practices as they relate to common manufacturing operations, including measuring, cutting, and drilling common metals to standard drawings and specifications. Emphasis is placed on the care and safe use of related hand tools and machine shop equipment.

**MFGT 113 MACHINING FUNDAMENTALS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the theory and application training in the use of machine tools such as lathes, milling machines, drill presses, power saws, and bench grinders. Machine tool terminology, theory, math, part layout, and bench work using common and precision measuring tools is covered. Emphasis is placed on shop safety, housekeeping, and preventative maintenance of equipment.

**MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MFGT-113*

Introduces the basic concepts of Computer Numerically Controlled (CNC) machine tools. Emphasis on safety, measurement, drilling machines, lathes, milling machines and grinding machines focusing on practices and setups used in industry.

*Continued on the next page.*

**MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-121*

Surveys advanced level operation of Computer Numerically Controlled (CNC) lathe and milling machines. Emphasis is placed on safety, metallurgy, job planning, advanced programming, and solid modeling used in industry.

**MFGT 131 CAD/CAM I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces computer-aided design and manufacturing using MASTERCAM as a CAD/CAM environment, emphasizing the writing and running of CNC lathe programs and machining metal parts. Includes a review of machining and CNC programming fundamentals, the MASTERCAM environment and process overview, basic two-dimensional geometry construction and modification, process and toolpath planning, and 2-axis toolpath generation and editing.

**MFGT 132 CAD/CAM II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-131*

Provides intermediate level CAD/CAM training using MASTERCAM and SolidWorks. This course is intended primarily for manufacturing technology students and industrial practitioners who have some experience with MASTERCAM.

**MFGT 141 CATIA I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces solid modeling using CATIA software. Topics include sketching, part design modeling, assembly design, drafting, and introduction to wire frame and surface design.

**MFGT 142 CATIA II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-141*

Presents advanced topics in using CATIA software, including sketching, part design modeling, wire frame and surface design, assembly design, DMU Kinematics, part preparation for manufacturer, and an introduction to other CATIA Workbenches including Prismatic Machining and Generative Structural Analysis.

# MATHEMATICS

The Mathematics program provides curriculum from algebra to statistics, liberal arts math, 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 Science for Transfer Degree: Mathematics**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

Please see a counselor or visit [www.canyons.edu/degreewithaguarantee](http://www.canyons.edu/degreewithaguarantee) for more information.

### Degree Student Learning Outcome:

Students will be able to:

- Prepare for the mathematical reasoning required in upper division work in their major, including the ability to generalize concepts and comprehend increasing levels of abstraction.
- Demonstrate mathematical literacy, problem-solving ability, and modeling ability.

### Program Requirements:

Units Required: 22-24

	Units
MATH-211      Calculus I .....	5.0
MATH-212      Calculus II .....	5.0
MATH-213      Calculus III .....	5.0

*Plus one course from the following:*

MATH-214      Linear Algebra .....	4.0
MATH-215      Differential Equations .....	4.0

*Plus three - five units from the following that have not already been selected from the courses listed above:*

CMPSCI-235      C Programming .....	3.0
CMPSCI-236      C++ Object Oriented Programming .....	3.0
MATH-140      Introductory Statistics .....	4.0
	<i>OR</i>
MATH-140H      Introductory Statistics - Honors .....	4.0
	<i>OR</i>
MATH-140X      Statistics with Support .....	5.0
MATH-214      Linear Algebra .....	4.0
MATH-215      Differential Equations .....	4.0
CMPSCI-111      Introduction to Algorithms and Programming/Java .....	3.0
	<i>OR</i>
CMPSCI-111L      Introduction to Algorithms and Programming Lab .....	1.0

### Associate in Science Degree: Mathematics

#### Degree Student Learning Outcome:

Students will be able to:

- Prepare for the mathematical reasoning required in upper division work in their major, including the ability to generalize concepts and comprehend increasing levels of abstraction.
- Demonstrate mathematical literacy, problem-solving ability, and modeling ability.

### Program Requirements:

Units Required: 18-20

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

MATH-213      Calculus III .....	5.0
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*Plus three - five units from the following:*

MATH-140      Introductory Statistics .....	4.0
	<i>OR</i>
MATH-140H      Introductory Statistics - Honors .....	4.0
	<i>OR</i>
MATH-140X      Statistics with Support .....	5.0
MATH-214      Linear Algebra .....	4.0
MATH-215      Differential Equations .....	4.0
CMPSCI-111      Introduction to Algorithms and Programming/Java .....	3.0
PHYSIC-220      Physics for Scientists and Engineers: Mechanics of Solids and Fluids .....	4.0

### MATH 100 LIBERAL ARTS MATHEMATICS

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Presents general mathematical ideas and tools used to solve practical problems including logic, sets, numbers, financial calculations, probability, statistics, and mathematics in politics, society, and the arts. This class will satisfy the math requirement for many liberal arts majors but not for STEM (Science, Technology, Engineering, or Math) majors, Social Science majors, and many Health Professions majors.

### MATH 102 TRIGONOMETRY

Units: 4.00

CSU 72.00 hours lecture

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines trigonometric functions, identities, and equations, along with solutions of triangles, complex numbers, vectors, and applications.

### MATH 102X TRIGONOMETRY WITH SUPPORT

Units: 5.00

CSU 72.00 hours lecture, 54.00 hours lab

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines trigonometric functions, identities, equations, solutions of triangles, complex numbers, vectors, and applications along with basic algebraic and geometric ideas, skills, and tools used in trigonometry and other STEM math courses.

*Continued on the next page.*

**MATH 103 COLLEGE ALGEBRA**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Presents linear and non-linear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, sequences and series. UC credit limitation: MATH-103 and MATH-104 combined: maximum credit, 5 semester units.

**MATH 103X COLLEGE ALGEBRA WITH SUPPORT**

Units: 6.00

UC:CSU 90.00 hours lecture, 54.00 hours lab

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Presents linear and non-linear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, sequences and series, along with basic mathematical concepts and skills that are helpful in College Algebra. UC credit limitation: MATH-103X and MATH-104 combined: maximum credit, 5 semester units.

**MATH 104 PRECALCULUS**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: MATH-102, MATH-102X, or higher math placement*

Analyzes equations, inequalities, functions, systems of equations, conic sections, zeros of polynomial equations and additional topics in preparation for calculus. UC credit limitation: MATH-103 or MATH-103X and MATH-104 combined: maximum credit, 5 semester units.

**MATH 104X PRECALCULUS WITH SUPPORT**

Units: 6.00

UC:CSU 90.00 hours lecture, 54.00 hours lab

*Prerequisite: MATH-102, MATH-102X, or higher math placement*

Analyzes equations, inequalities, functions, systems of equations, conic sections, zeros of polynomial equations, and additional topics in preparation for calculus, along with relevant mathematical concepts and skills helpful in Precalculus. UC credit limitation: MATH-103 or MATH-103X and MATH-104X combined: maximum credit, 5 semester units

**MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MATH 120

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Introduces number theory, problem-solving techniques, and the development, structure and history of the real number system. (Designed primarily for students intending to teach at the elementary or junior high school level.)

**MATH 140 INTRODUCTORY STATISTICS**

Units: 4.00

UC:CSU 63.00 hours lecture, 27.00 hours lab

C-ID MATH 110

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines statistical methods including exploratory data analysis, sampling, estimation, hypothesis testing, correlation, regression, probability, and computer-based statistical software. UC credit limitation: ECON-291, MATH-140, MATH-140H, MATH-140X, PSYCH-104, and SOCI-137 combined, maximum credit one course.

**MATH 140H INTRODUCTORY STATISTICS - HONORS**

Units: 4.00

UC:CSU 63.00 hours lecture, 27.00 hours lab

C-ID MATH 110

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines statistical methods including exploratory data analysis, sampling, estimation, hypothesis testing, correlation, regression, probability, and computer-based statistical software. Honors work includes expanded assignments involving critical analysis of peer-reviewed journals and primary scientific literature. UC credit limitation: ECON-291, MATH-140, MATH-140H, MATH-140X, PSYCH-104, and SOCI-137 combined, maximum credit one course.

**MATH 140X STATISTICS WITH SUPPORT**

Units: 5.00

UC:CSU 63.00 hours lecture, 81.00 hours lab

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines statistical methods including exploratory data analysis, sampling, estimation, hypothesis testing, correlation, regression, probability, and computer-based statistical software along with basic mathematical concepts and exploratory data analysis skills that are helpful in Introductory Statistics. UC credit limitation: ECON-291, MATH-140, MATH-140H, MATH-140X, PSYCH-104, and SOCI-137 combined, maximum credit one course.

**MATH 211 CALCULUS I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 211

*Prerequisite: MATH-104 or higher math placement*

Introduces limits, derivatives and integrals, as well as applications including rate of change, maxima-minima, curve sketching, and area problems. UC credit limitation: MATH-211 and 240 combined, maximum credit one course.

**MATH 212 CALCULUS II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 221

*Prerequisite: MATH-211 or higher Math placement*

Covers differentiation and integration of transcendental functions, techniques of integration, improper integrals, infinite series, and applications.

**MATH 213 CALCULUS III**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 230

*Prerequisite: MATH-212*

Presents vectors and vector calculus, functions of several variables, partial derivatives, multiple integrals, line and surface integrals, Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

**MATH 214 LINEAR ALGEBRA**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID MATH 250

*Prerequisite: MATH-212*

Presents linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigenvalues.

**MATH 215 DIFFERENTIAL EQUATIONS**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID MATH 240

*Prerequisite: MATH-212*

Presents an introduction to ordinary differential equations, including quantitative and qualitative methods, as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solutions exist, and techniques for obtaining solutions, including series solutions, singular points, numerical methods, Laplace transforms, and linear systems.

**MATH 240 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 140

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management-related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied. UC credit limitation: MATH-211 and 240 combined, maximum credit one course.

## MEDIA ENTERTAINMENT ARTS

Media Entertainment Arts (formerly Radio/Television/Film and Animation) seeks to create, improve, expand and strengthen relevant and rigorous academic Programs of Study, in cooperation with local high school, ROP, and community and regional business and industry partners. By developing sequentially-modeled curricula and practicum for media, entertainment, and design industries, Media Entertainment Arts links current industry skills and foundation Career & Technical Education standards to all aspects of study.

**Associate in Arts for Transfer Degree: Journalism**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

- a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the cores skills and knowledge required for journalism.

### Program Requirements:

Units required: 18 - 20

	Units
MEA-100 Mass Media and Society .....	3.0
MEA-110 Writing for Multimedia Journalism ...	3.0
MEA-225 News Media Production I .....	3.0

*Plus three units from the following:*

MEA-125 Introduction to Multimedia Journalism .....	3.0
MEA-210 Intermediate News Reporting/ Writing .....	3.0
PHOTO-215 Photojournalism and News Photography .....	3.0

*Plus a minimum of six units from the following:*

COMS-100 Process of Communication.....	3.0
<i>OR</i>	
COMS-100H Process of Communication - Honors .....	3.0
COMS-225 Strategies of Argumentation .....	3.0
ENGL-103 Critical Reading, Writing and Thinking .....	3.0
<i>OR</i>	
ENGL-103H Critical Reading, Writing and Thinking – Honors .....	3.0
MATH-140 Introductory Statistics .....	4.0
<i>OR</i>	
MATH-140H Introductory Statistics – Honors.....	4.0
<i>OR</i>	
MATH-140X Statistics with Support .....	5.0

*OR*

SOCI-137 Statistics for the Social Sciences .....	4.0
PHOTO-155 Photography .....	3.0
POLISC-150 Introduction to American Government and Politics .....	3.0

*OR*

POLISC-150H Introduction to American Government and Politics – Honors..	3.0
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### Associate in Arts Degree: Animation Production

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

### Degree Student Learning Outcome:

Students will be able to:

- Create portfolio-ready art work demonstrating their mastery of the fundamentals of concept art and two dimensional animation.
- Critique animation projects using industry standards

### Program Requirements:

Units Required: 30.5

	Units
MEA-100 Mass Media and Society .....	3.0
<i>OR</i>	
MEA-101 Television and Film Media Aesthetics .....	3.0
<i>OR</i>	
MEA-102 History of Animation.....	3.0
MEA-106 Introduction to Animation .....	3.0
MEA-109 Story Development and Storyboarding .....	3.0
MEA-118 Introduction – 2D Digital Animation.....	3.0
MEA-265 Animation Production .....	3.0
CAWT-074 Introduction to Photoshop.....	1.5
ART-125A Fundamentals of Drawing.....	3.0
<i>OR</i>	
ART-225A Life Drawing I.....	3.0
ART-225B Life Drawing II.....	3.0

*Plus a minimum of six units from the following:*

MEA-232 Character and Prop Design for Animation.....	3.0
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MEA-233	Advanced 2D Animation .....	3.0
MEA-261	Advanced Animation .....	3.0

*Plus a minimum of two units from the following:*

MEA-295	Professional Practices/Portfolio .....	2.0
<i>OR</i>		

WE-186MEA	Work Experience Education Media Entertainment Arts .....	1.0 – 4.0
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*Recommended electives:*

THEATR-140	Acting Fundamentals .....	3.0
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### Certificate of Achievement: Animation Production

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

#### Certificate Student Learning Outcome:

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

#### Program Requirements:

Units Required: 15

		Units
MEA-106	Introduction to Animation .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-118	Introduction – 2D Digital Animation .....	3.0

*Plus a minimum of six units from the following:*

MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Animation .....	3.0
MEA-261	Advanced Animation .....	3.0

*Recommended electives:*

GMD-173	Motion Design .....	3.0
MEA-114	Digital Sound Editing .....	3.0
<i>OR</i>		

MUSIC-114	Digital Sound Editing .....	3.0
MEA-116	Film/Video Editing .....	3.0

### Associate in Arts Degree: Computer Animation

#### Degree Student Learning Outcome:

Students will be able to:

- Create portfolio-ready art work demonstrating their mastery of the fundamentals of computer animation and CGI scene creation.
- Critique animation projects using industry standards.

#### Program Requirements:

Units Required: 30.5

		Units
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special .....	3.0

MEA-265	Animation Production .....	3.0
CAWT-074	Introduction to Photoshop .....	1.5
GMD-173	Motion Design .....	3.0

*Plus a minimum of three units from the following:*

MEA-100	Mass Media and Society .....	3.0
MEA-102	History of Animation .....	3.0

*Plus a minimum of six units from the following:*

MEA-106	Introduction to Animation .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-114	Digital Sound Editing .....	3.0

*OR*

MUSIC-114	Digital Sound Editing .....	3.0
MEA-116	Film/Video Editing .....	3.0
MEA-118	Introduction – 2D Digital Animation .....	3.0

*Plus a minimum of six units from the following:*

MEA-218	3D Game Art Creation .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0

*Plus a minimum of two units from the following:*

MEA-295	Professional Practices/Portfolio .....	2.0
WE-186MEA	Work Experience Education Media Entertainment Arts .....	1.0 – 4.0

*Recommended electives:*

MEA-108	Scriptwriting Fundamentals .....	3.0
ART-125A	Fundamentals of Drawing .....	3.0
DANCE-111	Fundamentals of Dance Movement .....	1.0

*OR*

THEATR-241	Movement for the Performer .....	3.0
PHOTO-150	Introduction to Cameras and .....	3.0

### Certificate of Achievement: Computer Animation

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

#### Certificate Student Learning Outcome:

Students will be able to create portfolio-ready art work demonstrating their mastery of the fundamentals of computer animation and CGI scene creation.

#### Program Requirements:

Units Required: 18

		Units
MEA-118	Introduction – 2D Digital Animation .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special Effects .....	3.0
GMD-173	Motion Design .....	3.0

*Continued on the next page.*

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

*Plus a minimum of six units from the following:*

MEA-231	Digital Sculpture .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0

*Recommended Electives*

MEA-114	Digital Sound Editing .....	3.0
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*OR*

MUSIC-114	Digital Sound Editing .....	3.0
MEA-116	Film/Video Editing.....	3.0
MEA-265	Animation Production .....	3.0

### Associate in Arts Degree: Filmmaking

#### Degree Student Learning Outcome:

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

#### Program Requirements:

Units Required: 29

	Units
MEA-101	Television and Film Media Aesthetics.....
MEA-120	Introduction to Cinematography .....

*Plus a minimum of two units from the following:*

MEA-111	Exploring Video Field Production ....	2.0
MEA-112	Exploring Video Studio Production ..	2.0

*Plus fifteen units from the following:*

MEA-100	Mass Media and Society .....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
MEA-116	Film/Video Editing.....	3.0
MEA-180	Filmmaking I .....	3.0

*OR*

MEA-190	Stop-Motion Animation Fundamentals.....	3.0
MEA-280	Filmmaking II: Directing and Producing .....	3.0

*Required electives: Capstone  
(needs only one unit of WE-186MEA)*

MEA-295	Professional Practices/Portfolio.....	2.0
WE-186MEA	Work Experience Education Media Entertainment Arts .....	1.0 – 4.0

*Plus a minimum of three units from the following not  
already taken above:*

MEA-102	History of Animation .....	3.0
MEA-106	Introduction to Animation .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-110	Writing for Multimedia Journalism ...	3.0
MEA-111	Exploring Video Field Production ....	2.0
MEA-112	Exploring Video Studio Production ..	2.0
MEA-114	Digital Sound Editing .....	3.0

*OR*

MUSIC-114	Digital Sound Editing .....	3.0
MEA-118	Introduction – 2D Digital Animation.....	3.0
MEA-125	Introduction to Multimedia Journalism .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special Effects .....	3.0
MEA-155	Introduction to Audio Production.....	3.0
	<i>OR</i>	
MUSIC-155	Introduction to Audio Production.....	3.0
MEA-159	Music Production and Scoring for Film/TV/New Media .....	3.0
MEA-210	Intermediate News Reporting/Writing .....	3.0
MEA-218	3D Game Art Creation .....	3.0
MEA-225	News Media Production I.....	3.0
MEA-230	News Media Production II.....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Digital Animation .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0
MEA-255	Soundtrack Production for Film/TV/ New Media .....	3.0

*OR*

MUSIC-255	Soundtrack Production for Film/TV/New Media .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
PHOTO-215	Photojournalism and News Photography .....	3.0

### Associate in Arts Degree: New Media Journalism

#### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for new media journalism.

#### Program Requirements:

Units Required: 27

Fundamental Skills (in addition to the requirements below, complete 3 additional units from MEA department for 18 units)

	Units
MEA-110	Writing for Multimedia Journalism ...
MEA-120	Introduction to Cinematography .....
MEA-125	Introduction to Multimedia Journalism .....
MEA-210	Intermediate News Reporting/ Writing .....

MEA-225	News Media Production I.....	3.0
MEA-230	News Media Production II.....	3.0
<i>Plus a minimum of three units from the following:</i>		
MEA-100	Mass Media and Society .....	3.0
COMS-105	Fundamentals of Public Speaking ...	3.0
<i>OR</i>		
COMS-105H	Fundamentals of Public Speaking - Honors.....	3.0
<i>Plus a minimum of two units from the following:</i>		
MEA-111	Exploring Video Field Production ....	2.0
MEA-112	Exploring Video Studio Production ..	2.0
<i>Plus a minimum of one unit from the following:</i>		
WE-186MEA	Work Experience Education Media Entertainment Arts .....	1.0 – 4.0
<i>Plus a minimum of three units from the following not already taken above:</i>		
MEA-100	Mass Media and Society .....	3.0
MEA-101	Television and Film Media Aesthetics .....	3.0
MEA-102	History of Animation .....	3.0
MEA-106	Introduction to Animation .....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-111	Exploring Video Field Production ....	2.0
MEA-112	Exploring Video Studio Production .....	2.0
MEA-114	Digital Sound Editing .....	3.0
<i>OR</i>		
MUSIC-114	Digital Sound Editing .....	3.0
MEA-116	Film/Video Editing .....	3.0
MEA-118	Introduction – 2D Digital Animation.....	3.0
MEA-120	Introduction to Cinematography .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special Effects .....	3.0
MEA-155	Introduction to Audio Production.....	3.0
<i>OR</i>		
MUSIC-155	Introduction to Audio Production.....	3.0
MEA-159	Music Production for Film/TV/ New Media .....	3.0
MEA-180	Filmmaking I .....	3.0
MEA-218	3D Game Art Creation .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Digital Animation .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects.....	3.0

MEA-255	Soundtrack Production for Film/TV/ New Median .....	3.0
<i>OR</i>		
MUSIC-255	Soundtrack Production for Film/TV/New Media .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
MEA-280	Filmmaking II: Directing and Producing the Independent Film .....	3.0
MEA-295	Professional Practices/Portfolio.....	2.0
PHOTO-215	Photojournalism and News Photography .....	3.0

### Associate in Arts Degree: Sound Arts

#### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for sound arts.

#### Program Requirements:

Units Required: 27

		Units
MEA-100	Mass Media and Society .....	3.0
<i>OR</i>		
MEA-101	Television and Film Media Aesthetics .....	3.0
<i>OR</i>		
MEA-102	History of Animation.....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
<i>OR</i>		
MEA-109	Story Development and Storyboarding .....	3.0
MEA-111	Exploring Video Field Production .....	2.0
<i>OR</i>		
MEA-112	Exploring Video Studio Production .....	2.0
MEA-114	Digital Sound Editing .....	3.0
<i>OR</i>		
MUSIC-114	Digital Sound Editing .....	3.0
MEA-155	Introduction to Audio Production.....	3.0
<i>OR</i>		
MUSIC-155	Introduction to Audio Production.....	3.0
<i>Plus six units from the following:</i>		
MEA-116	Film/Video Editing.....	3.0
MEA-125	Introduction to Multimedia Journalism .....	3.0
MEA-159	Music Production and Scoring for Film/TV/New Media .....	3.0
<i>Plus a minimum of three units from the following that have not already taken:</i>		
MEA-100	Mass Media and Society .....	3.0
MEA-101	Television and Film Media Aesthetics.....	3.0

## CREDIT PROGRAMS / COURSE DESCRIPTIONS

MEA-102	History of Animation .....	3.0
MEA-106	Introduction to Animation .....	3.0
MEA-108	Scriptwriting Fundamentals .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-110	Writing for Multimedia Journalism ...	3.0
MEA-111	Exploring Video Field Production .....	2.0
MEA-112	Exploring Video Studio Production .....	2.0
MEA-116	Film/Video Editing .....	3.0
MEA-118	Introduction – 2D Digital Animation.....	3.0
MEA-120	Introduction to Cinematography .....	3.0
MEA-125	Introduction to Multimedia Journalism .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-135	Computer Animation and Special Effects .....	3.0
MEA-159	Music Production for Film/TV/ New Media .....	3.0
MEA-180	Filmmaking I .....	3.0
MEA-210	Intermediate News Reporting/ Writing .....	3.0
MEA-218	3D Game Art Creation .....	3.0
MEA-225	News Media Production I.....	3.0
MEA-230	News Media Production II .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Digital Animation .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0
MEA-255	Soundtrack Production for Film/TV/ New Media .....	3.0
	<i>OR</i>	
MUSIC-255	Soundtrack Production for Film/TV/New Media .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
MEA-280	Filmmaking II: Directing and Producing the Independent Film .....	3.0
MEA-295	Professional Practices/Portfolio .....	2.0
PHOTO-215	Photojournalism and News Photography .....	3.0
	<i>Plus a minimum of three units from the following not already taken above:</i>	
MEA-210	Intermediate News Reporting/ Writing .....	3.0
MEA-218	3D Game Art Creation .....	3.0
MEA-225	News Media Production I.....	3.0

MEA-230	News Media Production II .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation .....	3.0
MEA-233	Advanced 2D Digital Animation .....	3.0
MEA-234	Character Animation .....	3.0
MEA-235	Visual Effects .....	3.0
MEA-255	Soundtrack Production for Film/TV/ New Media .....	3.0
	<i>OR</i>	
MUSIC-255	Soundtrack Production for Film/TV/New Media .....	3.0
MEA-261	Advanced Animation .....	3.0
MEA-265	Animation Production .....	3.0
MEA-280	Filmmaking II: Directing and Producing the Independent Film .....	3.0
MEA-295	Professional Practices/Portfolio .....	2.0
PHOTO-215	Photojournalism and News Photography .....	3.0

*Plus a minimum of one from the following:*

WE-186MEA	Work Experience Education Media Entertainment Arts .....	1.0 – 4.0
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### Certificate of Achievement: Video Game Animation

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

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the field of video game animation.

#### Program Requirements:

Units Required: 24.5

		Units
MEA-106	Introduction to Animation .....	3.0
MEA-109	Story Development and Storyboarding .....	3.0
MEA-131	3D Modeling and Surfacing .....	3.0
MEA-218	3D Game Art Creation .....	3.0
MEA-231	Digital Sculpture .....	3.0
MEA-232	Character and Prop Design for Animation.....	3.0
MEA-234	Character Animation .....	3.0
MEA-295	Professional Practices/Portfolio.....	2.0
CAWT-074	Introduction to Photoshop.....	1.5

*Recommended electives:*

CMPSCI-235	C Programming .....	3.0
CMPSCI-236	C++ Object Oriented Programming .....	3.0
WE-186MEA	Work Experience Education Media Entertainment Arts .....	1.0 – 4.0

## Certificate of Specialization: News Reporting and Anchoring

### Certificate Student Learning Outcome:

Students will be able to report a news story in new media journalism.

### Program Requirements:

Units Required: 12

	Units
MEA-110 Writing for Multimedia Journalism ...	3.0
MEA-125 Introduction to Multimedia Journalism .....	3.0
MEA-225 News Media Production I .....	3.0
MEA-210 Intermediate News Reporting/Writing .....	3.0
<i>OR</i>	
MEA-230 News Media Production II .....	3.0

## Certificate of Specialization: Screenwriting

### Certificate Student Learning Outcome:

Students will be able to write a complete screenplay required for employment in the filmmaking industry.

### Program Requirements:

Units Required: 9

	Units:
MEA-101 Television and Film Media Aesthetics .....	3.0
MEA-108 Scriptwriting Fundamentals .....	3.0
MEA-208 Advanced Screenwriting .....	3.0

## MEA 100 MASS MEDIA AND SOCIETY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID JOUR 100

Surveys mass communication by examining the interrelationships between media and society, and by defining the history, structures, trends and technologies of mass media content, including print, radio, television, film, digital media, social media and the internet.

## MEA 101 TELEVISION AND FILM MEDIA AESTHETICS

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys and examines the fundamental components of cinematic art, as found in television, film and digital media. Students analyze how various dramatic, narrative, and technological conventions are used to tell stories and create meaning.

## MEA 102 HISTORY OF ANIMATION

Units: 3.00

UC:CSU 54.00 hours lecture

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

## MEA 106 INTRODUCTION TO ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ART-225A*

Introduces the principles of animation, laws of motion, timing and motion analysis, within the production of short, animated, narrative videos using traditional and alternate drawing methods.

## MEA 108 SCRIPTWRITING FUNDAMENTALS

Units: 3.00

CSU 54.00 hours lecture

*Recommend Preparation: ENGL-091 or higher English placement*

Presents writing for film, television, and electronic media and surveys standard industry script formats for commercials, broadcast, film and television narratives.

## MEA 109 STORY DEVELOPMENT AND STORYBOARDING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ART-125A*

Introduces story development and storyboarding for animation. Emphasis is on visual storytelling, as well as the understanding of traditional story structure for animated film, television and internet.

## MEA 110 WRITING FOR MULTIMEDIA JOURNALISM

Units: 3.00

CSU 54.00 hours lecture

C-ID JOUR 110

*Recommend Preparation: ENGL-091 or higher English placement*

Introduces language and style as it applies to print, broadcast and new media journalism.

## MEA 111 EXPLORING VIDEO FIELD PRODUCTION

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Introduces the theory, terminology, operation and aesthetics of field video production, including direction, camera operation, portable lighting, audio, and video recording equipment for on-location multimedia production.

## MEA 112 EXPLORING VIDEO STUDIO PRODUCTION

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Presents the theory and technology of collaborative video studio production, including lighting, camera, switcher, special effects, microphones, audio mixer, and media capture including the production process from script to screen.

*Continued on the next page.*

### MEA 114 DIGITAL SOUND EDITING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces non-linear sound editing and audio creation for multimedia content, including podcasts, film and television soundtracks, video game sound design, and the internet. Same as MUSIC-114.

### MEA 116 FILM/VIDEO EDITING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents non-linear editing for film, video and new media, including basic editing techniques and aesthetic conventions. Students assemble audio/visual media content, employing professional editing software, hardware, and postproduction workflows.

### MEA 118 INTRODUCTION - 2D DIGITAL ANIMATION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces 2D computer animation. Drawing tools, bitmaps, symbols, layers, and animation will be utilized to create a short 2D animated movie, featuring an animated character.

### MEA 120 INTRODUCTION TO CINEMATOGRAPHY

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines the well-disciplined creative and technical control of high definition, ultra high definition and film cameras, including the demonstration and application of cinematic lighting techniques for both studio and location production.

### MEA 125 INTRODUCTION TO MULTIMEDIA JOURNALISM

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents beginning instruction of multimedia journalism including newsgathering, photo journalism, podcasting, social media, animation and text, broadcast media and web.

### MEA 131 3D MODELING AND SURFACING

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces 3D computer design, including modeling, surfacing, textures, lighting and rendering through the use of Maya software. Students learn the fundamental skills and processes of polygon modeling, as well as material creation. Students also learn how to design environments and explore camera and lighting setups.

### MEA 135 COMPUTER ANIMATION AND SPECIAL EFFECTS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-131*

Introduces 3D computer animation and special effects through the use of Maya software. Students learn how to apply the principles of animation to CGI animated scenes, how to create visual special effects used in animation and live-action entertainment.

### MEA 155 INTRODUCTION TO AUDIO PRODUCTION

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces foundation audio engineering concepts and production techniques for creating professional audio for film, television, and new media. Explores methods for location sound recording, and for studio-based multi-track recording, editing and mixing. Introduces the core concepts and techniques to competently operate a Pro Tools system running mid-sized sessions. Same as MUSIC-155.

### MEA 159 MUSIC PRODUCTION AND SCORING FOR FILM/TV/NEW MEDIA

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines tools, techniques and aesthetics used in creating music scores and soundtracks for motion pictures, television, and new media including production fundamentals, audio/visual synchronization, and basic electronic music composition. Same as MUSIC-159.

### MEA 180 FILMMAKING I

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-120*

Presents basic training in visual storytelling, directing cast and crew, and organizing a film production. Key concepts of narrative structure and production protocol are grounded in technical knowledge of both 16mm film and digital video formats.

### MEA 190 STOP-MOTION ANIMATION FUNDAMENTALS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents principles and methods of stop-motion animation. Provides an understanding of the technical and aesthetic processes necessary including the building of miniature characters and sets and operating animation software and camera equipment.

**MEA 208 ADVANCED SCREENWRITING**

Units: 3.00

CSU 54.00 hours lecture

Recommended Preparation: MEA-108

Explores advanced techniques to complete a professional, polished feature film screenplay. Course will examine character development, dialogue and exploring genres and will also explore pitching, marketing, business and legal aspects of screenwriting.

**MEA 210 INTERMEDIATE NEWS REPORTING/WRITING**

Units: 3.00

CSU 54.00 hours lecture

C-ID JOUR 210

*Recommend Preparation: MEA-110*

Focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. Emphasizes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms.

**MEA 218 3D GAME ART CREATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-131*

Designing and creating 3D artwork within a real-time, virtual, 3D game environment using 3D software and game engine, including modeling, surface texturing (normal mapping), and interactive object animation.

**MEA 225 NEWS MEDIA PRODUCTION I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID JOUR 130

*Recommended Preparation: MEA-125*

Presents instruction and practicum in a variety of multimedia creation, and television production, including weekly newsgathering, on-air reporting, studio operation, and written content for online publication, "Canyons News".

**MEA 230 NEWS MEDIA PRODUCTION II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-225*

Capstone course emphasizing practice in supervising and managing student produced online content for canyonsnews.com including news, entertainment, features and sports. In addition students will produce industry standard portfolio.

**MEA 231 DIGITAL SCULPTURE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-131*

Presents digital sculpting software to create 3D computer images or characters from concept to digital model, as well as a professional production process to create digital 3D creatures for films and games.

**MEA 232 CHARACTER AND PROP DESIGN FOR ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: ART-225A*

Introduces traditional and digital tools to create animated models, emphasizing emotional content and clarity of design, as well as technical conventions.

**MEA 233 ADVANCED 2D DIGITAL ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-106 Recommended Preparation: ART-125A*

Studies design, composition, perspective, atmospheric and psychological lighting, and camera placement as applied to the construction of scenes, the congruency of sequences, and the designing of environments for animation. Utilizes 2D digital software in the creation of character-driven narratives.

**MEA 234 CHARACTER ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-135*

Explores 3D computer character animation through the use of Maya software to create characters showing action and emotions, including facial animation and non-linear editing.

**MEA 235 VISUAL EFFECTS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: GMD-173*

Presents advanced practice and theory of using computer-generated special effects combined with live action, video, and film. Addresses compositing special effects in a variety of different styles and looks as well as the use of green screen or matting and rotoscoping and digital set extensions.

**MEA 255 SOUNDTRACK PRODUCTION FOR FILM/TV/NEW MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA/MUSIC-114, MEA/MUSIC-155, MEA/MUSIC-159*

Examines audio technologies and postproduction techniques for film, television, and new media, including studio and location sound recording, digital sound editing, sound design aesthetics, and mixing/mastering of professional soundtracks. Same as MUSIC-255.

*Continued on the next page.*

**MEA 261 ADVANCED ANIMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA-106*

Examines character animation and its techniques in depth. Students will complete advanced animation exercises utilizing non-digital methods of animating characters, as well as design and produce a short animated film..

**MEA 265 ANIMATION PRODUCTION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-106 or MEA-118 or MEA-131 or MEA-135*

Presents designing, planning, and creating an animated film in a team-based environment.

**MEA 280 FILMMAKING II: DIRECTING AND PRODUCING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-180 or MEA-190*

Examines advanced filmmaking techniques to create film projects that reflect the personal style of the writer-director, including management skills in directing and producing.

**MEA 295 PROFESSIONAL PRACTICES/ PORTFOLIO**

Units: 2.00

CSU 27.00 hours lecture, 27.00 hours lab

Develops career-building skills for Media Entertainment Arts majors seeking employment in the media industry, transfer to four-year film/media arts degree programs, and application to film and media festivals. Focuses on workforce preparation, including: portfolio design and evaluation; creation of professional resumes, cover letters, and artist statements; and examining networking tools including online marketing and social media.

# MEDICAL LABORATORY TECHNICIAN

**Associate in Science Degree: Medical Laboratory Technician**

The Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Science. The Medical Laboratory Technology Associate Degree program prepares

students for employment in clinical laboratories, industry and biotechnology. The MLT Program curriculum, an integration of classroom lectures, student laboratories and clinical training, fosters development of analytical and problem-solving skills required in this profession.

**PREREQUISITES – completed with minimum 2.50 GPA**

1. Anatomy (4 semester or 6 quarter units)
2. Physiology (4 semester or 6 quarter units)
3. Microbiology (4 semester or 6 quarter units)
4. Preparatory General Chemistry (4 semester or 6 quarter units)

Completing program prerequisites does not assure admission into the program.

**RECOMMENDED PREPARATION**

ENGL-101 or ENGL-101H. It is highly recommend that students be proficient in both the written and oral English language prior to enrolling in the program or, at the very least, prior to enrolling in the clinical practicum courses and training at the clinical laboratory sites.

**APPLICATION PROCEDURE:**

1. Submit College of the Canyons application and obtain a student identification number.
2. Submit the following documents to Admissions and Records:
  - Official sealed transcripts from all colleges attended, except COC (must include all coursework regardless if MLT prerequisite or not)
  - For transcripts from other countries, an official sealed foreign transcript evaluation from a NACES-approved agency
  - Official College Board AP English score
  - A copy of high school transcript, copy of diploma, OR copy of GED certificate
  - Students with transcripts evaluated by ACCRAO should contact the Health Professions and Public Safety office for assistance.
3. Submit MLT Program Application to the Health Professions and Public Safety office. Evidence of completion of Phlebotomy must be attached to the application. A valid COC email address is required.
4. The MLT application and official transcripts will be evaluated to determine if applicant meets current MLT Program selection criteria. Applicants will not be eligible for selection if admission requirements are not met.
5. Selected applicants must attend and complete the mandatory program orientation or they will be dropped from the program.

**Mandatory Requirements of all Medical Lab Technician (MLT) Students:**

Once admitted to the MLT Program, students are required to complete lab experiences at affiliated hospitals and clinical labs. Students must have their own means of transportation to these off-campus sites.

These facilities have requirements above and beyond the requirements of being a student on a community college campus. All students entering the program must complete the following in order to participate in program activities:

- Current Physical
- Current TB clearance – Two-Step Process or Chest Xray
- Color Blindness Screening – for accommodation purposes only
- Immunizations and Titers
- Drug Screening
- Current CPR card
- Current Fire Life Safety Card
- Malpractice Insurance
- Background Check and OIG/GSA Clearance – any student with questions about background checks should contact the Health Professions and Public Safety office for a confidential opportunity to discuss this based on healthcare settings requirements about background clearances.
- Hepatitis B Video
- ID Badge

Additional details and information about these requirements will be provided to students upon acceptance to the program. Students who have questions prior to applying to the program may contact the Health Professions and Public Safety office for assistance.

#### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a medical laboratory technician.

#### Program Requirements:

Units Required: 58.50

	Units
MLT-110 Clinical Hematology Lecture.....	3.0
MLT-110L Clinical Hematology Lab.....	1.0
MLT-112 Clinical Urinalysis Lecture .....	1.0
MLT-112L Clinical Urinalysis Lab .....	0.5
MLT-114 Clinical Coagulation Lecture.....	1.0
MLT-114L Clinical Coagulation Lab.....	0.50
MLT-116 Clinical Microbiology Lecture.....	3.0
MLT-116L Clinical Microbiology Lab.....	1.0
MLT-118 Clinical Immunology/Immunohematology Lecture .....	3.0
MLT-118L Clinical Immunology/Immunohematology Lab .....	1.0
MLT-120 Clinical Chemistry I Lecture.....	3.0
MLT-120L Clinical Chemistry I Lab.....	1.0
MLT-124 Clinical Chemistry II Lecture.....	3.0
MLT-124L Clinical Chemistry II Lab.....	1.0
MLT-128 Clinical Hematology/Urinalysis/Coagulation Practicum .....	4.0

MLT-129	Clinical Microbiology Practicum.....	4.0
MLT-130	Clinical Immunology/Immunohematology Practicum .....	3.0
MLT-131	Clinical Chemistry Practicum.....	4.0

*Required electives:*

BIOSCI-221	Introduction to Microbiology.....	5.0
CHEM-151	Preparatory General Chemistry.....	4.0

*OR*

CHEM-151H	Preparatory General Chemistry - Honors.....	4.0
MLT-050	Phlebotomy.....	3.5

*Plus eight units from the following:*

BIOSCI-201	Introduction to Human Anatomy .....	4.0
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*AND*

BIOSCI-202	Introduction to Human Physiology... ..	4.0
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*OR*

BIOSCI-204	Human Anatomy and Physiology I... ..	4.0
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*AND*

BIOSCI-205	Human Anatomy and Physiology II... ..	4.0
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#### MLT 050 PHLEBOTOMY

Units: 3.50

45.00 hours lecture, 54.00 hours lab

*Prerequisite: High School Diploma or GED. Enrollee must have a current physical exam (within the last year), immunizations, titers, 2-step TB clearance, pass a background check and 10-panel drug screen, a current CPR card, a current Fire Life Safety card, malpractice insurance, and complete other requirements by the clinical facilities. Students must successfully complete or pass 2 (two) Safety Checkpoint written and skills exams before placement at the clinical facility. In order to register, a packet must be obtained by emailing MLT@canyons.edu with your full name and COC student ID number requesting the phlebotomy information packet. The packet must be completed and submitted prior to the first class meeting. Packets are time sensitive for each course offered.*

Prepares personnel to collect blood samples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of the course will result in a Phlebotomy Technician Proficiency Certificate, which makes students eligible for State certification. Includes learning experiences both in on-campus skills laboratories and at affiliated clinical sites. Students must have their own means of transportation to these off-campus sites.

*Continued on the next page.*

**MLT 110 CLINICAL HEMATOLOGY LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-110L*

Presents hematology from the unclassified stem cell in the bone marrow to both normal and abnormal peripheral blood cells, including the procedures used to identify these cells.

**MLT 110L CLINICAL HEMATOLOGY LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-110*

Introduces the instruments and techniques used for hematology testing, including calibration and interpretation of results. Emphasizes the morphology and identification of common human blood cells.

**MLT 112 CLINICAL URINALYSIS LECTURE**

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-112L*

Presents the properties and constituents of urine, emphasizing the interpretation of qualitative and quantitative clinical analysis of urine, and a comparison of lab results to kidney function.

**MLT 112L CLINICAL URINALYSIS LAB**

Units: 0.50

CSU 27.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-112*

Presents urine testing, interpretation, and correlation. Emphasizes qualitative and quantitative clinical examination of urine specimens, including the principle of each reaction, quality control, interpretation, and correlation to other laboratory findings.

**MLT 114 CLINICAL COAGULATION LECTURE**

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-114L*

Presents hemostasis, properties and factors involved in the clotting system, including various coagulation disorders and their related laboratory findings.

**MLT 114L CLINICAL COAGULATION LAB**

Units: 0.50

CSU 27.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-114*

Introduces the techniques and safety procedures used in the clinical coagulation laboratory, emphasizing platelet function tests and intrinsic and extrinsic clotting pathway testing.

**MLT 116 CLINICAL MICROBIOLOGY LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-116L*

Introduces identification methods, theories, and techniques used in basic bacteriology, parasitology, and mycology emphasizing routine organism identification.

**MLT 116L CLINICAL MICROBIOLOGY LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program. Co-requisite: MLT-116*

Introduces the various techniques and safety procedures in clinical microbiology. Emphasizes the morphology and identification of common pathogenic organisms.

**MLT 118 CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-118L*

Introduces the principles of antigen and antibody reactions included in blood grouping and typing, and compatibility testing, and serological and immunohematological procedures.

**MLT 118L CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-118*

Introduces serological and immunohematology procedures and techniques to measure analytes qualitatively and quantitatively.

**MLT 120 CLINICAL CHEMISTRY I LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-120L*

Presents the theoretical and practical concepts associated with testing procedures used in the clinical chemistry laboratory, including the fundamentals of general laboratory principles and specific basic instrumentation and methodologies.

**MLT 120L CLINICAL CHEMISTRY I LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: Official admission to the MLT Program.**Co-requisite: MLT-120*

Introduces the various types of instrumentation used in the clinical chemistry laboratory, including testing parameters, calibration, quality control, preventative maintenance, and some manual procedures.

**MLT 124 CLINICAL CHEMISTRY II LECTURE**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: MLT-120 and MLT-120L**Co-requisite: MLT-124L*

Second in two-part clinical chemistry series, emphasizing the endocrine, liver, kidney, and pancreatic functions. Also includes tumor markers, drug screening, and body fluids.

**MLT 124L CLINICAL CHEMISTRY II LAB**

Units: 1.00

CSU 54.00 hours lab

*Prerequisite: MLT-120 and MLT 120L**Co-requisite: MLT-124*

Presents more advanced instrumentation used in the clinical chemistry laboratory to test different body systems as well as drug screening, tumor markers, and body fluids. Includes their principles, testing parameters, calibration, quality control, and preventive maintenance.

**MLT 128 CLINICAL HEMATOLOGY/ URINALYSIS/ COAGULATION PRACTICUM**

Units: 4.00

CSU 216.00 hours lab

*Prerequisite: MLT-110 and MLT-110L, MLT-112 and MLT-112L, MLT-114 and MLT-114L*

Provides entry-level clinical laboratory experience in the clinical laboratory hematology, urinalysis, and coagulation departments, emphasizing technique, accuracy, and precision.

**MLT 129 CLINICAL MICROBIOLOGY PRACTICUM**

Units: 4.00

CSU 216.00 hours lab

*Prerequisite: MLT-116 and MLT-116L*

Provides entry-level clinical laboratory experience in the clinical laboratory microbiology department, emphasizing technique, accuracy, and precision.

**MLT 130 CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY PRACTICUM**

Units: 3.00

CSU 162.00 hours lab

*Prerequisite: MLT-118 and MLT-118L*

Provides entry-level clinical laboratory experience in the serology and blood banking departments, emphasizing technique, accuracy, and precision.

**MLT 131 CLINICAL CHEMISTRY PRACTICUM**

Units: 4.00

CSU 216.00 hours lab

*Prerequisite: MLT-124 and MLT-124L*

Provides entry-level clinical laboratory experience in the general and special chemistry departments, emphasizing technique, accuracy, and precision.



## MODERN LANGUAGES

The Department of Modern Languages offers courses in Chinese, French, German, Italian and Spanish. Foreign-language studies provide the student with a foundation in written communication skills of the language. From a vocational standpoint, the program provides skills in translation and interpretation, business, commerce, and foreign-language based research. Foreign-language studies include numerous opportunities for students to enhance language skills and intercultural awareness through activities such as conversational groups, cultural excursions, poetry reading, and foreign film festivals.

# CHINESE

## Certificate of Specialization: Basic Proficiency in Chinese

Prepares students for communicating in Chinese through the four skills: reading, writing, listening, and speaking at the basic (high-novice) level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

### Certificate Learning Outcome:

- Communicate through reading, writing, speaking and listening in Chinese at the basic (high-novice) level as indicated by the ACTFL guidelines.
- Demonstrate fundamental knowledge of the culture of the Chinese language.

### Program Requirements:

Units Required: 10

	Units
CHNESE-101	Elementary Chinese I - Mandarin....5.0
CHNESE-102	Elementary Chinese II - Mandarin...5.0

## CHNESE 101 ELEMENTARY CHINESE I - MANDARIN

Units: 5.00

UC:CSU 90.00 hours lecture

Introduces Chinese language (Mandarin) with emphasis on developing essential skills in communication. Practice in speaking and understanding as well as reading and writing Chinese characters. Introduces the geography, customs and culture of China. Corresponds to the first two years of high school Chinese. Not appropriate for native or heritage speakers.

## CHNESE 102 ELEMENTARY CHINESE II - MANDARIN

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: CHNESE-101*

Develops linguistic and cultural proficiency at the novice high level with emphasis on communication within the context of the Chinese culture. Practices speaking and understanding as well as reading and writing Chinese characters.

# FRENCH

## Associate in Arts Degree: French

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in French. Compare and contrast cultures and histories of the French speaking world.

### Program Requirements:

Units Required: 23

	Units
FRNCH-101	Elementary French I .....5.0

FRNCH-102	Elementary French II .....5.0
FRNCH-150	Beginning Conversational French ...3.0
FRNCH-201	Intermediate French I .....5.0
FRNCH-202	Intermediate French II .....5.0

## Certificate of Specialization: Basic Proficiency in French

Prepares students for communicating in French through the four skills: reading, writing, listening, and speaking at the basic (high-novice) level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

### Certificate Student Learning Outcome:

Students will be able to:

- Communicate through reading, writing, speaking and listening in French at the basic (high-novice) level as .. indicated by the ACTFL guidelines.
- Demonstrate fundamental knowledge of the culture of the French language.

### Program Requirements:

Units Required: 13

	Units
FRNCH-101	Elementary French I .....5.0
FRNCH-102	Elementary French II .....5.0
FRNCH-150	Beginning Conversational French ...3.0

## Certificate of Specialization: Intermediate Proficiency in French

Prepares students for communicating in French through the four skills: reading, writing, listening, and speaking at the intermediate-high level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

### Certificate Student Learning Outcome:

Students will be able to:

- Communicate through reading, writing, speaking and listening in French at the intermediate-high level as .... indicated by the ACTFL guidelines.
- Identify and describe multiple cultural components of .. the French language.

### Program Requirements:

Units Required: 13

	Units
FRNCH-150	Beginning Conversational French ...3.0
FRNCH-201	Intermediate French I .....5.0
FRNCH-202	Intermediate French II .....5.0

**FRNCH 101 ELEMENTARY FRENCH I**

Units: 5.00

UC:CSU 90.00 hours lecture

Develops language skills in listening, reading, speaking and writing at the novice mid level within a cultural context with a strong emphasis on communication. Corresponds to the first two years of high school French. Not appropriate for native speakers.

**FRNCH 102 ELEMENTARY FRENCH II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: FRNCH-101*

Continues the study of the fundamentals of the French language, emphasizing correct pronunciation and mastery of a practical vocabulary, oral and written expression, and the study of the cultures of the contemporary French-speaking world. Not appropriate for native speakers. Corresponds to the third year of high school French.

**FRNCH 150 BEGINNING CONVERSATIONAL FRENCH**

Units: 3.00

CSU 54.00 hours lecture

Presents the essentials of French for conversational and practical usage. Emphasis on understanding and speaking French in everyday situations, including vocabulary and phrases useful for traveling, studying and working in French-speaking countries.

**FRNCH 201 INTERMEDIATE FRENCH I**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: FRNCH-102*

Reviews French grammar, emphasizing practical and idiomatic usage as well as analyzing essays, poems and short stories in French by famous authors from the French-speaking world. Corresponds to the fourth year of high school French.

**FRNCH 202 INTERMEDIATE FRENCH II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: FRNCH-201*

Presents more advanced grammatical structures and syntax, emphasizing practical and idiomatic usage, as well as analyzing essays, poems, short stories and novels in French by famous authors from the French-speaking world.

**GERMAN****Certificate of Specialization: Basic Proficiency in German**

Prepares students for communicating in German through the four skills: reading, writing, listening, and speaking at the basic (high-novice) level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

**Certificate Student Learning Outcome:**

Students will be able to:

- Communicate through reading, writing, speaking and listening in German at the basic (high-novice) level as indicated by the ACTFL guidelines.
- Demonstrate fundamental knowledge of the culture of the German language.

**Program Requirements:**

Units Required: 10

Units

GERMAN-101 Elementary German I .....5.0

GERMAN-102 Elementary German II .....5.0

**GERMAN 101 ELEMENTARY GERMAN I**

Units: 5.00

UC:CSU 90.00 hours lecture

Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Emphasizes acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension and production of spoken and written German at the beginning level. Taught in German. Corresponds to the first two years of high school German. Not appropriate for native or heritage speakers.

**GERMAN 102 ELEMENTARY GERMAN II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: GERMAN-101*

Develops linguistic and cultural proficiency at the novice high level. Taught in German. Corresponds to the third year of high school German. Not appropriate for native or heritage speakers.

**ITALIAN****Certificate of Specialization: Basic Proficiency in Italian**

Prepares students for communicating in Italian through the four skills: reading, writing, listening, and speaking at the basic (high-novice) level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

**Certificate Student Learning Outcome:**

Students will be able to:

- Communicate through reading, writing, speaking and listening in Italian at the basic (high-novice) level as indicated by the ACTFL guidelines.
- Demonstrate fundamental knowledge of the culture of the Italian language.

**Program Requirements:**

Units Required: 13

Units

ITAL-101 Elementary Italian I .....5.0

ITAL-102 Elementary Italian II .....5.0

ITAL-150 Conversational Italian .....3.0

**ITAL 101 ELEMENTARY ITALIAN I**

Units: 5.00

UC:CSU 90.00 hours lecture

Develops language skills in listening, reading, speaking and writing within a cultural context with a strong emphasis on communication. Emphasizes acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension and production of spoken and written Italian at the beginning level. This course is taught in Italian. This course corresponds to the first two years of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 102 ELEMENTARY ITALIAN II**

Units: 5.00

UC:CSU 90.00 hours lecture

*Prerequisite: ITAL-101*

Develops linguistic and cultural proficiency at the novice high level. Taught in Italian. Corresponds to the third year of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 150 CONVERSATIONAL ITALIAN**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the essentials of Italian for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Italian.

**LINGUISTICS****LING 101 INTRODUCTION TO LINGUISTICS**

Units: 3.00

UC:CSU 54.00 hours lecture

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.

**SPANISH****Associate in Arts for Transfer Degree: Spanish**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

**Degree Student Learning Outcome:**

Students will be able to:

- Demonstrate proficiency in communicating in expressive and receptive forms in Spanish.
- Compare and contrast cultures and histories of the Spanish speaking world.

**Program Requirements:**

Units Required: 23

		Units
SPAN-101	Elementary Spanish I .....	5.0
	<i>OR</i>	
SPAN-101H	Elementary Spanish I – Honors.....	5.0
SPAN-102	Elementary Spanish II .....	5.0
	<i>Plus ten units from the following:</i>	
SPAN-201	Intermediate Spanish I.....	5.0
	<i>OR</i>	
SPAN-211	Spanish for Heritage Speakers I.....	5.0
	<i>AND</i>	
SPAN-202	Intermediate Spanish II.....	5.0
	<i>OR</i>	
SPAN-212	Spanish for Heritage Speakers II.....	5.0
	<i>Plus three units from the following:</i>	
SPAN-150	Beginning Conversational Spanish.....	3.0
SPAN-240	Introduction to Latin American Literature .....	3.0

If students need to substitute units due to testing out of required courses, they may choose from the courses listed below if not already taken above:

FRNCH-101	Elementary French I .....	5.0
FRNCH-102	Elementary French II .....	5.0
FRNCH-150	Beginning Conversational French .....	3.0
ITAL-101	Elementary Italian I .....	5.0
ITAL-150	Conversational Italian .....	3.0
SPAN-150	Beginning Conversational Spanish .....	3.0
SPAN-240	Introduction to Latin American Literature .....	3.0

### Associate in Arts Degree: Spanish

Degree Student Learning Outcome:

- Demonstrate proficiency in communicating in expressive and receptive forms in Spanish.
- Compare and contrast cultures and histories of the Spanish speaking world.

#### Program Requirements:

Units Required: 21

	Units
SPAN-150	Beginning Conversational Spanish.....3.0
SPAN-201	Intermediate Spanish I.....5.0
SPAN-202	Intermediate Spanish II.....5.0
SPAN-240	Introduction to Latin American Literature .....3.0

Plus five units from the following:

SPAN-102	Elementary Spanish II .....	5.0
SPAN-212	Spanish for Heritage Speakers II.....	5.0

### Certificate of Specialization: Basic Proficiency in Spanish

Prepares students for communicating in Spanish through the four skills: reading, writing, listening, and speaking at the basic (high-novice) level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

#### Certificate Student Learning Outcome:

Students will be able to:

- Communicate through reading, writing, speaking and listening in Spanish at the basic (high-novice) level as indicated by the ACTFL guidelines.
- Demonstrate fundamental knowledge of the culture of the Spanish language.

#### Program Requirements:

Units Required: 13

	Units
SPAN-101 Elementary Spanish I .....	5.0

OR

SPAN-101H	Elementary Spanish I – Honors.....	5.0
SPAN-102	Elementary Spanish II .....	5.0
SPAN-150	Beginning Conversational Spanish.....	3.0

### Certificate of Specialization: Heritage Speaker Proficiency in Spanish

Prepares students for communicating in Spanish through the four skills: reading, writing, listening, and speaking at the advanced-high level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

#### Certificate Student Learning Outcome:

Students will be able to:

- Communicate through reading, writing, speaking and listening in Spanish at the advanced-high level as indicated by the ACTFL guidelines.
- Demonstrate in-depth knowledge of the culture of the Spanish language.

#### Program Requirements:

Units Required: 13

	Units
SPAN-211	Spanish for Heritage Speakers I.....5.0
SPAN-212	Spanish for Heritage Speakers II.....5.0
SPAN-240	Introduction to Latin American Literature .....3.0

### Certificate of Specialization: Intermediate Proficiency in Spanish

Prepares students for communicating in Spanish through the four skills: reading, writing, listening, and speaking at the intermediate-high level per the American Council of the Teaching of Foreign Languages (ACTFL) guidelines. This certificate will also provide fundamental cultural knowledge following the 3P's (Products, Practices and Perspectives) cultural framework.

#### Certificate Student Learning Outcome:

Students will be able to:

- Communicate through reading, writing, speaking and listening in Spanish at the intermediate-high level as indicated by the ACTFL guidelines..
- Identify and describe multiple cultural components of the Spanish language.

#### Program Requirements:

Units Required: 13

	Units
SPAN-150	Beginning Conversational Spanish.....3.0
SPAN-201	Intermediate Spanish I.....5.0
SPAN-202	Intermediate Spanish II.....5.0

Continued on the next page.

**SPAN 101 ELEMENTARY SPANISH I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 100

Develops linguistic and cultural proficiency at the novice mid level. Taught in Spanish. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101, 101H and 211 combined, maximum credit one course

**SPAN 101H ELEMENTARY SPANISH I – HONORS**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 100

Develops linguistic and cultural proficiency at the novice mid level. Taught in Spanish within a cultural context. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101, 101H and 211 combined, maximum credit one course

**SPAN 102 ELEMENTARY SPANISH II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 110

*Prerequisite: SPAN-101 or SPAN-101H*

Develops linguistic and cultural proficiency at the novice high level. Corresponds to the third year of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-102 and 212 combined, maximum credit one course.

**SPAN 150 BEGINNING CONVERSATIONAL SPANISH**

Units: 3.00

UC:CSU 54.00 hours lecture

Essentials of Spanish for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Spanish. Emphasizes the practical application of the language, not grammar acquisition or review.

**SPAN 201 INTERMEDIATE SPANISH I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 200

*Prerequisite: SPAN-102*

Presents Spanish grammar at the intermediate level, emphasizing practical and idiomatic usage as well as analyzing essays, poems and short stories in Spanish by famous authors from the Spanish-speaking world.

**SPAN 202 INTERMEDIATE SPANISH II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 210

*Prerequisite: SPAN-201*

Presents more advanced grammatical structures and syntax at the intermediate high level, emphasizing linguistic and cultural proficiency using cultural and literary materials.

**SPAN 211 SPANISH FOR HERITAGE SPEAKERS I**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN-220

*Prerequisite: Placement based on the foreign language assessment process equivalent to heritage learner level*

Focuses on developing and strengthening reading and writing skills while exploring Spanish speaking culture. Emphasis is placed on spelling, punctuation, lexical variations, idioms and cultural components of the Spanish language. This class is designed for students who communicate in Spanish, heritage speakers, and/or have near-native oral proficiency. UC credit limitation: SPAN-101, 101H and 211 combined, maximum credit one course.

**SPAN 212 SPANISH FOR HERITAGE SPEAKERS II**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID SPAN 230

*Prerequisite: SPAN-211 or placement based on the foreign language assessment process equivalent to heritage learner level*

Focuses on reading and writing with special attention to formal aspects of the language while exploring the Spanish speaking culture. Designed for students who communicate in Spanish and/or have near-native oral proficiency. UC credit limitation: SPAN-102 and 212 combined, maximum credit one course.

**SPAN 240 INTRODUCTION TO LATIN AMERICAN LITERATURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys literature and culture of Latin America from 1492 to the present, including basic literary concepts and analysis of the four genres, narrative, essay, poetry, and drama within literary movements in Latin America. Lectures and discussions are in Spanish.

# MUSIC

## Associate in Arts for Transfer Degree: Music

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to apply theoretical music concepts and performance-based skills to produce and to create original music.

### Program Requirements:

Units required: 23

	Units
MUSIC-101 Musicianship Skills I .....	1.0
MUSIC-102 Musicianship Skills II .....	1.0
MUSIC-103 Musicianship Skills III .....	1.0

MUSIC-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-220A Chromatic Harmony I .....	3.0

*Plus four units of Applied Music  
(courses may be repeated):*

MUSIC-189 Individualized Music Lessons .....	1.0
MUSIC-190 Applied Performance .....	1.0

*Plus four units of Major Ensemble and/or Specialized Ensemble from the following (courses may be repeated):*

MUSIC-153 Studio Jazz Ensemble .....	1.0
MUSIC-162 Guitar Ensemble .....	1.0
MUSIC-165 Symphony of the Canyons .....	1.0
MUSIC-173 Jazz Vocal Ensemble .....	1.0
MUSIC-175 Festival Choir: Voices of the Canyons .....	1.0
MUSIC-176 Chamber Singers .....	1.0
MUSIC-177 Women's Choir (Les Chanteuses) .....	1.0
MUSIC-185 Symphonic Band .....	1.0
MUSIC-186 Music Ensemble .....	1.0
MUSIC-187 Commercial Music Ensemble .....	1.0
MUSIC-188 Drum Circle/World Percussion Ensemble .....	1.0

*Plus three units from the following:*

MUSIC-105 Music Appreciation .....	3.0
MUSIC-112 Music History .....	3.0
MUSIC-220B Chromatic Harmony II .....	3.0

## Associate in Arts Degree: Music

The Music Program is designed to give students the ability to develop an individualistic artistic voice through the exposure to the rigors of traditional music theory, performance and musicianship, with the option to choose among various elective courses to focus on their area of creative interest.

Music students are required to audition and, once accepted, enroll in Music 189 (Individualized Lessons), to receive instruction on an instrument of their choice. Music majors will be required to take Music 189 and Music 190 (Applied Performance) a total of four times. Students will also have to take music theory and musicianship classes to earn the degree. The Department of Music offers a comprehensive curriculum to prepare performers, songwriters, electronic minded musicians, symphonic composers, pop and jazz enthusiasts, for the path toward successful creative careers. Music students must participate in at least one major performing group per semester while enrolled in the program. Students should select a performing group that fits their performance specialty or interest.

### Degree Student Learning Outcome:

Students will be able to apply theoretical music concepts and performance-based skills to produce and perform standard repertoire and to create original music.

*Continued on the next page.*

# CREDIT PROGRAMS / COURSE DESCRIPTIONS

## MUSIC

### Program Requirements:

Units Required: 26

	Units
MUSIC-101 Musicianship Skills I .....	1.0
MUSIC-102 Musicianship Skills II .....	1.0
MUSIC-103 Musicianship Skills III .....	1.0
MUSIC-104 Musicianship Skills IV .....	1.0
MUSIC-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-137A Introduction to Sibelius .....	2.0

*Plus both courses below for a total of eight units, each course may be taken 4 times:*

MUSIC-189 Individualized Music Lessons .....	1.0
MUSIC-190 Applied Performance .....	1.0

*Plus four units for the following:*

MUSIC-116 Performance Ensembles for Music Theatre .....	1.0 - 3.0
MUSIC-153 Studio Jazz Ensemble .....	1.0
MUSIC-162 Guitar Ensemble .....	1.0
MUSIC-165 Symphony of the Canyons .....	1.0
MUSIC-173 Jazz Vocal Ensemble .....	1.0
MUSIC-175 Festival Choir: Voices of the Canyons .....	1.0
MUSIC-176 Chamber Singers .....	1.0
MUSIC-177 Women's Choir (Les Chanteuses) ...	1.0
MUSIC-185 Symphonic Band .....	1.0
MUSIC-186 Music Ensemble .....	1.0
MUSIC-187 Commercial Music Ensemble .....	1.0
MUSIC-188 Drum Circle/World Percussion Ensemble .....	1.0

*Plus two units from the following:*

MUSIC-131 Keyboard Instruction I .....	2.0
MUSIC-137B Intermediate Sibelius .....	2.0
MUSIC-140 Vocal Development for Popular Music .....	1.0
MUSIC-141 Voice Development: From the Baroque to the 21st Century .....	2.0
MUSIC-156 Recording Techniques I .....	3.0
MUSIC-157 Recording Techniques II .....	3.0
MUSIC-160 Guitar Studies I .....	2.0
MUSIC-161 Guitar Studies II .....	2.0
MUSIC-167 Jazz Guitar Studies I .....	2.0
MUSIC-168 Jazz Guitar Studies II .....	2.0
MUSIC-170 Bass Guitar Studies I .....	2.0
MUSIC-171 Bass Guitar Studies II .....	2.0
MUSIC-193A Introduction to Pro Tools .....	1.5
MUSIC-194A Introduction to GarageBand and Logic Pro .....	1.5

*Recommended electives:*

MUSIC-090L Electronic Music Lab .....	1.0
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MUSIC-105 Music Appreciation .....	3.0
MUSIC-106 Development of Jazz .....	3.0
MUSIC-107 History of Rock & Roll .....	3.0
MUSIC-108 World Music .....	3.0
MUSIC-109 History of Hip Hop Music and Culture .....	3.0
MUSIC-112 Music History .....	3.0
MUSIC-118 Popular Songwriting .....	3.0
MUSIC-125 Studies in Music Composition .....	3.0
MUSIC-126 Pop & Jazz Theory .....	3.0
MUSIC-127 Orchestration for Strings and Woodwinds .....	3.0
MUSIC-128 Orchestration for Brass, Percussion, and Harp .....	3.0
MUSIC-142 Electronic Music Composition .....	3.0
MUSIC-146 Electronic Music for the Stage .....	3.0
MUSIC-151 Jazz Improvisation .....	1.0
MUSIC-159 Music Production and Scoring for Film/TV/New Media .....	3.0
MUSIC-192 Music Business .....	3.0
MUSIC-193B Intermediate Pro Tools .....	1.5
MUSIC-193C Advanced Pro Tools .....	1.5
MUSIC-194B Intermediate Logic Pro .....	1.5
MUSIC-220A Chromatic Harmony I .....	3.0
MUSIC-220B Chromatic Harmony II .....	3.0

### Certificate of Achievement: Commercial Music

The Commercial Music program is designed as an introductory preparation for employment in music with an emphasis in audio engineering. Courses in the theory and practice of recording techniques are offered to give students a well-rounded foundation to begin work.

### Certificate Student Learning Outcomes:

Students will be able to:

- Record, mix, edit and master a music track using industry standard equipment and software.
- Design an audio reinforcement system for a live concert or event
- Demonstrate professional behavior as an audio engineer.

### Program Requirements:

Units Required: 23

	Units:
MUSIC-137A Introduction to Sibelius .....	2.0
MUSIC-154 Live Sound Reinforcement .....	3.0
MUSIC-156 Recording Techniques I .....	3.0
MUSIC-157 Recording Techniques II .....	3.0
MUSIC-192 Music Business .....	3.0
MUSIC-193A Introduction to Pro Tools .....	1.5
MUSIC-193B Intermediate to Pro Tools .....	1.5
MEA-295 Professional Practices/Portfolio .....	2.0
MUSIC-155 Introduction to Audio Production .....	3.0

OR

MEA-155 Introduction to Audio Production.....3.0

*Plus a minimum of one unit from the following:*WE-186MEA Work Experience Education  
Media Entertainment Arts ..... 1.0 - 4.0**Certificate of Achievement: Electronic Music**

Through a variety of digitally centered technology, including computers, keyboards and other controllers, as well as hardware and software based synthesizers and samplers, the program focuses on the techniques and aesthetics of music composition and production of music in a variety of contemporary idioms. Student compositions will be performed live at college-based concerts.

**Certificate Student Learning Outcome:**

Students will be able to:

- Record and process acoustic sounds from natural sources.
- Create original music compositions for any media.
- Develop music scores fit for performers to read from.

**Program Requirements:**

Units Required: 19

	Units
MUSIC-137A Introduction to Sibelius .....	2.0
MUSIC-137B Intermediate Sibelius .....	2.0
MUSIC-142 Electronic Music Composition .....	3.0
MUSIC-146 Electronic Music for the Stage.....	3.0
MUSIC-193A Introduction to Pro Tools.....	1.5
MUSIC-193B Intermediate Pro Tools.....	1.5
MUSIC-194A Introduction to GarageBand and Logic Pro .....	1.5
MUSIC-194B Intermediate Logic Pro .....	1.5
MUSIC-155 Introduction to Audio Production.....	3.0

OR

MEA-155 Introduction to Audio Production.....3.0

**Certificate of Achievement: Music Composition**

Through the technical and historical study of works ranging from the Baroque to the 21st century, as well as a comprehensive study in orchestration and structural analysis, students will develop the means to compose original music and to emulate the various styles from the past. Student compositions will be performed by college-based ensembles.

**Certificate Student Learning Outcome:**

Students will be able to:

- Compose well structured original music in the Classical, Modern and Contemporary styles.
- Arrange and orchestrate music for various chamber and symphonic instrumental ensembles.

**Program Requirements:**

Units Required: 21

	Units
MUSIC-120A Tonal Harmony I .....	3.0
MUSIC-120B Tonal Harmony II .....	3.0
MUSIC-125 Studies in Music Composition .....	3.0
MUSIC-127 Orchestration for Strings and Woodwinds .....	3.0
MUSIC-128 Orchestration for Brass, Percussion, and Harp .....	3.0
MUSIC-220A Chromatic Harmony I.....	3.0
MUSIC-220B Chromatic Harmony II.....	3.0

**Certificate of Specialization: Logic Pro**

This certificate offers beginning and intermediate level instruction in the skills needed to operate Apple's GarageBand and Logic Pro digital audio workstation hardware and software applications.

**Certificate Student Learning Outcome:**

Students will be able to record, edit, and mix audio, and MIDI within the GarageBand and Logic environment.

**Program Requirements:**

Units Required: 3

	Units
MUSIC-194A Introduction to GarageBand and Logic Pro .....	1.5
MUSIC-194B Intermediate Logic Pro .....	1.5

**Certificate of Specialization: Music Recording Software**

This certificate is designed as introductory preparation for employment and self-employment in audio engineering using digital recording and notation software. Courses in the theory and practice of recording techniques and software are offered to give students a well-rounded foundation to begin work.

**Certificate Student Learning Outcome:**

Students will be able to notate, record, edit, mix, and master music using a variety of software platforms.

**Program Requirements:**

Units Required: 13

	Units
MUSIC-137A Introduction to Sibelius .....	2.0
MUSIC-137B Intermediate Sibelius .....	2.0
MUSIC-193A Introduction to Pro Tools.....	1.5
MUSIC-193B Intermediate Pro Tools.....	1.5
MUSIC-194A Introduction to GarageBand and Logic Pro .....	1.5
MUSIC-194B Intermediate Logic Pro .....	1.5
MEA-155 Introduction to Audio Production.....	3.0

OR

MUSIC-155 Introduction to Audio Production.....3.0  
*Continued on the next page.*

**Certificate of Specialization: Pro Tools – Level I**

This certificate offers beginning and intermediate level instruction in the skills needed to use Avid's Pro Tools digital audio workstation hardware and software applications.

**Certificate Student Learning Outcome:**

Students will be able to record, edit, and mix audio, and MIDI within the Pro Tools environment.

**Program Requirements:**

Units Required: 3

	Units
MUSIC-193A	Introduction to Pro Tools..... 1.5
MUSIC-193B	Intermediate Pro Tools..... 1.5

**Certificate of Specialization: Recording Techniques**

This program is designed as an introductory preparation for employment in audio engineering in the recording studio environment. Courses in the theory and practice of recording techniques are offered to give students a well-rounded foundation to begin work either as an intern, assistant or recording engineer.

**Certificate Student Learning Outcome:**

Students will be able to utilize audio engineering principles to produce multi track recordings at a professional level consistent with the artists' vision.

**Program Requirements:**

Units Required: 6

	Units
MUSIC-156	Recording Techniques I..... 3.0
MUSIC-157	Recording Techniques II..... 3.0

**Certificate of Specialization: Sibelius**

This certificate offers beginning and intermediate level instruction in the skills needed to use Avid's music notation program Sibelius.

**Certificate Student Learning Outcome:**

Students will be able to create lead sheets, scores, and parts using notation that conforms to the current music publishing standards.

**Program Requirements:**

Units Required: 4

	Units
MUSIC-137A	Introduction to Sibelius..... 2.0
MUSIC-137B	Intermediate Sibelius..... 2.0

**MUSIC 090L ELECTRONIC MUSIC LAB**

Units: 1.00

54.00 hours lab

A lab for the currently enrolled music student who wishes to increase skills through the use of the music lab facility. Note: Students must attend faculty supervised weekly scheduled class time. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the Music program. Offered pass/no-pass only. Units do not apply to the associate degree.

**MUSIC 100 FUNDAMENTALS OF MUSIC**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 110

Introduces the elements of music and musical notation; music reading and sight-singing; scales and intervals.

**MUSIC 101 MUSICIANSHIP SKILLS I**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 125

*Prerequisite: MUSIC-100*

First in a series of four comprehensive training workshops for musicians. It includes intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

**MUSIC 102 MUSICIANSHIP SKILLS II**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 135

*Prerequisite: MUSIC-101*

Second in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 103 MUSICIANSHIP SKILLS III**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 145

*Prerequisite: MUSIC-102*

Third in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 104 MUSICIANSHIP SKILLS IV**

Units: 1.00

UC:CSU 54.00 hours lab

C-ID MUS 155

*Prerequisite: MUSIC-103*

Fourth in a series of four comprehensive training workshops providing musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chord recognition and applied music theory exercises.

**MUSIC 105 MUSIC APPRECIATION**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 100

Surveys musical masterpieces through all eras of musical evolution. Develops an appreciation and understanding of music in relation to culture and other art forms through listening experiences, lecture and discussion.

**MUSIC 106 DEVELOPMENT OF JAZZ**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents jazz as a cultural medium, including its historical background and development in the United States.

**MUSIC 107 HISTORY OF ROCK & ROLL**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the rise of rock and roll as a modern musical genre and examines its place in modern society.

**MUSIC 108 WORLD MUSIC**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys non-Western cultures through their musical traditions.

**MUSIC 109 HISTORY OF HIP HOP MUSIC AND CULTURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Traces the evolution of hip hop from its African roots through the diaspora to its modern product of African American struggle. It is analyzed both as a cultural form of expression through music, dance, spoken word, lyrics, poetry, artists, philosophy, lifestyles, and through its social, economic, and political perspectives and issues.

**MUSIC 110 MUSIC OF THE AMERICAS**

Units: 3.00

UC:CSU 54.00 hours lecture

Covers the rhythms and varieties of the music of the Americas and the cultural roots that nurture this exciting form of expression. Music from the Caribbean and South, Central, and North America are covered, including genres such as corridos, son, rumba, and tangos. The integral role of their influences in the music of the USA and ethnic identities are highlighted.

**MUSIC 112 MUSIC HISTORY**

Units: 3.00

UC:CSU 54.00 hours lecture

Presents the main periods and styles of Western music from the Middle Ages to the present, including the most important composers, as well as the cultural context in which their music was created.

**MUSIC 114 DIGITAL SOUND EDITING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces non-linear sound editing and audio creation for multimedia content, including podcasts, film and television soundtracks, video game sound design, and the internet. Same as MEA-114.

**MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER**

Units: 1.00 - 3.00

UC:CSU 54.00 - 162.00 hours lab

Rehearsal and performance of music for scenes and complete musical theater productions produced in conjunction with Theater and other performing arts departments. Ability to sing or play a wind, brass, string or percussion instrument is assumed. Offered pass/no-pass only.

**MUSIC 118 POPULAR SONGWRITING**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces popular song writing and the construction of lyrics for the commercial music industry. Basic knowledge of music fundamentals is assumed.

**MUSIC 120A TONAL HARMONY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 120

*Recommended Preparation: MUSIC-101 & concurrent enrollment in MUSIC-131*

Presents the theory and practice of Western harmony from the 17th century to the beginning of the 20th Century. Major topics include: properties of sound, rhythm and meter, intervals, diatonic scales and triads, seventh chords (including dominant seventh chords), figured bass symbols, principles of voice leading, non-harmonic tones and harmonic analysis of music from the classical period [c.1725-1825].



*Continued on the next page.*

**MUSIC 120B TONAL HARMONY II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 130

*Prerequisite: MUSIC-120A**Recommended Preparation: Concurrent enrollment in MUSIC-102 & MUSIC-132*

Continues the concepts from Tonal Harmony I. Additional content includes: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation.

**MUSIC 125 STUDIES IN MUSIC COMPOSITION**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Presents a technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles.

**MUSIC 126 POP AND JAZZ MUSIC THEORY**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: MUSIC-120A*

Focuses on the theoretical principles and practices found within the styles of jazz and pop music. Emphasizes analytical comprehension of style and chordal structure.

**MUSIC 127 ORCHESTRATION FOR STRINGS AND WOODWINDS**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: MUSIC-100*

Examines orchestration using the instruments of the standard symphonic ensemble with emphasis on strings and woodwinds. Course also focuses upon the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger, as well as with the use of instruments from non-European traditions.

**MUSIC 128 ORCHESTRATION FOR BRASS, PERCUSSION, AND HARP**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: MUSIC-100*

Presents orchestration as it applies to the instruments of the standard symphonic ensemble, emphasizing brass, percussion, and harp. Includes the use of computers, samplers, and synthesizers as tools for the contemporary composer and arranger, as well as instruments from non-European traditions.

**MUSIC 131 KEYBOARD INSTRUCTION I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

First of two levels of keyboarding, focusing on introductory skills. Emphasizes instruction in elementary music-reading, repertoire, piano technique, tone production, sight-reading, keyboard harmony, and performance styles.

**MUSIC 132 KEYBOARD INSTRUCTION II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-131*

Second of two levels of keyboarding, focusing on beginning intermediate piano skills. Emphasizes instruction in music reading, repertoire, piano technique, tone production, sight-reading, keyboard harmony, and performance styles for music and non-music majors at a first-year level.

**MUSIC 137A INTRODUCTION TO SIBELIUS**

Units: 2.00

CSU 36.00 hours lecture

*Prerequisite: MUSIC-100*

First of a two-part series introducing traditional and software-based notation techniques for the production of professional quality manuscripts of vocal and instrumental scores using the Sibelius platform. Completion of this two-course sequence aligns with the Sibelius Certification exam.

**MUSIC 137B INTERMEDIATE SIBELIUS**

Units: 2.00

CSU 36.00 hours lecture

*Prerequisite: MUSIC-137A*

Second of a two course series furthering the study of the Sibelius platform for use in creating end sheets, compositions, arrangements, and rearrangements. Completion of this two-course sequence aligns with the Sibelius Certification exam.

**MUSIC 140 VOCAL DEVELOPMENT FOR POPULAR MUSIC**

Units: 1.00

CSU 54.00 hours lab

Develops vocal skills for professional singing of popular music; public performances will be scheduled.

**MUSIC 141 VOICE DEVELOPMENT: FROM THE BAROQUE TO THE 21ST CENTURY**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Presents the art and technique of solo singing, including musical theater repertoire, art songs and arias from the European tradition of the last five centuries, non-Western music, American folk music, and spiritual selections.

**MUSIC 142 ELECTRONIC MUSIC COMPOSITION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents the composition and production of in-studio music in a variety of contemporary idioms utilizing digital technology.

**MUSIC 146 ELECTRONIC MUSIC FOR THE STAGE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Focuses on the techniques and aesthetics of music created with the computer for on-stage applications.

**MUSIC 151 JAZZ IMPROVISATION**

Units: 1.00

UC:CSU 54.00 hours lab

*Recommended Preparation: MUSIC-100*

Emphasizes understanding basic theoretical structure as well as stylistic, melodic and rhythmic considerations. Designed to assist the jazz musician. Public performance may be required.

**MUSIC 153 STUDIO JAZZ ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

Examines the historical basis of jazz and fosters the improvement of jazz performance skills on wind, string, vocal or percussion instruments through participation in public concerts. Field trips may be required. Audition by instructor to ensure instrumental proficiency, and public performances are required.

**MUSIC 154 LIVE SOUND REINFORCEMENT**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID CMUS 120X

Introduces the theory and audio engineering techniques for live sound production. Provides training in the design and operation of sound reinforcement systems, including microphones and mic placement, mixing and signal processing, front-of-house and stage monitoring, and live recording.

**MUSIC 155 INTRODUCTION TO AUDIO PRODUCTION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID CMUS 100X

Introduces foundation audio engineering concepts and production techniques for creating professional audio for film, television, and new media. Explores methods for location sound recording, and for studio-based multi-track recording, editing and mixing. Introduces the core concepts and techniques to competently operate a Pro Tools system running mid-sized sessions. Same as MEA-155.

**MUSIC 156 RECORDING STUDIO TECHNIQUES I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID CMUS 130X

*Prerequisite: MEA-155 or MUSIC-155*

Introduces multitrack music recording and production using AVID Pro Tools HD systems. Examines contemporary studio recording techniques, including proper microphone selection and placement, analog and digital audio signal paths and processing, loudspeaker monitoring and evaluating studio acoustics.

**MUSIC 157 RECORDING STUDIO TECHNIQUES II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-155 or MUSIC-155. Recommended Preparation: MUSIC-156*

Examines advanced studio production, by developing creative elements and applying advanced engineering concepts to produce music recordings. Applies advanced microphone techniques, acoustical analysis and room modeling, complex analog/digital hybrid audio configurations, and mixing, mastering, and postproduction workflows of professional recording facilities. Prepares students for internship or entry-level employment in recording studios, live production companies, live concert venues, and audio mastering facilities.

**MUSIC 159 MUSIC PRODUCTION AND SCORING FOR FILM/TV/NEW MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines tools, techniques and aesthetics used in creating music scores and soundtracks for motion pictures, television, and new media including production fundamentals, audio/visual synchronization, and basic electronic music composition. Same as MEA-159.

**MUSIC 160 GUITAR STUDIES I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces the needed skills to perform proficiently on the guitar.

**MUSIC 161 GUITAR STUDIES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-160*

Advances the study and application of guitar skill through intermediate chord structures, sight reading (1-5 position), and more complex rhythm techniques.

*Continued on the next page.*

**MUSIC 162 GUITAR ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 185

*Prerequisite: Audition*

Presents the study and performance of selected guitar ensemble works. Students practice and perform a wide variety of works from different historical eras, and develop their skills in reading music, improving their guitar technique and interpretation. Attendance at rehearsals and performances is required. Course is designed for students who want to advance their ensemble skills by participating in an ensemble group. Audition by instructor to ensure instrumental proficiency, and public performances are required.

**MUSIC 165 SYMPHONY OF THE CANYONS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

Examines musical styles, performance techniques and basic theoretical analysis as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. Audition by instructor to ensure vocal proficiency, and public performances are required.

**MUSIC 167 JAZZ GUITAR STUDIES I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces position-playing for jazz guitar, including jazz chordal structures, rhythm comping, harmonic structure and historical context of jazz forms.

**MUSIC 168 JAZZ GUITAR STUDIES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-167*

Presents intermediate-level position for jazz guitar, including jazz chordal structures, rhythm comping and structural analysis of jazz forms.

**MUSIC 170 BASS GUITAR STUDIES I**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Provides music theory and skills training for the electric bass guitar. Focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument.

**MUSIC 171 BASS GUITAR STUDIES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MUSIC-170*

Second in a series of courses developing intermediate skills for the electric bass guitar. Applies basic music theory concepts to the bass, including construction and performance of complex bass lines through chord changes in standard popular and jazz repertoire, as well as intermediate note-reading skills.

**MUSIC 173 JAZZ VOCAL ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

*Prerequisite: Audition*

Provides the advanced singer an opportunity to learn and develop jazz vocal technique, including how to work with a sound system (microphones, mixing board, monitors, and speakers) and a jazz trio (piano, bass and drums). The repertoire consists of vocal arrangements from standard and progressive jazz schools. This group refines individual selections to high performance standards and represents the college at inter-collegiate festivals, on-campus performances, and in the community. Appropriate sight-singing proficiency and ability to follow a conductor are assumed. Audition by instructor to ensure vocal proficiency, and public performances are required.

**MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

Examines musical styles, performance practices and rehearsal techniques while refining individual selections to high performance standards and represents the college at inter-collegiate festivals, on-campus performances, and in the community. Field trips may be required. Audition by instructor to ensure vocal proficiency, and public performances are required.

**MUSIC 176 CHAMBER SINGERS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

Presents the study and performance of chamber music from the 15th to the 21st centuries, emphasizing the development of skills needed to sing from a variety of choral styles and historical periods. Represents the college at inter-collegiate festivals, on-campus events, and within the community. Audition by instructor to ensure vocal proficiency, and public performances are required.

**MUSIC 177 WOMEN'S CHOIR  
(LES CHANTEUSES)**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

Studies musical styles and performance practices from an historical perspective as well as correct and efficient rehearsal techniques as they apply to the selected choral literature. Represents the College at inter-collegiate festivals, on-campus events, and within the community. Field trips may be required. Audition by instructor to ensure vocal proficiency, and public performances are required.

**MUSIC 185 SYMPHONIC BAND**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 180

*Prerequisite: Audition*

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. Audition by instructor to ensure instrumental proficiency, and public performances are required.

**MUSIC 186 MUSIC ENSEMBLE**

Units: 1.00

UC:CSU 70.00 hours lab

C-ID MUS 185

May be taken four times for credit

*Prerequisite: Audition*

Explores chamber music literature and practices. Specific technical skills will be addressed including breathing, phrasing, tonguing, bow technique, embouchure development, as well as vocal techniques and rehearsal standards. Audition by instructor to ensure instrumental proficiency, and public performances are required.

**MUSIC 187 COMMERCIAL MUSIC  
ENSEMBLE**

Units: 1.00

CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 185

*Prerequisite: Audition*

Presents the study, rehearsal and public performance of popular music repertoire. This class includes contemporary pop and other commercial styles such as rock, R&B, soul, folk, country and Latin. Audition and public performance are required. This course is intended for singers and instrumentalists who want to advance their ensemble skills. Audition by instructor to ensure instrumental and/or vocal proficiency, and public performances are required.

**MUSIC 188 DRUM CIRCLE/WORLD  
PERCUSSION ENSEMBLE**

Units: 1.00

CSU 70.00 hours lab

C-ID MUS 185

May be taken four times for credit

*Prerequisite: Audition*

Presents the study and performance of hand drumming. The rhythms taught are drawn from the drumming cultures of Africa, the Middle East, India, the Caribbean, and South America. This ensemble is taught through oral tradition although some written materials are made available from time to time. Drums are provided but students are welcome to bring their own instruments (djembes, congas, frame drums). Audition by instructor to ensure instrumental proficiency, and public performances are required.

**MUSIC 189 INDIVIDUALIZED MUSIC  
LESSONS**

Units: 1.00

UC:CSU 70.00 hours lab

May be taken four times for credit

C-ID MUS 160

*Prerequisite: Audition*

*Co-requisites: MUSIC 116, 151, 153, 162, 165, 173, 175, 176, 177, 185, 186, 187, 188, or 190.*

Emphasizes technical development, the performing of musical repertoire, and the development of concert presentation skills. Individual instruction is provided by appointment. Audition by instructor to ensure instrumental and/or vocal proficiency, and public performances are required.

**MUSIC 190 APPLIED PERFORMANCE**

Units: 1.00

UC:CSU 70.00 hours lab

C-ID MUS 160

May be taken four times for credit

*Co-requisite: MUSIC-189*

Preparation and presentation of music literature to be performed before the class with a subsequent critique by the other students and instructor.

**MUSIC 192 MUSIC BUSINESS**

Units: 3.00

CSU 54.00 hours lecture

C-ID MUS 140X

Examines the music business industry as it relates to production, recording, manufacturing, publishing, marketing, copyright and performing rights.

*Continued on the next page.*

**MUSIC 193A INTRODUCTION TO PRO TOOLS**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

*Recommended Preparation : MUSIC-100*

First of a three-part series introducing Avid's Pro Tools digital audio workstation software. Covers basic Pro Tools principles, including how to complete a Pro Tools project from initial setup to final mixdown. Topics also include how to record, edit, and mix music and Musical Instrument Digital Interface (MIDI) tracks within the Pro Tools application. Intended to prepare students for Avid Pro Tools certifications.

**MUSIC 193B INTERMEDIATE PRO TOOLS**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

*Prerequisite: MUSIC-193A*

Second of a three-part series covering Avid's Pro Tools digital audio workstation hardware and software application. Covers concepts and skills needed to operate large sessions in a project studio environment including managing large track counts, multiple channels of simultaneous inputs and outputs, and the use of specialized plug-ins for specific music and post-production tasks. Intended to prepare students for Avid Pro Tools certifications.

**MUSIC 193C ADVANCED PRO TOOLS**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

*Prerequisite: MUSIC-193B*

Third of a three-part series covering Avid's Pro Tools digital audio workstation hardware and software application. Covers the core concepts and skills needed to operate a Pro Tools HD system in a professional studio environment. Presents advanced recording, editing, and mixing techniques. Intended to prepare students for Avid Pro Tools certifications.

**MUSIC 194A INTRODUCTION TO GARAGEBAND AND LOGIC PRO**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

Introduces Apple's GarageBand and Logic Pro digital audio workstation software applications and techniques, including how to complete a project from initial setup to final mixdown. Examines how to record, edit, and mix music and Musical Instrument Digital Interface (MIDI) tracks within the GarageBand/Logic application.

**MUSIC 194B INTERMEDIATE LOGIC PRO**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

*Recommended Preparation: MUSIC-194A*

Explores intermediate Logic Pro digital audio workstation software application techniques including how to complete a project from initial set up to final mixdown. Covers how to record, edit, and mix music, and Musical Instrument Digital Interface (MIDI) tracks within the Logic Pro application at an intermediate level.

**MUSIC 220A CHROMATIC HARMONY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 140

*Prerequisite: MUSIC-120B**Recommended Preparation: Concurrent enrollment in MUSIC-103*

Continues the concepts from Tonal Harmony II. Additionally includes: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords.

**MUSIC 220B CHROMATIC HARMONY II**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID MUS 150

*Prerequisite: MUSIC-220A**Recommended Preparation: Concurrent enrollment in MUSIC-104*

Continues the concepts from Music Theory III. Additionally includes: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.

**MUSIC 255 SOUNDTRACK PRODUCTION FOR FILM/TV/NEW MEDIA**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: MEA/MUSIC-114, MEA/MUSIC-155, MEA/MUSIC-159*

Examines audio technologies and postproduction techniques for film, television, and new media, including studio and location sound recording, digital sound editing, sound design aesthetics, and mixing/mastering of professional soundtracks. Same as MEA-255.

# NETWORK TECHNOLOGY

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

The Network Technology 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 is designed to provide entry level job skills and is transferable to four-year colleges or universities. Emphasis is placed on hands-on labs and case studies designed to apply principles and develop troubleshooting skills. Students can prepare for industry certifications from industries and organizations such as BICSI, Cisco, CompTIA, or Microsoft.

### Degree and Certificate Student Learning Outcome:

Students will be able to design, implement, troubleshoot and maintain networking systems.

### Program Requirements:

Units Required: 30

	Units
ESYST-101 Basic Electronics .....	3.0
ESYST-131 IoT – Python Programming.....	3.0
NETECH-103 Network Cabling Infrastructure .....	3.0
NETECH-111 Computer Maintenance: A+ Certification Prep .....	3.0
NETECH-113 Data Center .....	3.0
NETECH-151 CCNA: Introduction to Networks.....	3.0
NETECH-152 CCNA-2: Switching, Routing and Wirelss Essentials .....	3.0
NETECH-153 CCNA-3: Enterprise Networking, Security and Automation.....	3.0
NETECH-219 Security+ Certification .....	3.0

*Plus three units form the following:*

NETECH-142 MCSA: Windows Server OS.....	3.0
<i>OR</i>	
NETECH-211 Linux+ Certification Prep .....	3.0

## Associate in Science Degree: Systems Administrator

The Systems Administrator degree prepares students for entry into the workforce as a systems administrator with a strong focus on the administration of server applications, roles, and integration in enterprise network environments. This degree trains comprehensive

systems administrators that plan, configure, secure, and integrate software/server roles to administer network services at scale while preparing students for sought after industry certifications; A+, Network+ MCSA, Security+, Linux+ and Cloud+.

### Degree Student Learning Outcome:

Students will be able to Configure, plan, and implement network roles and services at scale in the enterprise environment.

### Program Requirements:

Units Required: 30

	Units:
ESYST-101 Basic Electronics .....	3.0
ESYST-131 IoT – Python Programming .....	3.0
NETECH-111 Computer Maintenance: A+ Certification Prep .....	3.0
NETECH-113 Data Center .....	3.0
NETECH-143 MCSA: Administering Window Server .....	3.0
NETECH-150 Network Fundamentals (CompTIA Network +) .....	3.0
NETECH-213 VMware vSphere: Install, Configure, Manage .....	3.0
NETECH-215 Cloud+ Certification Prep .....	3.0
NETECH-219 Security+ Certification .....	3.0

*Plus three units from the following:*

NETECH-142 MCSA: Windows Server OS.....	3.0
<i>OR</i>	
NETECH-211 Linux+ Certification Prep .....	3.0

## Certificate of Specialization: Cloud/ Virtualization

Design configuration and maintenance of cloud computing systems. Develop practical experience in cloud technologies, virtualization, Linux, system monitoring, and troubleshooting.

### Certificate Student Learning Outcome:

Students will be able to design and implement a cloud solution using virtualization.

### Program Requirements:

Units Required: 12

	Units
NETECH-113 A+ Data Center.....	3.0
NETECH-211 Linux+ Certification Prep .....	3.0
NETECH-213 VMware Vsphere: Install, Configure, Manage .....	3.0
NETECH-215 Cloud+ Certification Prep .....	3.0

## Certificate of Specialization: Network Associate

Design configuration and maintenance of LANs. Develop practical experience in cabling, routing, IP addressing,

Cisco supported network technologies, network troubleshooting skills, WAN technologies, VLANs, OSPF.

**Certificate Student Learning Outcome:**

Students will be able to design, implement, maintain, and troubleshoot network infrastructure devices.

**Program Requirements:**

Units Required: 12

	Units
NETECH-151 CCNA: Introduction to Networks.....	3.0
NETECH-152 CCNA-2: Switching, Routing and Wireless Essentials .....	3.0
NETECH-153 CCNA-3: Enterprise Networking, Security and Automation.....	3.0
NETECH-155 CCNA Cybersecurity Operations.....	3.0

**Certificate of Specialization: Network Engineer**

Design, configuration, and maintenance of LANs and WANs. Develop advanced experience in, routing, IP addressing, Cisco supported network technologies, network troubleshooting skills, WAN technologies, VLANs, OSPF, EIGRP, VoIP, WLANs, and security.

**Certificate Student Learning Outcome:**

Students will be able to design, implement, maintain and troubleshoot Microsoft network devices.

**Program Requirements:**

Units Required: 12

	Units
NETECH-251 CCNA Enterprise Core .....	3.0
NETECH-253 CCNA Enterprise and Routing Services .....	3.0
NETECH-254 Wireless Technologies.....	3.0
NETECH-259 CCNA Security.....	3.0

**Certificate of Specialization: Network Foundation**

Design configuration and maintenance of network infrastructure. Develop practical experience in cabling and helpdesk technical support.

**Certificate Student Learning Outcome:**

Students will be able to design and implement a sustainable flexible network foundation.

**Program Requirements:**

Units Required: 12

	Units
NETECH-101 Introduction to Computers .....	3.0
<i>OR</i>	
CAWT-101 Introduction to Computers .....	3.0
NETECH-103 Network Cabling Infrastructure .....	3.0
NETECH-111 Computer Maintenance: A+ Certification Prep .....	3.0
NETECH-113 Data Center .....	3.0

**Certificate of Specialization: System Associate**

Design configuration and maintenance of LANs. Develop practical experience in Microsoft supported network technologies, network troubleshooting skills, Windows client OS, Windows server OS, Active Directory.

**Certificate Student Learning Outcome:**

Students will be able to design, implement, maintain, and troubleshoot Microsoft network devices.

**Program Requirements:**

Units Required: 12

	Units
NETECH-141 MCSA: Windows Client OS .....	3.0
NETECH-142 MCSA: Windows Server OS.....	3.0
NETECH-143 MCSA: Administering Windows Server .....	3.0
NETECH-144 MCSA: Configuring Advanced Windows Server Services.....	3.0

**NETECH 101 INTRODUCTION TO COMPUTERS**

Units: 3.00

CSU 54.00 hours lecture

C-ID BUS 140, C-ID ITIS 120

Introduces computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and e-mail applications. Same as CAWT-101.

**NETECH 103 NETWORK CABLING INFRASTRUCTURE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces cabling requirements and standards used in modern telecommunications infrastructures, including content related to the BICSI level 1 installer exam. Formerly CMPNET-131.

**NETECH 111 A+ COMPUTER MAINTENANCE: A+ CERTIFICATION PREP**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides instruction in computer repair and upgrade, including content related to the Computing Technology Industry Association (CompTIA) A+ certification. Formerly CMPNET-132.

**NETECH 113 A+ DATA CENTER**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Examines data center design and implementation with a focus on environmentally friendly "green" technologies. Formerly CMPNET-133.

**NETECH 141 MCSA: WINDOWS CLIENT OS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Covers content related to the Windows client OS exam. This course aligns with the Windows client OS exam. Formerly CMPNET-176.

**NETECH 142 MCSA: WINDOWS SERVER OS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

First of three courses covering Microsoft MCSA server certification. This course aligns with the test Windows server OS. Formerly CMPNET-177.

**NETECH 143 MCSA: ADMINISTERING WINDOWS SERVER**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: NETECH-142*

Second of three courses covering Microsoft MCSA server certification. This course aligns with the test Administering Windows Server OS. Formerly CMPNET-178.

**NETECH 144 MCSA: CONFIGURING ADVANCED WINDOWS SERVER SERVICES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: NETECH-142*

Third of three courses covering Microsoft MCSA certification. This course aligns with the test Configuring Advanced Windows Server Services. Formerly CMPNET-179.

**NETECH 150 CCNA: NETWORK FUNDAMENTALS (COMPTIA NETWORK+)**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID IT IS 150

*Prerequisite: NETECH-111*

Provides a comprehensive foundation in networking concepts and technologies to establish an information technology or cybersecurity career. The course demonstrates how to build, connect, manage, and troubleshoot multiple devices in authentic scenarios. The material builds on the NETECH-111 objectives including coverage of Windows, Linux, Mac, mobile, cloud, and expanded troubleshooting and security. Students will learn how to plan, configure, analyze, and troubleshoot networking infrastructure and pertinent hardware.

**NETECH 151 CCNA: INTRODUCTION TO NETWORKS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 150

First of three classes in designing, configuring, and maintaining LANs, including cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCNA certification exam. Formerly CMPNET-154.

**NETECH 152 CCNA-2: SWITCHING, ROUTING, AND WIRELESS ESSENTIALS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 151

*Prerequisite: NETECH-151*

Second of three classes in designing, configuring, and maintaining LANs, including cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCNA certification exam. Formerly CMPNET-155.

**NETECH 153 CCNA-3: ENTERPRISE NETWORKING, SECURITY, AND AUTOMATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: NETECH-152*

Third of three classes in designing, configuring, and maintaining LANs, including cabling, IP addressing, network technologies and network troubleshooting skills. This course aligns with the Cisco CCNA certification. Formerly CMPNET-156.

**NETECH 155 CCNA CYBERSECURITY OPERATIONS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 166

*Prerequisite: NETECH-151*

Introduces cybersecurity focusing on investigating endpoint vulnerabilities and attacks and evaluating network security alerts. This course aligns with the Cisco CCNA CyberOps certification exam.

**NETECH 211 LINUX+ CERTIFICATION PREP**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Provides the foundation for the development of Linux/UNIX administration skills. This course aligns with the CompTIA Linux+ certification. Formerly CMPNET-191.

*Continued on the next page.*

**NETECH 213 VMWARE VSPHERE: INSTALL, CONFIGURE, MANAGE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* NETECH-113

Examines virtualization technology used in data centers and cloud computing. This course aligns with the VMware vSphere: Install, Configure, Manage certification exam.

**NETECH 215 CLOUD+ CERTIFICATION PREP**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* NETECH-113

Provides the foundation for the development of cloud administration skills. This course aligns with the Cloud+ certification exam.

**NETECH 219 SECURITY+ CERTIFICATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* NETECH-113

Covers basic concepts in network security including security baselines, securing the network infrastructure, web security, cryptography, operational security, security policies, and introduces computer forensics. This course aligns with the CompTIA Security+ certification exam. Formerly CMPNET-171.

**NETECH 251 CCNP ENTERPRISE CORE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* NETECH-153

Covers Cisco CCNP topics offered through the College of the Canyons Cisco Academy, including advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, IPv6, and configuration of advanced networks. This course aligns with the Cisco CCNP ROUTE certification exam. Formerly CMPNET-251.

**NETECH 253 CCNP ENTERPRISE ADVANCED ROUTING & SERVICES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* NETECH-153

Covers Cisco CCNP topics offered through the College of the Canyons Cisco Academy, including VLANs, STP, inter-VLAN routing, high availability and redundancy, switch security, and advanced services. This course aligns with the Cisco CCNP TSHOOT certification exam. Formerly CMPNET-253.

**NETECH 254 WIRELESS TECHNOLOGIES**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite:* NETECH-153

Introduces Wireless LANs focusing on design, planning, implementation, operation, and troubleshooting. This course aligns with the Cisco CCNA Wireless certification exam. Formerly CMPNET-281.

**NETECH 259 CCNA SECURITY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID ITIS 167

*Prerequisite:* NETECH-153

Introduces WAN Network Security focusing on installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. This course aligns with the Cisco CCNA Security certification exam. Formerly CMPNET-271.

## NURSING

College of the Canyons offers two Registered Nursing Programs that are approved by the California Board of Registered Nurses and accredited by the National League for Nursing Commission for Nursing Education Accreditation.

**RN Program**

Nursing is an art and science, incorporating knowledge from the behavioral, biological, and physical sciences. It has a holistic concept of health in which the physical, emotional, psychological, intellectual, social, and spiritual aspects of human functioning are interrelated, interdependent, and of equal importance. Offered is an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care setting and sub-acute setting. The program prepares students for an entry-level position in the health care setting. An RN (registered nurse), after taking a national licensure examination, may move directly into the position of beginning staff nurse. The program prepares students for this test.

**LVN-RN Career Ladder Program**

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

Nurse (LVN) license and experience as an LVN that allows them to complete a series of courses providing advance standing due to credit for their experience. Offered is an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care setting and sub-acute setting. The program prepares students for an entry-level position in the health care setting. An RN (registered nurse), after taking a national licensure examination, may move directly into the position of beginning staff nurse. The program prepares students for this test.

#### **Specific Career Ladder Requirements:**

LVN to RN applicants must have completed an approved LVN program. Copy of California LVN license must be provided with application.

The following requirements are due prior to beginning the LVN to RN Program:

- Proof of approved I.V. certification course
- LVN to RN students are required to work as an LVN. Proof of a minimum of 4 months of employment as an LVN.

#### **An additional 30 unit option is available to LVNs.**

##### **30 Unit Option:**

The career ladder student may also choose a “30 unit option” plan. The lvn who chooses the “30 unit option” must have met the microbiology and physiology requirements with a grade of C or better. The applicant must then take Nursing 109, 126, 234, and 240. Upon satisfactory completion of these classes, the applicant would be eligible to apply to take the RN licensure examination. NOTE: Students who complete this option (30 units) will take NCLEX-RN as a non-graduate. This status will not change even if student goes on to obtain a degree. There is no restriction to practice within California. The student may have difficulty in transferring to another state or territory. The student may also have difficulty applying to a college/university for an advanced degree.

Applicants to this curriculum alternative must meet with the program director for objective counseling that includes admission process, course requirements, and the advantages/disadvantages of this route to licensure. TEAS test is required, but results will not deny admission to the program. The applicant is not required to meet college admission requirements.

#### **RN AND LVN TO RN NURSING PROGRAM PREREQUISITES:**

1. English 101 (3 units or 5 quarter units)
2. Anatomy (4 semester units or 6 quarter units)
3. Physiology (4 semester units or 6 quarter units)
4. Microbiology (4 semester units or 6 quarter units)
5. Math 060: Elementary Algebra

The College of the Canyons Registered Nursing Program is committed to servicing the community by providing the highest level of nursing education to all qualified students. The ability to enter the nursing

program shall not be hindered by issues of age, sex, religion, ethnic origin, race, or socioeconomic status. Open access shall be the means by which all program participants are selected, all information disseminated, and all selection procedures are determined. Therefore, the following serves as a selection process outline for any, and all, nursing programs at College of the Canyons which require a specific selection process: applications, selection information, and individual program brochures are openly distributed from the Health Professions and Public Safety office and are provided to any person requesting such data. Potential and current applicants are requested to attend a nursing information session. These sessions are given once each semester. Information covers general campus information and provides specific data pertaining to selection requirements of the nursing programs the counseling department determines transferability of non-nursing courses. The director of nursing and/or assistant nursing program director determines the transferability of nursing courses.

#### **SELECTION CRITERIA FOR RN AND LVN TO RN PROGRAMS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

To be considered for entrance, all prerequisites must be completed with a 2.5 GPA or higher. Completing the prerequisites, however, does not assure admission into the program.

#### **SELECTION CRITERIA FOR RN PROGRAMS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

Students will be admitted to the program based on their scholastic eligibility and placement on a nursing assessment test as per SB 1309.

#### **SCHOLASTIC ELIGIBILITY:**

Scholastic eligibility is determined through a statewide approved formula which calculates the student's probability of successfully completing the ADN program. The formula uses the following criteria:

- Core Biology GPA – all Anatomy, Physiology, and Microbiology courses taken at the college level.
- Core Biology repetitions – the number of times a student has repeated a Core Biology course including withdrawals.
- English GPA – all credit English course grades regardless of the level of the course.
- Overall GPA – the college GPA as it appears on college transcripts excluding non-credit and not-for-credit courses.
- Students must have a minimum required score of 70 to be eligible for admission.

#### **To be more competitive for admission, students are encouraged to:**

- Complete all courses without repeating or withdrawing.
- Earn a minimum of a 3.0 GPA in all Biology courses
- Earn a minimum of a 3.0 GPA in all English courses

*Continued on the next page.*

**ASSESSMENT TEST:**

Qualified applicants will be required to take a state approved nursing assessment test. Students must rank at the required level to be eligible for admission into the program. Currently, this is a 62 percent composite score on TEAS test (version V) based on the California Community College Chancellor's Office recommendation. Valid photo ID must be presented at time of test. See nursing website for updates which reflect current state guidelines and regulations.

**RN Applicants:**

Final selections are made using both multi-criteria screening and random selection. Qualified applicants not selected must reapply in order to be considered. The Health Professions and Public Safety office does not retain applications or transcripts.

Students not meeting eligibility criteria are offered a remediation plan. After successful completion, students are eligible to reapply for random selection.

If the remediation plan is not complete by the deadline, the student is no longer eligible to apply to the program.

**LVN to RN Applicants:**

Applicants accepted into the program will first enroll in the Transitions into Nursing course, Nursing 109. Upon completion of Nursing 109, the student will be placed on a waitlist to progress in the program on a space-available basis.

**APPLICATION PROCEDURE:**

Follow current application process as outlined at [www.canyons.edu/nursing](http://www.canyons.edu/nursing)

**INCOMING TRANSFER STUDENTS**

Students may apply to the RN program by transfer or challenge. Students are not allowed to transfer into the first semester; students must enter first semester as a generic student. Students are only eligible to be considered for transfer if they have been in a nursing program within 12 months of the day their application is accepted and are eligible to re-enter their previous program. Students who have been out of a nursing program for more than 12 months must apply as beginning students. Student must provide letter from director of previous nursing program stating student is clinically safe and eligible to return to their program. The director of nursing determines how the applicant's previous courses correlate with the COC nursing program curriculum and determines what portion of the program must be taken in order to complete the nursing program at COC. The director of nursing has the right to accept or deny any transfer. Approved applicants MUST attend a mandatory orientation and complete Nursing 109. Upon completing Nursing 109, approved applicants will be placed on a waiting list until an opening in the appropriate course becomes available. Transfer students who have previously failed another RN program will only be allowed one entry into the COC RN program. Follow current application process for transfer students as outlined at [www.canyons.edu/nursing](http://www.canyons.edu/nursing). Students advised by the BRN to take specific courses to obtain a license must also take the TEAS exam with any

necessary remediation, attend a mandatory orientation, and complete Nursing 109.

**SPECIAL REQUIREMENTS FOR ALL Nursing Students:**

Once admitted to any of the RN programs, the student must comply with the following requirements, but not limited to:

- Proof of vaccination followed by positive titers for Hepatitis B (or signed waiver), rubeola, rubella, mumps
- Proof of Diphtheria/Tetanus/Pertussis (Tdap) and annual flu vaccinations
- Negative mantoux or chest x-ray documentation for Tuberculosis clearance.
- An annual physical examination. The first physical with functional abilities verification must be within six months of beginning classes.
- Current CPR certificate (American Heart Association for health care providers)
- Student registered nurse malpractice insurance
- Clear background check and OIG/GSA clearance
- Clear 10-panel drug test
- L. A. city fire card

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

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

Offered as an Associate Degree in Nursing with a program of clinical components in which students care for patients in the acute-care, sub-acute, and home setting. The program prepares students to take the national licensure exam and for an entry-level registered nurse (RN) position in the health care setting.

**Degree Student Learning Outcome:**

Students will be able to:

- Integrate the perspectives of the provider of care, manager of care, and member of the nursing profession into patient care situations.
- Function in the roles of provider of care, manager of care, and member of the nursing profession.

**Program Requirements:**

Units Required: 61 - 62

	Units
NURSNG-112 Foundations of Nursing .....	4.25
NURSNG-114 Fundamentals of Nursing .....	6.50
NURSNG-124 Beginning Medical Surgical Nursing .....	5.75
NURSNG-126 Psychiatric Nursing.....	3.75
NURSNG-234 Intermediate Medical-Surgical Nursing .....	4.75
NURSNG-236 Maternal Child Nursing .....	5.50
NURSNG-240 Advanced Medical-Surgical Nursing and Leadership .....	8.50

*Plus eight units from the following options:*

BIOSCI-201	Introduction to Human Anatomy .....	4.0
AND		
BIOSCI-202	Introduction to Human Physiology...	4.0
OR		
BIOSCI-204	Human Anatomy and Physiology I...	4.0
AND		
BIOSCI-205	Human Anatomy and Physiology II..	4.0

*Plus twelve units from the following options:*

BIOSCI-221	Introduction to Microbiology.....	5.0
ENGL-101	English Composition.....	4.0
OR		
ENGL-101H	Honors English Composition .....	4.0
PSYCH-101	Introduction to Psychology .....	3.0
OR		
PSYCH-101H	Introduction to Psychology - Honors.....	3.0

*Plus three units from the following:*

COMS-105	Fundamentals of Public Speaking...	3.0
COMS-105H	Fundamentals of Public Speaking – Honors.....	3.0
COMS-120	Small Group Communication.....	3.0

In order to receive an associate degree, RN students must complete all nursing program requirements with a grade of "C" or better. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

### Associate in Science Degree: Nursing – Career Ladder LVN to RN

Nursing science is an art and science incorporating knowledge from the behavioral, biological, and physical sciences. It has a holistic concept of health in which the physical, emotional, psychological, intellectual, social, and spiritual aspects of human functioning are interrelated, interdependent, and of equal importance. This program is for students already possessing a license as a licensed vocational nurse (LVN) and experience as an LVN, which provides them advance standing due to credit for their experience. Offered as an Associate Degree in Nursing with a program of clinical components in which the student cares for patients in the acute-care, sub-acute, and ambulatory care setting. The program prepares the students to take the national licensure exam and for an entry-level registered nurse (RN) position in the health care setting.

#### Degree Student Learning Outcome:

Students will be able to:

- Integrate the perspectives of the provider of care, manager of care, and member of the nursing profession into patient care situations.

- Function in the roles of provider of care, manager of care, and member of the nursing profession.

#### Program Requirements:

Units Required: 43 - 44

	Units
NURSNG-109	Transition Into Nursing ..... 4.0
NURSNG-126	Psychiatric Nursing..... 3.75
NURSNG-234	Intermediate Medical-Surgical Nursing ..... 4.75
NURSNG-240	Advanced Medical-Surgical Nursing and Leadership ..... 8.50

*Plus eight units from the following options:*

BIOSCI-201	Introduction to Human Anatomy .....	4.0
AND		
BIOSCI-202	Introduction to Human Physiology...	4.0
OR		
BIOSCI-204	Human Anatomy and Physiology I...	4.0
AND		
BIOSCI-205	Human Anatomy and Physiology II..	4.0

*Plus twelve units from the following options:*

BIOSCI-221	Introduction to Microbiology.....	5.0
ENGL-101	English Composition.....	4.0
OR		
ENGL-101H	Honors English Composition .....	4.0
PSYCH-101	Introduction to Psychology .....	3.0
OR		
PSYCH-101H	Introduction to Psychology - Honors.....	3.0

*Plus three units from the following:*

COMS-105	Fundamentals of Public Speaking...	3.0
COMS-105H	Fundamentals of Public Speaking – Honors.....	3.0
COMS-120	Small Group Communication.....	3.0

In order to receive an associate degree, LVN to RN students must complete all nursing program requirements with a grade of "C" or better. The physical education and diversity requirements have been waived for the RN students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure. Consult with a counselor to determine the exact courses needed to complete the degree.

#### GENERAL INFORMATION

Accrediting and approval agencies for rRegistered nursing and LVN-RN career ladder programs:

#### NATIONAL LEAGUE FOR NURSING COMMISSION FOR NURSING EDUCATION ACCREDITATION (NLN CNEA)

2600 Virginia Avenue, NW  
Washington, DC 20037  
P: (800) 669-1656

**BOARD OF REGISTERED NURSING (BRN)**

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

Link to RN NCLEX pass rates is posted on nursing department website.

**CERTIFICATES**

The nursing department offers certificates in health-related fields. Students gain experience caring for patients in a variety of community settings. State and local requirements apply to all programs, and students must meet all mandated requirements.

**Certificate of Specialization: CNA – Certified Nursing Assistant**

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

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as a certified nurse assistant.

**Program Requirements:**

Units Required for certificate: 6

Units

NURSNG-050 Nurse Assistant Training..... 6.0

**NURSNG 045 BASIC EKG INTERPRETATION**

Units: 1.50

27.00 hours lecture maximum

Presents basic EKG interpretation including, basic principles, normal sinus rhythm, dysrhythmias of focal origin and rhythm blocks. Designed for practicing nurses, student nurses, and those seeking to become a monitor technician.

**NURSNG 050 NURSE ASSISTANT TRAINING**

Units: 6.00

67.50 hours lecture maximum, 121.50 hours lab maximum

*Prerequisite: TB test and physical exam within the last six months. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. In order to register, a packet must be picked up in the Health Professions and Public Safety Office. Forms must be completed and submitted to the instructor on the first day of class.*

Presents the fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. Upon completion, the student will be eligible to take the California test for certification. Field trip required.

**NURSNG 061 INTERPRETATION OF LABORATORY TESTS**

Units: 1.00

18.00 hours lecture

Provides an in-depth review and analysis of laboratory values and their implications.

**NURSNG 089 SUCCESS IN FUNDAMENTAL NURSING**

Units: 1.00

18.00 hours lecture

*Co-requisite: Nursing 112 and Nursing 114.*

Expands on students' critical thinking skills focusing on content from NURSNG 112 & 114. Units do not apply to the associate degree.

**NURSNG 093 SUCCESS IN MATERNAL NEWBORN AND PEDIATRIC NURSING**

Units: 0.50

9.00 hours lecture

*Co-requisite: NURSNG-236*

Expands on students' critical thinking skills focusing on content from NURSNG-236. Units do not apply to the associate degree. Offered pass/no-pass only.

**NURSNG 094 SUCCESS IN PSYCHIATRIC NURSING**

Units: 0.50

9.00 hours lecture

*Co-requisite: NURSNG-126*

Expands on students' critical thinking skills focusing on content from NURSNG-126. Units do not apply to the associate degree. Offered pass/no-pass only.

**NURSNG 096 SUCCESS IN ADVANCED MEDICAL/SURGICAL NURSING**

Units: 1.00

18.00 hours lecture maximum

*Co-requisite: NURSNG-240*

Expands on students' critical thinking skills focusing on content from NURSNG-240. Units do not apply to the associate degree. Offered pass/no-pass only.

**NURSNG 109 TRANSITION INTO NURSING**

Units: 4.00

CSU 31.50 hours lecture, 121.50 hours lab

*Prerequisite: admission to the nursing program.*

Designed to assist all transfer, returning, and licensed vocational nurse (LVN) to registered nurse (RN) students to successfully integrate into the registered nursing program, including the knowledge, skills, and attitudes necessary to address health problems of adult and elderly patients as a provider of care, manager of care, and member of the nursing profession. Emphasizes a patient-centered approach by focusing on their multifaceted needs and the integrated concepts of person, health, nursing, and environment. Field trips involving clinical experiences at hospitals are required.

**NURSNG 112 FOUNDATIONS OF NURSING**

Units: 4.25

CSU 36.00 hours lecture, 121.50 hours lab

*Prerequisite: admission to the nursing program.*

Presents the foundational knowledge, skills, and attitudes necessary for socialization to the roles of provider of care, manager of care, and member of the nursing profession. Prepares the student for patient-centered nursing by focusing on the physiological, psychological, socio-cultural, developmental, and spiritual needs of patients across the lifespan and the integrated concepts of person, health, environment, and nursing.

**NURSNG 114 FUNDAMENTALS OF NURSING**

Units: 6.50

CSU 63.00 hours lecture, 162.00 hours lab

*Prerequisite: NURSNG-112*

Presents the knowledge, skills, and attitudes necessary to provide basic care to adult and elderly patients as a professional nurse at a fundamental level. Emphasizes a patient centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and health alterations of mobility and protection. Field trip required.

**NURSNG 124 BEGINNING MEDICAL SURGICAL NURSING**

Units: 5.75

CSU 63.00 hours lecture, 121.50 hours lab

*Prerequisite: NURSNG-114*

Presents the knowledge, skills, and attitudes necessary to provide care for non-complex health problems of adult and elderly patients at a beginning level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, nutrition, elimination, metabolism, and sexuality. Field trip required.

**NURSNG 126 PSYCHIATRIC NURSING**

Units: 3.75

CSU 40.50 hours lecture, 81.00 hours lab

*Prerequisite: NURSNG-114 and PSYCH-101 or 101H*

Presents the knowledge, skills, and attitudes necessary to provide care for health problems of psychiatric patients across the lifespan at a beginning level. Emphasizes a patient-centered approach by focusing on their multifaceted needs and integrated concepts related to wellness and psychological health alterations. Field trip required.

**NURSNG 130 NURSING CLINICAL PRACTICE**

Units: 2.00

CSU 108.00 hours lab maximum

*Prerequisite: NURSNG-124, TB test and physical exam within the last six months. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria, and tetanus required. In order to register, a packet must be picked up in the Health Professions and Public Safety office. Forms must be completed and submitted to the Health Professions and Public Safety office by the deadline provided.*

Provides additional clinical practice to students emphasizing beginning and intermediate medical/surgical skills. Not appropriate for students who have completed a nursing program. In order to register, equivalency of Nursing 124 must be presented to the Health Professions and Public Safety office. Field trip required.

**NURSNG 206 OPERATING ROOM NURSING**

Units: 3.75

CSU 63.00 hours lecture, 13.50 hours lab

*Prerequisite: NURSNG-234*

Presents theory of operating room nursing, including the three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation. Field trip required.

**NURSNG 212 PHYSICAL ASSESSMENT**

Units: 1.25

CSU 18.00 hours lecture, 13.50 hours lab

*Prerequisite: admission to the nursing program.*

Designed to develop basic skills of physical assessment covering the life span including the health history, physical examination techniques, and the nursing process.

**NURSNG 215 PHARMACOLOGICAL PRINCIPLES**

Units: 3.00

CSU 54.00 hours lecture maximum

Presents in-depth pharmacological principles, including drug classifications, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, legal and ethical issues, patient and family education, and dosage calculation.

*Continued on the next page.*

**NURSNG 234 INTERMEDIATE MEDICAL-SURGICAL NURSING**

Units: 4.75

CSU 45.00 hours lecture, 121.50 hours lab

*Prerequisite: NURSNG-124 and NURSNG-126*

Presents the knowledge, skills, and attitudes necessary to provide care for complex health problems of adult and elderly patients at an intermediate level. Emphasizes management of patient-centered care by focusing on the multifaceted needs of patients and integrated concepts related to wellness and alterations of oxygenation, tissue perfusion, elimination, mobility, sensation, cognition, and sexuality. Field trip required.

**NURSNG 236 MATERNAL CHILD NURSING**

Units: 5.50

CSU 58.50 hours lecture, 121.50 hours lab

*Prerequisite: NURSNG-124*

Presents the knowledge, skills, and attitudes necessary to provide care for health problems of the pediatric, newborn, maternal patient and their families at the intermediate level. Emphasizes management of patient and family-centered care by focusing on the multifaceted needs of the family and integrated concepts related to wellness and alterations health. Field trip required.

**NURSNG 240 ADVANCED MEDICAL-SURGICAL NURSING AND LEADERSHIP**

Units: 8.50

CSU 72.00 hours lecture, 243.00 hours lab

*Prerequisite: NURSNG-234 and NURSNG-236*

Presents the knowledge, skills, and attitudes necessary to provide care for complex and multi-system health problems of the adult and elderly patient at an advanced level. Manages groups of patients and provides leadership for patient centered care by focusing on their multifaceted needs and integrated concepts related to wellness and alterations of oxygenation, cardiac output, tissue perfusion, mobility, sensation & cognition, protection, inflammation & immunity, nutrition, elimination & excretion, metabolism, mental health & psychosocial, sexuality & reproduction, pharmacology, care for the geriatric population, and course specific content. Prepares the student for transition into practice. Field trip required.

**NURSNG 250 TRANSITION TO PROFESSIONAL PRACTICE**

Units: 3.00

CSU 162.00 hours lab

*Prerequisite: Interim Permit from the California Board of Registered Nursing, TB test, physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria, and tetanus. Criminal clearance and current CPR card (for health-care providers) required. Malpractice insurance, and LA City Fire Card.*

Supports registered nurses licensed within the last 18 months in their progression from education to professional practice. While working with pre-arranged preceptors in acute care facilities, students will have the opportunity to expand upon the knowledge and skills learned in a pre-licensure nursing program. Offered pass/no-pass only. Field trip required.

## OCEANOGRAPHY

Oceanography is the study of the ocean. It covers a wide range of topics, including marine ecosystem dynamics; ocean currents, waves and geophysical fluid dynamics; plate tectonics; geology of the sea floor; and fluxes of various chemical substances and physical properties within the ocean and across its boundaries. These diverse topics reflect multiple disciplines that further the knowledge of Earth's oceans and the processes that influence them: biology, chemistry, geology, meteorology, physics, and geography.

**OCEAN 101 INTRODUCTION TO OCEANOGRAPHY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Studies Earth's oceans and their origin, sea floor features, sediments, coastal processes, circulation, waves, tides, seawater properties, and marine life. Field trips may be required.

**OCEAN 119 MARINE BIOLOGY**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

Examines the description, distribution and natural history of marine organisms. Field trips may be required and may extend outside the assigned class times. Same as BIOSCI-119.

General education requirements unique to paralegal studies – Complete a minimum of 21 semester units of general education including at least one course in each of the following areas. A given course meets the requirements in only one area. However, courses with asterisks (\*) may be used to meet a general education requirement listed in A-E below as well as the COC diversity requirement.

**PLEASE ALSO NOTE THAT STUDENTS MAY ELECT TO COMPLETE THE IGETC OR THE CSU GENERAL EDUCATION PATTERNS IN LIEU OF A-E BELOW.**

**In addition, students need to complete the COC diversity, PE/wellness, reading, written expression and mathematics competency requirements, earn 60 units, a C grade in each paralegal major course requirements, an overall degree applicable GPA of 2.0 plus be in “good standing” at College of the Canyons in order to earn the associate degree.**

**A. Natural Sciences – minimum three semester units required**

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

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

Anthropology 103*, 103H*, 105, 120*, 210, 220	History 101, 101H, 102, 111, 111H, 112, 112H, 115, 116*, 117*, 120*, 120H*, 130*, 161*, 191, 192*, 210*, 212, 240, 243*
Business 126*	Media Entertainment Arts 100
Civic and Community Engagement 200, 201	Political Science 150, 150H, 200, 210, 230, 250, 270, 290*
Communication Studies 120, 235, 246, 256*, 260*, 270	Philosophy 130
Economics 170, 170H, 201, 201H, 202, 202H	Psychology 101, 101H, 105, 109, 110, 126, 167*, 172, 172H, 180, 225, 230*, 235*, 240*
Environment 101	Social Work and Human Services 110
Ethnic Studies 101, 102*, 103*	Sociology 101*, 101H*, 102, 103*, 103H*, 104, 105*, 106*, 107, 108, 110*, 130, 200*, 200H*, 205, 207*, 208*, 210*, 230*, 250
Geography 102*, 104	
Global Studies 101, 102	

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

Anthropology 210*, 220	French 101, 102, 150, 201, 202
Architectural Drafting 114, 115	German 101, 102
Art 110, 111, 112, 115, 116	History 101, 101H, 102, 161*, 191*, 192*, 193*, 240, 243*
Business 160	Humanities 100, 115, 116, 150
Chinese 101, 102	Italian 101, 102, 150
Cinema 120, 121, 122, 123*, 127, 129, 131	Linguistics 101
Communication Studies 100, 100H, 105, 105H, 150, 225, 246, 256*, 260*	Music 100, 105, 106, 107, 108*, 109*, 110, 112, 120A
Dance 100	Philosophy 101, 101H, 102*, 110, 111, 112, 120, 130, 220*, 225, 240, 250
English 105, 106, 108, 109, 110, 112, 122, 135, 250, 251, 260, 261, 262*, 263, 264, 265, 270*, 271*, 272, 273*, 274*, 275, 280*, 281	Photo 140
	Sign Language 101, 102, 103, 104, 110*
	Sociology 200*, 200H*
	Spanish 101, 101H, 102, 150, 201, 202, 211, 212, 240
	Theatre 100, 110, 110H, 220

**D. Language and Rationality - six semester units - minimum grade of “C” required (completion of both 1 & 2 are required)**

- |   |   |
|---|---|
| 1. English Composition:<br>Select one course from the following:<br>English 101, 101H, 103, 103H, 112   |   |
| 2. Communication and Analytical Thinking:<br>Select one course from the following:<br>Communication Studies 105, 105H, 120, 225, 227<br>Computer Science 256<br>English 112 | Math 100, 102, 102X, 103, 104, 104X, 111, 140, 140H, 140X, 211, 212, 213, 214, 215, 240<br>Philosophy 106, 206, 230<br>Psychology 103, 104<br>Sociology 102, 108, 137 |

**E. American Institutions - six semester units required**

United States History (History 111) – Three units  
U.S. Constitution, State and Local Government – Three units (complete one course from #1 and one course from #2)

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

# PARALEGAL

## Associate in Arts Degree and Certificate of Achievement: Paralegal Studies

The paralegal profession continues to be one of the fastest growing professions in the United States. COC's Paralegal Studies curriculum prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. The Paralegal Studies program goals are to ensure that students who successfully complete the Paralegal Studies Program have a broad-based understanding of the American legal system and the role of the paralegal in that legal system; the legal theoretical background needed to perform paralegal tasks in substantive areas of law and legal specialties; the knowledge of procedural law emphasizing the paralegal's role in litigation, mediation, and arbitration; the skills in areas including investigation, legal research, legal technology, conducting an interview, and written and oral communications; ethically serve the public and the legal system; and the tools needed to become contributing members of the legal profession. Successful paralegals have excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

*\*The Paralegal Studies Certificate will be granted upon the completion of all required courses and only to students who possess an associate's degree or bachelor's degree from a regionally accredited institution. The ABA requires that programs must provide, and students must be required to take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction. Zoom instruction qualifies as synchronous instruction. The ABA stresses that paralegals may not provide legal services directly to the public except as permitted by law.*

### Certificate Student Learning Outcome:

Students will be able to:

- Prepare legal documents and written communications applicable to various areas of law.
- Apply law and principles to hypothetical fact patterns.
- Prioritize competing deadlines and schedules to complete assignments timely.

### Program Requirements:

Units Required: 31

	Units
PARLGL-101	Introduction to Law .....3.0

PARLGL-104	Contract Law .....3.0
PARLGL-105	Tort Law .....3.0
PARLGL-106	Legal Analysis and Writing .....3.0
PARLGL-107	Legal Ethics .....1.0
PARLGL-108	Legal Research .....3.0
PARLGL-109	Legal Technology.....3.0
PARLGL-111	Civil Litigation I .....3.0
PARLGL-112	Civil Litigation II .....3.0
PARLGL-150	Family Law .....3.0
PARLGL-200	Paralegal Seminar .....1.0

*Plus a minimum of two units from the following:*

WE-186PLGL	Work Experience Education Paralegal .....1.0 - 4.0
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*Recommended electives:*

PARLGL-140	Bankruptcy.....3.0
PARLGL-180	Estate Planning .....3.0
POLISC-150	Introduction to American Government and Politics .....3.0

*OR*

POLISC-150H	Introduction to American Government And Politics - Honors .....3.0
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## Associate in Arts for Transfer Degree: Law, Public Policy, and Society

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

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer also require that students must earn a C, or Pass (P), or better in all courses required for the major or area of emphasis. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Law, Society, and Public Policy. Additional majors are being developed. Please see a counselor or visit <http://www.canyons.edu> for more information.

This degree is not affiliated with the ABA-approved Paralegal Studies degree and certificate.

Degree Student Learning Outcome:

Students will be able to analyze social science concepts and theories and examine diverse viewpoints within the context of modern society, law and/or public policy.

**Select one course from each of the 8 areas below for 26 - 27 units:**

**Critical Thinking:**

COMS-225	Strategies of Argumentation .....	3.0
ENGL-103	Critical Reading, Writing, and Thinking .....	3.0
ENGL-103H	Critical Reading, Writing, and Thinking – Honors .....	3.0
PHILOS-206	Critical Reasoning and Analytical Writing .....	3.0

**Ethics:**

PHILOS-120	Introduction to Ethics .....	3.0
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**Introduction to American Government:**

POLISC-150	Introduction to American Government and Politics .....	3.0
POLISC-150H	Introduction to American Government and Politics – Honors .....	3.0

**Oral Communications:**

COMS-105	Fundamentals of Communications ..	3.0
COMS-105H	Fundamentals of Communications – Honors .....	3.0
COMS-120	Small Group Communication .....	3.0

**Quantitative Reasoning:**

ECON-291	Statistical Method in Business and Economics .....	4.0
MATH-140	Introductory Statistics .....	4.0
MATH-140H	Introductory Statistics – Honors .....	4.0
MATH-140X	Statistics with Support .....	5.0
PSYCH-104	Statistics for the Behavioral Sciences .....	4.0
SOCI-137	Statistics for the Social Sciences .....	4.0

**Understanding the Law:**

ADMJUS-101	Introduction to Administration of Justice .....	3.0
ADMJUS-110	Principles and Procedures of the Justice System .....	3.0

ADMJUS-125	Criminal Law .....	3.0
BUS-211	Business Law .....	3.0
PARLGL-101	Introduction to Law .....	3.0

**United States History:**

HIST-111	United States History I .....	3.0
HIST-111H	United States History I – Honors .....	3.0
HIST-112	United States History II .....	3.0
HIST-112H	United States History II – Honors .....	3.0

**Written Communication:**

ENGL-101	English Composition .....	4.0
ENGL-101H	English Composition – Honors .....	4.0

*Take at least one course from at least two separate areas below for a minimum of 6 units. Course cannot have already been used above.*

**Administration of Justice/Criminal Justice/Criminology:**

ADMJUS-101	Introduction to Administration of Justice .....	3.0
ADMJUS-110	Principles and Procedures of the Justice System .....	3.0
ADMJUS-120	Introduction to Corrections .....	3.0
ADMJUS-125	Criminal Law .....	3.0
ADMJUS-135	Criminal Evidence .....	3.0
ADMJUS-185	Police-Community Relations .....	3.0
SOCI-250	Introduction to Criminology .....	3.0

**Business:**

BUS-211	Business Law .....	3.0
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**College Success:**

COUNS-142	Learning to Learn .....	3.0
COUNS-150	Student Success .....	3.0

**Diversity:**

ANTHRO-103	Cultural Anthropology .....	3.0
ANTHRO-103H	Cultural Anthropology – Honors .....	3.0
ANTRHO-210	Indigenous People of California .....	3.0
BUS-126	Managing Diversity in the Workplace .....	3.0
COMS-235	Intergeneration Communication .....	3.0
COMS-256	Interpersonal Communication .....	3.0
COMS-260	Communication and Gender .....	3.0
GEOGRPH-102	Human Geography .....	3.0
HIST-116	African American History to 1877 .....	3.0
HIST-117	African American History since 1877 .....	3.0
HIST-120	The Role of Women in the History of the United States .....	3.0
HIST-120H	The Role of Women in the History of the United States - Honors .....	3.0
HIST-130	Social and Cultural History of	

	the United States .....	3.0
HIST-161	World History I .....	3.0
HIST-191	History of Eastern Civilization I .....	3.0
HIST-192	History of Eastern Civilization II .....	3.0
HIST-193	History of India .....	3.0
HIST-210	History of California .....	3.0
HIST-243	History of Mexico and the Mexican and Chicano Peoples .....	3.0
HLHSCI-243	Women and Health .....	3.0
POLISC-290	Ethnic & Gender Politics .....	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
SOCI-101	Introduction to Sociology .....	3.0
SOCI-101H	Introduction to Sociology – Honors .....	3.0
SOCI-103	Sociology of Relationships .....	3.0
SOCI-103H	Sociology of Relationships – Honors .....	3.0
SOCI-104	Introduction to Social Justice .....	3.0
SOCI-105	Multicultural in the United States .....	3.0
SOCI-106	Introduction to Race and Ethnicity .....	3.0
SOCI-107	Introduction to Chicana/o Culture .....	3.0
SOCI-110	Self and Society .....	3.0
SOCI-130	Introduction to LGBTQ+ Studies .....	3.0
SOCI-200	Sociology of Gender .....	3.0
SOCI-200H	Sociology of Gender - Honors .....	3.0
SOCI-205	Society and the Environment .....	3.0
SOCI-207	Social Problems .....	3.0
SOCI-208	Sociology of Death and Dying .....	3.0
SOCI-210	Sociology of Deviance .....	3.0
SOCI-233	Sociology of the Life Course .....	3.0

**Economics:**

ECON-201	Macroeconomics .....	3.0
ECON-201H	Macroeconomics – Honors .....	3.0
ECON-202	Microeconomics .....	3.0
ECON-202H	Microeconomics – Honors .....	3.0

**Internship/Fieldwork:**

Any WE-186, or 189 course .....	1.0 – 4.0
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**Political Science:**

POLISC-200	Introduction to Political Science .....	3.0
POLISC-230	Political Theory .....	3.0
POLISC-250	Comparative Government and Politics .....	3.0
POLISC-270	International Politics .....	3.0

**Public Policy:**

GLST-101	Introduction to Global Studies .....	3.0
GLST-102	Global Issues .....	3.0

**Certificate of Achievement: Cal-LAW Scholar**

The Cal-LAW Certificate of Achievement will assist the State Bar of California in its efforts to insure the legal profession reflects the diverse population of the State of California. This pathway creates a pipeline of diverse students from high schools, community colleges, four-year institutions, and law schools into law or law-related careers. This certificate is not affiliated with the ABA-approved Paralegal Studies degree and certificate.

**Certificate Student Learning Outcome:**

Demonstrate critical thinking through application and evaluation of information to arrive at a possible solution.

**Program Requirements:**

Units Required: 23 - 25

		Units
COMS-225	Strategies of Argumentation .....	3.0
ENGL-101	English Composition.....	4.0
	OR	
ENGL-101H	English Composition – Honors .....	4.0
ECON-291	Statistical Method in Business and Economics .....	4.0
	OR	
MATH-140	Introductory Statistics .....	4.0
	OR	
MATH-140H	Introductory Statistics – Honors.....	4.0
	OR	
MATH-140X	Statistics with Support .....	5.0
PSYCH-104	Statistics for the Behavioral Sciences .....	4.0
	OR	
SOCI-137	Statistics for the Social Sciences.....	4.0
PARLGL-101	Introduction to Law .....	3.0
POLISCI-150	Introduction to American Government and Politics .....	3.0
	OR	
POLISCI-150H	Introduction to American Government and Politics – Honors.....	3.0
	<i>American Institutions – Take one course from the following for three units:</i>	
ECON-170	Economics History of the United States .....	3.0
ECON-170H	Economics History of the United States - Honors.....	3.0
HIST-111	United States History I.....	3.0
HIST-111H	United States History I - Honors.....	3.0
HIST-112	United States History I.....	3.0
HIST-112H	United States History II - Honors .....	3.0
HIST-116	African American History to 1877 .....	3.0
HIST-117	African American History since 1877 .....	3.0
HIST-120	The Role of Women in the History of the United States .....	3.0

HIST-120H	The Role of Women in the History of the United States – Honors .....	3.0
HIST-130	Social and Cultural History of the United States .....	3.0
<i>Critical Thinking – Take one course from the following for three to four units:</i>		
COMS-227	Introduction to Rhetorical Criticism ..	3.0
ENGL-103	Critical Reading, Writing & Thinking	3.0
ENGL-103H	Critical Reading, Writing & Thinking - Honors .....	3.0
ENGL-112	Intermediate Composition, Literature, and Critical Thinking .....	4.0
PHILOS-206	Critical Reasoning and Analytical Writing .....	3.0

**PARLGL 101 INTRODUCTION TO LAW**

Units: 3.00

CSU 54.00 hours lecture

C-ID LPPS 110

Provides an overview of the legal system and practices of the legal profession, including paralegals in the United States, while introducing legal concepts terms, and theories.

**PARLGL 104 CONTRACT LAW**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-101*

Examines contract law, including formation of contracts, statute of frauds, third-party rights and remedies, liability for breach of contract, and the Uniform Commercial Code.

**PARLGL 105 TORT LAW**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-101*

Introduces tort law, including the study of negligence, strict liability and intentional torts.

**PARLGL 106 LEGAL ANALYSIS AND WRITING**

Units: 3.00

CSU 54.00 hours lecture

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

Examines the processes of analysis and writing found within the legal profession, including preparation of legal memoranda.

**PARLGL 107 LEGAL ETHICS**

Units: 1.00

CSU 18.00 hours lecture

*Recommended Preparation: PARLGL-101*

Examines legal ethics and rules of professional responsibility, including unauthorized practices of law, confidentiality, conflicts of interest, and advice and solicitation, as they affect legal professionals.

**PARLGL 108 LEGAL RESEARCH**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-101*

Covers legal research tools (hard copy and computer databases) and strategies, including primary authority (cases, statutes, regulations, and constitution) and secondary authority.

**PARLGL 109 LEGAL TECHNOLOGY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Presents the specific software applications and document preparation processes used in the legal profession. Familiarity with computer keyboarding and the Windows operating system is assumed.

**PARLGL 111 CIVIL LITIGATION I**

Units: 3.00

CSU 54.00 hours lecture

Examines the basic procedures found within a civil law office, including pre-lawsuit considerations, jurisdiction, initial pleadings, challenges to and amending the pleadings, calendaring deadlines for early case events and pleadings, and the ethical standards imposed upon the legal profession.

**PARLGL 112 CIVIL LITIGATION II**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: PARLGL-111*

Continues the examination of the basic procedures found within a civil law office, including discovery tools, calendaring discovery and trial deadlines, preparation for motion for summary judgment, trial, and appeal. Students continue to learn the importance of equitable treatment in civil disputes and the ethical standards imposed upon the legal profession.

**PARLGL 140 BANKRUPTCY**

Units: 3.00

CSU 54.00 hours lecture

Overview of the basic functions, procedures, and role of paralegal involved when examining various forms of bankruptcy law. Introduces the techniques of intake, preparation, and filing of the necessary forms to resolve bankruptcy cases.

**PARLGL 150 FAMILY LAW**

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of the fundamentals of family law while exploring California law and court forms relating to dissolution of marriage, support orders, child custody, and restraining orders.

*Continued on the next page.*

**PARLGL 160 WORKERS' COMPENSATION IN CALIFORNIA**

Units: 3.00

CSU 54.00 hours lecture

Explores the laws and procedures unique to the California Workers' Compensation system from the occurrence of a work-related injury or illness to the final resolution of the claim.

**PARLGL 170 LAW FOR BUSINESS ORGANIZATIONS**

Units: 2.00

CSU 36.00 hours lecture

Provides an introduction to various business organizations including sole proprietorship, partnerships, corporations, limited liability companies and partnerships, and franchises.

**PARLGL 180 ESTATE PLANNING**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the preparation of wills and trusts, and explores life insurance, annuities, tax issues, and administration after death.

**PARLGL 200 PARALEGAL SEMINAR**

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite:* PARLGL-101, 104, 105, 106, 107, 108, 109, 111, 112, 150

Provides the capstone course for the Paralegal Program. Students will write resumes, create portfolios, practice interviewing techniques, and develop skills necessary for employment as a paralegal in a diverse legal field.

## PHILOSOPHY

Philosophy is the activity of trying to make sense of our world through sustained and rigorous thinking about the most difficult questions rooted in the minds of human beings. Thus, the study of philosophy invites reflection upon and analysis of the nature of reality, value, and the self. Courses in philosophy offer students the opportunity for self-development and the building of a coherent view of world and culture. Majoring in philosophy is an excellent way to develop skills in argument analysis, as well as critical reasoning, and thus is relevant to understanding problems and evaluating solutions in any area of study or employment. The study of philosophy is excellent preparation for careers in law, journalism, politics, and university teaching. Study in philosophy does not focus on what to think, but on how to think. The program in philosophy is designed as preparation for transfer to a four-year

university with a major in philosophy, humanities, or any liberal arts discipline.

**Associate in Arts for Transfer Degree: Philosophy**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

**Degree Student Learning Outcome:**

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

**Program Requirements:**

Units Required: 18

Units

PHILOS-230 Symbolic Logic .....3.0

*Plus three units from the following:*

PHILOS-101 Introduction to Philosophy .....3.0

PHILOS-101H	Introduction to Philosophy – Honors .....	3.0
PHILOS-120	Introduction to Ethics .....	3.0
<i>Plus three units from the following:</i>		
PHILOS-110	History of Ancient Philosophy .....	3.0
PHILOS-111	History of Modern Philosophy .....	3.0
<i>Plus six units from the following:</i>		
PHILOS-225	Introduction to Philosophy of Religion .....	3.0
PHILOS-240	Contemporary Moral Problems .....	3.0
<i>Plus three units from the following that have not already been selected from the courses listed above:</i>		
PHILOS-102	Introduction to Eastern Religion & Philosophy .....	3.0
PHILOS-110	History of Ancient Philosophy .....	3.0
PHILOS-111	History of Modern Philosophy .....	3.0
PHILOS-112	History of Philosophy - 20th Century Philosophy .....	3.0
PHILOS-130	Introduction to Social and Political Philosophy .....	3.0
PHILOS-220	Introduction to Comparative Religion .....	3.0
PHILOS-250	Environmental Ethics .....	3.0

### Associate in Arts Degree: Philosophy

#### Degree Student Learning Outcome:

Students will be able to critically engage with the world of ideas, both historical and contemporary, enabling them to interpret and understand their place in the world as citizens and active participants in the expression of human culture and values.

#### Program Requirements:

Units Required: 21

		Units
PHILOS-101	Introduction to Philosophy .....	3.0
<i>OR</i>		
PHILOS-101H	Introduction to Philosophy – Honors .....	3.0
<i>Plus three units from the following:</i>		
PHILOS-106	Introduction to Argument .....	3.0
<i>OR</i>		
PHILOS-206	Critical Reasoning and Analytic Writing .....	3.0
<i>OR</i>		
PHILOS-230	Symbolic Logic .....	3.0
<i>Plus three units from the following:</i>		
PHILOS-120	Introduction to Ethics .....	3.0
<i>OR</i>		

PHILOS-240	Contemporary Moral Problems .....	3.0
<i>Plus three units from the following:</i>		
PHILOS-110	History of Ancient Philosophy .....	3.0
<i>OR</i>		
PHILOS-111	History of Modern Philosophy .....	3.0
<i>Plus three units from the following:</i>		
PHILOS-102	Introduction to Eastern Religion & Philosophy .....	3.0
<i>OR</i>		
PHILOS-220	Introduction to Comparative Religion .....	3.0
<i>OR</i>		
PHILOS-225	Introduction to Philosophy of Religion .....	3.0
<i>Plus three units from the following:</i>		
PHILOS-112	History of Philosophy - 20th Century Philosophy .....	3.0
<i>OR</i>		
PHILOS-130	Introduction to Social and Political Philosophy .....	3.0
<i>OR</i>		
PHILOS-250	Environmental Ethics .....	3.0
<i>Plus three additional units from any of the above courses that have not yet been taken</i>		

### PHILOS 101 INTRODUCTION TO PHILOSOPHY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 100

Introduces major western and non-western philosophical ideas, philosophical figures, and philosophical issues, relating to theory of knowledge, nature of reality, the mind-body problem, philosophy of religion, political philosophy, and ethical theory.

### PHILOS 101H INTRODUCTION TO PHILOSOPHY – HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 100

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

Introduces major western and non-western philosophical ideas, philosophical figures, and philosophical issues, relating to theory of knowledge, nature of reality, the mind-body problem, philosophy of religion, political philosophy, and ethical theory. Honors component requires expanded and more complex reading and writing assignments.

*Continued on the next page.*

**PHILOS 102 INTRODUCTION TO EASTERN RELIGION AND PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores philosophies contained in Hinduism, Buddhism, Confucianism, Taoism and Shinto.

**PHILOS 106 INTRODUCTION TO ARGUMENT**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces reasoning skills for evaluating and understanding arguments, including deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-106 and SOCI-108 combined, maximum credit one course.

**PHILOS 110 HISTORY OF ANCIENT PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 130

Explores the central ideas pursued by ancient philosophers, with special emphasis on the Greek philosophers from the Pre-Socratics through Aristotle and may also include the ideas of Hellenistic, Roman, medieval, or non-western thinkers.

**PHILOS 111 HISTORY OF MODERN PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 140

Explores developing Western philosophical thought from the 16th through the 18th centuries with special emphasis on the implications of empiricism and rationalism in epistemology and metaphysics from Descartes through Kant; may include approximate precursors and successors.

**PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

A survey of philosophical activity relating to the notions of human nature, the place of individuals in history, and the determination of value and choice in the 20th Century including European existentialism, analytical philosophy, recent thinkers and movements.

**PHILOS 120 INTRODUCTION TO ETHICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 120

Surveys the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

**PHILOS 130 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces major philosophical issues surrounding the nature of society and justifications for the authority of the state, focusing on how the concepts of the common good, individual rights, liberty, equality, and democracy relate to notions of justice, private property and the legitimate use of state power.

**PHILOS 206 CRITICAL REASONING AND ANALYTICAL WRITING**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID ENGL 105

*Prerequisite: ENGL-101 or ENGL-101H*

Introduces reasoning skills for evaluating and understanding arguments, including deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-106 and SOCI-108 combined, maximum credit one course.

**PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys major world religions, Eastern and Western, including historical roots, major doctrines and figures, and central philosophical concerns.

**PHILOS 225 INTRODUCTION TO PHILOSOPHY OF RELIGION**

Units: 3.00

UC:CSU 54.00 hours lecture

*Recommended Preparation: PHILOS-101 or PHILOS-101H and PHILOS-220*

Surveys philosophical problems relating to religious belief, including the existence of God, religious experience, the relationship between faith and reason, concepts of God, religion and ethics, miracles, religious language, the problem of evil, personal destiny, and religious diversity.

**PHILOS 230 SYMBOLIC LOGIC**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PHIL 210

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

Introduces symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction.

**PHILOS 240 CONTEMPORARY MORAL PROBLEMS**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces ethical theory and applied contemporary moral issues in areas such as medicine, business, health care, technology and the environment.

**PHILOS 250 ENVIRONMENTAL ETHICS**

Units: 3.00

UC:CSU 54.00 hours lecture

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

Examines complex moral issues raised by human interactions with non-human animals and the natural world, including pollution, climate change, sustainability, ecofeminism, animal rights, developing countries, property rights, fossil fuel dependency, deep ecology, "Green" politics, species preservation, rights and duties to nature, and the need for developing new, "clean" technologies.

**PHILOS 450 ENVIRONMENTAL ETHICS IN A CHANGING WORLD**

Units: 3.00

CSU 54.00 hours lecture

Examines competing ethical theories and principles, as well as their application to environmental concerns. This includes green technologies, building design, resource allocation, land use, climate change, environmental justice, racial inequality, sustainability, consumption, conservation, and natural and social goods. Upper division course, registration is limited to students with Senior Standing in the Bachelor of Science in Building Performance Degree program.

# PHOTOGRAPHY

**Associate in Arts Degree: Photography**

This program offers an associate degree in photography. The primary goal of this degree is to provide the student with a foundation of knowledge and technical abilities in photography. All lower-division courses are sequenced to optimize transferability to an art or photography program at a four-year university. The associate degree in photography provides students with basic photographic competencies.

**Degree Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core academic skills and knowledge required for transfer into a photography program at a four-year college or university.

**Program Requirements:**

Units Required: 30

Units

ART-110	Art History: Paleolithic Through the Middle Ages.....	3.0
ART-111	Art History: Renaissance to Modern .....	3.0
ART-125A	Fundamentals of Drawing.....	3.0
ART-140	Beginning Design: Two-Dimensional Media.....	3.0
ART-141	Beginning Design: Three-Dimensional Media.....	3.0
PHOTO-140	History of Photography .....	3.0
PHOTO-150	Introduction to Cameras and Composition.....	3.0
PHOTO-155	Photography I .....	3.0
OR		
PHOTO-160	Black and White Photography .....	3.0
Plus six units from the following:		
PHOTO-120	Photographic Studio Etiquette .....	1.0
PHOTO-156	Photography II .....	3.0
PHOTO-157	Digital Imaging.....	3.0
PHOTO-177	Video Capture for Still Photographers.....	3.0
PHOTO-191	Photographic Studio Fundamentals I.....	3.0
PHOTO-192	Photographic Studio Fundamentals II.....	3.0
PHOTO-195	Color Photography.....	3.0
PHOTO-201	Independent Projects in Photography .....	3.0
PHOTO-215	Photojournalism and News Photography .....	3.0
PHOTO-220	The Business of Photography .....	3.0
PHOTO-285	Concept Development.....	3.0

**Associate in Arts Degree: Commercial Photography**

Provides students with a foundation of knowledge and technical abilities to gain an entry-level position in a career related to commercial photography, such as a commercial photographer, digital imaging technician, event photographer, commercial assistant photographer, photography laboratory technician, photographic restoration specialist, wedding photographer, portrait photographer, or advertising photographer.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills such as digital photography, image retouching, and lighting, and knowledge required for employment in a commercial photography position.

*Continued on the next page.*

**Program Requirements:**

Units Required: 34

	Units:
PHOTO-120 Photographic Studio Etiquette .....	1.0
PHOTO-140 History of Photography .....	3.0
PHOTO-155 Photography I .....	3.0
PHOTO-156 Photography II .....	3.0
PHOTO-157 Digital Imaging .....	3.0
PHOTO-191 Photographic Studio Fundamentals I .....	3.0
PHOTO-192 Photographic Studio Fundamentals II .....	3.0
PHOTO-220 The Business of Photography .....	3.0

*Plus one Video course from the following:*

PHOTO-177 Video Capture for Still Photographers .....	3.0
MEA-120 Introduction to Cinematography .....	3.0

*Plus two Photography courses from the following:*

PHOTO-160 Black and White Photography .....	3.0
PHOTO-195 Color Photography .....	3.0
PHOTO-215 Photojournalism and News Photography .....	3.0

*Plus one Capstone course from the following:*

PHOTO-201 Independent Projects in Photography .....	3.0
PHOTO-285 Concept Development .....	3.0

**Certificate of Achievement: Commercial Photography**

This program is designed to prepare a student for an entry-level position in a career related to commercial photography such as commercial photographer, digital imaging technician, event photographer, commercial assistant photographer, photography laboratory technician, photography restoration specialist, wedding photographer, portrait photographer, or advertising photographer.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate and apply the technical skills and principles of commercial photography.

**Program Requirements:**

Units Required: 23

	Units
PHOTO-120 Photographic Studio Etiquette .....	1.0
PHOTO-155 Photography I .....	3.0
PHOTO-156 Photography II .....	3.0
PHOTO-157 Digital Imaging .....	3.0
PHOTO-177 Video Capture for Still Photographers .....	3.0
PHOTO-191 Photographic Studio Fundamentals I .....	3.0

PHOTO-192 Photographic Studio Fundamentals II .....	3.0
PHOTO-220 The Business of Photography .....	3.0

*Plus a minimum of one units from the following:*

WE-186PHOT Work Experience Education Photography .....	1.0 – 4.0
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**PHOTO 092L BLACK AND WHITE LAB PRACTICES**

Units: 1.00

54.00 hours lab

Explores lab practices for students currently enrolled in black and white photography who wish to increase basic skills through the photography lab. Note: Students must attend faculty-supervised weekly scheduled class time posted in the schedule. Hours must be accrued at a time separate from any other class in which the student is registered. This course is not required for any certificate or degree in the photography program. Units do not apply to the associate's degree and are only offered pass/no pass.

**PHOTO 093L DIGITAL LAB PRACTICES**

Units: 1.00

54.00 hours lab

Explores lab practices for students currently enrolled in digital photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 094L STUDIO LAB PRACTICES**

Units: 1.00

54.00 hours lab

Explores lab practices for students currently enrolled in studio photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 095L CHROMOGENIC COLOR LAB PRACTICES**

Units: 1.00

54.00 hours lab

Explores lab practices for students currently enrolled in color photography who wish to increase basic skills through the use of the photography lab. Note: Students must attend faculty supervised weekly scheduled class time posted in printed schedule. Hours must be accrued at a time separate from any other class in which the student is also registered. This course is not a required course for any certificate or degree in the photography program. Units do not apply to the associates degree and offered pass/no pass only.

**PHOTO 120 PHOTOGRAPHIC STUDIO ETIQUETTE**

Units: 1.00

CSU 18.00 hours lecture

Explores professional etiquette and appropriate practices for assisting and working in the photographic studio, interacting with professional photographers, art directors, clients, and other personnel.

**PHOTO 140 HISTORY OF PHOTOGRAPHY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the history and appreciation of photography from the nineteenth century to present, including the relationship between photography and history, culture, technology, art, social values, and other concerns.

**PHOTO 150 CAMERAS AND COMPOSITION**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the fundamental historical development, theory, technology, and basic applications of photography. Examines principles and analysis of artistic and aesthetic qualities of photographic images through group interaction and discussion. Provides demonstration, analysis of function, and technical experience with single-lens reflex cameras. It is recommended students provide a digital or 35mm film SLR camera capable of manual exposure and adjustment. UC credit limitation: PHOTO-150 and PHOTO-160, credit for one course only.

**PHOTO 155 PHOTOGRAPHY I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, and techniques of photography and camera RAW, including the theory and basic principles of image correction and print technologies. It is recommended that students provide a digital SLR camera capable of manual exposure and adjustment.

**PHOTO 156 PHOTOGRAPHY II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Refines and builds upon the fundamental concepts and techniques of photography and camera RAW, integrating basic concept development and execution of the creative process through a thematic approach.

**PHOTO 157 DIGITAL IMAGING**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces the fundamental concepts, terminology, techniques, and applications of digital imaging using industry standard software such as Adobe Photoshop. Explores both the technical aspects of digital image manipulation and the artistic aspects of design, color, and composition in the creation of digital art.

**PHOTO 160 BLACK AND WHITE PHOTOGRAPHY**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

Introduces mechanical and artistic principles in recording photographic images using a 35mm SLR camera and printing black and white images including basic history and fundamental mechanics, optics, chemistry, and lighting principles of black and white photography. UC credit limitation: PHOTO-150, 160, and 285 combined, maximum credit one course

**PHOTO 177 VIDEO CAPTURE FOR STILL PHOTOGRAPHERS**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-150 or PHOTO-155*

Explores video as a tool in supplementing still photographic projects and provides the basic technical skills to capture video content, utilizing a DSLR camera. Develops the skill set to record video in tandem with still photography including photographic and video narrative, cinematic composition and camera movement techniques, lighting, and basic sound recording. Provides basic techniques for video editing.

**PHOTO 191 PHOTOGRAPHIC STUDIO FUNDAMENTALS I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

Explores the fundamentals of photographic studio techniques, concentrating on continuous lighting equipment and impact of lighting arrangements on the photographic image for portrait and basic product in studio.

*Continued on the next page.*

**PHOTO 192 PHOTOGRAPHIC STUDIO FUNDAMENTALS II**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-191*

Explores intermediate photographic studio lighting techniques, concentrating on electronic flash and strobe lighting equipment, impact of lighting arrangements on the photographic image for intricate, reflective, high key, and low key subjects, and capture in studio.

**PHOTO 195 COLOR PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Presents the principles of light and color in digital or film photography and the practice of exposure and color printing. Students are recommended to furnish a fully manual/adjustable 35mm film or digital SLR camera.

**PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY**

Units: 3.00

CSU 18.00 hours lecture, 108.00 hours lab

*Prerequisite: PHOTO-150 or PHOTO-155 or PHOTO-160*

Provides intermediate and advanced photography students an opportunity to research, propose, revise and complete individual photographic projects. Offered pass/no-pass only.

**PHOTO 215 PHOTOJOURNALISM AND NEWS PHOTOGRAPHY**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: MEA-120 or PHOTO-150 or PHOTO-155 or PHOTO-160*

Introduces contemporary photojournalism and news photography through applications of theory and concepts of visual communication to digital photographic processes to produce news stories, photographic series, and photo-essays. Note: It is recommended that students have access to a Digital SLR camera with manual exposure and interchangeable lenses.

**PHOTO 220 THE BUSINESS OF PHOTOGRAPHY**

Units: 3.00

CSU 54.00 hours lecture

Introduces the business of photography, including training and planning strategies in budgeting, marketing plans, client relations, contracts and forms, creating portfolios, pricing, risk management, and intellectual property.

**PHOTO 285 CONCEPT DEVELOPMENT**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: PHOTO-155 or PHOTO-160*

Presents advanced theory, concept development and execution of the creative process in Photography 155 or 160. UC credit limitation: PHOTO-150, 160, and 285 combined, maximum credit one course

**PHYSICAL SCIENCE**

Physical Science classes prepare students to understand and appreciate nature and become knowledgeable about fundamental forces in nature, the basic principles behind modern technology and energy sources, and the role of science in everyday life. Physical Science may be utilized in such professions as teaching, serving as a technical administrator in government and industry, or completing legal work with patents, scientific librarianship, and scientific journalism.

**PHYSICI 101 CONCEPTUAL PHYSICAL SCIENCE**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 140

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examine the science in the world around you, like inertia, gravity, and electric circuits, and investigate phenomena with weekly lab investigations that utilize common materials. Immerse yourself in learning by doing as you analyze rockets, cars, and the chemicals in your home. Prepare to embark on a future of being an elementary school and being scientifically literate with knowledge of how the science applies to everyday life. UC credit limitation: No credit if taken after a college level course in Physics or Chemistry.



# PHYSICS

The Physics program provides curriculum concerned with the properties of matter and energy, and their interactions and transformations. The Physics program includes both major and non-major courses. The following is a sample of career options available for physics. Most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer safety officer, engineer, teacher, astrophysicist and physicist.

## Associate in Science for Transfer Degree: Physics

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

## Degree Student Learning Outcome:

Students will be able to:

- Reason conceptually and logically about physical phenomena using scientific models involving the fundamental physics principles of kinematics, kinetics, energy conservation, electromagnetism, thermodynamics, optics, and modern physics.
- Utilize appropriate instruments to measure and examine examples of physics phenomena and relate the results of experimental data to the concepts discussed in the lecture portion of the class.

## Program Requirements:

Units Required: 27

	Units
PHYSIC-220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids.....4.0
PHYSIC-221	Physics for Scientists & Engineers: Electricity & Magnetism .....4.0
PHYSIC-222	Physics for Scientists & Engineers: Wave Motion, Heat, Optics & Modern Physics .....4.0
MATH-211	Calculus I.....5.0
MATH-212	Calculus II.....5.0
MATH-213	Calculus III.....5.0

## PHYSIC 101 INTRODUCTION TO PHYSICS

Units: 4.00

UC:CSU 72.00 hours lecture

*Recommended Preparation: Completion of Intermediate Algebra or higher math placement*

Introduces classical and modern physics, including physical principles concerning motion, gravity, heat, light, sound, electricity, magnetism, the atom, the nucleus, relativity, and quantum mechanics. UC credit limitation: No credit for PHYSIC-101 if taken after PHYSIC-110 or PHYSIC-220.

## PHYSIC 110 GENERAL PHYSICS I

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 105

*Prerequisite: MATH-102, MATH-102X, or higher Math placement*

Presents a non-calculus based introductory study of Newtonian mechanics, the conservation of energy, momentum, and angular momentum, including topics in vibrational motion, waves, and fluid mechanics. Designed for students majoring in the life sciences or any other major requiring a non-calculus based physics course. UC credit limitation: PHYSICS 110-111, and 220-221-222 combined, maximum credit one series.

*Continued on the next page.*

**PHYSIC 111 GENERAL PHYSICS II**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 110, C-ID PHYS 100S (PHYSIC-110 &amp; 111)

*Prerequisite: PHYSIC-110*

Presents a non-calculus based introductory study of electricity and magnetism, optics, and modern physics. Designed for students majoring in the life sciences or any other major requiring a non-calculus based physics course. UC credit limitation: PHYSICS 110-111 and 220-221-222 combined, maximum credit one series.

**PHYSIC 220 PHYSICS FOR SCIENTISTS AND ENGINEERS: MECHANICS OF SOLIDS AND FLUIDS**

Units: 4.00

UC:CSU 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 205

*Prerequisite: MATH-211*

Presents a calculus-based introductory study of particle and rigid body statics and dynamics, vibrational motion and fluid mechanics. C credit limitation: PHYSICS 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 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 210

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Introduces electric and magnetic fields, circuit theory and electromagnetic induction. UC credit limitation: PHYSICS 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 54.00 hours lecture, 54.00 hours lab

C-ID PHYS 215, C-ID PHYS 200S - with completion of PHYSIC-220 and 221

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Introduces modern physics, including heat, thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics. UC credit limitation: PHYSICS 110-111 and 220-221-222 combined, maximum credit one series.

# POLITICAL SCIENCE

Public authority, responsibility, and acquisition of power are studied in the discipline of political science. Introductory courses are for students interested in learning about American government, politics in general and relationships with other political systems in the world. Students majoring in political science who are pre-law will particularly profit from the more advanced courses in the department. Students interested in foreign service, international relations and/or communications will enjoy participating in the Model United Nations program offered by the department. A major in political science is of benefit to students seeking careers in law, the military, economics, law enforcement, business, and public administration

**Associate in Arts for Transfer Degree: Political Science**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning

to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T in Political Science. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu/degreewithaguarantee](http://www.canyons.edu/degreewithaguarantee) for more information.

### Degree Student Learning Outcome:

Students will be able to evaluate and analyze the basic institutional structures of competing governments, various theories of political science and thought, the framework of international relations, and public policy as well as social factors influencing government.

### Program Requirements:

Units Required: 18-20

		Units
POLISC-150	Introduction to American Government and Politics .....	3.0
	<i>OR</i>	
POLISC-150H	Introduction to American Government and Politics - Honors...	3.0
	<i>Plus nine units from the following:</i>	
POLISC-230	Political Theory .....	3.0
POLISC-250	Comparative Government and Politics .....	3.0
POLISC-270	International Relations.....	3.0
	<i>Plus a minimum of six units from the following:</i>	
POLISC-200	Introduction to Political Science.....	3.0
POLISC-210	Model United Nations .....	3.0
POLISC-290	Ethnic and Gender Politics .....	3.0
MATH-140	Introductory Statistics .....	4.0
	<i>OR</i>	
MATH-140H	Introductory Statistics - Honors .....	4.0
	<i>OR</i>	
MATH-140X	Statistics with Support .....	5.0

### POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID POLS 110

Examines the institutions, activities, and issues of American and California governments 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. 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

UC:CSU 54.00 hours lecture

C-ID POLS 110

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

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 in honors section. Satisfies the Title V U.S. Constitution requirement and the California State and Local Government requirement.

### POLISC 200 INTRODUCTION TO POLITICAL SCIENCE

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID POLS 150

Introduces the nature, scope, and methodology of political science, including basic concepts, terms, contending theories, institutions, political ideologies, political systems, 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 54.00 hours lecture

*May be taken four times for credit*

Examines the norms, rules, and procedures of the United Nations leading to participation in a United Nations simulation. Emphasizes parliamentary procedure, international advocacy, the role of the United Nations, and extemporaneous speaking. Students enrolled in the class must participate in up to two Model United Nations conferences. However, students enrolled in the class are not expected to pay for costs associated with lodging and registration fees.

### POLISC 230 POLITICAL THEORY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID POLS 120

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.

*Continued on the next page.*

**POLISC 250 COMPARATIVE GOVERNMENT AND POLITICS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID POLS 130

Provides a comparative, analytical, and theoretical study of political cultures, government institutions, and political processes from selected regions and countries of the world with a strong emphasis on the understanding of comparative elements and variables.

**POLISC 270 INTERNATIONAL RELATIONS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID POLS 140

Introduces international relations theory and analysis examining national, international, transnational and sub-national actors and their institutions, interactions and processes as they relate to global issues with specific focus on the basic historical, geographical, economic, ideological, and strategic factors which underlie conflict and cooperation among nations.

**POLISC 290 ETHNIC AND GENDER POLITICS**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the history, issues, and political processes that affect the status and power of ethnic and gender groups which have traditionally been politically and economically disadvantaged in the United States, including issues of inclusion and exclusion; otherness and scapegoating; and, barriers of inequality among politically marginalized groups.



# PSYCHOLOGY

The Associate in Arts degree in Psychology will provide students with an introduction to the field of behavior including the major perspectives, scientific foundations, and applied areas. The intent is to prepare students for future academic study in the field. The degree includes curriculum that can lead to a baccalaureate degree in psychology at a four-year college or university. The degree can also be a terminal, two-year option of study for students interested in psychology who do not wish to pursue a baccalaureate degree in the field.

**Associate in Arts for Transfer Degree: Psychology**

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

**Degree Student Learning Outcome:**

Students will be able to assess the influence of a variety of factors that contribute to behavior and mental processes, evaluate psychological concepts, and compare and contrast theoretical perspectives, empirical findings, and historical trends in the field of Psychology.

**Program Requirements:**

Units Required: 19-20

	Units
PSYCH-101 Introduction to Psychology .....	3.0
OR	
PSYCH-101H Introduction to Psychology - Honors .....	3.0
PSYCH-102 Physiological Psychology .....	3.0
PSYCH-103 Introduction to Behavioral Research .....	3.0
<i>Plus one course from the following:</i>	
PSYCH-104 Statistics for the Behavioral Sciences .....	4.0
OR	
MATH-140 Introductory Statistics .....	4.0
OR	
MATH-140H Introductory Statistics - Honors .....	4.0
OR	
MATH-140X Statistics with Support .....	5.0
<i>Plus three units from the following:</i>	
PSYCH-109 Social Psychology .....	3.0
PSYCH-172 Developmental Psychology .....	3.0
OR	
PSYCH-172H Developmental Psychology - Honors .....	3.0
PSYCH-225 Psychology of Learning and Behavior .....	3.0
<i>Plus three units from the following that have not already been selected from the courses listed above:</i>	
PSYCH-105 Personal Growth and Adjustment .....	3.0
PSYCH-109 Social Psychology .....	3.0
PSYCH-110 Psychology as a Major and Profession .....	3.0
PSYCH-126 Cognitive Psychology .....	3.0
PSYCH-167 Introduction to Multicultural Psychology .....	3.0
PSYCH-172 Developmental Psychology .....	3.0
OR	
PSYCH-172H Developmental Psychology - Honors .....	3.0
PSYCH-180 Positive Psychology .....	3.0
PSYCH-225 Psychology of Learning and Behavior .....	3.0
PSYCH-230 Human Sexuality .....	3.0

PSYCH-235 Psychology of Gender Roles .....	3.0
PSYCH-240 Abnormal Psychology .....	3.0

**Associate in Arts Degree: Psychology****Degree Student Learning Outcome**

Students will be able to assess the influence of a variety of factors that contribute to behavior and mental processes, evaluate psychological concepts, and compare and contrast theoretical perspectives, empirical findings, and historical trends in the field of Psychology.

**Program Requirements:**

Units Required: 25-26

	Units
PSYCH-101 Introduction to Psychology .....	3.0
OR	
PSYCH-101H Introduction to Psychology - Honors .....	3.0
PSYCH-102 Physiological Psychology .....	3.0
PSYCH-103 Introduction to Behavioral Research .....	3.0
PSYCH-126 Cognitive Psychology .....	3.0
PSYCH-225 Psychology of Learning and Behavior .....	3.0
PSYCH-104 Statistics for the Behavioral Sciences .....	4.0
OR	
MATH-140 Introductory Statistics .....	4.0
OR	
MATH-140H Introductory Statistics - Honors .....	4.0
OR	
MATH-140X Statistics with Support .....	5.0
<i>Plus three units from the following:</i>	
PSYCH-172 Developmental Psychology .....	3.0
OR	
PSYCH-172H Developmental Psychology - Honors .....	3.0
PSYCH-230 Human Sexuality .....	3.0
PSYCH-235 Psychology of Gender Roles .....	3.0
PSYCH-240 Abnormal Psychology .....	3.0
<i>Plus three units from the following:</i>	
PSYCH-105 Personal Growth and Adjustment .....	3.0
PSYCH-109 Social Psychology .....	3.0
PSYCH-110 Psychology as a Major and Profession .....	3.0
PSYCH-167 Introduction to Multicultural Psychology .....	3.0
PSYCH-180 Positive Psychology .....	3.0

*Continued on the next page.*

**PSYCH 101 INTRODUCTION TO PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 110

Introduces the scientific study of behavior through an exploration of major concepts, methods, and research findings. Topics include biological, physiological, and cognitive processes; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior; and applied psychology.

**PSYCH 101H INTRODUCTION TO PSYCHOLOGY - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 110

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

Introduces the scientific study of behavior through an exploration of major concepts, methods, and research findings. Topics include biological, physiological, and cognitive processes; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior; and applied psychology. Additional reading, writing, critical thinking, and research techniques are required.

**PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 150

*Prerequisite: PSYCH-101 or PSYCH-101H*

Provides a detailed consideration of the functional and anatomical aspects of the nervous system in order to interpret behavior in terms of physiological processes. In addition, may cover such topics as muscles and glands as response mechanism, the structure and physiological basis of complex behavior and mental processes, and the function of sense organs.

**PSYCH 103 INTRODUCTION TO BEHAVIORAL RESEARCH**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 200

*Prerequisite: PSYCH-101 or PSYCH-101H and PSYCH-104 or MATH-140 or MATH-140H or MATH-140X or SOCI-137*

Examines the basic principles and concepts of research methodology used in psychology, including naturalistic observation, case study, questionnaire, co-relational research, and laboratory experiments. Research design and the process of data analysis are also reviewed using classic studies, while providing added insight into the scientific method.

**PSYCH 104 STATISTICS FOR THE BEHAVIORAL SCIENCES**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID MATH 110

*Prerequisite: Completion of Intermediate Algebra or higher math placement*

Examines the methods used in social and behavioral science to analyze and interpret data generated by social and behavioral science research. Topics covered include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from a broad range of disciplines. UC credit limitation: ECON-291, MATH-140, MATH-140H, MATH-140X, PSYCH-104, and SOCI-137 combined, maximum credit one course.

**PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 115

Introduces personal growth while emphasizing the application of theoretical psychology to the issues of adjustment relevant to college students.

**PSYCH 109 SOCIAL PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 170

Introduces the psychological theories, psychological research and applications in major areas of social psychology, including communication and social interaction, group dynamics, attitudes, stereotyping and prejudice, altruism and aggression, person perception and social cognition, roles, and cultural differences.

**PSYCH 110 PSYCHOLOGY AS A MAJOR AND PROFESSION**

Units: 3.00

CSU 54.00 hours lecture

Introduces the profession of psychology, including careers in the field and skills important in the psychology major at various educational levels.

**PSYCH 126 COGNITIVE PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores the theory and research related to human information-processing, focusing on attention, perception, memory storage and information retrieval.

**PSYCH 167 INTRODUCTION TO MULTICULTURAL PSYCHOLOGY**

Units: 3.00

CSU 54.00 hours lecture

Introduces multicultural psychological theories, psychological research, and testing issues regarding the study of multicultural groups, culturally relevant styles of communication, values from different cultures, racial identity, power and privilege, and issues involving immigration. This course explores connections between culture, mental health, and physical wellness, and will help prepare students to grapple with the issues of multiculturalism in our modern and diversified society.

**PSYCH 172 DEVELOPMENTAL PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 180

Surveys human development while emphasizing the changes occurring throughout the lifespan as well as examining the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults.

**PSYCH 172H DEVELOPMENTAL PSYCHOLOGY - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 180

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

Surveys human development while emphasizing the changes occurring throughout the lifespan as well as examining the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults. Additional reading, writing, critical thinking, and research techniques are required.

**PSYCH 180 POSITIVE PSYCHOLOGY**

Units: 3.00

CSU 54.00 hours lecture

Explores the theory and research on the sources and effects of positive cognitive states, positive emotional states, and prosocial behavioral processes. Also examines Western and Eastern cultural approaches to the understanding of human strengths, developmental influences on positive functioning, methods for measuring and enhancing human strengths, and the benefits of human strengths, positive experiences and positive environments.

**PSYCH 225 PSYCHOLOGY OF LEARNING AND BEHAVIOR**

Units: 3.00

UC:CSU 54.00 hours lecture

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

Introduces behavioral psychology, covering such topics as classical conditioning, operant conditioning, observational learning and behavior modification.

**PSYCH 230 HUMAN SEXUALITY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 130

*Prerequisite: PSYCH-101 or PSYCH-101H*

Explores the psychological and physiological aspects of human sexuality, including social and biological foundations of sexuality, human anatomy, reproduction, birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross cultural views of sexuality, sexual dysfunction, sexually transmitted diseases and sexual problems and issues in our society.

**PSYCH 235 PSYCHOLOGY OF GENDER ROLES**

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys gender issues which affect the psychological development of women and men, including the development of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work and interpersonal relationships.

**PSYCH 240 ABNORMAL PSYCHOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID PSY 120

*Recommended preparation: PSYCH-101 or PSYCH-101H*

Examines the history, patterns, and causes of maladaptive behavior as reviewed in the field of abnormal psychology, including clinical assessments using the current Diagnostic and Statistical Manual, therapies, and prevention strategies.



## PUBLIC SAFETY – AGENCY TRAINING

The College, in conjunction with various community partner agencies, provides additional advanced training courses that are approved by the state fire marshal, the California Department of Forestry and Fire Protection, and the Commission on Peace Officer Standards Training (P.O.S.T.). These advanced training courses are part of the Los Angeles County Fire Department, Los Angeles County Lifeguard, Los Angeles Sheriff Department, and Los Angeles Police Department. Registration for the following courses are limited to students who have successfully completed the prerequisites, or provide evidence of minimum skills necessary to be successful in the course that are listed in the course outlines or record. Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. For more information on the minimum skills validation for these course contact the college's Academic Affairs office. The courses listed below may be repeated if used for legally mandated training and are offered pass/no-pass only unless otherwise noted.

### FIRE TECHNOLOGY ADVANCED TRAINING (FIRET)

#### FIRET 001 FALL FIRE FIGHTER IN-SERVICE TRAINING

Units: 0.25 - 4.00

44.00 hours lecture, 36.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures and fire suppression and investigation.

#### FIRET 003 SPRING FIRE FIGHTER IN-SERVICE TRAINING

Units: 0.25 - 4.00

44.00 hours lecture, 36.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

#### FIRET 004 SUMMER FIRE FIGHTER IN-SERVICE TRAINING

Units: 0.25 - 4.00

44.00 hours lecture, 36.00 hours lab

Provides updated information and skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

#### FIRET 005 AERIAL APPARATUS OPERATIONS

Units: 1.00

12.00 hours lecture, 28.00 hours lab

Covers preventive maintenance and operations of an aerial apparatus, and deployment and operation of an elevated master stream.

#### FIRET 006 FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS

Units: 1.00

11.00 hours lecture, 29.00 hours lab

Covers operation of a fire department aerial apparatus equipped with a tiller, including positioning and stabilizing the apparatus. Instruction includes practical driving exercises.

#### FIRET 007 FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS OPERATIONS

Units: 0.25

4.50 hours lecture, 19.50 hours lab

Covers preventive maintenance and operation of a wildland fire apparatus and production of an effective fire stream.

#### FIRET 008 FIRE APPARATUS DRIVER/OPERATOR - WATER TENDER OPERATIONS

Units: 0.25

20.50 hours lecture, 6.50 hours lab

Covers water tender preventive maintenance and operations, including routine tests, inspections, and servicing functions unique to a water tender; maneuvering and positioning a water tender at a water shuttle fill site; and establishing, maneuvering, and positioning at a water shuttle dumpsite.

#### FIRET 009A FIRE INVESTIGATION 1A – BASIC FIRE INVESTIGATION

Units: 2.00

39.50 hours lecture

Provides information on securing the fire scene and determining the origin and cause of the fire. Topics include responsibilities of a fire investigator, securing the fire ground, conducting an exterior and interior survey, analyzing fire patterns, interpreting individual fire patterns, discriminating the effects of explosions, examining and removing fire debris, reconstructing the area of origin, inspecting the performance of building systems.

**FIRET 009B FIRE INVESTIGATION 1B – EVIDENCE AND DOCUMENTATION**

Units: 1.50

33.50 hours lecture

Provides information on scene documentation and evidence collection/preservation. Topics include photographing the scene, diagramming the scene, constructing investigative notes, processing evidence and establishing chain of custody, processing victims and fatalities, selecting evidence for analysis, maintaining a chain of custody, preparing a fire investigation report and disposing of evidence.

**FIRET 009C FIRE INVESTIGATION 1C – EVIDENCE AND DOCUMENTATION**

Units: 2.00

40.00 hours lecture

Provides information on legal considerations for a court proceeding. Topics include coordinating expert resources, formulating an opinion, presenting investigative findings and testifying during legal proceedings.

**FIRET 010 FIRE APPARATUS DRIVER/ OPERATOR GENERAL**

Units: 1.00

17.50 hours lecture, 22.50 hours lab

Presents techniques and practice in driving emergency vehicles, basic maintenance and pre-trip inspections. This course applies to the requirements for driver/operator as established by the California State Board of Fire Services.

**FIRET 011 FIRE APPARATUS DRIVER/ OPERATOR PUMP**

Units: 1.00

17.00 hours lecture, 23.00 hours lab

*Prerequisite: FIRET-010*

Presents updated content reflecting the 2009 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. Focusing on methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance and troubleshooting fire pumps.

**FIRET 012 FIRE APPARATUS DRIVER/ OPERATOR TILLER TRUCK**

Units: 1.00

11.00 hours lecture, 29.00 hours lab

*Prerequisite: FIRET-011*

Covers truck operations and driver responsibilities, recognized standards and related laws for fire apparatus.

**FIRET 016 INSTRUCTOR 1**

Units: 2.00

40.00 hours lecture

This is the first of a three-course series. Topics include methods and techniques for training, selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency.

**FIRET 017 INSTRUCTOR 2**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-016*

The second course in the instructor series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria methods to evaluate teaching and learning efficiently.

**FIRET 018 INSTRUCTOR 3**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-017*

This is the third of a three-course series. Topics include a variety of methods and techniques for developing lesson plans and tests in accordance with the latest concepts in career education.

**FIRET 019 ETHICAL LEADERSHIP IN THE CLASSROOM**

Units: 0.25

8.00 hours lecture

Provides concepts and theories of the ethical decision making process. Helps recognition of the signs of ethical dilemma, identifies advantages and disadvantages of ethical behavior and reviews examples of classroom situations in which instructors used their leadership role to either encourage or discourage ethical behavior. Presents State Fire Training's Instructor Code of Ethics/Conduct.

**FIRET 020 I-200 INCIDENT COMMAND SYSTEM**

Units: 0.25

12.00 – 16.00 hours lecture

Introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers.

**FIRET 021 I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM (ICS)**

Units: 1.00

21.00 hours lecture

Expands knowledge of ICS organization and operation with regard to supervisory roles on expanding or Type 3 incidents. Includes ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, incident resource management, planning process, demobilization, transfer of command, and close out.

*Continued on the next page.*

**FIRET 022 I-400 ADVANCED ICS**

Units: 0.50

15.00 hours lecture

Present the theories and techniques needed to manage large single-agency and complex multi-agency/multi-jurisdictional responses. Topics include fundamentals for command and general staff, major and/or complex incident/event management, area command and multi-agency coordination.

**FIRET 023 GPS LAND NAVIGATION TECHNICIAN**

Units: 0.50

16.00 hours lecture, 8.00 hours lab

Introduces land navigation techniques using a map and compass as well as navigation using a GPS unit. The lecture based class will conclude with a field exercise where students will demonstrate knowledge and skills learned.

**FIRET 024 L-280 FOLLOWERSHIP TO LEADERSHIP**

Units: 0.25

16.00 hours lecture

Introduces fundamental leadership concepts of the wildland fire service, focusing on the framework, values and principles that guide wildland fire leaders in providing leadership across a broad range of missions.

**FIRET 025 INCIDENT MANAGEMENT OF MAJOR FIRES**

Units: 2.00

40.00 hours lecture

*Prerequisite: FIRET-021*

Provides knowledge, skills, and abilities for those who are responsible for command and control of dynamic and complex fireground emergencies.

**FIRET 026 S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR**

Units: 1.00

32.00 hours lecture

Second course in a series designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations and predict fire behavior.

**FIRET 027 S-390 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS**

Units: 0.50 – 2.00

10.00 – 24.00 hours lecture, 8 hours lab

Develops knowledge and skills required for effective fire behavior predictions.

**FIRET 028 INCIDENT MANAGEMENT OF THE FIREFIGHTER EMERGENCY**

Units: 1.50

28.00 hours lecture

*Prerequisite: FIRET-02 and FIRET-013 or FIRET-123*

Introduces incident management terminology and methodology employed during a fire fighter emergency. Classroom simulations based upon case studies allow students to participate in simulated incident command positions during a fire fighter emergency.

**FIRET 029 S-200 INITIAL ATTACK INCIDENT COMMANDER**

Units: 0.25

10.00 hours lecture, 6.00 hours lab

Prepares the student to function as an initial attack incident commander at the ITCT4 level in the incident commander system. Meets national wildlife coordinating group curriculum criteria. Prepares students for employment with wildland fire management agencies and municipal fire departments.

**FIRET 030 WILDLAND FIRE CHAINSAWS**

Units: 1.00

20.00 hours lecture, 10.00 - 16.00 hours lab

Provides the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surrounding similar to fireline situations.

**FIRET 031 S-215 FIRE OPERATIONS IN THE URBAN INTERFACE**

Units: 0.50

16.00 hours lecture, 8.00 hours lab

Designed to assist fire fighters in making tactical decisions when confronting wildland fires that threaten wildland/urban interface.

**FIRET 032 S-223 FIRELINE EMT**

Units: 0.25

16.00 hours lecture

*Prerequisite: FIRET-021 and FIRET-023*

Designed to meet the training needs of an incident FEMT as outlined in the Field Operations Guide, ICS 420-1, Firescope California.

**FIRET 033 S-230 CREW BOSS/S-231 ENGINE BOSS**

Units: 0.75

24.00 hours lecture, 8.00 hours lab

*Prerequisite: FIRET-026*

Presents information and skills associated with the Crew/Engine Boss position. Presents training from initial dispatch through demobilization to the home unit. Topics include engine and crew capabilities, information sources, fire size-up considerations, tactics and post incident responsibilities.

**FIRET 035 S-219 IGNITION OPERATIONS**

Units: 0.75

16.00 hours lecture, 16.00 hours lab

Provides training in the functional roles and responsibilities connected with firing operations. Topics include: planning, ignition procedures and techniques, and equipment applicable to wildland and prescribed fire. Addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation.

**FIRET 036 S-244 FIELD OBSERVER/ S-245 DISPLAY PROCESSOR**

Units: 2.00

32.00 hours lecture, 8 hours lab

Designed to meet the training needs of a potential field observer (FOBS) and display processor. Describes navigation, mapping, and observation techniques as outlined in the Wildland Fire Qualification System Guide.

**FIRET 037 WILDLAND FIRE DRILLS – SPRING/GRASS**

Units: 0.15 – 0.25

2.00 – 4.00 hours lecture, 4.00 – 8.00 hours lab

Provides training that will reinforce communication and tactical practices between commanding officers and tactical forces utilizing live-fire and mentors in a controlled Wildland environment.

**FIRET 038 L-965 RESOURCE/DMOB UNIT LEADER**

Units: 1.50

32.00 hours lecture

*Prerequisite: FIRET-020*

Introduces tools and techniques used to perform the duties of resource unit leader (RESL), and demobilization unit leader (DMOB).

**FIRET 039 STATUS CHECK-IN RECORDER**

Units: 0.50

16.00 hours lecture

*Prerequisite: FIRET-020*

Introduces tools and techniques used to perform the duties of a status check-in recorder (SCKN). Provides an overview of what a student can expect if dispatched to an incident.

**FIRET 041 S-270 BASIC AIR OPERATIONS**

Units: 0.25

16.00 hours lecture

Introduces principles of aviation management and safety, including agency aircraft, tactical and logistical uses of aircraft, and requirements for take-off and landing areas.

**FIRET 042 S-271 HELICOPTER CREW MEMBER**

Units: 1.00

24.00 - 26.00 hours lecture

Provides training in all areas of the tactical and logistical use of helicopters by the fire service. Introduces air crew members to operations and provides a foundation in safe procedures.

**FIRET 044 S-330 AH-330, STRIKE TEAM/ TASK FORCE LEADER ALL HAZARDS (STEN/TFLD)**

Units: 0.75

32.00 hours lecture

Provides tactics and strategy as it relates to the management of a strike team or task force and meets the S-330 training requirements of the California Incident Command Certification System (CICCS) for the position of Strike Team/Task Force Leader-All Risk.

**FIRET 046 L-964 SITUATION UNIT LEADER**

Units: 0.25 – 4.00

4.00 – 66.00 hours lecture, 14.00 hours lab

Designed to meet the training needs of a situation unit leader (SITL) as outlined in the Wildland Fire Qualification System Guide (PMS 310-1).

**FIRET 047A FIRE INSPECTOR 1A – DUTIES AND ADMINISTRATION**

Units: 1.00

24.00 hours lecture

Provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, ethical conduct, permit or plan review, investigating common complaints, and participating in legal proceedings.

**FIRET 047B FIRE INSPECTOR 1B – FIRE AND LIFE SAFETY**

Units: 1.00

24.00 hours lecture

Provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

**FIRET 047C FIRE INSPECTOR 1C – FIELD INSPECTION**

Units: 1.00

24.00 hours lecture

Provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**FIRET 047D FIRE INSPECTOR 1D – FIELD INSPECTION CALIFORNIA SPECIFIC**

Units: 0.50

16.00 hours lecture

Provides students with a basic knowledge of field inspection roles and responsibilities specific to California of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**FIRET 048A FIRE INSPECTOR 2A – FIRE PREVENTION ADMINISTRATION**

Units: 0.50

16.00 hours lecture

*Prerequisite: FIRET-047A, 047B, 047C, 047D*

Provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a Fire Inspector II including processing permit and plan review applications, enforcing permit regulations, investigating complex complaints, recommending modifications to codes and standards, recommending policies and procedures for inspection services, generating written appeals correspondence, initiating legal action, evaluating inspection reports, and proposing technical reference material acquisition.

**FIRET 048B FIRE INSPECTOR 2B – FIRE AND LIFE SAFETY REQUIREMENTS**

Units: 1.00

24.00 hours lecture

*Prerequisite: FIRET-048A*

Provides students with a basic knowledge of fire and life safety requirements related to the roles and responsibilities of a Fire Inspector II including occupancy classification, egress elements, emergency plans and procedures, occupant loads, building construction and fire growth potential.

**FIRET 048C FIRE INSPECTOR 2C – INSPECTING NEW AND EXISTING FIRE AND LIFE SAFETY SYSTEMS AND EQUIPMENT**

Units: 1.00

24.00 hours lecture

*Prerequisite: FIRET-048A*

Provides students with a basic knowledge of inspection requirements related to the roles and responsibilities of a Fire Inspector II including inspection of life safety systems and building services equipment, fire protection systems, and emergency access criteria.

**FIRET 048D FIRE INSPECTOR 2D – HAZARDOUS MATERIALS, OPERATIONS, AND PROCESSES**

Units: 1.50

32.00 hours lecture

*Prerequisite: FIRET-048A*

Provides students with a basic knowledge of hazardous materials, operations, and processes related to the roles and responsibilities of a Fire Inspector II including hazardous conditions, flammable and combustible liquids and gases, and hazardous materials

**FIRET 056 L-954 ALL HAZARD SAFETY OFFICER**

Units: 1.5

32.00 hours lecture

Designed to meet the training needs of the safety officer position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports and high hazard operations.

**FIRET 061 J-342 DOCUMENTATION UNIT LEADER**

Units: 0.15

8.00 hours lecture

Introduces procedures for mobilization and demobilization on an incident, duplication of the IAP and requirements for maintaining incident records.

**FIRET 063 J-158 RADIO OPERATOR/J-257 INCIDENT COMMAND CENTER MANAGER**

Units: 0.25

8.00 hours lecture

Provides instruction and necessary skills associated with the radio operator/Incident command center manager. Topics include mobilization, transfer of information, communications equipment and demobilization.

**FIRET 064 S-300 EXTENDED ATTACK**

Units: 0.25

16.00 hours lecture

Provides training to meet needs of the incident commander type 3 (ICT3). Focus is on leadership and command as they relate to the ICT3 position.

**FIRET 065 CONFINED SPACE RESCUE TECHNICIAN CONTINUING EDUCATION**

Units: 0.15

4.00 hours lecture, 4.00 hour lab

Designed for the continuing education of a confined space rescue technician. Prepares student for confined space emergency response.

**FIRET 066 TRENCH RESCUE TECHNICIAN**

Units: 0.50

16.00 hours lecture, 8.00 hour lab

Provides fire service personnel with hands-on application of the techniques necessary to safely affect a rescue from an excavation or trenching cave-in. Topics include: critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques and below grade rescue safety procedures.

**FIRET 067 S-341 GIS SPECIALIST FOR INCIDENT MANAGEMENT**

Units: 1.00

24.00 hours lecture

Provides training to meet the needs of a geographic information systems specialist to manage the information needs of all-hazard incidents.

**FIRET 068 FIRE BEHAVIOR – STRUCTURE FIRE ATTACK**

Units: 0.15

4.00 hours lecture, 4.00 hour lab

Presents hazards and situational tactics of structure firefighting. Focuses on strategies, key skills and hazardous conditions encountered on a structure fire.

**FIRET 069 DRIVER ENRICHMENT TRAINING**

Units: 0.25

8.00 hours lecture

Prepares students to operate an emergency motor vehicle in order to effectively save and protect lives, property, and the environment.

**FIRET 070 RESCUE SYSTEMS I**

Units: 1.00

16.00 hours lecture, 24.00 hours lab

Provides training in basic search and rescue skills under the California Urban Search and Rescue operational levels.

**FIRET 071 RESCUE SYSTEMS 2**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags and USAR ICS.

**FIRET 072 RESCUE SYSTEMS 3/ STRUCTURAL COLLAPSE TECHNICIAN**

Units: 0.50

2.00 hours lecture, 22.00 hours lab

Provides advanced training in structural collapse rescue systems. Topics include safety techniques, rescue system equipment, and structural trends.

**FIRET 073 CONFINED SPACE RESCUE TECHNICIAN**

Units: 0.25 – 2.00

4.00 - 20.00 hours lecture, 4.00 – 20.00 hours lab

Provides intensive hands-on training to prepare firefighters to respond to confined space emergencies. Topics include identifying confined spaces, permit-required confined spaces, hazards associated with permit required confined space, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

**FIRET 074 RIVER AND FLOOD RESCUE 1**

Units: 0.50

8.00 hours lecture, 16.00 hours lab

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery.

**FIRET 075 ROPE RESCUE AWARENESS/ OPERATIONS**

Units: 0.50

16.00 hours lecture, 24.00 hours lab

Examines support resources, maintain safety equipment, demonstrate ladder rescue operations and rope and anchor systems in low and high angle environments.

**FIRET 077 ROPE RESCUE TECHNICIAN**

Units: 1.00

10.00 hours lecture, 30 hours lab

Provides the requirements for in-service certification of firefighters in high angle rescue situations.

**FIRET 078 RIVER FLOOD CE**

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Provides additional training in river flood rescues. Consists of various selected sections of River Flood 1 and 2. Topics include recognition and avoidance of common river hazards, execution of self-rescue techniques and advanced rescue methods.

**FIRET 079 RIVER FLOOD RESCUE TECHNICIAN**

Units: 1.00

16.00 hours lecture, 24.00 hours lab

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery. In addition, this course focuses on recognition and avoidance of common river hazards, execution of self rescue techniques, advanced rescue methods used in team dynamics, victim rescues and scenarios based on real life rescues.

*Continued on the next page.*

**FIRET 080 IN-SERVICE EMS**

Units: 0.25 – 4.00

8.00 – 24.00 hours lecture, 8.00 – 16.00 hours lab

Provides training in emergency medical skills for public safety personnel. Covers continuing education training in the areas of first aid, CPR, first responder, EMT IA EMT, NA/FS, EMT II, paramedic, paramedic in-service training, and automatic defib equipment procedures and operations.

**FIRET 081 HEAVY RESCUE TECHNICIAN**

Units: 1.00

12.00 hours lecture, 28.00 hours lab

Provides skills needed by a heavy rescue technician. Focuses on heavy rescue techniques, advanced rescue methods used in team dynamics and scenarios based on real life rescues.

**FIRET 082 S-339 DIVISION/GROUP SUPERVISOR**

Units: 1.25

24.00 hours lecture, 8.00 hours lab

Prepares students to perform in the role of division/group supervisor and provides instruction in support of the specific tasks of the division on wildfire incidents. Topics include division/group management, organizational interaction, division level and all-hazard operations.

**FIRET 083 SWIFTWATER HELO**

Units: 0.25 – 0.50

2.00 hours lecture, 18.00 – 24.00 hours lab

*Prerequisite: FIRET-079*

Designed to assist in the Awareness Level training of Swiftwater Helicopter Rescue Air Crew Members (ACM). Promotes standardization of Search and Rescue (SAR) procedures. Content includes a mixture of military and civilian practices, procedures and techniques.

**FIRET 084 IAFF FIRE GROUND SURVIVAL**

Units: 0.50

8.00 hours lecture, 24.00 hours lab

Provides the step-by-step tools to use in a MAYDAY situation or leading to the rescue, including the use of mnemonics, case studies, and life saving techniques needed to facilitate a successful MAYDAY rescue.

**FIRET 085 ALL-HAZARDS COMMAND TRAINING FOR INCIDENT MANAGEMENT TEAM**

Units: 0.25 – 4.00

4.00 - 8.00 hours lecture, 4.00 - 48.00 hours lab

Prepares Incident Management Team (mostly Chief Officers) in commanding a dynamic all-hazard situation including wildland fires. Focuses on the Incident Command System (ICS), key skills, and ICS forms required to create, run, and transfer command of a largescale incident.

**FIRET 086 RIVER FLOOD RESCUE BOAT TECHNICIAN**

Units: 0.75

8.00 hours lecture, 32.00 hours lab

*Prerequisite: FIRET-079*

Focuses on proper watercraft maintenance, safety, and rescue. Provides operation techniques on rigid-hulled and inflatable small vessels in river and moving water conditions.

**FIRET 087 FIRE MANAGEMENT I**

Units: 2.00

40.00 hours lecture

Presents the skills and responsibilities required of first level supervisors. Designed to prepare the student to transition from fire fighter to fire officer.

**FIRET 088 FIRE PREVENTION I**

Units: 1.50

32.00 hours lecture

Provides a basic knowledge of the Company Officer Certification track and capstone task book process. Reviews skills related to the company officer's role in the fire prevention, the relationship between line safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection.

**FIRET 089 FIRE CAPTAIN ACADEMY**

Units: 3.25

56.00 hours lecture, 24.00 hours lab

*Prerequisite: FIRET-033*

Prepares students to operate as a company leader and meet the challenges in managing, supervising, and training professional firefighters at the Fire Captain level. Encompass classroom training, in-field drills, and online pre-course work covering topics including emergency medical services, Structure fire operations, Wildland fire operations and management/supervision/leadership concepts.

**FIRET 090 COUNTY OF LOS ANGELES FIRE DEPARTMENT EXPLORER ACADEMY**

Units: 2.75 – 6.00

24.00 – 59.00 hours lecture, 72.00 – 177.00 hours lab

Introduces various manipulative skills associated with fire department activities such as, but not limited to; hydrant operation, hose evolutions, ladder evolutions, breathing apparatus evolutions, and tying of department approved knots. Additionally, Explorers will learn about basic fire behavior, fire chemistry and physics, classes of fires, and extinguishing techniques.

**FIRET 091 HAZMAT – FIRST RESPONDER OPERATIONAL REFRESHER**

Units: 0.25

3.50 hours lecture, 4.50 hours lab

This is a 3 module FRO refresher course. Students will participate in three distinct scenarios designed to engage the various knowledge and skills required of the First Responder Operational. During these scenarios, the student will develop and implement the strategy, tactics, and tasks necessary to respond to an over-turned tanker (306/406). Experiencing a hazardous materials leak, they will formulate and implement the strategies, tactics, and tasks necessary to rescue simulated injured workers inside a warehouse. Students will develop and implement the strategy, tactics, and tasks necessary to perform required emergency operations in a simulated hazardous situation.

**FIRET 092 COMMUNICATIONS SPECIALIST**

Units: 1.75

29.00 hours lecture, 19.00 hours lab

Trains personnel as Task Force Communications Specialists for DHS/FEMA's 28 US&R Task Force. Examines the communications specialist's responsibilities.

**FIRET 102 EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM**

Units: 8.00

CSU 105.00 hours lecture, 88.00 hours lab

Prepares students for certification as an Emergency Medical Technician, including basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Includes ambulance ride along.

**FIRET 110 HAZARDOUS MATERIALS – TECHNICIAN I**

Units: 8.00

CSU 103.00 hours lecture, 57.00 hours lab

Provides the instruction necessary to perform the duties as a Hazardous Materials Technician as referenced in sub-section 5192, (q)(6) of Title 8 CCR and 29 CFR 1910.120 Sub-section (q)(6) in Modules A-D.

**FIRET 120 COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is designed for Firefighters who have met the educational requirements for Fire Fighter II.

**FIRET 121 COMPANY OFFICER 2B: GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS**

Units: 1.00

CSU 20.00 hours lecture

Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**FIRET 122 COMPANY OFFICER 2C: FIRE INSPECTIONS AND INVESTIGATION FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**FIRET 123 COMPANY OFFICER 2D: ALL-RISK COMMAND OPERATIONS FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

Provides information on conducting incident size-up, developing and implementing an initial plan of action involving a single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis. This course is designed for firefighters who have met the educational requirements for Fire Fighter I, and completed the ICS-200.B: Incident Command System for Single Resources and Initial Action Incident and Hazardous Material Incident Commander courses (as offered by the California Specialized Training Institute).

**FIRET 124 COMPANY OFFICER 2E: WILDLAND INCIDENT OPERATIONS FOR COMPANY OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

*Prerequisite: FIRET-123*

Provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is designed for firefighters who have met the educational requirements for Fire Fighter II, and completed the S-290 Intermediate Fire Behavior course (classroom delivery).

**FIRET 125 CHIEF FIRE OFFICER 3A: HUMAN RESOURCES MANAGEMENT FOR CHIEF FIRE OFFICERS**

Units: 1.00

CSU 26.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 126 CHIEF FIRE OFFICER 3B: BUDGET AND FISCAL RESPONSIBILITIES FOR CHIEF FIRE OFFICERS**

Units: 1.00

CSU 18.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 127 CHIEF FIRE OFFICER 3C: GENERAL ADMINISTRATIVE FUNCTIONS FOR CHIEF FIRE OFFICERS**

Units: 1.00

CSU 24.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 128 CHIEF FIRE OFFICER 3D: EMERGENCY SERVICE DELIVERY RESPONSIBILITIES FOR CHIEF FIRE OFFICERS**

Units: 1.00

CSU 24.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

**FIRET 129 EXECUTIVE CHIEF FIRE OFFICER 4A: HUMAN RESOURCES MANAGEMENT FOR EXECUTIVE CHIEF FIRE OFFICERS**

Units: 1.50

CSU 28.00 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides information on the use of human resources for the Executive Chief Fire Officer to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**FIRET 130 EXECUTIVE CHIEF FIRE OFFICER 4B: COMMUNITY AND GOVERNMENT RELATIONS FOR EXECUTIVE CHIEF FIRE OFFICERS**

Units: 0.50

CSU 10.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently while assuming a leadership role in community events.

**FIRET 131 EXECUTIVE CHIEF FIRE OFFICER 4C: ADMINISTRATION FOR EXECUTIVE CHIEF FIRE OFFICERS**

Units: 1.50

CSU 30.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides information on administrative functions for the Executive Chief Fire Officer, including the implementation of department policies and procedures, evaluating and projecting training requirements, and developing a plan for a capital improvement project or program.

**FIRET 132 EXECUTIVE CHIEF FIRE OFFICER 4D: EMERGENCY SERVICES DELIVERY FOR EXECUTIVE CHIEF FIRE OFFICERS**

Units: 2.00

CSU 38.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform emergency services delivery safely, effectively, and competently.

**FIRET 133 EXECUTIVE CHIEF FIRE OFFICER 4E: HEALTH AND SAFETY FOR EXECUTIVE CHIEF FIRE OFFICERS**

Units: 0.50

CSU 14.50 hours lecture

*Prerequisite: FIRET-125, 126, 127, 128*

Provides the health and safety skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently.

## FIRE TECHNOLOGY ADVANCED TRAINING - LIFEGUARD (FIRETL)

### FIRETL 001 OCEAN LIFEGUARD ACADEMY

Units: 6.50

104.00 hours lecture, 76.00 hours lab

Prepares the student for employment as an ocean lifeguard. Major topics include CPR, first aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, environmental hazard identification, certification as an American Red Cross Emergency Medical Responder and State Fire Marshal Open Water Rescuer. Students must pass the LA County Ocean Lifeguard swimming requirements and attend the Ocean Lifeguard Academy Orientation.

### FIRETL 002 LIFEGUARD CADET

Units: 2.00

40.00 hours lecture

Provides selected Junior Lifeguards interested in becoming Ocean Lifeguards with more extensive training through supplemental curriculum items and tower internships. Students must pass the LA County Ocean Lifeguard swimming requirements, and have completed Basic Life Support Certification and Cardiopulmonary Resuscitation Certification.

## LAW ENFORCEMENT, POLICE DEPARTMENT ADVANCED TRAINING - (LEPD)

### LEPD 001 FORCE OPTION SIMULATOR INSTRUCTOR

Units: 0.25

5.00 hours lecture, 11.00 hours lab

Provides trainers with an increased & updated knowledge of LAPD policy and procedures on tactical de-escalation techniques and force options. Topics include the set, trouble shooting and operation of the Force Option Simulator along with application of the law and Use of Force Policy during simulator training.

### LEPD 001A BATON/IMPACT WEAPONS INSTRUCTOR

Units: 0.50

8.00 hours lecture, 16.00 hours lab

Meets CA POST requirements for certification as an Impact Weapons Instructor. Students will learn techniques for the side-handle baton, collapsible baton, and straight baton. Students will learn both offensive and defensive techniques through a series of technical drills and reality-based scenario training.

### LEPD 002 FIRST AID/CPR/AED INSTRUCTOR

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Provides Law Enforcement personnel with the required skills to instruct certain Emergency Medical Services Authority First Aid/CPR/AED courses.

### LEPD 003 DRUG RECOGNITION EXPERT (D.R.E.) PRE-SCHOOL

Units: 1.00

24.00 hours lecture

Provides instruction on identifying signs of drug impairment. Topics include drug evaluation and classification, report writing and courtroom testimony preparation.

### LEPD 004 BICYCLE PATROL TACTICAL FIREARMS

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Presents firearms safety guidelines, department policies and proper shooting skills for law enforcement officers on bicycle patrol.

### LEPD 005 PSL 2 - BUILDING THE CONFIDENT AND COMPETENT LEADER

Units: 0.75

16.00 hours lecture, 24.00 hours lab

Provides instruction on de-escalation techniques & strategies and updated use of force options, law and policy. Topics include cooperative suspect tactics, updated arrest and control techniques, professionalism and ethics, procedural justice, first aid, impression management and critical incident adjudication.

### LEPD 006 CRITICAL INCIDENT MANAGEMENT UPDATE

Units: 0.25

8.00 hours lecture

Provides students with the basic knowledge and skills needed for responding to critical incidents. Topics include the therapeutic responses of defusing and group debriefing along with critical incident policies and procedures.

### LEPD 007 DOMESTIC VIOLENCE/SEX ASSAULT INVESTIGATION

Units: 0.50

16.00 hours lecture

Presents information on domestic violence and sexual assault investigation. Topics include liability for law enforcement, dynamics of domestic violence and interviewing techniques.

*Continued on the next page.*

**LEPD 008 HUMAN TRAFFICKING INVESTIGATIONS**

Units: 2.00

40.00 hours lecture

Provides students with an understanding of human trafficking investigations including the core elements of human trafficking, empathic victim approach & care of victims, applications of legal regulations, evidence identification and collection, case development and investigator ethics and wellness.

**LEPD 009 GANG INTERVENTION (AWARENESS) INTRO TRAINING**

Units: 0.25

8.00 hours lecture

Examines the role of interventionists with law enforcement in reducing criminal gang involvement and activity in communities. Students will gain perspective on how working with interventionists can help the officer and the public and save lives.

**LEPD 010 LEARNING TO LEARN**

Units: 0.25

8.00 hours lecture

Provides the concepts of learning as an active and dynamic activity and sets the tone for the future course work and learning experiences.

**LEPD 011 DE-ESCALATION & TACTICAL COMMUNICATION**

Units: 0.25

8.00 hours lecture

Instructs students how to better integrate tactical de-escalation techniques, less lethal devices, and command and control tactics to preserve human life, reduce the intensity of tense encounters with violent suspects, and mitigate the need for a higher level of force.

**LEPD 011A DE-ESCALATION & TACTICAL DECISION MAKING**

Units: 0.15

3.00 hours lecture, 6.00 hours lab

Provides knowledge and skills to better integrate tactical de-escalation techniques, command and control and strategic communication techniques while maintaining a department's Use of Force Policies.

**LEPD 012 DIGNITARY PROTECTION TRAINING**

Units: 2.00

40.00 hours lecture

Provides students with an understanding of the basic functions of close personal protection responsibilities when working with a Principal. Includes review of techniques for close-proximity formation, vehicle safeguards, tactical medical treatment, threat assessment, weaponless defense, terrorism, flying while armed and social media.

**LEPD-012A LEADERSHIP IN MASS EVENTS**

Units: 1.00

18.00 hours lecture

Explores global law enforcement leadership perspectives in managing mass events, techniques to effectively assume Command and General Staff positions using the National Incident Management System, navigate complex leadership situations in the unified command environment, and enhance personal performance.

**LEPD 013 DETECTIVE SYMPOSIUM**

Units: 0.50

10.00 hours lecture

Provides the student with investigative techniques/skills necessary to investigate and prosecute the crime of murder. The course will also focus on the investigation of kidnap for murder, terrorism, mass murder, search warrant procedures, crimes against children, and the case study of a high-profile case.

**LEPD 014 SPECIAL WEAPONS AND TACTICS**

Units: 2.00

20.00 hours lecture, 60.00 hours lab

Introduces the concepts, principles and skills needed to perform the duties of a Special Weapons and Tactics Officer, including firearms training, high-risk entries, hostage rescue, defense tactics and crisis negotiations.

**LEPD 015 CROWD CONTROL**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students the opportunity to review the policy, procedures and laws related to public assemblies, crowd management and control.

**LEPD 015A CANINE TRACKING COURSE**

Units: 0.25

5.00 hours lecture, 11.00 hours lab

Provides K-9 handlers the knowledge to work with and utilize canines to track and follow human scent in compliance with the California state standards.

**LEPD 016 TACTICAL EMERGENCY FIRST-AID/TRAUMA CARE ONLINE**

Units: 0.25

8.00 hours lecture

Provides the necessary skills and knowledge for administering first aid at an intermediate level as a first responder.

**LEPD 016A TACTICAL EMERGENCY FIRST AID /TRAUMA CARE**

Units: 0.15

4.00 hours lecture, 4.00 - 5.00 hours lab

Develops the peace officer's basic skills in assessing and treating preventable causes of death due to traumatic injuries likely to be encountered in a tactical environment. Topics include scene safety, rapid triage and treatment, medical decision making, and the contents and use of the Officer First Aid Kit (OFAK) with an emphasis on practical application during instructional scenarios.

**LEPD 017 CRISIS NEGOTIATION UPDATE**

Units: 0.50

8.00 hours lecture

Provides the knowledge, tactics, advanced techniques and skills needed to manage a hostage/barricade suspect incident, focusing on updating and debriefing the members of a crisis negotiation team by reinforcing verbal and physical tactics used to manage a hostage/barricade suspect incident.

**LEPD 017A CRISIS NEGOTIATION**

Units: 2.00

40.00 hours lecture

Provides students with the ability to apply verbal strategies used to manage a hostage, barricaded, or suicidal subject incident.

**LEPD 017B CRISIS INTERVENTION**

Units: 0.25

8.00 hours lecture

Provides student with the tools to identify mental illness, a mental health crisis, properly manage and de-escalate situations, conduct comprehensive assessments of an individual pursuant to 5150 of the Welfare and Institutions Code (WIC) and complete required documentation.

**LEPD 017C CRISIS NEGOTIATION AWARENESS**

Units: 0.25

8.00 hours lecture

Evaluates different strategies in crisis negotiation situations, such as verbal, de-escalation, and disengagement techniques. These efforts will be considered in the context of maintaining the department's primary consideration of developing tactics and strategies which also highlight a reverence for human life.

**LEPD 018A USE OF FORCE/DE-ESCALATION (CRISIS NEGOTIATION)**

Units: 0.25

8.00 hours lecture

Introduces students to verbal strategies and disengagement techniques applicable to crisis negotiation in field situations.

**LEPD 018B USE OF FORCE AND DE-ESCALATION**

Units: 0.15

6.00 hours lecture

Examines the verbal strategies applicable to crisis negotiations in field situations. Emphasizes de-escalation strategic disengagement techniques. Provides updated legislative content of Penal Code Section 835a.

**LEPD 018C PRACTICAL DE-ESCALATION & TACTICAL CONDUCT DE-ESCALATION LAB**

Units: 0.15

2.00 hours lecture, 7.00 hours lab

Provides training to enhance law enforcement's ability to de-escalate volatile situations and focus on reverence for human life.

**LEPD 018D USE OF FORCE – REALITY BASES**

Units: 0.25

8.00 hours lecture

Presents use of force laws and policies and develops critical decision making skills to improve the student's ability to generate voluntary compliance through the art of persuasion.

**LEPD 020 PHYSICAL TRAINING INSTRUCTOR'S COURSE**

Units: 1.00

21.00 hours lecture, 11.00 hours lab

Prepares officers to instruct Lifetime Fitness topics including instructor methodology and techniques, liability, record keeping and coaching techniques.

**LEPD 021 FIREARMS/HANDGUN INSTRUCTOR ADVANCED**

Units: 1.00

10.00 hours lecture, 30.00 hours lab

Educates and trains law enforcement firearms instructors and officers in advanced handgun handling and shooting skills.

**LEPD 021A ELECTRONIC WEAPONS INSTRUCTOR**

Units: 0.50

12.00 hours lecture, 4.00 hours lab

Provides students with the theory and practical training necessary to effectively instruct users to safely and effectively operate Electronic Control Devices deployed by the Department.

*Continued on the next page.*

### **LEPD 023 1-DAY NETWORK COMMUNICATION SYSTEM (NECS) SCHOOL**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Covers necessary keyboard operations and functions while utilizing the Network Communication System (NECS) to access various systems and databases, as well as policies and procedures that regulate access of information systems and the use of information received.

### **LEPD 024 DISPATCHER CUSTOMER SERVICE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Introduces the communication skills and knowledge necessary for public safety dispatchers.

### **LEPD 024A POLICE SERVICE REPRESENTATIVE (DISPATCHER) INSTRUCTOR UPDATE**

Units: 0.50

16.00 hours lecture

Provides Police Service Representatives (PSR) III (Dispatchers) with an update of the basic fundamental knowledge and tools to be a competent Instructor and Bureau Communications Coordinator (BCC).

### **LEPD 025 FIREARMS SHOTGUN SLUG**

Units: 0.50

10.00 hours lecture, 10.00 hours lab

Develops the skills necessary to manipulate the Remington 870 shotgun and qualify with slug ammunition.

### **LEPD 026 FIREARMS/SEMI-AUTO PISTOL TRANSITION**

Units: 0.25

3.00 hours lecture, 13.00 hours lab

Provides the student with the knowledge, techniques, and skills required to safely manipulate and qualify with the striker fired pistol.

### **LEPD 027 MOUNTED PATROL BASIC TRAINING**

Units: 5.00

53.00 hours lecture, 147.00 lab

Basic Training for law enforcement personnel to assist and teach officer's the proficient ability to complete necessary tasks with a police horse. It will also enable the students to control a large animal in a safe, effective and quiet manner utilizing their positions and demeanor to gain required responses.

### **LEPD 027A MOUNTED PATROL /BOKKEN BATON**

Units: 0.15

3.00 hours lecture, 5.00 lab

Provides training in the use of the 40" bokken baton for crowd control while working a mounted unit/horse detail.

### **LEPD 028 ATV RIDER-LAW ENFORCEMENT**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the skills and techniques required to operate an All Terrain Vehicle (ATV) in a law enforcement environment.

### **LEPD 029 PROFESSIONAL RESOURCE OFFICER ASSISTANCE CIVIL TRIAL (PROACT)**

Units: 0.25

8.00 hours lecture

Designed to provide law enforcement officers with techniques and resources to reduce the stress experienced by officers and their families who find themselves involved in a work-related civil lawsuit. Curriculum includes subject matter experts in the field of psychological processes, employee assistance programs, financial planning, and police civil litigation.

### **LEPD 030 BICYCLE RAPID RESPONSE TEAM**

Units: 0.25

4.00 hours lecture, 4.00 hours lab

Presents the function and application of a police bicyclist involved in rapidly deploying to trouble areas.

### **LEPD 031 MACTAC SQUAD LEADER**

Units: 0.15

5.00 hours lecture, 5 hours lab

*Prerequisite: LEPD-049*

Provides students with basic skills in leading a Multi-Assault, Counter Capabilities Squad to a proficient level that will enable the student to immediately deploy a contact team or squad.

### **LEPD 032 MOTORCYCLE INDIVIDUAL PROFICIENCY NIGHT ROAD UPDATE**

Units: 0.15

5.00 hours lecture, 5.00 hours lab

Introduces the basic fundamentals, emergency procedures, protocols, and advanced skills needed for riding a motorcycle at night.

### **LEPD 033 DISPATCHER, TACTICAL DISPATCH BASIC CONCEPTS**

Units: 0.25

8.00 hours lecture

Introduces exposure to Tactical Dispatching concepts for use when at the communications center, at a Command Post, and/or when at the scene with a Special Weapons and Tactics (SWAT) Unit. Topics include tactical incidents, equipment used, and communication techniques.

**LEPD 034 FIREARMS TACTICAL RIFLE UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the opportunity to recertify their use of the tactical rifle. Reviews techniques of the department issued patrol rifle and includes topics such as patrol rifle skills, department policy, and legal updates.

**LEPD 035 FIELD TRAINING OFFICER**

Units: 2.00

40.00 hours lecture

Provides students with training techniques, and methodologies for officers assigned to train and supervise new field trainees.

**LEPD 036 PEAK PERFORMANCE FOR LAW ENFORCEMENT**

Units: 0.25

9.00 hours lab

Provides agency personnel with tools necessary to be more effective in their direct communications with clients (co-workers, citizens, etc.).

**LEPD 037 MOTORCYCLE OFFICER UPDATE**

Units: 0.15

4.00 hours lecture, 5.00 hours lab

Designed to provide proper motorcycle riding and control techniques to enhance the officer's ability to avoid accidents and injuries.

**LEPD 038 DRUG ALCOHOL RECOGNITION UPDATE**

Units: 0.25

8.00 hours lecture

Provides instruction and information on the Standardized Field Sobriety Test, Detection and Deterrence of Driving While Intoxicated (DWI) drivers, the Legal Environment of DWI enforcement, overview of note taking and courtroom testimony. Students are given detailed instruction on the physical symptoms of the DWI driver, driving behavior consistent with a DWI driver, and how to document their observations.

**LEPD 039 FIREARMS SHOTGUN SLUG UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Designed to update skills necessary to use a department issued shotgun with slug ammunition. Topics include department policy and procedure, and shotgun manipulations.

**LEPD 039A FIREARMS – SIGHTING SYSTEMS**

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Provides training necessary to safely maintain, manipulate and employ a pistol mounted optic (PMO).

**LEPD 040 INVESTIGATIVE SUPERVISORY OPERATIONS**

Units: 1.00

24.00 hours lecture

Introduces the student to the leadership concepts, principles, and techniques for effective supervisory investigations. The course will focus on the investigative supervisors' role in managing and investigating criminal investigations.

**LEPD 042 ABC'S OF CALL TAKING**

Units: 0.15

8.00 hours lecture

Provides the student with proper call-taking techniques to employ as a public safety dispatcher.

**LEPD 043 UNDERCOVER OPERATIONS**

Units: 0.15

8.00 hours lecture

Introduces the Undercover Operations unit within a police department, includes policies, procedures, and use of force options.

**LEPD 044 DRIVER TRAINING**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides behind-the-wheel instruction in low- and high-speed emergency vehicle operations, fundamentals of vehicle control, and appropriate employment of pursuit immobilization techniques.

**LEPD 044A ATV SAFE SAND DRIVING**

Units: 0.15 – 0.25

2.25 – 5.75 hours lecture, 5.75 – 10.25 hours lab

Provides valuable safety training for safe sand vehicle operations for 4-wheel drive trucks, ATVs, and UTVs.

**LEPD 045 FIREARMS TACTICAL RIFLE**

Units: 0.50

4.75 hours lecture, 31.25 hours lab

Provides students with the ability to safely deploy the patrol rifle in an urban environment and the ability to rapidly respond to active shootings in progress.

**LEPD 045A FIREARMS/TACTICAL RIFLE ADVANCED**

Units: 0.25

4.00 hours lecture, 16.00 lab

Provides students with the information and hands-on experience needed to effectively use the Tactical Rifle utilizing various unconventional shooting positions, and various tactical movements.

**LEPD 046 FIREARMS/SHOTGUN TRANSITION**

Units: 0.15

3.00 hours lecture, 5.00 hours lab

Provides an introduction and overview of current agency issued duty shotgun.

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**LEPD 047 BASIC COLLISION INVESTIGATION**

Units: 1.50

34.00 hours lecture, 4.00 hours lab

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

**LEPD 047A TRAFFIC COLLISION INVESTIGATION - INTERMEDIATE**

Units: 2.00

36.00 hours lecture, 4.00 lab

Introduces the basics of tire mark identification and analysis. Includes identification of the various types of tire marks, documentation and measurements, terms and definitions relating to tire mark investigations, case preparation and courtroom testimony, determination of coefficient of friction and drag factor, and speed estimates using various equations.

**LEPD 047B ENHANCED COLLISION INVESTIGATION**

Units: 2.00

40.00 hours lecture

Provides an understanding of vehicle dynamics, tire marks, scale map techniques and other information found at a motor vehicle accident scene. Students will learn how to make courtroom presentations in a clear and concise format.

**LEPD 048 DISPATCHER: ETHICS AND INTEGRITY**

Units: 0.15

8.00 hours lecture

Explores the dynamics of ethical decision-making and assists with developing a methodology for examining ethical issues as a police department employee.

**LEPD 048A DISPATCH ETHICS AND LEADERSHIP**

Units: 0.25

8.00 hours lecture

Explores the dynamics of leadership and their application within ethical decision making situations.

**LEPD 049 MULTI-ASSAULT COUNTER TERRORISM CAPABILITIES (MACTAC)**

Units: 0.15

1.50 hours lecture, 8.50 hours lab

Develops the student's basic skills in Multi-Assault Counter Terrorism Action Capabilities (MACTAC) to a proficient level that enables the student to immediately deploy a contact team or squad able to locate and neutralize violent assaults and/or terrorist acts.

**LEPD 049A MASS-VIOLENCE TACTICAL RESPONSE**

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Examines basic skills in Multi-Assault Counter Terrorism Action Capabilities (MACTAC) principles and Immediate Action Rapid Deployment (IARD) tactics for use in a MACTAC incident.

**LEPD 050 CIVILIAN SUPERVISOR SCHOOL**

Units: 2.00

40.00 hours lecture

*Recommended Preparation: LEPD-010*

Provides civilian supervisors with the necessary tools to effectively lead and manage both sworn and civilian employees. This class is recommended for LAPD supervisors or students preparing for a LAPD supervisory position, and that have a nomination from a commanding officer.

**LEPD 051 PUBLIC SAFETY DISPATCHER BASIC**

Units: 5.75

102.00 hours lecture, 18.00 hours lab

Covers the basic roles, responsibilities, and duties of a public safety dispatcher. Provides training in the skills and knowledge needed for practical application in the law enforcement communication center.

**LEPD 051A DISPATCHER - OFFICER SAFETY AWARENESS**

Units: 0.25

8.00 hours lecture

Identifies complacency issues in dispatching and their effects on possible threats to officer safety. Topics include communications, threat assessment, and high-risk calls.

**LEPD 051B DISPATCHER UPD PUBLIC SAFETY**

Units: 0.25

8.00 hours lecture

Provides Police Service Representatives "Public Safety Dispatcher," with the tools and information to improve their performance as a Dispatcher. Topics include conflict to collaboration, false alarm system, electronic satellite pursuit, remote out of vehicle emergency radio electronic book and Orion mapstar system.

**LEPD 051C ENHANCED DISPATCH ASSISTANCE FOR PATROL PERIMETERS - PRINCIPLES**

Units: 0.15

6.00 hours lecture, 2.00 hours lab

Provides students with the skills and knowledge to assist field officers with establishing and coordinating perimeters. Topics include apprehension vs containment, K-9 criteria, perimeter concepts and establishing a perimeter.

**LEPD 052 JUVENILE PROCEDURES SCHOOL**

Units: 0.75

32.00 hours lecture

Presents information for agency personnel newly assigned to juvenile matters.

**LEPD 053 VICE SCHOOL**

Units: 2.00

40.00 hours lecture

Provides an overview of vice operations, unit operations, procedures and responsibilities, and risk management issues for investigators.

**LEPD 054 GANG AWARENESS BASIC**

Units: 1.00

24.00 hours lecture

Prepares all gang impact team members assigned to GED/CLEAR to gather gang-related intelligence and information, identify gang crime patterns, monitor gang activity, and implement crime suppression strategies.

**LEPD 055 BUILDING THE COMMUNITY LEADER**

Units: 1.50

30.00 hours lecture, 10.00 hours lab

Provides the knowledge, techniques, and leadership skills necessary for building positive community relations and engaging the public with empathy and understanding.

**LEPD 055A COMMUNITY ENGAGEMENT/ BUILDING TRUST**

Units: 0.25

8.00 hours lecture

Examines basic skills in Multi-Assault Counter Terrorism Action Capabilities (MACTAC) principles and Immediate Action Rapid Deployment (IARD) tactics for use in a MACTAC incident.

**LEPD 055B IMPLICIT BIAS AND COMMUNITY POLICING**

Units: 0.15

6.00 hours lecture

Examines the causes, consequences and solutions regarding implicit bias and racial profiling, and their potential impact on community policing.

**LEPD 055C COMMUNITY POLICE RELATIONS**

Units: 1.00

24.00 hours lecture

Provides best practices to work collaboratively with the community, develop effective partnership, apply effective outreach strategies, communicate intentions when building relationships, identify resources to improve community/police relations, and describe the specific needs and priorities of the community.

**LEPD 055D COMMUNITY ENGAGEMENT/ BUILDING TRUST**

Units: 0.25

6.50 hours lecture

Explores the skills and best practices to work collaboratively with the community solving quality of life issues.

**LEPD 056 LAW ENFORCEMENT PROTECTIVE MEASURES**

Units: 0.15

8.00 hours lecture

Provides the knowledge and skills needed to respond to and manage incidents involving acts of terrorism, including the concepts of terrorist threats, terrorist activities, weapons of mass destruction, potential targets of terrorism, incident command and law enforcement response actions, and prevention methods.

**LEPD 057 WEAPONS OF MASS DESTRUCTION (WMD) UPDATE**

Units: 0.25

8.00 hours lecture

Provides an update to terrorist operation, knowledge and skills in the use of PPE and general protective response actions.

**LEPD 057A LESS LETHAL WEAPONS INSTRUCTOR**

Units: 0.15

6.00 hours lecture, 2.00 hours lab

Develops the training skills necessary to effectively teach the deployment of Direct Impact Less-Lethal 40mm Munitions in individual aggressive combat and Crowd Control.

**LEPD 059 VEHICLE THEFT INVESTIGATION, PATROL**

Units: 0.25

8.00 hours lecture

Provides patrol officers with the necessary tools and knowledge when handling auto theft investigations.

**LEPD 060 DUI – DRIVING UNDER THE INFLUENCE**

Units: 2.00

40.00 hours lecture

Provides peace officers with the knowledge, skills, and abilities to effectively increase the deterrence of Driving Under the influence (DUI) violations, resulting in a reduction of the number of collisions, deaths, and injuries caused by impaired drivers.

**LEPD 061 NARCOTICS SCHOOL**

Units: 2.00

40.00 hours lecture

Designed for field officers and intended to provide the most current information available concerning drug identification and narcotics investigations. POST certified and CPT awarded.

**LEPD 061A NARCOTICS INVESTIGATION**

Units: 1.00

24.00 hours lecture

Explores the skills used to conduct basic narcotic investigations.

**LEPD 062 DRUG RECOGNITION EXPERT RECERTIFICATION**

Units: 0.25

8.00 hours lecture

Provides the student with updated material relating to narcotics and current drug trends. Reviews the legal environment and DWI statistics.

**LEPD 063 DRUG INFLUENCE 11550 H&S**

Units: 0.25

8.00 hours lecture

Provides an introduction to enforcement of 11550 H/S, Under the Influence of Controlled Substances.

**LEPD 064 OFFICER SAFETY FIELD TACTICS UPDATE**

Units: 0.75

12.00 hours lecture, 20.00 hours lab

Provides students with an increased knowledge of department policy and procedures. Ensures students are updated on changes in tactical options available and increases their ability to articulate policy. Ensures training is consistent with Use of Force Policy and force options.

**LEPD 065 ARREST AND CONTROL INSTRUCTOR PART 1**

Units: 2.00

40.00 hours lecture

Provides basic concepts and method application of arrest and control techniques including joint locks, pugilistic, and ground control techniques as required by an arrest and control instructor.

**LEPD 066 DRUG RECOGNITION EXPERT INSTRUCTOR**

Units: 2.00

40.00 hours lecture

Designed to prepare students for the drug evaluation instructor role. Topics include adult learning styles, delivery of instruction, and DRE course content.

**LEPD 067 OFFICER SAFETY FIELD TACTICS INSTRUCTOR**

Units: 2.00

40.00 hours lecture

Provides training in skills necessary to become an Officer Safety/Field Tactics Instructor.

**LEPD 068 DOMESTIC VIOLENCE/SEX ASSAULT INVESTIGATION**

Units: 0.50

16.00 hours lecture

Instructs investigative personnel in the proper handling of domestic violence and sexual assault crimes.

**LEPD 069 TRAFFIC COLLISION TRAINING UPDATE**

Units: 0.25

5.00 hours lecture, 11.00 hours lab

Designed to re-familiarize the collision investigator with current policies and procedures. Builds upon curriculum taught in the Basic Collision Investigation course and field situations.

**LEPD 070 AUDITING POLICE DEPARTMENTS**

Units: 1.00

24.00 hours lecture

Provides students with skills necessary for auditing police departments. Focuses on risk assessment, audit planning procedures, and sampling techniques.

**LEPD 071 RADAR LASER OPERATOR SCHOOL**

Units: 0.15

8.00 hours lecture

Provides an overview of radar laser operation standards and procedures of usage for law enforcement. Topics include scientific principles, operational considerations, device operation, and legal considerations.

**LEPD 072 ARREST AND CONTROL INSTRUCTOR UPDATE**

Units: 1.00

24.00 hours lecture

Provides students with the opportunity to refresh and update training skills necessary to maintain Arrest and Control Instructor Certification.

**LEPD 073 ARREST AND CONTROL TECHNIQUES UPDATE**

Units: 0.50

10.00 – 16.00 hours lecture

Provides instruction and practice in the arrest and control procedures, including basic joint locks, walk-downs, and takedowns in arrest and control.

**LEPD 074 ICS-300: INTERMEDIATE ICS FOR EXPANDING INCIDENTS**

Units: 1.00

20.00 hours lecture

Expands knowledge of ICS organization and operation with regard to supervisory roles on expanding or type 3 incidents. Includes ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, incident resource management, planning process, demobilization, transfer of command, and close out.

**LEPD 075 FIELD TRAINING OFFICER UPDATE**

Units: 1.00

24.00 hours lecture

Provides updated knowledge related to field training officer procedures, techniques, and policies.

**LEPD 076 INTERNAL AFFAIRS INVESTIGATIONS**

Units: 2.00

40.00 hours lecture

Designed to prepare internal affairs investigators and station or agency personnel complaint investigators to work successfully in the complaint investigation environment.

**LEPD 076A OFFICER INVOLVED INCIDENT INVESTIGATION**

Units: 1.00

24.00 hours lecture

Provides tools necessary while investigating critical officer involved incidents.

**LEPD 077 WMD – LAW ENFORCEMENT RESPONSE ACTIONS**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students with the knowledge and skills to execute response actions as a law enforcement official during an incident concerning weapons of mass destruction.

**LEPD 078 FIREARMS TACTICAL (ADVANCED)**

Units: 0.15 – 2.00

2.00 - 18.00 hours lecture, 6.00 - 54.00 hours lab

Provides firearm safety rules, advanced tactics and techniques in the use of a handgun and shotgun, advanced weapon manipulation skills, combat shooting, and marksmanship proficiency.

**LEPD 079A ORGANIZATIONAL WELLNESS**

Units: 0.25

8.00 hours lecture

Explores the four parts of wellness, including physical, social, emotional and cognitive wellness and learn strategies to mitigate conflict in the workplace and create the optimal workplace climate.

**LEPD 079B LEADERSHIP DEVELOPMENT COURSE**

Units: 0.25

8.00 hours lecture

Explores the culture of their respective organization, broader leadership philosophies, and communication techniques to navigate complex leadership situations and create the optimal workplace climate.

**LEPD 079D LEADERSHIP DEVELOPMENT- MENTORING**

Units: 0.25

8.00 hours lecture

Focuses on the skills to transfer insight and advice to others in a similar career path.

**LEPD 080 RADAR OPERATOR COURSE**

Units: 1.00

20.00 hours lecture, 12 hours lab

Introduces the student to the policies, procedures, techniques, and laws related to the use of radar equipment for traffic enforcement.

**LEPD 081 FIREARMS LONG RIFLE INSTRUCTOR (RITS)**

Units: 1.00

10.00 hours lecture, 30.00 hours lab

Provides students an opportunity to develop the training skills necessary to become firearms- long rifle instructors.

**LEPD 082 FIREARMS SEMI-AUTOMATIC PISTOL 1911**

Units: 0.50

10.00 hours lecture, 20.00 hours lab

Designed to prepare students for safe and proficient operation of a semi-automatic pistol. This includes the proper manipulation, marksmanship, maintenance, parts replacement, care, and cleaning of this weapon system.

**LEPD 082A FIREARMS/SUB-MACHINE GUN**

Units: 0.25

2.00 hours lecture, 18.00 hours lab

Provides instruction on how to safely and proficiently operate the Heckler & Koch MP7 semi-automatic personal defense weapon. Topics include proper manipulation, marksmanship, maintenance, parts replacement, care and cleaning of this weapon system.

**LEPD 082B RIFLE MARKSMANSHIP- SNIPER ADVANCED**

Units: 0.50

13.00 hours lecture, 27.00 hours lab

Provides students skills, knowledge and techniques to successfully utilize the sniper rifle in tactical situations, to become a Rifle Marksman-Sniper.

**LEPD 083 BICYCLE PATROL SCHOOL**

Units: 0.75

8.00 hours lecture, 32.00 hours lab

Provides students with the basic fundamentals, knowledge, and skills required for bicycle patrol in a law enforcement environment.

**LEPD 084 DRIVER AWARENESS INSTRUCTOR COURSE**

Units: 0.50

12.00 hours lecture, 12.00 hours lab

Provides the student with current information relating to their duties as driving Instructors. Focuses on the latest driving methods.

*Continued on the next page.*

**LEPD 085 SURVEILLANCE TECHNIQUES**

Units: 1.00

24.00 hours lecture

Provides students with a basic understanding of surveillance concepts and techniques.

**LEPD 086 ARREST AND CONTROL INSTRUCTOR PART 2**

Units: 2.00

40.00 hours lecture

*Prerequisite: LEPD-065*

Reviews techniques taught in the Basic Arrest and Control course as well as adult learning methods, model teaching of techniques, and legal issues facing instructors. Prepares instructors to teach the 40-hour Basic Arrest and Control course.

**LEPD 087 FIREARMS TACTICAL SHOTGUN INSTRUCTOR**

Units: 1.25

18.00 hours lecture, 18.00 hours lab

Provides students with the skills required to safely deliver department standardized shotgun instruction. Topics include training methods, shotgun manipulations, and department policy.

**LEPD 088 DRUG RECOGNITION EXPERT SCHOOL**

Units: 3.00

56.00 hours lecture

Provides detailed instruction on the recognition of persons under the influence of alcohol and/or drugs. Includes the recording and preservation of evidence for presentation in court.

**LEPD 089 PC 832 ARREST ONLY**

Units: 2.00

40.00 hours lecture

Provides the student with the knowledge, skills, and laws necessary to conduct arrests that comply with California law, including aspects of community relations, cultural diversity, use of force, crimes against the justice system, laws of arrest, use of the baton and search and seizure.

**LEPD 090 MOTORCYCLE TRAINING**

Units: 2.00

20.00 hours lecture, 60.00 hours lab

Provides students with the techniques of riding dual purpose motorcycles safely on and off-road. Includes slow cone patterns training and off-road riding skills. Also provides instruction and practical application in pullover and approach, live fire exercise, emergency braking and collision avoidance maneuver techniques.

**LEPD 091 FIREARMS TACTICAL SHOTGUN**

Units: 0.25

4.00 hours lecture, 20.00 hours lab

A fundamental course in the use of the Benelli shotgun utilizing knowledge, skills, techniques, and tactical decision making in the use of the shotgun.

**LEPD 092 HANDGUN INSTRUCTOR SCHOOL (HITS)**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Provides students with the techniques necessary to teach firearms handgun school. Reviews teaching methodology and foundational handgun skills.

**LEPD 093 FIREARMS SEMI-AUTO HANDGUN DE-COCKER TRANSITION**

Units: 0.25

10.00 hours lecture, 20.00 hours lab

Provides training so officers will be able to safely and proficiently operate and care for a traditional double action semi-automatic pistol with de-cocking levers.

**LEPD-094A ACTIVE BYSTANDERSHIP FOR LAW ENFORCEMENT (ABLE) INSTRUCTOR**

Units: 1.00

24.00 hours lecture

Examines framework and practical application of Active Bystandership in order to instruct and promote the benefits and positive impact within the law enforcement profession and community.

**LEPD 094B ACTIVE BYSTANDERSHIP FOR LAW ENFORCEMENT (ABLE)**

Units: 0.25

8.00 hours lecture

Introduces the philosophy and science of active bystandership to effectively intervene and de-escalate interactions within the standards of policing.

**LEPD 095 INTERVIEW AND INTERROGATION**

Units: 2.00

40.00 hours lecture

Provides students with interrogation tools that can be employed or amended depending on the psychology, non-verbal cues, or actions of the suspect.

**LEPD 096 MENTAL HEALTH INTERVENTION**

Units: 2.00

36.00 hours lecture

Introduces the necessary skills and ability to identify people with mental illness and effectively assess, communicate, intervene, manage field encounters, and prepare accurate documentation.

**LEPD 096A MENTAL HEALTH INTERVENTION**

Units: 0.50

16.00 hours lecture

Provides fundamental concepts and principals to effectively complete an investigation involving persons suspected of having mental illness.

**LEPD 097 MOTORCYCLE TRAINING INSTRUCTOR**

Units: 2.00

25.00 hours lecture, 55.00 hours lab

Introduces the concepts and skills necessary to become motorcycle Instructors, including training techniques to properly demonstrate and complete all of the motor exercises used in the Basic Motorcycle Course.

**LEPD 098 AIRCREW COURSE**

Units: 2.00

40.00 hours lecture

Introduces the concepts, skills and responsibilities necessary to become a Tactical Flight Officer (TFO).

**LEPD 099 ICS 400: ADVANCED ICS**

Units: 0.50

16.00 hours lecture

An advanced Incident Command System (ICS) course for those who are involved in the administration or application of the ICS at the local, state, or federal level.

**LEPD 099A CRITICAL INCIDENT RESPONSE-SUPERVISOR-MANAGER**

Units: 0.25

8.00 hours lecture

Provides working knowledge of Critical Incident Management; Command, Control and Coordination techniques and Incident Command System (ICS).

**LEPD 100 BASIC ACADEMY**

Units: 24.00

CSU 202.00 hours lecture, 710.00 hours lab

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

**LEPD 100A BASIC ACADEMY PART 1**

Units: 12.00

CSU 101.00 hours lecture, 355.00 hours lab

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

**LEPD 100B BASIC ACADEMY PART 2**

Units: 12.00

CSU 101.00 hours lecture, 355.00 hours lab

Continuation of basic training in law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines rules of evidence, investigative reporting, marksmanship, weapons violations, information systems, custody and jail operations, controlled substances, First aid & CPR, people with disabilities, juveniles, hazardous

**LEPD 110 SUPERVISOR SCHOOL**

Units: 4.00 - 8.00

CSU 76.00 - 152.00 hours lecture, 4.00 - 8.00 hours lab

Provides the student with fundamental concepts and principles of effective supervision. Focuses on management, reporting, and procedure techniques required in the field.

**LEPD 110A SUPERVISOR SCHOOL**

Units: 4.00

80.00 hours lecture

Provides the student with fundamental concepts and principles of effective supervision.

**LEPD 110B SUPERVISOR SCHOOL (NON-POST)**

Units: 3.00

56.00 hours lecture, 16.00 hours lab

Provides fundamental concepts and principles of effective supervision with an emphasis in procedural techniques required in the field.

**LEPD 111 LEADERSHIP PART I**

Units: 2.00

CSU 40.00 hours lecture

Introduces the role of the supervisor in the area of leadership. Presents modern behavioral science theories to enhance student's understanding of human motivation, satisfaction, and performance.

**LEPD 112 LEADERSHIP PART II**

Units: 1.50

CSU 32.00 hours lecture

Provides framework to help supervisors organize their knowledge and experience into effective leader actions and integrate the course content into daily leadership practices.

**LEPD 113 LEADERSHIP PART III**

Units: 1.50

CSU 32.00 hours lecture

Presents challenges to develop and achieve personal potential and integrate the course content into daily leadership practices.

**LEPD 114 LEADERSHIP PART IV**

Units: 1.50

CSU 32.00 hours lecture

*Prerequisite: LEPD-113*

Presents an overview of leadership styles and how, as a supervisor, those styles impact daily work.

**LEPD 117 BASIC COURSE MODULE I**

Units: 15.00

202.00 hours lecture, 229.00 hours lab

Introduction to peace officer strategies and techniques.

Topics include Crisis intervention, Juvenile Crime, Domestic Violence, Gang Awareness, Emergency Management, Firearms/Chemical Agents, Arrest and Control, Crime Scenes, Evidence, Vehicle Operations and Traffic Collision Investigations.

**LEPD 118 BASIC COURSE MODULE II**

Units: 11.00

CSU 176 hours lecture, 88.00 hours lab

*Prerequisite: Successful completion of the level III module and must be current (within three years) in: 1) First Aid/CPR training prescribed by the Emergency Medical Services Authority set forth in the California Code of Regulations Title 22 (100026(b)) and Penal Code 13518; and 2) Arrest & Firearms (PC 832) training requirements. Module III End-of-Course Proficiency Test must have been taken and passed prior to being admitted to the course.*

Provides effective leadership skills, components of leadership, responsibilities of leaders, and the impact of their leadership.

**LEPD 119 BASIC COURSE MODULE III**

Units: 4.00

52.00 hours lecture, 83.00 hours lab

Covers the components of leadership, the responsibility to lead and the impact of peace officer leadership.

**LEPD 120 WATCH COMMANDER SCHOOL**

Units: 2.00

CSU 40.00 hours lecture

Introduces the various responsibilities associated with the watch commander position.

**LEPD 121 DETECTIVE SCHOOL**

Units: 2.00

CSU 40.00 hours lecture

Provides detectives and detective trainees with information necessary to perform their assignments. Topics include report writing, crime scenes, evidence, surveillance, warrants, interview and interrogation, case presentation, and courtroom testimony.

**LEPD 121A INTELLIGENCE AND CRIME ANALYSIS, LEVEL 1**

Units: 0.25

CSU 8.00 hours lecture

Prepares students to perform an analytic review of Open Source Media including social media for intelligence, evidence gathering and investigative purposes.

**LEPD 122 COMMAND OFFICER DEVELOPMENT**

Units: 3.50

CSU 34.00 hours lecture, 110.00 hours lab

Introduces skills necessary to effectively manage the new role and the expectation of a commanding officer.

**LEPD 122A COMMUNICATIONS TRAINING OFFICER**

Units: 2.00

40.00 hours lecture

Provides comprehensive instruction and prepares personnel for duties serving as a Communications Training Officer (CTO) for a law enforcement organization.

**LEPD 123 BASIC HOMICIDE SCHOOL (PRESLEY)**

Units: 2.00

CSU 36.00 hours lecture, 4.00 hours lab

Provides the training needs of detectives responsible for investigating homicides.

**LEPD 140 ICI CRIMINAL INVESTIGATION CORE COURSE**

Units: 4.00

CSU 80.00 hours lecture

Provides training for law enforcement personnel assigned to follow-up investigations. The core course contains curriculum generic to all investigation specialties.

**LEPD 141 ICI BURGLARY**

Units: 2.00

CSU 40.00 hours lecture

Designed for the training needs of investigators assigned to investigate burglary, theft, and receiving stolen property crimes. Provides students with the duties and responsibilities frequently faced during these types of investigations.

**LEPD 142 ICI VEHICLE THEFT FOUNDATION**

Units: 2.00

CSU 40.00 hours lecture

Provides officers assigned to the vehicle theft investigation unit with the necessary information and techniques to conduct investigations.

**LEPD 144 ICI SEXUAL ASSAULT INVESTIGATION**

Units: 2.00

CSU 40.00 hours lecture

Presents a five-module course over the length of 40 hours, focusing on sexual offender typology, victim advocacy, collection of evidence, investigative procedures, and medical and forensic exams are covered extensively.

**LEPD 145 GANG INVESTIGATION COURSE**

Units: 2.00

CSU 40.00 hours lecture

Designed to develop law enforcement personnel capable of investigating and testifying in gang related criminal trials.

**LEPD 200 ACADEMY INSTRUCTOR  
CERTIFICATION COURSE LEVEL 1**

Units: 2.00

CSU 40.00 hours lecture

Introduces the principles, concepts, theories, and skills required to qualify as a Police Academy Instructor according to POST standards.

**LAW ENFORCEMENT, SHERIFF DEPARTMENT  
ADVANCED TRAINING - (LESD)****LESD 001 FIREARMS (PSP)**

Units: 0.15

8.00 hours lab

Provides the student with the minimum topics of tactical firearms and lethal force required in the POST perishable skills program (PSP).

**LESD 002 FIREARMS/TACTICAL RIFLE  
UPDATE**

Units: 0.15

8.00 hours lab

Provides the student with instruction that meets or exceeds the minimum topics of patrol rifle and lethal force required in the POST perishable skills patrol rifle program.

**LESD 003 RED DOT SIGHT PISTOL  
TRANSITION**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides students with the information and hands-on experience needed to effectively use a handgun equipped with a pistol mounted optic (PMO). This course will train personnel in the nomenclature, function, and use of PMOs.

**LESD 003A CONCEALED CARRY  
CERTIFICATION**

Units: 0.15

1.00 hour lecture, 7.00 hours lab

Provides the hands-on experience and skills required to effectively conceal carry a handgun on or off duty for personnel who work undercover assignments.

**LESD 004 SELF-CARE**

Units: 0.25

8.00 hours lecture

Examines topics related to self-care such as stress management, burnout, and personal wellness planning. Students will learn the process necessary to develop a personalized wellness plan to aid them in managing their stress and help lead them to a happier/healthier lifestyle.

**LESD 005 CORRECTIONAL LINE OFFICER  
REFRESHER COURSE**

Units: 0.25

8.00 hours lecture

Provides updated policies and procedures governing operations within the Los Angeles County Sheriff's Department's correctional facilities to personnel who are not regularly assigned to Custody Division. Topics include equipment, security checks, count procedures, restraints, emergency response procedures, use of force, and risk management concerns.

**LESD 006 CUSTODY SQUAD TACTICS**

Units: 0.25

8.00 hours lab

Provides students with the knowledge and skills necessary to respond to emergencies as part of an Emergency Response Team (ERT). Topics include response tactics, squad formations, principles associated with the O.O.D.A. Loop, and the use of less lethal weapons.

**LESD 007 CUSTODY DIVISION FORCE  
POLICY**

Units: 0.25

8.00 hours lecture

Provides students with the knowledge and skills necessary to apply department policies during incidents involving the use or witness to use of force.

**LESD 009 FIRST AID/CPR/AED  
REFRESHER**

Units: 0.15

8.00 hours lab

Provides knowledge and skills for basic first aid techniques, Cardiopulmonary Resuscitation, AED operation and relevant policies and procedures.

**LESD 010 ARREST CONTROL/DRIVER  
TRAINING (PSP)**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides continued professional training in P.O.S.T. perishable skills.

**LESD 010A DRIVER TRAINING (EVOC)  
UPDATED PURSUIT INTERVENTION  
TECHNIQUE - DRIVER TRNG (EVOC) UPD  
(PIT)**

Units: 0.15

8.00 hours lab

Explores the legal application of laws and policies pertaining to the Pursuit Intervention Technique (PIT) and skills to properly perform the driving maneuver.

**LESD 010B DRIVER AWARENESS UPDATE**

Units: 0.15

8.00 hours lab

Introduces basic driving and other inter-related principles to increase overall safety to the public, reduce accident statistics and Department liability.

*Continued on the next page.*

**LESD 010C DRIVING - EXECUTIVE PROTECTION**

Units: 0.15

8.00 hours lab

Examines the necessary tools to safely and effectively apply vehicle control techniques while safeguarding an Executive.

**LESD 010D DRIVER TRAINING ALTERNATIVE TECHNIQUES REFRESHER**

Units: 0.15

8.00 hours lab

Provides the student with tools and concepts to re-enforce safe alternative driving techniques while responding to emergencies.

**LESD 010E DRIVING TRAINING (EVOC) ADVANCE PURSUIT**

Units: 0.15

8.00 hours lab

Explores the operation and vehicle control techniques of a patrol vehicle while driving code-3 and in a pursuit environment.

**LESD 010F DRIVER TRAINING INSTRUCTOR**

Units: 0.50

40.00 hours lab

Provides students skills and techniques to instruct Driver Training courses focused on Emergency Driving, Emergency Vehicle Operation, and Law Enforcement Pursuit Driving.

**LESD 010G DRIVER AWARENESS INSTRUCTOR**

Units: 0.25

24.00 hours lab

Provides students with an increased knowledge of pertinent California Vehicle code sections, POST guidelines and agency policies. Students will prepare and deliver teaching plans both in the classroom and on the driving course.

**LESD 010H EVOC DRIVER TRAINING UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Explores the operation of a police unit under emergency vehicle operations.

**LESD 011 BASIC TACTICAL COMMUNICATIONS**

Units: 0.25

8.00 hours lecture

Designed to teach students basic communication skills needed to effectively communicate with inmates in a custody setting.

**LESD 011A EFFECTIVE COMMUNICATION**

Units: 0.25

8.00 hours lecture

Provides knowledge and skills necessary to communicate effectively performing various types of interactions while on duty. Topics discussed include core components of communication, barriers in communication, types of listening, body language, body positioning, perception, conflict resolution and sources of conflict.

**LESD 014 PRISONER TRANSPORTATION SECURITY**

Units: 0.25

8.00 lecture

Familiarizes students with department rules and regulations in the transporting of prisoners and their safety.

**LESD 015 JAIL INTELLIGENCE GATHERING**

Units: 0.25

8.00 hours lecture

Designed to provide the participant with valuable knowledge in the art of Analytical and Cognitive Interviewing and Interrogation techniques. Participants will be able to gain an understanding of how important an effective interview can be.

**LESD 016 BASIC REPORT WRITING SKILLS**

Units: 0.15

8.00 hours lecture

Provides students with the basic report writing skills needed to investigate and write reports. Uses written exercises and practical application to assist the students in basic report writing skills and techniques.

**LESD 018 SUPERVISORY LINE DEPUTY - SUPERVISORY COURSE**

Units: 1.00

19.00 hours lecture, 5.00 hours lab

Introduces the essential supervisory principles and concepts that lead students to accomplish daily supervisory tasks. The students will develop skills that will assist them in problem solving and critical decision-making.

**LESD 019 ANGER MANAGEMENT AND EFFECTIVE COMMUNICATION**

Units: 0.25

8.00 hours lecture

Provides advanced skills and techniques to enable students to effectively communicate and deal with aspects of anger and practice anger management.

**LESD 019A MANAGING ANGER AND STRESS**

Units: 0.25

8.00 hours lecture

Develops skills necessary to identify and manage anger and stress to improve overall health and maintain a healthier lifestyle.

**LESD 020 FIREARMS/TACTICAL RIFLE**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides instruction on department approved use of the AR-15 rifle.

**LESD 021 ADVANCED REPORT WRITING**

Units: 0.25

8.00 hours lecture

Designed to enhance the student's investigative and report writing skills. Provides a description of supplemental reports and report writing rules.

**LESD 023 DRUG RECOGNITION**

Units: 0.25

8.00 hours lecture

Develops skills necessary for basic drug investigations in a custodial setting. Course covers symptomology for persons under the influence of the most commonly abused drugs, drug &amp; drug paraphernalia recognition, evidence collection and report writing.

**LESD 024 SQUAD TACTICS**

Units: 0.15

4.00 hours lecture, 4 hours lab

Designed to prepare students with departmentally approved emergency response procedures for riot situations in the custody environment. Provides detailed information pertaining to tactical formations in squad and platoon size deployments.

**LESD 026 INMATE EXTRACTIONS**

Units: 0.15

2.50 hours lecture, 5.50 hours lab

Provides students with the knowledge and skills necessary to conduct cell extractions. Topics include: key considerations in planning cell extractions, roles of cell extraction team members, and circumstances when a cell extraction is necessary.

**LESD 028 CONTROL, ESCORT, RESTRAIN, TAKEDOWN 1**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Designed to provide students with jail specific restraint techniques. Main topics include various ways to control a resistant inmate resulting in apprehension with minimal injury.

**LESD 029 FIREARMS/SEMI-AUTOMATIC PISTOL**

Units: 0.25

1.50 hours lecture, 14.50 hours lab

Provides training in basic semi-automatic handgun manipulations. Trains students in the nomenclature, function and use of the duty handgun.

**LESD 030 ADULT CORRECTIONS OFFICER SUPPLEMENTAL CORE COURSE**

Units: 4.50

78.00 hours lecture, 18.00 hours lab

Provides the student with the skills and knowledge necessary to perform the basic functions of an entry level corrections officer in a custody environment, including inmate management and supervision, inmate conduct and psychology, booking and release procedures, inmate contraband, processing and releasing, security of inmates, medical screening, and emergency response procedures.

**LESD 032 CRITICAL DECISION MAKING**

Units: 4.25

8.00 hours lecture

Provides students with knowledge and skills to strategically resolve problems encountered during a critical incident through sound decision making. Students will utilize communication skills, physical skills, and knowledge of policy to successfully complete dynamic scenario training at the end of the course.

**LESD 034 EDGED WEAPON DEFENSE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides edged weapon and blunt instrument defense training. Topics include use of force policy, searching and handcuffing, take down techniques, and critical decision making.

**LESD 035 CUSTODY TRAINING OFFICER SCHOOL**

Units: 1.00

24.00 hours lecture

Designed to assist students with current techniques required of a qualified custody training officer. Topics include the role of the custody training officer, learning supervision, leadership, and communication skills.

**LESD 036 HOSTAGE RESCUE FOR CUSTODY ENVIRONMENTS**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides training for the custody officer to respond to a hostage situation in the custody environment and perform a rescue based on department tactics.

**LESD 037 CONTROL, ESCORT, RESTRAIN AND TAKEDOWN (CERT) SERIES #2**

Units: 0.15

8.00 hours lab

Introduces handcuffing a resistive and or assaultive person, from a standing, kneeling and grounded position, after establishing control via restraint techniques previously learned in CERT series #1. These techniques were selected as a means of maintaining control while minimizing the potential for injury to the subject.

*Continued on the next page.*

**LESD 038 CONTROL, ESCORT, RESTRAIN AND TAKEDOWN (CERT) SERIES #3**

Units: 0.15

8.00 hours lab

Instructs deputy and custody assistant personnel in managing a safe tactical distance when confronted with a resistive or assaultive person while minimizing the potential for injury.

**LESD 039 TASER IN-HOUSE INSTRUCTOR**

Units: 0.50

12.00 hours lecture, 4.00 hours lab

Provides operational theory and practical training to instructors on effective operation of the taser.

**LESD 040 FORCE REFRESHER**

Units: 0.15

5.00 hours lecture, 3.00 hours lab

Introduces the student to the departments use of force policy, control, search, and handcuffing, situational use of force options chart, and carotid restraint techniques.

**LESD 041 ADULT CORRECTIONS OFFICER CORE COURSE**

Units: 9.50

158.00 hours lecture, 48.00 hours lab

Covers the required knowledge and skills for the entry-level corrections officer assigned to a custody position for the first time.

**LESD 042 LEADERSHIP MENTORING AND ETHICS**

Units: 0.15

8.00 hours lab

Provides law enforcement leadership with the knowledge and skills necessary to facilitate discussions, mentor subordinates, and combat unethical behavior by example.

**LESD 043 DEFENSE TACTICS FOR WOMEN**

Units: 0.15

8.00 hours lab

Provides the student with defensive techniques specially targeted to women in law enforcement.

**LESD 044 ETHICS/CRIME SCENE AND EVIDENCE PRESERVATION**

Units: 0.25

8.00 hours lecture

Provides students with the knowledge and skills necessary to make sound decisions in accordance with department policies and properly handle a crime scene and evidence collection inside a custody division facility.

**LESD 045 DE-ESCALATION AND VERBAL RESOLUTION TRAINING (DeVRT)**

Units: 1.50

32.00 hours lecture

Examines core concepts that emphasize effective and positive interaction with inmate population dealing with a crisis or a mental or physical disability. Provides an enhanced perspective, on how to react in situations within the correctional environment that warrant the use of de-escalation techniques and communication strategies.

**LESD 046 BASIC CUSTODY REPORTS**

Units: 0.25

8.00 hours lecture

Provides training on the purpose and usage of reports unique to Los Angeles County Sheriff's Department Custody Division. Includes instruction on proper report completion stressing the importance of their use and how it relates to documentation and liability.

**LESD 047 INCIDENT REPORT WRITING IN A CUSTODY ENVIRONMENT**

Units: 0.25

8.00 hours lecture

Designed for LA County Sheriff's Department employees with limited report writing skills. Provides students with the basic skills needed to investigate and write incident reports.

**LESD 048 USE OF FORCE DOCUMENTATION**

Units: 0.25

8.00 hours lecture

Provides custody line personnel with the needed information in order to prepare accurate, timely, and complete reports on use of force incidents. Identifies the use of force policies as they relate to the Los Angeles County Sheriff's Department Custody division.

**LESD 048A ARREST CONTROL/USE OF FORCE PSP**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides knowledge and skills in use of force as well as arrest control to respond safely and effectively while detaining, investigating or physically restraining due to the nature of behavior or crime committed.

**LESD 049 RIOT BATON/EXPANDABLE BATON CERTIFICATION**

Units: 0.25

8.00 hours lecture

Designed to instruct and certify sworn personnel in the proper use of departmentally approved custody riot batons and expandable straight batons. Topics include force policy, baton nomenclature, and baton striking and defense techniques for those personnel assigned to all sworn custody facility positions, including for those personnel assigned to perimeter unit, prisoner transportation and inmate visiting center positions.

**LESD 050 VALUES BASED DECISION MAKING**

Units: 0.25

8.00 hours lecture

Introduces the concept of decision-making based on departmental core values, while exploring personal values and ethics. Demonstrates the positive and negative influences of group dynamics on individual decision-making and provides techniques on how to maintain individual integrity through communication strategies.

**LESD 051 B-SCAN OPERATOR**

Units: 0.25

8.00 hours lecture

Provides the needed information and hands on instruction to operate the B-SCAN machine correctly.

**LESD 052 ETHICS AND SUICIDE PREVENTION**

Units: 0.25

8.00 hours lecture

Provides the knowledge and skills necessary to identify and avoid ethical violations of LASD policies and procedures, to address suicide as it occurs in a custody setting and to identify the at-risk inmate. Discussion will include events that trigger suicidal situations, symptoms that signal suicide risk, detailed procedures for prevention and intervention measures to ward off suicide.

**LESD 053 TASER USER**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Instructs Law Enforcement Personnel in the presentation on Taser nomenclature, safety, cartridges, case law, tactics, equipment, and techniques used for Taser applications. Students will be provided with the basic operational theory, practical training, and to use proper operation of Taser CEWs.

**LESD 054A RESERVE ACADEMY MODULE III**

Units: 5.50

75.00 hours lecture, 104.00 hours lab

Provides Sheriff Reserve Deputy Level III training in basic law enforcement tactics and techniques specifically designed by the Los Angeles Sheriff's Department.

**LESD 054B RESERVE ACADEMY MODULE II**

Units: 10.50 units

159.00 hours lecture, 124.00 hours lab

Provides Sheriff Reserve Deputy Level II training in basic law enforcement tactics and techniques specifically designed by the Los Angeles Sheriff's Department.

**LESD 055 DE-VRT REFRESHER**

Units: 0.25

8.00 hours lecture

Examines behavioral cues inmates with mental illness display, situations in which inmates experience crisis and how to effectively communicate and manage problematic behaviors utilizing de-escalation, and crisis interviewing skills.

**LESD 060 LAW ENFORCEMENT EXPLORER ACADEMY**

Units: 4.50

45.00 hours lecture, 117.00 hours lab

Designed to train students for public service employment in law enforcement. Topics includes an overview of job duties, criminal laws, self-defense, evidence collection, first aid and physical training.

**LESD 061 PENAL CODE 832 FIREARMS**

Units: 0.25

2.00 hours lecture, 22.00 hours lab

Examines the safety aspects of firearms use, qualification, range firing, weapon care and cleaning. Provides practical hands on training in police tactics and weapon usage.

**LESD 062 FIREARMS/TACTICAL HANDGUN UPDATE**

Units: 0.25

16.00 hours lecture

Provides students with the minimum topics of tactical firearms (handguns) and lethal force required in the POST perishable skills program (PSP).

**LESD 063 CHEMICAL AGENT INSTRUCTOR**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Prepares students to teach basic and in-service Chemical Agents classes to peace officers. Includes a review of statutory requirements, device deployment, effects of chemical agents, decontamination/care, instruction techniques, and various scenario exercises.

**LESD 064 FIREARMS INSTRUCTOR**

Units: 2.00

17.00 hours lecture, 63.00 hours lab

Explore techniques to safely and effectively teach live fire training of the handgun, shotgun, and rifle. Successful completion of this course will satisfy the POST regulatory requirements to be a Firearms Instructor.

**LESD 064A FIREARMS/TACTICAL RIFLE INSTRUCTOR**

Units: 0.25

4.00 – 8.00 hours lecture, 16.00 – 20.00 hours lab

Develops skills mandated by California Peace Officer Standards and Training (POST) to be a Rifle Instructor including basic teaching techniques, deploying rifles, nomenclature, fundamentals of marksmanship, use of force issues, operation, malfunctions, and applicable live fire line drills

**LESD 100 BASIC COURSE - INTENSIVE**

Units: 24.00

CSU 220 hours lecture, 660 hours lab

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

*Continued on the next page.*

**LESD 100A BASIC ACADEMY PART 1**

Units: 12.00

110.00 hours lecture, 330.00 hours lab

Provides training in basic law enforcement tactics and techniques specifically used by the Los Angeles Sheriff Department. Topics include leadership, criminal justice system, community policing, crisis intervention, criminal law, property crime, death investigation, crimes against children, sex crimes, domestic violence, controlled substances, search and seizure, investigative report writing, evidence, vehicle operations and use of force, crimes in progress, handling crowds and traffic enforcement.

**LESD 100B BASIC ACADEMY PART 2**

Units: 12.00

110.00 hours lecture, 330.00 hours lab

Completes basic training in law enforcement tactics and techniques specifically used by the Los Angeles Sheriff Department. Topics include missing persons, traffic enforcement and collisions, custody, fitness, arrest and control, first aid and CPR, firearms, information systems, gang awareness, weapons violations, emergency management, history of law enforcement and respect based leadership.

## RADIO, TELEVISION AND FILM

*(See Media Entertainment Arts)*

## REAL ESTATE

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

The Real Estate program involves the study of California real estate principles, practices, procedures, and law. It offers courses mandated by the California Department of Real Estate (CalBRE) to prepare those who desire a career in real estate.

Students must successfully complete and pass the Real Estate Principles class (REAL-100), the Real Estate Practices class (REAL 101), and one additional class

(of the student's choosing from the approved list) in the Real Estate Department to academically qualify for the California Real Estate Sales license and examination. These classes may also be applied to the academic requirement for the California Real Estate Broker license and examination.

On successful completion of the full program, the student will be academically qualified to apply to take the California Real Estate Broker examination.

Target occupations for this course of study include real estate sales, real estate broker, mortgage broker, property manager, loan broker, and escrow officer.

Students are advised to check current California Department of Real Estate or other applicable agency academic requirements prior to registering for any course to ensure that it satisfies current requirements as a mandatory or elective course for the Real Estate Sales or Real Estate Broker licenses. The CalBRE and other applicable agency requirements change periodically, and the Real Estate Program does not warrant that the listed courses meet current requirements.

### Degree and Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge required for the California Department of Real Estate examination for real estate sales and real estate broker licenses.

Program Requirements:

Units Required: 26

	Units
REAL-100	Real Estate Principles .....3.0
REAL-101	Real Estate Practices .....3.0
REAL-105	Real Estate Financing .....3.0
REAL-115	Legal Aspects of Real Estate.....3.0
REAL-120	Real Estate Appraisal .....3.0
REAL-130	Escrow Procedures and Processing.....3.0
BUS-201	Principles of Accounting I .....5.0
BUS-211	Business Law .....3.0

### REAL 100 REAL ESTATE PRINCIPLES

Units: 3.00

CSU 54.00 hours lecture

Introduces Real Estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate Sales License exam.

### REAL 101 REAL ESTATE PRACTICES

Units: 3.00

CSU 54.00 hours lecture

Examines the theoretical and practical aspects of real estate operations including ethics, obtaining and processing listings, the fundamentals of escrow, and financing and appraisal within the real estate industry. A State of California required course for the Real Estate Sales License.

**REAL 105 REAL ESTATE FINANCING**

Units: 3.00

CSU 54.00 hours lecture

Explores Real Estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California 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 54.00 hours lecture

Examines California real estate law emphasizing practical applications, including sources of real estate law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyances, and security devices.

**REAL 120 REAL ESTATE APPRAISAL**

Units: 3.00

CSU 54.00 hours lecture

Examines real estate appraisals, the appraisal process, as well as the different approaches, methods, and techniques used to determine the value of real property, while emphasizing residential and single unit property. Approved by the California Department of Real Estate for sales and broker's educational requirements.

**REAL 130 ESCROW PROCEDURES AND PROCESSING**

Units: 3.00

CSU 54.00 hours lecture

Provides an overview of the real estate escrow process emphasizing the procedures used in the State of California. Can be used to satisfy the California Department of Real Estate's requirement for both salespersons and brokers.

## RECREATION MANAGEMENT

**Associate in Arts Degree: Recreation Management**

An Associate in Arts degree in Recreational Management involves classes and field experiences which assist the student to prepare for work in the recreation and leisure industry. Recreational managers are responsible for planning and assisting in a variety of programs and overseeing the daily operations of recreational facilities for public agencies (federal, state, county or municipal),

private non-profit agencies and business. The diverse curriculum exposes students to the wide range of possibilities for work and career within recreation and leisure industry. Course work includes courses on recreation and contemporary society, outdoor recreation, therapeutic recreation for special populations, and planning programs and events.

**Degree Student Learning Outcome:**

Students will be able to analyze the motives, values, and benefits to the individual as well as society, that are associated with recreation and leisure experiences.

**Program Requirements:**

Units Required: 22.5 – 26.5

Units

REC-101	Recreation and Leisure in Contemporary Society .....	3.0
REC-102	Planning Programs and Events for Recreation Experiences .....	3.0
REC-103	Outdoor Recreation and the Natural Environment .....	3.0
REC-105	Leadership in Recreation and Leisure Services .....	3.0

*Plus three courses from the following:*

REC-104	Introduction to Therapeutic Recreation and Special Populations .....	3.0
ANTHRO-210	Indigenous People of California.....	3.0
BUS-201	Principles of Accounting I .....	5.0
BIOSCI-130	Environmental Biology.....	3.0
ENVRMT-101	Introduction to Environmental Studies.....	3.0
GEOGRPH-101	Physical Geography with Lab .....	4.0
HLHSCI-046	Emergency Medical Responder .....	3.0
HOSP-101	Introduction to the Hospitality Industry .....	3.0
KPET-217	Sports Management .....	3.0
PHILOS-240	Contemporary Moral Problems.....	3.0
PHILOS-250	Environmental Ethics.....	3.0
PSYCH-172	Developmental Psychology .....	3.0

*OR*

PSYCH-172H	Developmental Psychology - Honors .....	3.0
PSYCH-180	Positive Psychology.....	3.0
SOCI-233	Sociology of the Life Course.....	3.0

*Plus one course from the following:*

REC-120	Introduction to Hiking .....	1.0
REC-121	Introduction to Camping .....	1.0
REC-122	Backpacking .....	2.0
REC-123	Wilderness Survival .....	2.0
REC-124	Outdoor Rock Climbing .....	2.0

*Plus a minimum of 0.50 units of Work Experience:*

WE-186REC	Work Experience Education Recreation Management .....	0.5 – 4.0
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**REC 101 RECREATION AND LEISURE IN CONTEMPORARY SOCIETY**

Units: 3.00

CSU 54.00 hours lecture

Investigates the contributions of play, leisure and recreation to the social, psychological and economic well-being of individuals and groups, incorporating local, regional, national and international perspectives. Field trips may be required.

**REC 102 PLANNING PROGRAMS AND EVENTS FOR RECREATION EXPERIENCES**

Units: 3.00

CSU 54.00 hours lecture

Presents the principles and practice of effective recreational leadership including program and event planning as it relates to play, recreation, and leisure experiences. Field trips may be required.

**REC 103 OUTDOOR RECREATION AND THE NATURAL ENVIRONMENT**

Units: 3.00

CSU 54.00 hours lecture

Examines recreation in the outdoor and natural environment including the emergence of outdoor recreation in the United States, the benefits attributed to outdoor experiences and management policies and practices related to recreation in natural environments. Field trips may be required.

**REC 104 INTRODUCTION TO THERAPEUTIC RECREATION AND SPECIAL POPULATIONS**

Units: 3.00

CSU 54.00 hours lecture

Introduces the characteristics and needs of individuals with disabilities and special populations as they relate to the delivery of recreation and leisure services, including the nature and function of recreation in rehabilitation agencies and therapeutic recreation settings, plus planning and adapting recreational programs in various settings. Field trips may be required.

**REC 105 LEADERSHIP IN RECREATION AND LEISURE SERVICES**

Units: 3.00

CSU 54.00 hours lecture

Focuses on the foundations of leadership and management skills integral for recreational leaders, emphasizing leadership theories and developing competencies and skills for effective leadership. Examines leadership roles in various recreation and leisure settings. Field trips may be required.

**REC 120 HIKING**

Units: 1.00

CSU 9.00 hours lecture, 27.00 hours lab

Explores different aspects of hiking with an emphasis on safety and Leave No Trace (LNT) philosophy. Content to include local history, physical geography, flora and fauna, safety rules and emergency procedures, basic first aid and environmental conservation. Group hikes will range between three to five miles, with a final hike of eight miles as the goal. Field trips are required.

**REC 121 CAMPING**

Units: 1.00

CSU 9.00 hours lecture, 27.00 hours lab

Focuses on essential skills for camping in the frontcountry and backcountry settings. Students will learn about campsite selection, camping equipment, and how to prepare for their own camping adventures. Emphasis will be on safety, food preparation, leadership, environmental awareness and conservation. Field trip is required.

**REC 122 BACKPACKING**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Introduces the basic principles of the backcountry with a special emphasis on backpacking and camping skills. Emphasis is on techniques, proper use of equipment, clothing, navigation with topographic maps and compass, trip planning, campsite selection, trail etiquette, camp cooking, Leave No Trace principles, and safety. Multi-day overnight trip required.

**REC 123 WILDERNESS SURVIVAL**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Explores the essential skills for backcountry travel and wilderness survival. Topics will include navigation, shelters, edible plants and animals, water treatment and collection, food preparation and storage, primitive technologies, environmental awareness and conservation, safety, and managing wilderness emergencies. Multi-day overnight trip required.

**REC 124 OUTDOOR ROCK CLIMBING**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Explores climbing equipment, knots and hitches, communication, belaying techniques, top rope systems and anchors, rappelling, and basic climbing techniques. In addition, students will be introduced to decision-making, risk management, and the physiological effects of environmental stress and work at high altitudes. Emphasis will be on proper safety, use of equipment, climbing technique and Leave No Trace (LNT) principles as it pertains to top rope climbing. Multi-day overnight trip and/or multiple experience required.

# SIGN LANGUAGE

## Associate in Arts Degree: American Sign Language Interpreting

The American Sign Language Interpreting program is a comprehensive two-year program designed to award students with an Associate in Arts degree in American Sign Language Interpreting. The degree will provide students with transfer opportunities to a four-year college or university as well as equip them with the necessary skills for entry-level positions within the field of interpreting.

Students may take American Sign Language courses to satisfy the general education language requirement. They may also take the courses for pleasure or practical usage in communication with the deaf community, as well as to prepare for a profession that will require communication competence in the language. Enrollment in the courses will provide students with opportunities to develop their linguistic skills as well as their cultural awareness.

Interpreters work in a variety of settings. These include, but are not limited to: educational, legal, medical, religious, community, theater, rehabilitation, and freelance.

Students with an American Sign Language Interpreting degree will develop the following competencies:

- \* Advanced American Sign Language skills
- \* Knowledge of the Code of Ethics for Interpreters
- \* Knowledge of principles, practices, and procedures of interpreting
- \* Knowledge of deaf culture
- \* Knowledge of interpreting techniques
- \* Interpreting skills (English to ASL)
- \* Transliterating skills (English to MCE)
- \* American Sign Language/MCE to English skills
- \* Cultural bridging techniques
- \* Idiomatic and specialized vocabulary skills
- \* Knowledge of specialized settings and applied techniques
- \* Fingerspelling skills: Expressive and receptive
- \* Historical knowledge of American Sign Language, deaf culture, and interpreting
- \* Knowledge of the structure of American Sign Language

### Degree Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an interpreter.

### Program Requirements:

Units Required: 38

	Units
SIGN-103 American Sign Language III .....	4.0
SIGN-104 American Sign Language IV .....	4.0
SIGN-110 American Deaf Culture .....	3.0
SIGN-112 Interpreting: Principles and Practices .....	3.0
SIGN-200 Specialized Signs and Settings .....	3.0
SIGN-201 Interpreting I .....	3.0
SIGN-202 Transliterating I .....	3.0
SIGN-203 Sign to English Interpreting/ Transliterating I .....	3.0
SIGN-204 Interpreting II .....	3.0
SIGN-205 Transliterating II .....	3.0
SIGN-206 Sign to English Interpreting/ Transliterating II .....	3.0

*Plus a minimum of three units from the following, a minimum of 1 unit of WE-186SIGN is required:*

WE-186SIGN Work Experience Education Sign Language .....	0.50 – 4.0
ENGL-111 Introduction to Linguistics .....	3.0
SIGN-111 Fingerspelling .....	2.0
SIGN-113 Creative Uses of Sign .....	3.0
SIGN-114 Working and Socializing with People Who are Deaf-Blind .....	4.0

## Associate in Arts Degree: American Sign Language – Deaf Studies

The ASL and Deaf Studies degree is designed for students seeking a career in the field of Deaf Studies, education, social work, psychology, linguistics, communication, speech language pathology, and other related disciplines. Course work includes ASL Structure, Deaf Culture, Deaf Education, Deaf History, and other electives designed to create a well-rounded and fluent professional that can work with the Deaf community in a variety of settings.

### Degree Student Learning Outcome:

Students will be able to demonstrate the career skills needed to work with the Deaf Community.

### Program Requirements:

Units Required: 22

	Units:
SIGN-103 American Sign Language III .....	4.0
SIGN-104 American Sign Language IV .....	4.0
SIGN-110 American Deaf Culture .....	3.0
SIGN-210 Structure of American Sign Language .....	3.0
SIGN-212 Deaf Education .....	3.0

*Plus a minimum of five units from the following:*

SIGN-113 Creative Uses of Sign .....	3.0
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SIGN-114	Working and Socializing with People Who are Deaf-Blind .....	4.0
WE-186SIGN	Work Experience Education Sign Language .....	0.50 – 4.0

### Certificate of Specialization: Deaf-Blind Support Service Provider

Students completing this certificate will be equipped with advanced skills in American Sign Language. An emphasis will be placed on deaf and deaf-blind culture, allowing them to work and socialize successfully with deaf-blind individuals and other professional service providers.

#### Degree and Certificate Student Learning Outcome:

Students will learn about the deaf and deaf-blind cultures with an emphasis on communication and guiding techniques, equipping them to work and socialize with deaf-blind people.

#### Program Requirements:

Units Required: 14.5

		Units
SIGN-104	American Sign Language IV .....	4.0
SIGN-110	American Deaf Culture .....	3.0
SIGN-114	Working and Socializing with People Who are Deaf-Blind .....	4.0
SIGN-200	Specialized Signs and Settings .....	3.0
WE-186SIGN	Work Experience Education Sign Language .....	0.50 – 4.0

### SIGN 101 AMERICAN SIGN LANGUAGE I

Units: 4.00

UC:CSU 72.00 hours lecture

Presents the fundamentals of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Corresponds to the first two years of ASL offered in the high school. Field assignment required.

### SIGN 102 AMERICAN SIGN LANGUAGE II

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite:* SIGN-101.

Continues the study of American Sign Language (ASL) designed to increase the student's proficiency in intermediate ASL communication skills with a continued emphasis on comprehension skills, conversational skills, cultural awareness, grammatical features and vocabulary development. Field assignments required.

### SIGN 103 AMERICAN SIGN LANGUAGE III

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite:* SIGN-102

Continues the study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an increased emphasis on complex vocabulary, grammatical structures, and cultural awareness. Field assignments required.

### SIGN 104 AMERICAN SIGN LANGUAGE IV

Units: 4.00

UC:CSU 72.00 hours lecture

*Prerequisite:* SIGN-103

An advanced study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an emphasis placed on fluency and refinement of complex vocabulary, grammatical structures, and cultural awareness. Students gain a greater ability to utilize various verb types, temporal markers, adverbial and adjectival structures. Field assignments required.

### SIGN 110 AMERICAN DEAF CULTURE

Units: 3.00

UC:CSU 54.00 hours lecture

Studies various aspects of American deaf culture, including the description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people. Field assignments required.

### SIGN 111 FINGERSPELLING

Units: 2.00

CSU 36.00 hours lecture

*Prerequisite:* SIGN-102

Develops basic skills in receptive and expressive fingerspelling. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language.

### SIGN 112 INTERPRETING: PRINCIPLES AND PRACTICES

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite:* SIGN-102

Introduces the field of sign language interpreting including the history of interpreting, models of interpretation, professional standards, code of ethics, interpreter assessments, credentialing, roles and responsibilities.

### SIGN 113 CREATIVE USES OF SIGN

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite:* SIGN-103

Introduces students to artistic expressions of American Sign Language including poetry, storytelling, play on signs, songs, puns, jokes, handshape stories, and theatrical presentation of signs. Perspective, movement, characterization, form, and technique will be explored.

**SIGN 114 WORKING AND SOCIALIZING WITH PEOPLE WHO ARE DEAF-BLIND**

Units: 4.00

CSU 72.00 hours lecture

*Prerequisite: SIGN-103*

Provides interpreters and interpreting students with an introductory level overview of working with deaf-blind people. Students will become familiar with features of the deaf-blind community, learn common etiologies of deaf-blindness, learn basic communication and guiding skills for use with deaf-blind people, and experience a variety of situations simulating deaf-blindness. Field trip may be required.

**SIGN 200 SPECIALIZED SIGNS AND SETTINGS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-104, 110 and 112*

Introduces students to specialized signs for vocabulary and specialized terminology presented in a variety of environments including educational, religious, medical, legal, and theatrical. Special settings (deaf-blind, tactile, oral, teaming, and video-relay) will be analyzed and interpreting techniques will be applied.

**SIGN 201 INTERPRETING I**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-104, 110 and 112*

Introduces the process of consecutive interpreting including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into American Sign Language.

**SIGN 202 TRANSLITERATING I**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-104, 110 and 112*

Introduces the process of consecutive transliteration, analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

**SIGN 203 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING I**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-104, 110 and 112*

Introduces the skills required for accurate Sign to English interpretation/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing common techniques and difficulties.

**SIGN 204 INTERPRETING II**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-201*

Develops advanced, simultaneous interpreting skills, including the skills for analyzing, processing, and interpreting English meaning and conveying it simultaneously into American Sign Language.

**SIGN 205 TRANSLITERATING II**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-202*

Develops the advanced process of simultaneous transliterating, including skills for analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

**SIGN 206 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING II**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: SIGN-203*

Develops the advanced skills and knowledge for accurate simultaneous Sign to English interpretation/transliteration. Takes a theoretical and practical approach to analyzing the process and discussing solutions to common difficulties.

**SIGN 210 STRUCTURE OF AMERICAN SIGN LANGUAGE**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: SIGN-102*

Analyzes the linguistic structures of American Sign Language used in the United States. Emphasis will be placed on research skills, social use and variation in language, and child language acquisition.

**SIGN 212 DEAF EDUCATION**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: SIGN-102*

Explores the history of deaf education with emphasis placed on educational, political, and social trends and the various instructional strategies that affect the placement and instruction of Deaf and Hard of Hearing Students (DHH), as well as DHH students with additional challenges. Students gain an understanding of the foundation of language deprivation and the impacts on a DHH student's education, explore federal and state special education laws, Individual Family Service Plans (IFSPs), Individualized Education Plans (IEPs) and the roles of Related Service Providers and support staff in the educational process.

# SOCIAL SCIENCE

## Associate in Arts Degree: Social Science

Social Science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary view, as well as historical roots and evolving perspectives. This degree takes an interdisciplinary approach to the field and is designed to provide an overview of the broad range of courses that constitute and are available in the social sciences.

### Degree Student Learning Outcome:

Students will be able to analyze current and historical individuals or groups using concepts and theories from the social sciences.

### Program Requirements:

Units Required: 24

Units

*Three units from the following:*

PSYCH-101	Introduction to Psychology .....	3.0
PSYCH-101H	Introduction to Psychology - Honors .....	3.0
PSYCH-172	Developmental Psychology .....	3.0
PSYCH-172H	Developmental Psychology - Honors .....	3.0

*Plus three units from the following:*

ANTHRO-103	Cultural Anthropology .....	3.0
ANTHRO-103H	Cultural Anthropology - Honors .....	3.0
ANTHRO-210	Indigenous Peoples Of California .....	3.0

*Plus three units from the following:*

SOCI-101	Introduction to Sociology .....	3.0
SOCI-101H	Introduction to Sociology - Honors .....	3.0
SOCI-207	Social Problems .....	3.0

*Plus three units from the following:*

HIST-101	History of Western Civilization: The Pre-Industrial West .....	3.0
	<i>OR</i>	
HIST-101H	History of Western Civilization: The Pre-Industrial West .....	3.0
	- Honors .....	3.0
HIST-102	History of Western Civilization: The Modern Era .....	3.0
HIST-161	World History I .....	3.0

*Plus three units from the following:*

POLISC-230	Political Theory .....	3.0
POLISC-250	Comparative Government and Politics .....	3.0
POLISC-270	International Relations .....	3.0

*Plus nine units from the following:*

BUS-126	Understanding Diversity in the Workplace .....	3.0
COMS-260	Communication and Gender .....	3.0
ECON-201	Macroeconomics .....	3.0
	<i>OR</i>	
ECON-201H	Macroeconomics - Honors .....	3.0
ETHNST-101	Introduction to Ethnic Studies .....	3.0
GEOGRPH-102	Human Geography .....	3.0
HIST-120	The Role of Women in the History of the United States .....	3.0
	<i>OR</i>	
HIST-120H	The Role of Women in the History of the United States - Honors .....	3.0
HIST-240	Latin American Civilization .....	3.0
PSYCH-235	Psychology of Gender Roles .....	3.0
PSYCH-240	Abnormal Psychology .....	3.0
SOCI-103	Intimate Relationships and Families .....	3.0
	<i>OR</i>	
SOCI-103H	Intimate Relationships and Families - Honors .....	3.0
SOCI-105	Inequalities and Equity in The United States .....	3.0
SOCI-200	Introduction to Women's Studies .....	3.0
	<i>OR</i>	
SOCI-200H	Introduction to Women's Studies Honors .....	3.0
SOCI-233	Sociological Issues of Life and Longevity .....	3.0
SOCI-250	Introduction to Criminology .....	3.0
SWHS-110	Introduction to Social Work and Human Services .....	3.0

# SOCIAL WORK AND HUMAN SERVICES

## SWHS 110 INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES

Units: 3.00

CSU 54.00 hours lecture

C-ID SWHS 110

Provides an introductory overview of social welfare and societal institutions in the US, specifically related to the field of Human Services, and the role of paraprofessional workers in private and public settings on a local, state, and national level. Includes the historical development of human services, approaches, and methodologies utilized within various helping professions, and effective intervention strategies which emphasize a social work perspective. Special attention is given to current service delivery systems, their policies and procedures, and the tasks of culturally responsive social workers and human service workers within those settings.

## SOCIOLOGY

The Sociology major is designed to prepare students for further studies in the discipline which will lead to the B.A., M.A., and/or Ph.D. degrees. The Associate in Arts degree in Sociology will provide an introduction to the major theoretical perspectives, research methodologies, and related sub-areas associated with the field. The degree incorporates the primary courses required for the bachelor's degree at many four-year colleges and universities, as well as establishes the foundation needed for later graduate studies. Students can also pursue the A.A. degree in sociology, yet decide not to attain the bachelor's degree. The field of sociology provides students with a broad-based knowledge of human behavior and social interaction, which is transferable to a multitude of areas, including education, law, medicine, government, administration of justice, and organizations.

### Associate in Arts for Transfer Degree: Sociology

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any

community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

- 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - The Intersegmental General Education Transfer Curriculum (IGETC).
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to analyze a social issue using sociological concepts.

### Program Requirements:

Units Required: 19-20

		Units
SOCI-101	Introduction to Sociology .....	3.0
	OR	
SOCI-101H	Introduction to Sociology - Honors ..	3.0
	AND	
SOCI-207	Social Problems.....	3.0
	Plus two courses from the following, SOCI-102 is required:	
SOCI-102	Introduction to Sociological Research Methods .....	3.0
	AND	
MATH-140	Introductory Statistics .....	4.0
	OR	
MATH-140H	Introductory Statistics - Honors .....	4.0
	OR	
MATH-140X	Statistics with Support .....	5.0
	Continued on the next page.	

OR  
 PSYCH-104 Statistics for the Behavioral Sciences ..... 4.0

OR  
 SOCI-137 Statistics for the Social Sciences ..... 4.0

*Plus three units from the following:*

PSYCH-109 Social Psychology ..... 3.0  
 SOCI-103 Sociology of Relationships ..... 3.0

OR  
 SOCI-103H Sociology of Relationships – Honors ..... 3.0  
 SOCI-106 Introduction to Race and Ethnicity ..... 3.0  
 SOCI-110 Self and Society ..... 3.0  
 SOCI-200 Sociology of Gender ..... 3.0

OR  
 SOCI-200H Sociology of Gender - Honors ..... 3.0  
 SOCI-207 Social Problems ..... 3.0  
 SOCI-250 Introduction to Criminology ..... 3.0

*Plus three units from the following that have not already been selected from the courses listed above:*

PSYCH-109 Social Psychology ..... 3.0  
 SOCI-103 Sociology of Relationships ..... 3.0

OR  
 SOCI-103H Sociology of Relationships - Honors ..... 3.0

SOCI-105 Inequalities and Equity in The United States ..... 3.0  
 SOCI-106 Introduction to Race and Ethnicity ..... 3.0  
 SOCI-107 Introduction to Chicana/o Studies ..... 3.0  
 SOCI-108 Thinking Critically About Social Issues ..... 3.0

SOCI-110 Self and Society ..... 3.0  
 SOCI-130 Introduction to LGBTQ+ Studies ..... 3.0  
 SOCI-200 Sociology of Gender ..... 3.0

OR  
 SOCI-200H Sociology of Gender - Honors ..... 3.0  
 SOCI-205 Society and the Environment ..... 3.0  
 SOCI-208 Sociology of Death and Dying ..... 3.0  
 SOCI-210 Sociology of Deviance ..... 3.0  
 SOCI-230 Sociology of Sexuality ..... 3.0  
 SOCI-233 Sociology of the Life Course ..... 3.0  
 SOCI-250 Introduction to Criminology ..... 3.0

### Associate in Arts for Transfer Degree: Social Justice Studies

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California

community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

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

### Degree Student Learning Outcome:

Students will be able to analyze the complex nature of multiple identities within the context of modern society.

### Program Requirements:

Units Required: 19-20

	Units
SOCI-104 Introduction to Social Justice Studies.....	3.0
SOCI-106 Introduction to Race and Ethnicity .....	3.0

*Plus three units from the following:*

SOCI-130 Introduction to LGBTQ+ Studies .....	3.0
SOCI-200 Sociology of Gender .....	3.0
SOCI-200H Sociology of Gender - Honors .....	3.0

*Plus seven to eight units from the following:*

SOCI-102 Introduction to Sociological Research Methods .....	3.0
AND	
MATH-140 Introductory Statistics .....	4.0
OR	
MATH-140H Introductory Statistics – Honors .....	4.0

	<i>OR</i>	
MATH-140X	Statistics with Support .....	5.0
	<i>OR</i>	
PSYCH-104	Statistics for the Behavioral Sciences .....	4.0
	<i>OR</i>	
SOCI-137	Statistics for the Social Sciences.....	4.0
<i>Plus three units from the following that have not already been taken above:</i>		
SOCI-105	Inequalities and Equity in The United States.....	3.0
SOCI-107	Introduction to Chicana/o Studies.....	3.0
SOCI-130	Introduction to LGBTQ+ Studies .....	3.0
SOCI-200	Sociology of Gender .....	3.0
SOCI-200H	Sociology of Gender - Honors .....	3.0
COMS-260	Communication and Gender.....	3.0
ENGL-262	American Multicultural Literature .....	3.0
ENGL-270	Introduction to African American Literature .....	3.0
PSYCH-235	Psychology of Gender Roles .....	3.0
POLISCI-290	Ethics and Gender Politics .....	3.0

### Associate in Arts Degree: Sociology

#### Degree Student Learning Outcome:

Students will be able to analyze a social issue using sociological concepts.

#### Program Requirements:

Units Required: 25-26

		Units
SOCI-101	Introduction to Sociology .....	3.0
	<i>OR</i>	
SOCI-101H	Introduction to Sociology - Honors ..	3.0
<i>Plus the following:</i>		
SOCI-102	Introduction to Sociological Research Methods .....	3.0
SOCI-108	Thinking Critically About Social Issues .....	3.0
<i>Plus 12 units from the following:</i>		
SOCI-103	Sociology of Relationships .....	3.0
	<i>OR</i>	
SOCI-103H	Sociology of Relationships - Honors .....	3.0
SOCI-105	Inequalities and Equity in The United States.....	3.0
SOCI-106	Introduction to Race and Ethnicity...	3.0
SOCI-107	Introduction to Chicana/o Studies.....	3.0
SOCI-110	Self and Society.....	3.0
SOCI-130	Introduction to LGBTQ+ Studies .....	3.0
SOCI-200	Sociology of Gender .....	3.0

	<i>OR</i>	
SOCI-200H	Sociology of Gender - Honors .....	3.0
SOCI-205	Society and the Environment.....	3.0
SOCI-207	Social Problems.....	3.0
SOCI-208	Sociology of Death and Dying .....	3.0
SOCI-210	Sociology of Deviance .....	3.0
SOCI-230	Sociology of Sexuality .....	3.0
SOCI-233	Sociology of the Life Course.....	3.0
SOCI-250	Introduction to Criminology.....	3.0

*Plus one course from the following:*

PSYCH-104	Statistics for the Behavioral Sciences .....	4.0
SOCI-137	Statistics for the Social Sciences.....	4.0
MATH-140	Introductory Statistics .....	4.0
MATH-140H	Introductory Statistics - Honors .....	4.0

*OR*

MATH-140X	Statistics with Support .....	5.0
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### SOCI 101 INTRODUCTION TO SOCIOLOGY

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 110

Examines small group interactions and cultural patterns of American and other societies using the conceptual, theoretical, and methodological principles and applications to explain how values, roles, norms, social interaction, and social inequality as well as other concepts influence individuals, groups, and society.

### SOCI 101H INTRODUCTION TO SOCIOLOGY - HONORS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 110

Examines small group interactions and cultural patterns of American and other societies using the conceptual, theoretical, and methodological principles and applications to explain how values, roles, norms, social interaction, and social inequality as well as other concepts influence individuals, groups, and society. Additional reading, writing, and research techniques are required.

### SOCI 102 INTRODUCTION TO SOCIOLOGICAL RESEARCH METHODS

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 120

*Prerequisite: SOCI-101 or SOCI-101H*

*Recommended Preparation: SOCI-137*

Introduces empirical scientific methods used in contemporary sociological research with focus on ethics, theory, hypotheses, variables, quantitative and qualitative research design (e.g., observational, experimental, case study, and comparative historical), data collection, and data analysis using SPSS.

*Continued on the next page.*

**SOCI 103 SOCIOLOGY OF RELATIONSHIPS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 130

Examines the various forms of intimate partner relationships that exist within a diverse, multicultural society. Social, cultural, and political constructs that apply to the definition, status and legality of human partnerships are analyzed.

**SOCI 103H SOCIOLOGY OF RELATIONSHIPS - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 130

Examines the various forms of intimate partner relationships that exist within a diverse, multicultural society. Social, cultural, and political constructs that apply to the definition, status, and legality of human partnerships are analyzed. Additional reading, writing and research techniques are required.

**SOCI 104 INTRODUCTION TO SOCIAL JUSTICE STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces social justice theories and the historical and contemporary responses to inequality and injustice. Explores the role of imbalances of power in society, social movements, culture, politics and institutions. Inter-disciplinary study to social justice movements in relation to ethnic and racial groups in the United States to provide a basis for a better understanding of the socio-economic, cultural, and political conditions among key social groups. The course also explores a broad range of issues including notions of inequality based on race, class, gender, sexuality, and issues related to environmental injustice, the criminal punishment system, and human rights.

**SOCI 105 INEQUALITIES AND EQUITY IN THE UNITED STATES**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores several levels of cultural diversity in the context of a complex, modern society, while developing the skills to understand and live in an increasingly multicultural U.S. society.

**SOCI 106 INTRODUCTION TO RACE AND ETHNICITY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 150

Presents the Sociological analysis of race, ethnicity, and racism while examining the cultural, historical, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, and patterns of interaction between various racial and ethnic groups.

**SOCI 107 INTRODUCTION TO CHICANA/O CULTURE**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces the study of cultural, economic, educational and political issues as they impact the Chicana/o in the U.S. Includes a study of the contributions that Chicana/os have made in these areas.

**SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: ENGL-101 or ENGL-101H*

Compares and contrasts the content, meaning and interpretation of social phenomena as reported by the media and scientific community. Literary criticism, logic, argumentation, and persuasion are used to analyze the content and validity of social issues. UC credit limitation: PHILOS-106 and SOCI-108 combined, maximum credit one course.

**SOCI 110 SELF AND SOCIETY**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines ways in which culture and socialization affect individual conduct, including social structures and social institutions, and their effect on the development of self-identity, attitudes, values and norms of social behavior.

**SOCI 130 INTRODUCTION TO LGBTQ+ STUDIES**

Units: 3.00

UC:CSU 54.00 hours lecture

Introduces students to the study of social issues related to LGBTQ+ identities.

**SOCI 137 STATISTICS FOR THE SOCIAL SCIENCES**

Units: 4.00

UC:CSU 72.00 hours lecture

C-ID SOCI 125

*Prerequisite: Completion of Intermediate Algebra or appropriate placement*

Introduces the basic statistical methods and analyses commonly used in sociological research. Topics include: descriptive and inferential statistics usually include levels and types of measurement; measures of central tendency and dispersion; normal, t, and chi-square distributions; probability and hypothesis testing; correlation and regression. Applications of statistical software such as SPSS to sociology and/or other social science data required. UC credit limitation: ECON-291, MATH-140, MATH-140H, MATH-140X, PSYCH-104, and SOCI-137 combined, maximum credit one course.

**SOCI 200 SOCIOLOGY OF GENDER**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SJS 120, SOCI 140

Provides an overview of the academic field of gender studies, including the social and cultural consequences of living in a "gendered world." Socialization, communication, politics, crime, sexuality, and religion are examined, as well as the historical and cross-cultural aspects of gender relationships.

**SOCI 200H SOCIOLOGY OF GENDER - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SJS 120, SOCI 140

Provides an overview of the academic field of gender studies, including the social and cultural consequences of living in a "gendered world." Socialization, communication, politics, crime, sexuality, and religion are examined, as well as the historical and cross-cultural aspects of gender relationships. Additional reading, writing, and research techniques are required.

**SOCI 205 SOCIETY AND THE ENVIRONMENT**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the interconnections between the social and biological features of society, as well as the sociological ramifications of environmental policies and cultural practices.

**SOCI 207 SOCIAL PROBLEMS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 115

Applies sociological principles and the research process to identify and analyze contemporary social problems, both nationally and globally, considering power and ideology, causes and consequences, and solutions and interventions.

**SOCI 208 SOCIOLOGY OF DEATH AND DYING**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the cultural, social, and political meanings of death as it exists within the United States and abroad while analyzing the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by society.

**SOCI 210 SOCIOLOGY OF DEVIANCE**

Units: 3.00

UC:CSU 54.00 hours lecture

Provides a sociological explanation of deviance, crime, and social control found within the United States, including the societal norms, values, and beliefs that influence socially constructed definitions of deviant behavior.

**SOCI 230 SOCIOLOGY OF SEXUALITY**

Units: 3.00

UC:CSU 54.00 hours lecture

Explores sociological perspectives, theories, and research of sexuality from historical and contemporary social, cultural, and gendered contexts in a diverse society.

**SOCI 233 SOCIOLOGY OF THE LIFE COURSE**

Units: 3.00

UC:CSU 54.00 hours lecture

Examines the life course of older adults and the aging process, including the cultural, social, and political influences that shape concepts of growing old.

**SOCI 250 INTRODUCTION TO CRIMINOLOGY**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID SOCI 160

Explores the scientific study of crime and criminality and the definition of crime and its violations as well as the laws and methods used to control criminal behavior.



# THEATRE

The Theatre program at College of the Canyons is designed to provide students with the lower-division major preparation for transfer to a four-year university with a major in theatre.

Career opportunities for theatre professionals are diverse and serve people at all stages of life, in settings that touch our lives almost daily: live theatrical presentations and performances, recorded medium (including: film, television, radio, video, computer games), large public events and conventions, recreation, art and education programming in both the private and public sectors and amusement parks and attractions. Participation in these settings include, performers, designers, writers, directors, and managers.

## Associate in Arts for Transfer Degree: Theatre Arts

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

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. At the time of catalog publication, a student may earn an AA-T

in Theatre Arts. Additional majors are being developed. Please see a counselor or visit [www.canyons.edu/degreetwithaguarantee](http://www.canyons.edu/degreetwithaguarantee) for more information.

## Degree Student Learning Outcome:

Students will be able to:

- Demonstrate a basic level of competency as a performer or technician (stagecraft, make-up design, costume construction or stage lighting technology) performing the duties of either in a realized production.
- Analyze and critique dramatic literature and/or performance.

## Program Requirements:

Units Required:18

Choose three units from the following:

	Units
THEATR-110 Understanding Theatre.....	3.0
<i>OR</i>	
THEATR-110H Understanding Theatre – Honors.....	3.0
<i>OR</i>	
THEATR-220 Theatre History I.....	3.0
<i>Plus three units from the following:</i>	
THEATR-140 Acting Fundamentals.....	3.0
<i>Plus three units from the following:</i>	
THEATR-180A Rehearsal/Performance (Drama): Ensemble .....	3.0
THEATR-180B Rehearsal/Performance (Drama): Supporting Role.....	3.0
THEATR-180C Rehearsal/Performance (Drama): Principal.....	3.0
THEATR-181A New Play Development and Production – Beginning .....	3.0
THEATR-181B New Play Development and Production – Intermediate .....	3.0
THEATR-181C New Play Development and Production – Advanced.....	3.0
THEATR-182A Rehearsal/Performance (Comedy): Ensemble.....	3.0
THEATR-182B Rehearsal/Performance (Comedy): Supporting Role .....	3.0
THEATR-182C Rehearsal/Performance (Comedy): Principal.....	3.0
THEATR-184A Rehearsal/Performance (Musical Theatre): Ensemble.....	3.0
THEATR-184B Rehearsal/Performance (Musical Theatre): Supporting Role .....	3.0
THEATR-184C Rehearsal/Performance (Musical Theatre): Principal.....	3.0
THEATR-186A Technical Theatre I (Beginning) .....	1.5 – 4.0

THEATR-186B Technical Theatre II  
(Intermediate) ..... 1.5 – 4.0

*Plus nine units from the following:*

THEATR-120 Stagecraft ..... 3.0  
THEATR-130 Fundamentals of Costume  
Design ..... 3.0  
THEATR-150 Introduction to Lighting Design ..... 3.0  
THEATR-141 Scene Performance ..... 3.0  
THEATR-210 Script Analysis ..... 3.0

### Associate in Arts Degree: Theatre

#### Degree Student Learning Outcome:

Students will be able to demonstrate performance techniques and proficiency in one or more technical area.

#### Program Requirements:

Units Required: 20.5

THEATR-110 Understanding Theatre ..... 3.0

*OR*

THEATR-110H Understanding Theatre – Honors ..... 3.0

THEATR-140 Acting Fundamentals ..... 3.0

*Plus a minimum of one and a half units from the following:*

THEATR-180A Rehearsal/Performance  
(Drama): Ensemble ..... 3.0

THEATR-180B Rehearsal/Performance  
(Drama): Supporting Role ..... 3.0

THEATR-180C Rehearsal/Performance  
(Drama): Principal ..... 3.0

THEATR-182A Rehearsal/Performance  
(Comedy): Ensemble ..... 3.0

THEATR-182B Rehearsal/Performance  
(Comedy): Supporting Role ..... 3.0

THEATR-182C Rehearsal/Performance  
(Comedy): Principal ..... 3.0

THEATR-184A Rehearsal/Performance  
(Musical Theatre): Ensemble ..... 3.0

THEATR-184B Rehearsal/Performance  
(Musical Theatre):  
Supporting Role ..... 3.0

THEATR-184C Rehearsal/Performance  
(Musical Theatre):  
Principal ..... 3.0

THEATR-186A Technical Theatre I  
(Beginning) ..... 1.5 – 4.0

THEATR-186B Technical Theatre II  
(Intermediate) ..... 1.5 – 4.0

*Plus ten units from the following:*

THEATR-126 Improvisation ..... 2.0

THEATR-127 Improvisational Performance ..... 2.0

THEATR-141 Scene Performance ..... 3.0

THEATR-144 Acting for the Camera ..... 3.0

THEATR-161 Musical Theatre Techniques ..... 2.0

THEATR-162 Musical Theatre Techniques II ..... 2.0

THEATR-196 Theater Festival Competition  
Preparation ..... 1.5

THEATR-210 Script Analysis ..... 3.0

THEATR-220 Theatre History I ..... 3.0

THEATR-240 Acting Shakespeare ..... 3.0

THEATR-241 Movement of the Performer ..... 3.0

THEATR-242 Voice of the Performer ..... 3.0

*Plus three units from the following:*

THEATR-120 Stagecraft ..... 3.0

THEATR-130 Fundamentals of Costume  
Design ..... 3.0

### Associate in Arts Degree: Theatre – Performance

An Associate in Arts degree in Theatre – Performance offers courses in both theory and practice. Students acquire an immediately useful set of theatre skills, including acting, voice, movement, and script analysis, while working with a wide spectrum of production experiences in which to practice them. Courses in history, theory and criticism place the art of theatre in its larger historical context.

The performance major will acquire a strong foundation in theatre and the dramatic form. Requirements for the major include all aspects of the dramatic event: creation, rehearsal, and performance. Practical experience is gained in a number of performance spaces and genres. Students are provided with the opportunity to participate in a professional setting, giving the student an understanding of the theatrical production and dramatic experience.

#### Degree Student Learning Outcome:

Students will be able to demonstrate advanced performance techniques.

#### Program Requirements:

Units Required: 23

THEATR-110 Understanding Theatre ..... 3.0

*OR*

THEATR-110H Understanding Theatre –  
Honors ..... 3.0

THEATR-140 Acting Fundamentals ..... 3.0

THEATR-141 Scene Performance ..... 3.0

*Plus three units from the following:*

THEATR-120 Stagecraft ..... 3.0

THEATR-130 Fundamentals of Costume  
Design ..... 3.0

*Plus three units from the following:*

THEATR-180A Rehearsal/Performance  
(Drama): Ensemble ..... 3.0

THEATR-180B Rehearsal/Performance  
(Drama): Supporting Role ..... 3.0

THEATR-180C Rehearsal/Performance  
(Drama): Principal ..... 3.0

*Continued on the next page.*

THEATR-181A	New Play Development and Production – Beginning .....	3.0
THEATR-181B	New Play Development and Production – Intermediate .....	3.0
THEATR-181C	New Play Development and Production – Advanced.....	3.0
THEATR-182A	Rehearsal/Performance (Comedy): Ensemble.....	3.0
THEATR-182B	Rehearsal/Performance (Comedy): Supporting Role .....	3.0
THEATR-182C	Rehearsal/Performance (Comedy): Principal .....	3.0
THEATR-184A	Rehearsal/Performance (Musical Theatre): Ensemble.....	3.0
THEATR-184B	Rehearsal/Performance (Musical Theatre): Supporting Role .....	3.0
THEATR-184C	Rehearsal/Performance (Musical Theatre): Principal.....	3.0
THEATR-186A	Technical Theatre I (Beginning) .....	1.5 – 4.0
THEATR-186B	Technical Theatre II (Intermediate) .....	1.5 – 4.0

*Plus eight units from the following:*

THEATR-126	Improvisation .....	2.0
THEATR-127	Improvisational Performance .....	2.0
THEATR-144	Acting for the Camera.....	3.0
THEATR-161	Musical Theatre Techniques.....	2.0
THEATR-162	Musical Theatre Techniques II.....	2.0
THEATR-196	Theater Festival Competition .....	1.5
THEATR-210	Script Analysis .....	3.0
THEATR-240	Acting Shakespeare .....	3.0
THEATR-241	Movement for the Performer.....	2.0
THEATR-242	Voice for the Performer.....	2.0

*Recommended electives:*

THEATR-126	Improvisation .....	2.0
THEATR-161	Musical Theatre Techniques.....	2.0
THEATR-241	Movement for the Performer.....	2.0
THEATR-242	Voice for the Performer.....	2.0

### Associate in Arts Degree and Certificate of Achievement: Technical Theatre

The Technical Theatre program is designed to provide basic academic and practical training in technical theatre at the entry level for resident and touring theatres, theme parks, television and motion picture students or for students to transfer to a four-year school. Students may work on theatrical carpentry, lighting, costume construction etc.

### Degree and Certificate Student Learning Outcomes:

Students will be able to:

- Demonstrate professional behavior as part of team implementing technical theater elements for a production.
- Demonstrate safe construction and installation techniques for technical theatre disciplines such as scenery, lighting, or costumes.
- Analyze a script, paying particular attention to technical elements.

### Program Requirements:

Units Required: 18

		Units
THEATR-110	Understanding Theatre .....	3.0
	<i>OR</i>	
THEATR-110H	Understanding Theatre - Honors .....	3.0
	<i>Plus the following courses for ten and a half units:</i>	
THEATR-120	Stagecraft .....	3.0
THEATR-130	Fundamentals of Costume Design.....	3.0
THEATR-150	Introduction to Lighting Design .....	3.0
THEATR-186A	Technical Theatre I (Beginning).....	1.5
	<i>Plus a minimum of 4.5 units from the following (WE-186THTR is Preferred):</i>	
WE-186THTR	Work Experience Education Technical Theatre .....	1.0 – 4.0
THEATR-186B	Technical Theatre II (Intermediate) ..	1.5

*Note: WE-186THTR is repeatable courses for up to 16 units combined.*

### THEATR 100 THEATRE APPRECIATION

Units: 3.00

UC:CSU 54.00 hours lecture

Surveys theatre by exploring the creation and presentation of theatrical performances. Students are required to attend on-campus and regional live performances. Field trips may be required.

### THEATR 110 UNDERSTANDING THEATRE

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR-111

Analyzes theatre and the theatrical event from the audience perspective, including the functions of the producer, architect, playwright, director, actors, designers, and critics. Students will be required to attend live theatre productions.

**THEATR 110H UNDERSTANDING THEATRE - HONORS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR-111

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

Analyzes theatre and the theatrical event from the audience perspective, including the functions of the producer, architect, playwright, director, actors, designers, and critics. Students will be required to attend live theatre productions. Literary and production analysis skills will differentiate this honors course from the non-honors version.

**THEATR 120 STAGECRAFT**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID THTR-171

Provides the theory and practical application of technical elements for the stage including scenic design, construction, painting, rigging, safety practices, methods of shifting scenery, theatrical lighting and programming, and theatrical audio equipment.

**THEATR 126 IMPROVISATION**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces the principles and practice of theatrical improvisation. Focusing on the development of spontaneity, physicalization and interaction as they pertain to the creation of improvised character and ensemble performance techniques.

**THEATR 127 IMPROVISATIONAL PERFORMANCE**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-126*

Further develops improvisational skills, including spontaneity, physicalization, character and ensemble. Improvisational techniques are directed towards live performance. Requires public performance.

**THEATR 130 FUNDAMENTALS OF COSTUME DESIGN**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

C-ID THTR 174

Presents costume history, design and basic construction techniques as an introduction to basic theatrical costuming. Materials, tools, fabrics and their various uses will be investigated.

**THEATR 140 ACTING FUNDAMENTALS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR 151

Introduces principles, practices and techniques of acting as an artistic discipline. Development of basic skills for performance: memorization, stage movement, vocal production, and interpretation of dramatic texts.

**THEATR 141 SCENE PERFORMANCE**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

C-ID THTR-152

*Prerequisite: THEATR-140.*

Designed for more advanced theater students to further develop voice, movement and the ability to analyze dramatic text and characters through extended scene work.

**THEATR 144 ACTING FOR THE CAMERA**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-126 or THEATR-140*

Presents the fundamental techniques required in acting before the camera, including guidelines for following the specific demands of the camera.

**THEATR 150 INTRODUCTION TO LIGHTING DESIGN**

Units: 3.00

UC:CSU 45.00 hours lecture, 27.00 hours lab

C-ID THTR 173

Introduces the theory and practice of designing lighting for a live theatrical production. Emphasizes equipment, control, color and their relationship to design. Field trip may be required.

**THEATR 161 MUSICAL THEATRE****TECHNIQUES**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Recommended Preparation: THEATR-140 and MUSIC-140*

Develops vocal skills, movement and acting techniques for musical theatre, including exercises, solo and fully staged musical scenes. May require participation in class showcase.

**THEATR 162 MUSICAL THEATRE TECHNIQUES II**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-161**Recommended Preparation: MUSIC-141*

Explores continued study of vocal skills, movement and acting techniques for musical theatre, including exercises, solo, duet, fully staged scenes, and preparation of audition portfolio.

*Continued on the next page.*

**THEATR 180A REHEARSAL/  
PERFORMANCE (DRAMA): ENSEMBLE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition**Recommended Preparation: THEATR-140*

Explores a dramatic production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the ensemble actor. Audition and public performance required.

**THEATR 180B REHEARSAL/  
PERFORMANCE (DRAMA): SUPPORTING  
ROLE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a dramatic production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques. This particular course is for those cast in supporting roles. Audition and public performance required.

**THEATR 180C REHEARSAL/  
PERFORMANCE (DRAMA): PRINCIPAL**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a dramatic play through lecture, rehearsals and performance, including textual analysis, historical research, connecting text to dramatic action, culminating in public performances. This course is for those cast in a principal/leading role. Audition and public performance required.

**THEATR 181A NEW PLAY DEVELOPMENT  
AND PRODUCTION – BEGINNING**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

*Prerequisite: Audition*

Provides for the exploration, development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers close examination of the new play development process using improvisation, ensemble and devised theatre development techniques. Audition/Interview and public performance required.

**THEATR 181B NEW PLAY DEVELOPMENT  
AND PRODUCTION – INTERMEDIATE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: THEATR-181A and Audition*

Provides for intermediate-level exploration, development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers students the ability to take on a limited leadership role of the new play development process using improvisation, ensemble and devised theatre development techniques. Audition/Interview and public performance required.

**THEATR 181C NEW PLAY DEVELOPMENT  
AND PRODUCTION – ADVANCED**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: THEATR-181B and Audition*

Provides for advanced-level development, revision, and presentation of new and original theatrical pieces involving playwrights, actors, directors and designers in the process. The course offers students the ability to take on a significant leadership role of the new play development process using improvisation, ensemble and devised theatre development techniques. Audition/Interview and public performance required.

**THEATR 182A REHEARSAL/  
PERFORMANCE (COMEDY): ENSEMBLE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a comedic play through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to comedic action on stage, and developing vocal and breath techniques for handling heightened text. Culminates in public performances of the play. This particular course is for those cast in ensemble, chorus or minor roles. Audition and public performance required.

**THEATR 182B REHEARSAL/  
PERFORMANCE (COMEDY): SUPPORTING  
ROLE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a comedic play through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to comedic action on stage, and developing vocal and breath techniques for handling text. Culminates in public performances of the play. This particular course is for those cast in supporting roles. Audition and public performance required.

**THEATR 182C REHEARSAL/  
PERFORMANCE (COMEDY): PRINCIPAL**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a comedic play through lecture, rehearsals and performance, including textual analysis, historical research, connecting text to dramatic action, culminating in public performances. This course is for those cast in a principal/leading role. Audition and public performance required.

**THEATR 184A REHEARSAL/  
PERFORMANCE (MUSICAL THEATRE):  
ENSEMBLE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a musical theatre production for the beginning collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the beginning actor. Audition and public performance required.

**THEATR 184B REHEARSAL/  
PERFORMANCE (MUSICAL THEATRE):  
SUPPORTING ROLE**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a musical theatre production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the supporting actor. Audition and public performance required.

**THEATR 184C REHEARSAL/  
PERFORMANCE (MUSICAL THEATRE):  
PRINCIPAL**

Units: 3.00

UC:CSU 9.00 hours lecture, 135.00 hours lab

C-ID THTR 191

*Prerequisite: Audition*

Explores a musical theatre production for the collegiate actor from audition to performance through lecture, research and rehearsals. Includes textual analysis, historical research, connecting text to dramatic action on stage, and developing vocal and physical techniques for the actor cast in a principal role. Audition and public performance required.

**THEATR 186A TECHNICAL THEATRE I  
(BEGINNING)**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

C-ID THTR 192

*Prerequisite: Audition & Interview*

*Recommended Preparation: THEATR-120 and THEATR-130*

Provides beginning technical theatre student the opportunity to provide support for productions through the installation and operation of scenery, props, lights, sound, wardrobe, stage management, house management and/or run crews, etc. for the complete run of a theatrical production.

**THEATR 186B TECHNICAL THEATRE II  
(INTERMEDIATE)**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

C-ID THTR 192

*Prerequisite: THEATR-186A*

Provides the intermediate technical theatre student the opportunity to provide support for productions through the installation and operation of scenery, props, lights, sound, stage management, house management and/or run crews, and wardrobe for the complete run of a theatrical production.

**THEATR 195 SOLO PERFORMANCE**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Recommended Preparation: THEATR-140 and/or THEATR-126*

Introduces the essential elements of an original solo show, including writing, giving and receiving feedback, rewriting, rehearsal and performance.

**THEATR 196 THEATER FESTIVAL  
COMPETITION PREPARATION**

Units: 1.50

CSU 18.00 hours lecture, 27.00 hours lab

May be taken four times for credit

*Prerequisite: Audition/Interview*

Preparation of theatre students for attendance and competition at the Kennedy Center American College Theater Festival. Participation in festival workshops and attendance at adjudication or competition events at the regional festival is required.

**THEATR 210 SCRIPT ANALYSIS**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR 114

*Recommended Preparation: THEATR-110 or THEATR-110H*

Presents principles and methods employed by actors, directors and designers to analyze dramatic literature as scripts for theatrical performance.

**THEATR 220 THEATRE HISTORY I**

Units: 3.00

UC:CSU 54.00 hours lecture

C-ID THTR-113

Surveys theatre from ancient times through the 18th century.

**THEATR 240 ACTING SHAKESPEARE**

Units: 3.00

UC:CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: THEATR-140.*

Explores Shakespeare's plays and poetry from a performance perspective, through research, exercises, monologues and scene study.

**THEATR 241 MOVEMENT FOR THE PERFORMER**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Develops the performer's instrument as it pertains to the body through stretching and strengthening exercises, awareness, relaxation, flexibility, and responsiveness.

**THEATR 242 VOICE FOR THE PERFORMER**

Units: 2.00

UC:CSU 18.00 hours lecture, 54.00 hours lab

Introduces fundamentals of voice for the performer in order to communicate openly and effectively, including tonal production, vocal quality, and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character, and the text.

## WATER SYSTEMS TECHNOLOGY

**Associate in Science Degree and Certificate of Achievement: Water Systems Technology**

Water Systems Technology is the study of water treatment processes, distribution processes, and wastewater processes. The program is designed to prepare students seeking a career in drinking water treatment and distribution or wastewater. The Water Systems Technology program also provides instruction for water and wastewater industry personnel interested in career advancement as well as continuing education opportunities for state-certified water treatment and water distribution operators for certification renewal. Coursework will help prepare students for various certification examinations given by the State of California Water Resources Control Board. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, wastewater treatment concepts, chemical dosage techniques,

water distribution, water chemistry, water quality, water mathematical calculations and other skills needed throughout this vital industry. The students completing the program can become employed as a distribution operator, water treatment plant operator, water service representative, water quality specialist, wastewater collection worker and/or wastewater treatment operator.

**Degree and Certificate Student Learning Outcome:**

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

**Program Requirements:**

Units Required: 21

	Units
WATER-120 Introduction to Water Systems Technology .....	3.0
WATER-130 Waterworks Mathematics .....	3.0
WATER-131 Advanced Waterworks Mathematics .....	3.0
WATER-132 Water Supply .....	3.0
WATER-135 Water Quality .....	3.0
<i>Plus six units from the following:</i>	
WATER-140 Water Distribution Operator I .....	3.0
WATER-141 Water Distribution Operator II .....	3.0
<i>OR</i>	
WATER-150 Water Treatment Plant Operation Processes I .....	3.0
WATER-151 Water Treatment Plant Operation Processes II .....	3.0
<i>OR</i>	
WATER-160 Wastewater Treatment and Disposal I .....	3.0
WATER-161 Wastewater Treatment and Disposal II .....	3.0

**WATER 120 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY**

Units: 3.00

CSU 54.00 hours lecture

Explores the entire Water Systems Technology program, which includes the class and degree offerings. Reviews the State Water Resources Control Board Division of Drinking Water operator certification requirements. Various topics include water supply and demand, water quality, drinking water treatment and distribution, wastewater and recycled water and other related topics.

**WATER 130 WATERWORKS MATHEMATICS**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 100X

Introduces basic mathematical principles related to drinking water distribution and treatment systems and wastewater treatment plants; including areas, volumes, pressure, flow rates, unit conversion, chemical dosage, detention time, and filtration rates. Focuses on mathematical computations within the expected range of knowledge on the State Water Resources Control Board exams for Drinking Water Distribution 1 and 2, Drinking Water Treatment 1 and 2, and Wastewater Treatment 1 and 2.

**WATER 131 ADVANCED WATERWORKS MATHEMATICS**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: WATER-130*

Examines advanced study of mathematical principles related to water hydraulics, horsepower, flow rates, chemical dosages, detention time, filtration and backwash rates, CT calculations and various utility management analyses related to budget preparations, water rate structures, and demand design forecasting. Focuses on mathematical computations within the expected range of knowledge on the State of California Water Resources Control Board exams for Drinking Water Distribution 3, 4, and 5, Drinking Water Treatment 3 and 4, and Wastewater Treatment 3 and 4.

**WATER 132 WATER SUPPLY**

Units: 3.00

CSU 54.00 hours lecture

*Recommended Preparation: WATER-120*

Examines the sources of drinking water supplies, with special emphasis on water in California. Explores the uses of water, including residential, commercial/industrial/institutional, and landscaping demands. It also examines the roles and methods of conservation on water demand management.

**WATER 135 WATER QUALITY**

Units: 3.00

CSU 54.00 hours lecture

Examines basic principles of chemistry and microbiology and applies them to water quality based on related state and federal regulations.

**WATER 140 WATER DISTRIBUTION OPERATOR I**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 130X

*Recommended Preparation: WATER-130*

Introduces basic concepts and processes of drinking water distribution systems, including a general background of drinking water sources, regulations, water system design, and various distribution system appurtenances. Assists in the preparation of the State of California Water Resources Control Board Certification Exams for Grades I and II. Field trips may be required.

**WATER 141 WATER DISTRIBUTION OPERATOR II**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 140X

*Recommended Preparation: WATER-140 or four years of employment in a water treatment plant, water distribution system or hold a valid Grade I license.*

Presents intermediate to advanced principles of water distribution. Assists in preparation for Grade III & IV Water Distribution Operator's Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.

**WATER 150 WATER TREATMENT PLANT OPERATION PROCESSES I**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 150X

*Recommended Preparation: WATER-130 & WATER-135*

Presents the basic operating principles and techniques of the conventional surface water treatment processes of coagulation, flocculation, sedimentation, and filtration, plus those of disinfection processes. Assists in preparation for Grade T1 and T2 Water Treatment Plant Operator's Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.

**WATER 151 WATER TREATMENT PLANT OPERATION PROCESSES II**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 160X

*Recommended Preparation: WATER-131 and 150.*

Examines advanced topics in conventional surface water treatment processes and disinfection, as well as non-conventional treatment processes. Assists in preparation for Grade T3 and T4 Water Treatment Plant Operator's Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.

**WATER 160 WASTEWATER TREATMENT AND DISPOSAL I**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 110X

Presents the basic operating principles and techniques of conventional wastewater treatment processes including preliminary treatment, primary treatment, and secondary treatment, as well as wastewater quality assessment, wastewater collection, and wastewater disposal. Assists in preparation for Grade 1/2 Wastewater Treatment Plant Operator Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.

**WATER 161 WASTEWATER TREATMENT AND DISPOSAL II**

Units: 3.00

CSU 54.00 hours lecture

C-ID WWTR 120X

*Recommended Preparation: WATER-160*

Examines advanced topics in conventional wastewater treatment processes including alternative secondary treatment methods, tertiary treatment, disinfection and dechlorination, solids handling, water recycling, and industrial waste management. Assists in preparation for Grade 2 Wastewater Treatment Plant Operator Certificate examination given by the State of California Water Resources Control Board. Field trips may be required.

**Degree and Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in industry-recognized principles and practices as they apply to today's welding and metal fabrication industries.

**Program Requirements:**

Units Required: 34

Units

*Complete 15 units from two of the course blocks below*

WELD-100A	Introduction to Metal Fabrication .....	2.5
WELD-100B	Intermediate Metal Fabrication .....	2.5
WELD-100C	Advanced Metal Fabrication .....	2.5
WELD-101A	Introduction to Shielded Metal Arc Welding .....	2.5
WELD-101B	Intermediate Shielded Metal Arc Welding .....	2.5
WELD-101C	Advanced Shielded Metal Arc Welding .....	2.5
WELD-111A	Introduction to Semiautomatic Welding .....	2.5
WELD-111B	Intermediate Semiautomatic Welding .....	2.5
WELD-111C	Advanced Semiautomatic Welding .....	2.5
WELD-112A	Introduction to Gas Tungsten Arc Welding .....	2.5
WELD-112B	Intermediate Gas Tungsten Arc Welding .....	2.5
WELD-112C	Advanced Gas Tungsten Arc Welding .....	2.5
WELD-114A	Introduction to Gas Tungsten Arc Welding .....	2.5
WELD-114B	Intermediate Gas Tungsten Arc Welding .....	2.5
WELD-114C	Advanced Gas Tungsten Arc Welding .....	2.5

OR

*Complete fifteen units from the following:*

WELD-113A	Introduction to Pipe Welding .....	4.0
WELD-113B	Pipe Layout and Fabrication .....	3.0
WELD-113C	Intermediate Pipe Welding .....	4.0
WELD-113D	Advanced Pipe Welding .....	4.0

*Plus the following required electives:*

WELD-130	Welding Metallurgy .....	3.0
WELD-131	Non-Destructive Testing .....	3.0
WELD-132	Print Reading for Welders and Fabricators .....	3.0
WELD-133	Welding Inspection .....	3.0
MFGT-090	Measurements and Computations .....	3.0
ENGL-104	Technical Reading and Writing .....	3.0

OR

**Associate in Science Degree and Certificate of Achievement: Welding Technology**

Welding Technology is a career education program designed to prepare students for a variety of entry-level positions in today's welding and fabrication related industries. Course offerings range from very basic welding fundamentals to the most technically advanced. Students gain skills in safety procedures, applied theory, metal fabrication, and related welding processes. Emphasis is placed on individual instruction. Instructors are AWS Certified Welding Inspectors/Educators. Welding curriculum is aligned with the American Welding Society SENSE Entry Welder Program. Students can earn welder certifications in accordance with the American Welding Society (AWS), the Los Angeles Department of Building and Safety (LADBS), and The American Society of Mechanical 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.

# WELDING

ENGL-204	Technical Report Writing .....	3.0
WE-186WELD	Work Experience Education	
	Welding Technology .....	1.0 - 4.0

### Certificate of Achievement: Gas Tungsten Arc Welding

The Welding Technology Certificate of Achievement in Gas Tungsten Arc Welding (GTAW) provides training to gain the technical and applied skills to perform advanced welding tasks. Course work includes a comprehensive study with an emphasis on application of advanced welding techniques and industry practices. Program completers are prepared for entry-level employment into industries such as aerospace, motorsports, petrochemical, and general fabrication.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

#### Program Requirements:

Units Required: 19.5

	Units
WELD-112A	Introduction to Gas Tungsten Arc Welding.....2.5
WELD-112B	Intermediate Gas Tungsten Arc Welding.....2.5
WELD-113C	Advanced Gas Tungsten Arc Welding.....2.5
	<i>Required Electives:</i>
WELD-130	Welding Metallurgy.....3.0
WELD-131	Non-Destructive Testing .....3.0
WELD-132	Print Reading for Welders and Fabricators .....3.0
WELD-133	Welding Inspection .....3.0

### Certificate of Achievement: Metal Fabrication

The Certificate of Achievement in Metal Fabrication provides theoretical and hands-on skills in the safe and efficient use of industry relevant metal fabrication tools equipment. Coursework includes project design, use of CNC press brake & plasma cutting equipment, manual machining, sheet metal fabrication, tube bending, metal forming/shaping and welding. Program completers are prepared for entry level employment in industries as aerospace, motorsports, petrochemical, and general fabrication.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

#### Program Requirements:

Units Required: 16.5

	Units
WELD-100A	Introduction to Metal Fabrication .....2.5
WELD-100B	Intermediate Metal Fabrication .....2.5
WELD-100C	Advanced Metal Fabrication .....2.5

#### Required Electives:

WELD-130	Welding Metallurgy .....	3.0
WELD-131	Non-Destructive Testing .....	3.0
WELD-133	Welding Inspection .....	3.0

### Certificate of Achievement: Robotic Welding Automation

The Welding Technology Certificate of Achievement in Robotic Welding Automation provides training to gain the technical and applied skills required to perform advanced programming and operational tasks as per the American Welding Society standards and specifications for robotic welding.

#### Certificate Student Learning Outcome:

Students will be to:

- Analyze the theory and skills necessary for performing advanced programming and operational tasks as per AWS Robotic Arc Welding standards.
- Safely operate common robotic welding automation systems while performing advanced programming and welding functions.

#### Program Requirements:

Units Required: 19.5

	Units
WELD-114A	Introduction to Gas Tungsten Arc Welding.....2.5
WELD-114B	Intermediate Gas Tungsten Arc Welding.....2.5
WELD-114C	Advanced Gas Tungsten Arc Welding.....2.5
	<i>Required Electives:</i>
WELD-130	Welding Metallurgy.....3.0
WELD-131	Non-Destructive Testing .....3.0
WELD-132	Print Reading for Welders and Fabricators .....3.0
WELD-133	Welding Inspection .....3.0

### Certificate of Achievement: Semiautomatic Welding

The Welding Technology Certificate of Achievement in Semi-Automatic welding provides training to gain the technical and applied skills to perform advanced welding tasks. Course work includes a comprehensive study with an emphasis on application of fundamental welding techniques and industry practices. Program completers are prepared for entry level employment into industries such as aerospace, motorsports, petrochemical, and general fabrication

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

#### Program Requirements:

Units Required: 16.5

	Units
WELD-111A	Introduction to Semiautomatic Welding.....2.5

WELD-111B	Intermediate Semiautomatic Welding.....	2.5
WELD-111C	Advanced Semiautomatic Welding..	2.5
<i>Required Electives:</i>		
WELD-130	Welding Metallurgy .....	3.0
WELD-131	Non-Destructive Testing .....	3.0
WELD-133	Welding Inspection .....	3.0

### Certificate of Achievement: Structural Steel Welding

The Welding Technology Certificate of Achievement in Structural Steel Welding is designed for those interested in welding structural steel. Course work includes a comprehensive study with an emphasis on application of fundamental welding techniques and industry practices. Program completers are prepared for entry level employment into industries such as steel construction and maintenance & repair, and general fabrication.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate advanced level skills to produce quality welds in the flat, horizontal, vertical, and overhead positions using the shielded metal arc welding process.

#### Program Requirements:

Units Required: 19.5

		Units
WELD-101A	Introduction to Shielded Metal Arc .....	2.5
WELD-101B	Intermediate Shielded Metal Arc .....	2.5
WELD-101C	Advanced Shielded Metal Arc .....	2.5
<i>Required Electives:</i>		
WELD-130	Welding Metallurgy .....	3.0
WELD-131	Non-Destructive Testing .....	3.0
WELD-132	Print Reading for Welders and Fabricators .....	3.0
WELD-133	Welding Inspection .....	3.0

### Certificate of Specialization: Pipe Fabrication/Welding

The Welding Technology Certificate of Specialization in Pipe Fabrication/Welding provides training to gain technical and applied skills in the joining of carbon steel pipe. Coursework includes pipe layout fabrication and welding of pipe in the 1G, 2G, 5G, and 6G positions using shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW). Welder qualification performance exams in accordance with the American Petroleum Institute (API), American Society of Mechanical Engineers (ASME) and the American Welding Society are offered.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate the ability to fabricate and weld carbon steel pipe joints in multiple positions that meet industry code acceptance criteria.

#### Program Requirements:

Units Required: 15

Units

WELD-113A	Introduction to Pipe Welding.....	4.0
WELD-113B	Pipe Layout and Fabrication.....	3.0
WELD-113C	Intermediate Pipe Welding .....	4.0
WELD-113D	Advanced Pipe Welding .....	4.0

### WELD 096 WELDING CERTIFICATION AND LICENSE PREPARATION

Units: 3.00

54.00 hours lecture

*Recommended Preparation: WELD-101C*

Presents practical applications and fundamental concepts to prepare students for the Los Angeles City Department of Building and Safety Department Examination (written) for structural steel.

### WELD 100A INTRODUCTION TO METAL FABRICATION

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

C-ID WELD 114X

First in a three-part series of courses examining the principles and practices of metal fabrication including layout and design techniques, while emphasizing the safe operation of drilling, cutting, threading, grinding, and related equipment. Students are exposed to basic design techniques and cost estimation methods used to fabricate basic metal projects.

### WELD 100B INTERMEDIATE METAL FABRICATION

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-100A*

Second in a three-part series of courses examining the principles and practices of enhanced metal fabrication. Emphasis is placed on safe proper operation of bending, turning, cutting, milling and related equipment. Students are exposed to enhanced design techniques used to fabricate intermediate level projects.

### WELD 100C ADVANCED METAL FABRICATION

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-100B*

Third in a three-part series of courses examining the principles and practices of metal fabrication, while emphasizing safe and proper operation of metal working equipment. Students construct advanced projects that involve design, layout, machining, fabrication, and welding technology.

**WELD 101A INTRODUCTION TO SHIELDED METAL ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

C-ID WELD 101X

The first of a three-part series introducing the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW consumables & welding equipment, and proper welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program and the National Coalition of Certification Centers (NC3).

**WELD 101B INTERMEDIATE SHIELDED METAL ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-101A*

The second of a three-part series in the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW consumables & welding equipment and enhanced welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program and the National Coalition of Certification Centers (NC3).

**WELD 101C ADVANCED SHIELDED METAL ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-101B*

The third in a three-part series introducing the theory and application of shielded metal arc welding (SMAW). Emphasizes safety procedures, use of SMAW consumables & welding equipment, and proper welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program and National Coalition of Certification Centers (NC3).

**WELD 111A INTRODUCTION TO SEMIAUTOMATIC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

C-ID WELD 102X

The first of a three-part series introducing the theory and application of gas metal arc welding (GMAW). Emphasizes safety procedures, use of GMAW consumables & welding equipment, and proper welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program and National Coalition of Certification Centers (NC3).

**WELD 111B INTERMEDIATE SEMIAUTOMATIC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

C-ID WELD 103X

*Prerequisite: WELD-111A*

The second of a three-part series introducing the theory and application of flux cored arc welding (FCAW). Emphasizes safety procedures, use of FCAW consumables & welding equipment, and proper welding techniques in accordance with the American Welding Society SENSE EG2.0 Entry-Level Welder program and National Coalition of Certification Centers (NC3).

**WELD 111C ADVANCED SEMIAUTOMATIC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-111A**Recommended Preparation: WELD-111B*

The third of a three-part series providing advanced theory and application in semiautomatic welding processes. Emphasizes safety procedures, use of advanced technology GMAW equipment, and application of complex welding techniques in accordance with advanced welding procedure specifications.

**WELD 112A INTRODUCTION TO GAS TUNGSTEN ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

C-ID WELD 104X

The first of a three-part series introducing fundamental theory and application of gas tungsten arc welding (GTAW). Emphasize safety procedures, use of GTAW equipment, and proper techniques in accordance with the American Welding Society SENSE Entry-Level program and National Coalition of Certification Centers (NC3).

**WELD 112B INTERMEDIATE GAS TUNGSTEN ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-112A*

The second of a three-part series providing further development in the theory and application of gas tungsten arc welding (GTAW). Emphasizes safety procedures, use of GTAW equipment and proper techniques in accordance with the American Welding Society SENSE Entry-Level program and National Coalition of Certification Centers (NC3).

**WELD 112C ADVANCED GAS TUNGSTEN ARC WELDING**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-112B*

The third of a three-part series providing advanced theory and applications of gas tungsten arc welding (GTAW). Emphasize safety procedures, use of GTAW equipment and proper techniques in accordance with the American Welding Society SENSE Entry-Level program and National Coalition of Certification Centers (NC3).

**WELD 113A INTRODUCTION TO PIPE WELDING**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-101C, Co-requisite: WELD-113B*

First in a series that provides fundamental theory and application of pipe welding using the shielded metal arc welding (SMAW) process. Procedures leading to skillfulness in weld-joint design, pre-weld fit up, basic metallurgy and related welding codes and standards are emphasized. Emphasis on weld positions 1G, 2G, 5G, and 6G using mild steel electrodes, in accordance with American Petroleum Institute API-1104.

**WELD 113B PIPE LAYOUT AND FABRICATION**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-101C, Co-requisite: WELD-113A*

Explores the fundamental concepts used in the layout and fabrication of pipe connections and fittings. Emphasis is placed on constructing pipe connections commonly used in the piping industry. Related math calculations and cutting techniques are utilized to prepare students for entry into pipe fitting related fields.

**WELD 113C INTERMEDIATE PIPE WELDING**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-113A**Recommended Preparation: WELD-112B*

Third in a series of courses in the further development of pipe welding skills and techniques as per API 1104 in addition to providing theory and application in pipe welding using gas tungsten arc welding (GTAW) of carbon steel pipe. Covers weld positions 1G, 2G, 5G, and 6G using uphill progression, in accordance with American Mechanical Engineering (ASME) Pressure and Vessel Codes.

**WELD 113D ADVANCED PIPE WELDING**

Units: 4.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: WELD-113C*

Capstone course to continue development in advanced pipe welding skills. Includes theory and application of pipe welding of carbon steel pipe using gas metal arc welding (GMAW) in weld positions 2G, 5G, and 6G using downhill and uphill progression. Prepares students for pipe welding certifications in accordance with the American Society of Mechanical Engineers (ASME) and the American Welding Society (AWS).

**WELD 114A INTRODUCTION TO ROBOTIC WELDING AUTOMATION**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

The first of a three-part series introducing fundamental theory and hands-on application of robotic welding automation. Emphasizes safety awareness, programming techniques, and basic gas metal arc welding applications using six-axis robotic welding systems.

**WELD 114B INTERMEDIATE ROBOTIC WELDING AUTOMATION**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-114A*

The second of a three-part series introducing intermediate-level theory and hands-on application of robotic welding automation. Emphasizes safety awareness, programming techniques, and intermediate gas metal arc welding applications using six-axis robotic welding systems.

**WELD 114C ADVANCED ROBOTIC WELDING AUTOMATION**

Units: 2.50

CSU 27.00 hours lecture, 54.00 hours lab

*Prerequisite: WELD-114B*

The third of a three-part series introducing advanced-level theory and hands-on application of robotic welding automation. Emphasizes safety awareness, programming techniques, and advanced gas, metal, arc welding (GMAW) welding applications using six-axis robotic welding systems.

**WELD 130 WELDING METALLURGY**

Units: 3.00

CSU 54.00 hours lecture

C-ID WELD 112X

Introduces basic metallurgy as applied to welding, emphasizing common heat treatment procedures, welding enhancement procedures, and thermal control of stress and strain in relation to ferrous and non-ferrous metals. Applications of destructive and nondestructive testing and their role in quality assurance are covered.

**WELD 131 NON-DESTRUCTIVE TESTING**

Units: 3.00

CSU 54.00 hours lecture

C-ID WELD 111X

Surveys common Nondestructive Testing (NDT) theories and applications as they relate to industry recognized quality control systems. Emphasizes Visual Test (VT), Penetrant Test (PT) Magnetic Particle test (MT), Radiographic Test (RT), Ultrasonic Test(UT) and Eddy Current (ET).

**WELD 132 PRINT READING FOR WELDERS AND FABRICATORS**

Units: 3.00

CSU 54.00 hours lecture

C-ID WELD 110X

*Recommended Preparation: MFGT-090*

Examines print and drawing interpretation practices commonly used by welding and metal fabrication industries. Exposure to common drawing types, symbols, views, lines, dimensions, and tolerances. Emphasizes the analysis of welding symbols as approved by the American Welding Society (AWS) and International Organization of Standardization (ISO).

**WELD 133 WELDING INSPECTION**

Units: 3.00

CSU 54.00 hours lecture

Surveys common welding codes, standards, specifications, welding metallurgy, and testing methods used in the process of performing effective evaluations of welds.



# WINE STUDIES

**Certificate of Achievement: Wine and Beer Studies**

The Wine Studies program is designed to provide students desiring employment in the culinary or restaurant industry with foundational knowledge and skills in world viticulture and wine and beer styles. The curriculum provides an introduction to wine and beer appreciation, service, and wine and beer food pairings. Upon completion of the program, students will have a well-developed wine palate and will be able to assist customers in wine and beer selections.

**Certificate Student Learning Outcome:**

Students will be able to:

- Compare and contrast the world wine and beer regions.
- Perform sensory evaluation on wines and beer from a variety of regions.

**Program Requirements:**

Units Required: 17

	Units
WINEST-085 Wines of California .....	2.0
WINEST-086 Wines of Italy .....	1.5
WINEST-087 Wines of France .....	1.5
WINEST-088 Wines of Australia & New Zealand ..	1.5
WINEST-089 Wines of Spain .....	1.5
WINEST-100 Wine Appreciation.....	3.0
WINEST-102 World Viticulture and Wine Styles ...	3.0
WINEST-104 Hospitality Beverage Management.....	3.0

*Recommended Electives:*

BEERST-083 Beer Appreciation .....	1.5
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**Certificate of Specialization: Hospitality Wine Service**

The Hospitality Wine Service program is designed to provide students with knowledge and skills related to providing exceptional wine service in restaurants, hotels and other culinary venues. The program provides introductory knowledge on world viticulture and wine styles but focuses on the food, business and service aspects of wine and the role of wine in the hospitality industry.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the wine service/hospitality/restaurant industry.

*Continued on the next page.*

**Program Requirements:**

Units Required: 6.5

	Units
WINEST-084 Wine Service and Hospitality.....	1.5
WINEST-085 Wines of California .....	2.0
WINEST-100 Wine Appreciation.....	3.0

**WINEST 084 WINE SERVICE AND HOSPITALITY**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Introduces the basics of wine service for the hospitality industry. Pregnant women and persons with allergies to sulfites are advised not to take this class as wine will be tasted.

**WINEST 085 WINES OF CALIFORNIA**

Units: 2.00

36.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of California including the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of California. Pregnant women and persons with allergies to sulfites are advised not to take this class as wine will be tasted.

**WINEST 086 WINES OF ITALY**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Introduces the major wine regions of Italy, grape varieties grown, and the wines produced. Includes the process of Italian wine making, the importance of wine in Italian cuisine and culture and the stature Italian wines have achieved worldwide. Pregnant women and persons with allergies to sulfites are advised not to take this class as wine will be tasted.

**WINEST 087 WINES OF FRANCE**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of France, the grape varieties and types of wine production. Includes the wine styles and associated wine laws, structure and culture of France. Pregnant women and persons with allergies to sulfites are advised not to take this class as wine will be tasted.

**WINEST 088 WINES OF AUSTRALIA AND NEW ZEALAND**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions of Australia and New Zealand, the grape varieties and 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 as wine will be tasted.

**WINEST 089 WINES OF SPAIN**

Units: 1.50

27.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the major wine regions grape varieties and 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 as wine will be tasted.

**WINEST 100 WINE APPRECIATION**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: Students must be 21 years of age to enroll.*

Explores the grape varieties and types of wine produced in the major wine regions of France, Italy, Germany, Spain, Australia, New Zealand, South America, and North America. Pregnant women and persons with allergies to sulfites are advised not to take this class as wine will be tasted.

**WINEST 102 WORLD VITICULTURE AND WINE STYLES**

Units: 3.00

UC:CSU 54.00 hours lecture

*Prerequisite: WINEST-100 and students must be 21 years of age to enroll.*

Surveys the world of viticulture and the wine industry, including the history of viticulture, grapevine anatomy, worldwide grapes, wine production, the making of wine and sensory evaluations. Pregnant women and persons with allergies to sulfites are advised not to take this class as wine will be tasted.

**WINEST 104 HOSPITALITY BEVERAGE MANAGEMENT**

Units: 3.00

CSU 54.00 hours lecture

*Prerequisite: WINEST-100*

Examines wine and beverage purchasing, storage, and selling for the restaurant management professional.

## WORK EXPERIENCE EDUCATION

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

**WE 186AUTO WORK EXPERIENCE EDUCATION AUTOMOTIVE TECHNOLOGY**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Automotive Technology from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186BAKE WORK EXPERIENCE EDUCATION BAKING AND PASTRY**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Baking and Pastry from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186BUS WORK EXPERIENCE EDUCATION BUSINESS**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Business from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186CAWT WORK EXPERIENCE EDUCATION COMPUTER APPLICATIONS AND WEB TECHNOLOGIES**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Computer Applications and Web Technologies from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186CNST WORK EXPERIENCE EDUCATION CONSTRUCTION**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Construction from college courses or career exploration in an actual work setting. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186CULA WORK EXPERIENCE EDUCATION CULINARY ARTS**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Culinary Arts from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186ENVR WORK EXPERIENCE EDUCATION ENVIRONMENTAL SCIENCE**

Units: 0.50-4.00

CSU 27.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Environmental Science from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit (or 27 hours for .5 unit) to receive credit.

*Continued on the next page.*

**WE 186GMD WORK EXPERIENCE  
EDUCATION GRAPHIC AND MULTIMEDIA  
DESIGN**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Graphic and Multimedia Design from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186HOSP WORK EXPERIENCE  
EDUCATION HOSPITALITY MANAGEMENT**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Hospitality Management from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186ID WORK EXPERIENCE  
EDUCATION INTERIOR DESIGN**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Interior Design from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186MEA WORK EXPERIENCE  
EDUCATION MEDIA ENTERTAINMENT  
ARTS**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Media Entertainment Arts from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186MFGT WORK EXPERIENCE  
EDUCATION MANUFACTURING  
TECHNOLOGY**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Manufacturing from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186NETW WORK EXPERIENCE  
EDUCATION NETWORK TECHNOLOGY**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Network Technology from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186PHOT WORK EXPERIENCE  
EDUCATION PHOTOGRAPHY (UNPAID)**

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Photography from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186PLGL WORK EXPERIENCE  
EDUCATION PARALEGAL**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of paralegal studies from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186REC WORK EXPERIENCE  
EDUCATION RECREATION MANAGEMENT**

Units: 0.50-4.00

CSU 27.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Recreation Management from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit (or 27 hours for .5 unit) to receive credit.



**WE 186SIGN WORK EXPERIENCE  
EDUCATION SIGN LANGUAGE**

Units: 0.50 - 4.00

CSU 27.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of American Sign Language from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit (or 27 hours for .5 unit) to receive credit.

**WE 186SSP WORK EXPERIENCE  
EDUCATION DEAF-BLIND SUPPORT  
SERVICE PROVIDER**

Units: 0.50-4.00

CSU 27.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Deaf-Blind Support Service Provider from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit (or 27 hours for .5 unit) to receive credit.

**WE 186THTR WORK EXPERIENCE  
EDUCATION TECHNICAL THEATRE**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Technical Theatre from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 186WELD WORK EXPERIENCE  
EDUCATION WELDING TECHNOLOGY**

Units: 1.00-4.00

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Welding from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

**WE 189GNRL WORK EXPERIENCE  
EDUCATION GENERAL**

Units: 1.00-4.00

CSU 54.00 – 216.00 hours lab

Provides students with the opportunity to develop desirable work habits, attitudes and career awareness as well as potentially apply knowledge and skills gained in the area of study from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship or job site a minimum of 54 hours per unit to receive credit.

**WE 486ARCH WORK EXPERIENCE  
EDUCATION ARCHITECTURE**

Units: 1.00-4.00

CSU 54.00 – 216.00 hours lab

*Prerequisite: ARCHT-290, 370, and 450*

Provides students with the opportunity to apply knowledge and skills gained in the area of Sustainable Building from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit. Upper division course, registration is limited to students with Junior Standing in the Bachelor of Science in Building Performance Degree program.

## SCHOOL OF PERSONAL AND PROFESSIONAL LEARNING / NONCREDIT CLASSES

The College's School of Personal and Professional Learning provides lifelong learning classes to residents of all ages with opportunities for professional development, skills development, and language acquisition. These courses are offered tuition-free and are supported by the State of California. Courses include English as a Second Language (ESL), Immigrant Education & Citizenship, College Success Skills, 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.

Certificate of Competency	
Advanced American Language and Culture	Essential Intermediate Algebra Skills: Functions and Rational Exponents
Beginning Conversational English	Essential Intermediate Algebra Skills: Polynomials
College Success Toolkit	Essential Intermediate Algebra Skills: Quadratics, Exponentials, and Logarithms
ESL/Beginning Level	Essential Intermediate Algebra Skills: Shapes and Patterns
ESL/Intermediate Level	Essential Pre-Algebra Skills
English as a Second Language (ESL) for College Preparation I	Essential Reading and Writing Skills for College and Career
English as a Second Language (ESL) for College Preparation II	Generative AI for Academic and Career Success
Essential Academic Skills	Intermediate American Language and Culture
Essential Arithmetic Skills	Intermediate Conversational English
Essential Beginning Algebra Skills	Library and Internet Research Skills
Essential Pre-Algebra Skills	Upgrade to Academic Success

Certificate of Completion	
21st Century Career Skills	General Education Development Preparation
21st Century Teaching Practices	Global Navigation Satellite System (GNSS) Certificate Program
Autodesk Maya Certified User Exam Preparation	Hotel Front Office Training
Baking Fundamentals	Human Resources Professional
Business of Acting	Instructional Aide Training
Career and Lifestyle Exploration	Introduction to Residential Building Trade Skills
Career Strategist	Management Tool Box
CBEST Preparation	Master Gardener
Certified Adobe Photoshop Technician	Medical Scribe
Certified Paralegal Exam Test Preparation	Mindful Co-worker
Commercial Painting	Model Making for Architecture and Interior
Commercial Sewing	Navigating Mental Health Issues in the Workplace
Commercial Sexual Exploitation of Children (CSEC) Training	Nursing Skills Lab
Crime and Intelligence Analysis	Nursing Success
Customer Relations	Occupational Safety Health Administration (OSHA) Construction Certification
Digital Office	Personal Care Aide Training
Digital Photographic Camera and Composition Fundamentals	Personal Trainer Preparation
Digital Photographic Camera and Manual Exposure Fundamentals	Physical Fitness Preparation for Public Safety
Digital Photographic Project Fundamentals	Project Management for Non-Project Managers
Digital Publishing for the Office	Real Estate
Emerging Leaders	Spanish for Educators
Entering the Workforce Post Criminal Conviction	Spanish for Healthcare Workers
English for the Workplace	Supervisor's Roadmap
Entrepreneurship	Survive and Thrive in the Workplace
Essential Accounting Skills	Teaching Foundation
Fundamental Skills for Commercial Artists	Therapeutic Rehabilitation Technician
Fundamental Teaching Skills for Higher Education	Understanding Trauma in Children and Youth Training
Fundamentals of Communication	Wilderness Leadership
Fundamentals of Public Communication	Workplace Essentials
Gateway Human Resources Assistant	Yoga Teacher Training

## ACCOUNTING

### Certificate of Completion: Essential Accounting Skills

This comprehensive program merges the detailed study of Cost Accounting with the analytical depth of Intermediate Accounting. The curriculum emphasizes managerial accounting, focusing on factory and production environments, alongside cost systems. Students will explore various types of costs, elements of costs, and cost behavior, including detailed analyses of variances for labor, materials, overhead, and indirect expenses. The course also covers allocation of cost to by-products, standard cost, and budgeting.

#### Certificate Student Learning Outcome:

Students will be able to prepare comprehensive accounting reports and demonstrate an in-depth understanding of accounting practices.

#### Program Requirements:

Units Required: 0

Units:

NC.BUS-203	Cost Accounting.....	0.0
NC.BUS-204	Intermediate Accounting.....	0.0

### NC.BUS 203 COST ACCOUNTING

45.00 – 60.00 hours

*Recommended Preparation: BUS-202 or equivalent*

Focuses on both managerial (factory and production) and cost accounting with emphasis on cost and non-cost systems. Covers types of cost, elements of costs, cost behavior, variances for labor, materials overhead, indirect expenses, allocation of cost to by-products, standard cost and budgets.

### NC.BUS 204 INTERMEDIATE ACCOUNTING

45.00 – 60.00 hours

*Recommended Preparation: BUS-202 or equivalent*

Provides complete analytical application and an advanced review of topics discussed in Accounting and I & II. Topics include assets (current, fixed, and intangible), investments, financial statements, income taxes, liabilities, stockholders equity, revenue recognition, operating and capital leases, asset acquisition and leases.



## ARCHITECTURE & INTERIOR DESIGN

### Certificate of Completion: Model Making for Architecture and Interior Design

Introduction to current practices in physical model making for Architecture and Interior Design.

#### Certificate Student Learning Outcome:

Students will be able to utilize industry recognized means and methods of physical model making to create architecture and/or interior design portfolio content.

#### Program Requirements:

Units Required: 0

Units:

NC.ARCH-050	Introduction to Model Making .....	0.0
	OR	
NC.ID-050	Introduction to Model Making .....	0.0
	AND	
NC.ARCH-096	Architecture and Interior Design Lab.....	0.0
	OR	
NC.ID-096	Architecture and Interior Design Lab.....	0.0

### NC.ARCH 050 INTRODUCTION TO MODEL MAKING

4.00 – 8.00 hours

Introduction to physical model making technology, terminology, capabilities and limitations including the use of 3D printing and laser cutting as tools for exploring foundational problem solving skills. Same as NC.ID-050.

### NC.ARCH 096 ARCHITECTURE AND INTERIOR DESIGN LAB

36.00 – 56.00 hours

Prerequisite: NC.ARCH-050

Provides a hands-on opportunity for students to learn and use model making tools and techniques to create their own architectural and interior design models and other projects. Students will have access to a variety of tools, including 3D printers, laser cutters, and other specialized equipment. Same as NC.ID-096.

### NC.ID 050 INTRODUCTION TO MODEL MAKING

4.00 – 8.00 hours

Introduction to physical model making technology, terminology, capabilities and limitations including the use of 3D printing and laser cutting as tools for exploring foundational problem solving skills. Same as NC.ARCH-050.

*Continued on the next page.*

**NC.ID 096 ARCHITECTURE AND INTERIOR DESIGN LAB**

36.00 – 56.00 hours

Prerequisite: NC.ID-050

Provides a hands-on opportunity for students to learn and use model making tools and techniques to create their own architectural and interior design models and other projects. Students will have access to a variety of tools, including 3D printers, laser cutters, and other specialized equipment. Same as NC.ARCH-096.

**ART****Certificate of Completion: Fundamental Skills for Commercial Artists**

Offers fundamental rendering skills required for students seeking employment in the creative arts economy of Southern California, and job training/refresher skills for professionals already working in the field.

**Certificate Student Learning Outcome:**

Students will be able to apply fundamental drawing techniques to anatomical renderings in a variety of artistic modalities.

**Program Requirements:**

Units Required: 0

Units

NC.ART-110	Fundamentals of Drawing for Commercial Artists.....	0.0
NC.ART-200	Anatomy for Commercial Artists .....	0.0

**NC.ART 110 FUNDAMENTALS OF DRAWING FOR COMMERCIAL ARTISTS**

24.00 – 36.00 hours

Introduces drawing for current or future commercial artists such as animators, character designers and storyboard artists emphasizing basic techniques utilizing a variety of media and compositional and pictorial fundamentals.

**NC.ART 200 ANATOMY FOR COMMERCIAL ARTISTS**

24.00 – 40.00 hours

Provides essential training in life drawing for current or future commercial artists such as animators, character designers and storyboard artists through observational renderings of the live model.

**BUSINESS****Certificate of Completion: Entrepreneurship**

Designed to prepare students with the management skills unique to the successful operation of a small business enterprise, including financial, marketing, and management strategies.

**Certificate Student Learning Outcomes:****Students will be able to:**

- Learn techniques for business plan development and creation.
- Utilize skills and resources available to assist entrepreneurs in developing and launching a business including ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

**Program Requirements:**

Units Required: 0

Units:

**Required Courses:**

NC.BUS-117A	Introduction to Entrepreneurship .....	0.0
NC.BUS-117B	Developing a Business Plan for Entrepreneurs .....	0.0

**Certificate of Completion: Gateway Human Resources Assistant**

Introduce learners to the field of human resources. Prepare participants with a solid foundation of the human resources functions, basic knowledge of relevant employment laws, and the ability to perform basic human resources activities that are an essential part of the employment life cycle. The Gateway Human Resources Assistant certificate consists of three short-term courses and is designed for those interested in gaining knowledge and skills for employment into an entry-level position in human resources.

**Certificate Student Learning Outcome:**

Students will be able to describe the human resources functions and fundamental employment laws, and demonstrate the ability to perform foundational activities.

**Program Requirements:**

Units Required: 0

.....Units

NC.BUS-1A	Foundations of Human Resources Management .....	0.0
NC.BUS-1B	Employment Law Fundamentals .....	0.0
NC.BUS-1C	Human Resources Management Support Activities .....	0.0

### Certificate of Completion: Human Resources Professionals

Examines the human resources professional's role as a strategic partner for an organization. Provides a more advanced employment law review and update and explores human resources strategies to optimize their organization to achieve a competitive advantage. The Human Resources Professionals certificate consists of two short-term courses and is designed for those individuals interested in stepping into a higher-level strategic human resources position.

#### Certificate Student Learning Outcome:

Students will be able to:

- Demonstrate knowledge of relevant federal and state employment laws and address how these laws and recent updates apply to employers and employees in the workplace.
- Select and apply appropriate human resources strategies to optimize their organization to achieve a competitive advantage.

#### Program Requirements:

Units Required: 0

	Units
NC.BUS-3A      Legal Review and Update for Human Resources Management Professionals .....	0.0
NC.BUS-3B      Strategic Human Resources Management .....	0.0

### Certificate of Completion: Project Management for Non-Project Managers

Designed to prepare a student with a basic skillset on how to manage goals, objectives, develop work tasks, summary tasks, resource tasks, and milestones, while working with a team to complete a project plan.

#### Certificate Student Learning Outcome:

Students will be able to create a project plan utilizing Microsoft Office Project Software to facilitate project goals.

#### Program Requirements:

Units Required: 0

	Units
NC.BUS-10A      Introduction to Project Management.....	0.0
NC.BUS-10B      Microsoft Project Basics .....	0.0

### Certificate of Completion: Supervisor's Roadmap

Examines the critical role of supervisors, managers, and leaders within the context of human resources management across various industries. Provides business leaders with a more in-depth employment law review and the strategies and tools to navigate the work environment to more effectively hire, manage, motivate, and retain talent. The Supervisor's Roadmap certificate consists of two short-term courses and is designed for

those interested in moving into a supervisor role or for individuals wanting to step into a leadership role with additional employee oversight responsibilities.

#### Certificate Student Learning Outcome:

Students will be able to:

- Demonstrate knowledge of employment laws as it pertains to the employment life cycle from a supervisor and business leader's perspective.
- Apply strategies and tools to more effectively hire, manage, motivate, and retain talent.

#### Program Requirements:

Units Required: 0

	Units
NC.BUS-2A      Supervisor's Role in Workplace Compliance.....	0.0
NC.BUS-2B      People Management .....	0.0

### NC.BUS-1A FOUNDATIONS OF HUMAN RESOURCES MANAGEMENT

16.00 hours

Explores the major areas of responsibilities under human resources and the importance of these functions within a business. Discover careers within human resources and the skills needed to be successful.

### NC.BUS-1B EMPLOYMENT LAW FUNDAMENTALS

16.00 hours

*Recommended Preparation: NC.BUS-1A*

Examines relevant state and federal employment laws that impact the workplace.

### NC.BUS-1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES

16.00 hours

*Recommended Preparation: NC.BUS-1B*

Presents basic essential activities applicable to a support level position in human resources.

### NC.BUS-2A SUPERVISOR'S ROLE IN WORKPLACE COMPLIANCE

16.00 hours

Explores relevant employment laws affecting the workplace in connection with the supervisor's role in ensuring compliance.

### NC.BUS-2B PEOPLE MANAGEMENT

24.00 hours

Examines tools to effectively hire, manage, motivate, and retain talent. Examines the employment life cycle from a supervisor and business leader's perspective.

*Continued on the next page.*

**NC.BUS-3A LEGAL REVIEW AND UPDATE FOR HUMAN RESOURCES MANAGEMENT PROFESSIONALS**

16.00 hours

Provides human resources professionals with a more advanced employment law review, update on current legislation, and case analysis impacting employees and employers in the workplace.

**NC.BUS-3B STRATEGIC HUMAN RESOURCES MANAGEMENT**

24.00 hours

Explores human resources strategies to optimize an organization's efforts in achieving a competitive advantage.

**NC.BUS 10A INTRODUCTION TO PROJECT MANAGEMENT**

28.00 – 32.00 hours

Explores the fundamentals of project management in business. Students will define project goals and objectives and build a project plan to manage human and fiscal resources, meet deadlines and close the project for customer acceptance.

**NC.BUS 10B MICROSOFT PROJECT BASICS**

28.00 – 32.00 hours

Explores Microsoft Project for basic project management skills such as: work tasks, summary tasks, milestones, recurring tasks, and resources.

**NC.BUS 117A INTRODUCTION TO ENTREPRENEURSHIP**

54.00 hours

Develops an understanding of the tasks faced by individuals engaged in ethical and legal entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and how to analyze key parts of a business plan.

**NC.BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS**

54.00 hours

Presents techniques for business plan development and creation. Utilizes skills and resources available to assist entrepreneurs in developing and launching a business including; ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

**CAREER SKILLS****Certificate of Completion: Workplace Essentials**

Earners of this certificate have demonstrated effective and professional business writing skills using appropriate business tone, organization, formatting, word choice and persuasion. They have learned the art of matching the delivery channel (email, letter, memo or text) to the message type and situations. Earners have gained a deeper understanding of time management tools, critical thinking techniques, and problem solving strategies.

**Certificate Student Learning Outcome:**

Students will be able to apply effective strategies in time and workload management, business writing, and analytical thinking techniques.

**Program Requirements:**

Units Required: 0

Units

NC.CSKL-001	Time Management.....	0.0
NC.CSKL-002	Business Writing in the Technology Age .....	0.0
NC.CSKL-003	Critical Thinking, Problem Solving, and Decision Making .....	0.0

**Certificate of Completion: Customer Relations**

Earners of this certificate have developed a deep understanding of communication skills and how they relate to quality customer service. Additionally, earners understand different personality styles and how to adapt to each. They are able to provide strategic customer service recommendations based on their classroom experience as well as demonstrate collaborative problem solving.

**Certificate Student Learning Outcome:**

Students will be able to evaluate effective strategies in customer relations through creative problem solving, collaborative negotiation process tools, and effective communication for a variety of personality styles.

**Program Requirements:**

Units Required: 0

Units

NC.CSKL-004	Customer Service.....	0.0
NC.CSKL-005	Negotiation .....	0.0
NC.CSKL-006	Personality Styles.....	0.0

**Certificate of Completion: Management Tool Box**

Earners of this certificate have demonstrated an understanding of delegation, communication, time management and motivation techniques and skills needed for a successful manager.

**Certificate Student Learning Outcome:**

Students will be able to distinguish effective management skills through techniques in communication, delegation, and motivational skills.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-007 Successfully Managing and Developing People .....	0.0
NC.CSKL-008 Work Place Communication Strategies .....	0.0

**Certificate of Completion: Career Strategist**

The Career Strategist Certificate trains students to develop the skills needed to gain an accurate understanding of their strengths, interests, abilities and work values. Students also develop the skills to combine personal characteristics with career information to improve their skills at seeking, obtaining, maintaining and changing jobs. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision making.

**Certificate Student Learning Outcome:**

Students will be able to apply an effective career strategy through implementation of personalized career planning techniques, assessment of occupational information, social media networking, and relationship marketing.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-009 Personalized Career Planning.....	0.0
NC.CSKL-010 Strategic Job Search .....	0.0
NC.CSKL-011 LinkedIn for Business .....	0.0

**Certificate of Completion: Career and Lifestyle Exploration**

The Career and Lifestyle Exploration Certificate allows students to assess and understand their strengths, interests, abilities and work values. Students will use this knowledge to explore a career of interest through a job shadowing experience and interview. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career exploration.

**Certificate Student Learning Outcome:**

Students will be able to utilize the results of a career planning assessment and identify the work duties, skills needed, and advantages and disadvantages of a specific career of interest.

**Program Requirements:**

Units Required: 0

	Units
NC.CGSL-004 Career Exploration.....	0.0
NC.CSKL-012 Job Shadowing .....	0.0

**Certificate of Completion: Emerging Leaders**

Examine different leadership styles, strategies for becoming an effective leader, and the impact leadership can have on organizational effectiveness. Emphasis will be placed on attributes of successful leaders, leadership communication skills, and techniques for planning and organizing in today's changing workplace.

**Certificate Student Learning Outcome:**

Students will be able to identify strategies and create a plan for becoming an effective leader in a variety of professional settings.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-022 Emerging Leaders .....	0.0
NC.CSKL-023 Organizational Leadership.....	0.0

**Certificate of Completion: Fundamentals of Communication**

Earners of this certificate have demonstrated the fundamental principles of workplace communication, including effective listening, rapport building, and persuasive communication strategies for leadership. They have also identified and utilized technological tools to build a professional online presence and collaborate with others online and in person. Earners have gained a deeper understanding of navigating workplace communication challenges to create more positive outcomes.

**Certificate Student Learning Outcome:**

Students will be able to apply effective techniques for building an online presence and navigating workplace communication challenges in person and online.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-008 Workplace Communication Strategies .....	0.0
NC.CSKL-014 Public Speaking in the Workplace ...	0.0
NC.CSKL-016 Digital Fluency .....	0.0

**Certificate of Completion: Mindful Co-worker**

Earners of this certificate have demonstrated empathetic strategies and good listening skills to build strong connections with customers, clients, and co-workers from diverse backgrounds and differing points of view. They have also identified and applied strategies for becoming more adaptable and managing stress in the modern workplace. Earners have gained a deeper understanding of the distinct advantages to having diversity in the workplace.

**Certificate Student Learning Outcome:**

Students will be able to apply effective strategies for becoming more adaptable, increasing empathy, and

identifying the distinct advantages to having diversity in the workplace.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-015 Adaptability .....	0.0
NC.CSKL-017 Empathy .....	0.0
NC.CSKL-021 Social-Diversity Awareness .....	0.0

**Certificate of Completion: Navigating Mental Health Issues in the Workplace**

Earners of this certificate have identified and demonstrated the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem and crisis including connecting individuals to professional resources. They have also demonstrated empathetic strategies and good listening skills to build strong connections with customers, clients, and co-workers from diverse backgrounds and differing points of view. Earners have gained a deeper understanding of the importance of empathy, good listening skills, and appropriately navigating mental health issues in the workplace.

**Certificate Student Learning Outcome:**

Students will be able to identify and demonstrate empathetic strategies, good listening skills, and the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem or crisis.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-013 Mental Health First Aid in the Workplace.....	0.0
NC.CSKL-017 Empathy .....	0.0

**Certificate of Completion: Survive and Thrive in the Workplace**

The Survive and Thrive in the Workplace Certificate trains students to develop the skills needed to embrace failure, reflect on mistakes, and take corrective action to remain competitive in the modern workplace. Students also develop the skills needed to embrace an entrepreneurial mindset and apply leadership skills to manage projects, propose ideas, and create value for an organization.

**Certificate Student Learning Outcome:**

Students will be able to apply effective strategies for embracing more of an entrepreneurial mindset and increasing self-awareness and resilience in the workplace.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-018 Entrepreneurial Mindset .....	0.0
NC.CSKL-019 Resilience .....	0.0

NC.CSKL-020 Self-Awareness .....0.0

**Certificate of Completion: 21st Century Career Skills**

Provides training in the following career skills, also known as "soft skills": Adaptability, Self-awareness, Digital Fluency, Communication, Collaboration, Empathy, Analysis/Solution Mindset, Resilience, Entrepreneurial Mindset, and Social/Diversity Awareness.

**Certificate Student Learning Outcome:**

Students will be able to evaluate strategies to improve the following career skills: Adaptability, Self-awareness, Digital Fluency, Communication, and Collaboration to employability/promotion in the workforce, Empathy, Analysis/Solution Mindset, Resilience, Entrepreneurial Mindset, and Social/Diversity Awareness to improve employability/promotion.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-101 21st Century Career Skills I.....	0.0
NC.CSKL-102 21st Century Career Skills II.....	0.0

**NC.CSKL 001 TIME MANAGEMENT**

5.00 – 8.00 hours

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities, and increasing demands. Practice prioritizing "important" versus "urgent" activities. An emphasis will be placed on analyzing current use of time, identifying organizational goals, roles and priorities, discovering barriers to achieving goals and applying time management tools to overcome barriers.

**NC.CSKL 002 BUSINESS WRITING IN THE TECHNOLOGY AGE**

5.00 – 8.00 hours

Develops effective and professional business writing skills for electronic and hard-copy communication using appropriate business tone, organization and formatting, word choice, and strategies to persuade.



**NC.CSKL 003 CRITICAL THINKING (PROBLEM SOLVING AND DECISION MAKING)**

5.00 – 8.00 hours

Develops analytical-thinking, decision-making, and problem-solving techniques. Apply judgment and insight to break problems into component parts and apply deductive reasoning.

**NC.CSKL 004 CUSTOMER SERVICE**

8.00 – 24.00 hours

Applies practical customer service strategies to build and retain a valuable customer base, defuse difficult situations, and earn repeat business. Learn techniques to build rapport, exceed customer expectations, use creative problem-solving, and measure success.

**NC.CSKL 005 NEGOTIATION**

5.00 – 8.00 hours

Applies collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others' styles. Skills include re-framing, neutralizing language, discovering interests, and leveraging innovative solutions through a collaborative negotiation process.

**NC.CSKL 006 PERSONALITY STYLES**

5.00 – 8.00 hours

Explores participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Learn how to apply different communication strategies based on personality styles to enhance workplace relationships.

**NC.CSKL 007 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE**

5.00 – 8.00 hours

Learn and apply the communication, delegation, and motivational skills needed to be an effective manager or supervisor.

**NC.CSKL 008 WORKPLACE COMMUNICATION STRATEGIES**

5.00 – 8.00 hours

Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

**NC.CSKL 009 PERSONALIZED CAREER PLANNING**

5.00 – 8.00 hours

Examines the assessment of individuals strengths, interests, values, personality and abilities in the context of career and education planning. Students will improve decision making skills by exploring their own decision making styles and applying specific decision making models to their career planning process.

**NC.CSKL 010 STRATEGIC JOB SEARCH**

5.00 – 8.00 hours

Introduces sources of occupational information and how to utilize this information in the career planning and job search process.

**NC.CSKL 011 LINKEDIN FOR BUSINESS**

5.00 – 8.00 hours

Assess the LinkedIn platform to build a professional brand, optimize the LinkedIn platform, and develop a business through relationship networking.

**NC.CSKL 012 JOB SHADOWING**

8.00 – 16.00 hours

Explores a specific career of interest by observing an employee perform their work duties at their place of employment. Provides realistic career information that will aid career evaluation.

**NC.CSKL 013 MENTAL HEALTH FIRST AID FOR ADULTS AND YOUTH**

8.00 – 12.00 hours

Examines risk factors and warning signs of mental health problems and how to respond appropriately. Emphasis on mental health problems and crises for all individuals and environments with additional information on support and resources in the work environment. Upon successful completion of this course, students will receive a NCBH Mental Health First Aid Certificate.

**NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE**

8.00 – 16.00 hours

Examines the skills needed to organize and deliver effective workplace presentations. Emphasis will be placed on speech preparation, techniques for public speaking, and common presentations in the workplace.

**NC.CSKL 015 ADAPTABILITY**

5.00 – 8.00 hours

Explores strategies for becoming more adaptable and managing stress in the modern workplace. Emphasis is placed on technological and social changes in the modern workplace.

**NC.CSKL 016 DIGITAL FLUENCY**

5.00 – 8.00 hours

Examines the technological tools needed to build a professional online presence.

*Continued on the next page.*

**NC.CSKL 017 EMPATHY**

5.00 – 8.00 hours

Examines the importance of empathy in trusted relationships and successful collaborations. Emphasis is placed on developing empathy, building strong connections, and utilizing good listening skills to fully understand the needs of customers, clients, and co-workers.

**NC.CSKL 018 ENTREPRENEURIAL MINDSET**

5.00 – 8.00 hours

Explores techniques for developing an entrepreneurial mindset and building new skills to differentiate oneself in the modern workforce marketplace. Emphasis is placed on developing the skills needed to manage projects, propose ideas, and create value for an organization.

**NC.CSKL 019 RESILIENCE**

5.00 – 8.00 hours

Examines skills needed to have a healthy relationship with failure and remain competitive in the modern workplace. Emphasis is placed on embracing momentary failure, taking time for reflection and corrective action, and exploring techniques to learn from setbacks and continue to move forward.

**NC.CSKL 020 SELF-AWARENESS**

5.00 – 8.00 hours

Explores the link between personality and the preferred work environment. Build self-awareness by interpreting and applying personality results to educational, personal, and career goals.

**NC.CSKL 021 WORKPLACE DIVERSITY AWARENESS**

5.00 – 8.00 hours

Explores diversity in the workplace including gender, sexual orientation, ethnicity, age, disability, and how they contribute to the modern workplace.

**NC.CSKL 022 EMERGING LEADERS**

5.00 – 8.00 hours

Explores different leadership styles and strategies for becoming an effective leader. Emphasis will be placed on self-awareness, identifying strengths, and creating a plan to become an effective leader in the modern workforce.

**NC.CSKL 023 ORGANIZATIONAL LEADERSHIP**

8.00 – 12.00 hours

Analyzes the impact of leadership on organizational effectiveness. Emphasis will be placed on attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations. Designed to provide leadership communication skills and techniques for planning and organizing in today's changing workplace.

**NC.CSKL 024 IMPLICIT BIAS TRAINING**

5.00 – 8.00 hours

Explores what constitutes implicit bias and how it affects daily life in various settings, including the workplace. Includes self-reflection and identifying strategies to counter implicit bias.

**NC.CSKL 101 21ST CENTURY CAREER SKILLS I**

10.00 – 16.00 hours

Provides training in the following career skills, also known as "soft skills": adaptability, self-awareness, digital fluency, communication, and collaboration.

**NC.CSKL 102 21ST CENTURY CAREER SKILLS II**

10.00 – 16.00 hours

Provides training in the following career skills, also known as "soft skills": empathy, analysis/solution mindset, resilience, entrepreneurial mindset, and social/diversity awareness.

**COLLEGE SKILLS****Certificate of Competency: College Success Toolkit**

Provides resources and strategies to succeed in college as a new or returning student. Topics covered will include academic expectations, financial aid options and budgeting, academic and career educational options, College of the Canyons resources, goal setting, and online learning.

**Certificate Student Learning Outcome:**

Students will be able to utilize resources and strategies needed to succeed in college as a new or returning student.

**Program Requirements:**

Units Required: 0

Units

NC.CGSL-001	Resources and Strategies for College Success.....	0.0
NC.CGSL-002	Online Learning and Strategies for Success.....	0.0
NC.CGSL-003	Money Management for College and Beyond .....	0.0

**NC.CGSL 001 RESOURCES AND STRATEGIES FOR COLLEGE SUCCESS**

8.00 - 18.00 hours

Introduces the skills necessary to succeed in credit courses. Topics that will be covered are academic expectations, financial aid options, California residency status, academic and career educational options, COC resources and goal setting. Formerly NC.COUN-025.

**NC.CGSL 002 ONLINE LEARNING AND STRATEGIES FOR SUCCESS**

8.00 - 18.00 hours

Introduces the practical strategies and skills necessary to succeed in distance education. Students will learn how to anticipate, avoid, and/or solve typical problems encountered in the distance learning environments. NC.COUN-030.

**NC.CGSL 003 MONEY MANAGEMENT FOR COLLEGE AND BEYOND**

8.00 - 18.00 hours

Develops a foundation of money management and financial literacy including budgeting to meet educational goals. Strategies include FAFSA, scholarships, student loans, consumer credit, and banking products such as checking and savings accounts.

## COLLEGE SUCCESS SKILLS (BASIC SKILLS)

**Certificate of Competency: Essential Academic Skills**

Develops essential reading, writing, and math skills through individualized and classroom instruction. This program will cover academic skills equivalent to grades 3-8 and may be offered open entry/open exit.

**Certificate Student Learning Outcome:**

Students will be able to:

- Comprehend text written at the elementary and secondary level with 80% or greater accuracy.
- Compose effective paragraphs and essays on given topics within time limitations using appropriate conventions of standard written English.
- Solve and apply skills toward basic operation problems, geometry and pre-algebra application problems.

**Program Requirements:**

Units Required: 0

Units

NC.BCSK-080 Essential Academic Skills I..... 0.0

NC.BCSK-085 Essential Academic Skills II..... 0.0

**Certificate of Completion: General Education Development Preparation**

This certificate prepares students to take the General Education Development exam.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in reading, writing, science, social studies, mathematics, and the test taking strategies required to meet the GED requirements.

**Program Requirements:**

Units Required: 0

Units

NC.BCSK-050 Test Taking Skills ..... 0.0

NC.BCSK-100 GED Preparation ..... 0.0

OR

NC.BCSK-110 GED Preparation – Math/Science 0.0

AND

NC.BCSK-120 GED Preparation – Language Arts/  
Social Studies..... 0.0**Certificate of Competency: Library and Internet Research Skills**

Provides students with a foundation in library and internet research skills, strategies, and the critical evaluation of information. Topics covered will include how to use the library's resources, researching effectively using web tools on the internet, and producing and consuming information responsibly.

**Certificate Student Learning Outcomes:**

Students will be able to:

- Apply research methodologies to identify, evaluate, and disseminate library and internet sources.
- Produce and consume information responsibly.

**Program Requirements:**

Units Required: 0

Units:

NC.BCSK-001 College Research Skills..... 0.0

NC.BCSK-002 Internet Research Strategies..... 0.0

**Certificate of Competency: Generative AI for Academic and Career Success**

Provides students with a foundation on how to ethically leverage Generative Artificial Intelligence (GAI) tools for academic success. Students will use specific GAI tools for studying and research, learn how to evaluate GAI, as well as use proper attribution.

**Certificate Student Learning Outcomes:**

Students will be able to apply generative artificial intelligence (GAI) strategies for studying and research while sustaining consumption and creation habits that promote information ethics when using GAI.

**Program Requirements:**

Units Required: 0

Units:

NC.BCSK-003 Generative AI: Research and  
Study Tools..... 0.0NC.BCSK-004 Generative AI: Navigating Bias,  
Evaluation and Transparency..... 0.0*Continued on the next page.*

**NC.BCSK 001 COLLEGE RESEARCH SKILLS**

8.00 - 12.00 hours

Utilize research methodologies to identify, evaluate, and generate relevant and credible library sources.

**NC.BCSK 002 INTERNET RESEARCH SKILLS**

8.00 - 12.00 hours

Utilize the Internet as a tool for research, develop search strategies using web tools, critically evaluate information, and produce and consume information responsibly

**NC.BCSK 003 GENERATIVE AI: RESEARCH AND STUDY TOOLS**

8.00 - 12.00 hours

Explore Generative Artificial Intelligence (GAI) as a tangible tool and application with an emphasis on revolutionizing studying and research skills across various disciplines.

**NC.BCSK 004 GENERATIVE AI: NAVIGATING BIAS, EVALUATION, AND TRANSPARENCY**

8.00 - 12.00 hours

Explores the ethical boundaries of using Generative Artificial Intelligence (GAI) tools and distinguishing between responsible and irresponsible use. An emphasis will be placed on citations for AI, avoiding plagiarism, and evaluating information for accuracy. Critical evaluation of GAI concerning accuracy, bias, IDEA (Inclusive, Diversity, Equity, Accessibility & Antiracism), privacy, superficial thinking, and attribution.

**NC.BCSK 050 TEST TAKING SKILLS**

16.00 - 20.00 hours

Addresses the skills necessary to become a successful test-taker, including test anxiety, test types, study tips, time management, and academic integrity. This course may be offered open entry/open exit.

**NC.BCSK 080 ESSENTIAL ACADEMIC SKILLS I**

40.00 - 80.00 hours

Develops essential reading, writing, and math skills through individualized and classroom instruction. This course will cover academic skills equivalent to grades 3-5 and may be offered open entry/open exit.

**NC.BCSK 085 ESSENTIAL ACADEMIC SKILLS II**

40.00 - 80.00 hours

Develops advanced essential reading, writing, and math skills through individualized and classroom instruction. This course will cover academic skills equivalent to grades 6-8 and may be offered open entry/open exit.

**NC.BCSK 100 GED PREPARATION**

80.00 - 160.00 hours

Prepare students to pass the four sections of the General Educational Development test: Reasoning through Language Arts, Science, Social Studies and Mathematical Reasoning. Students require basic computer literacy to utilize GED tutorial software and take tests. This course may be offered open entry/open exit.

**NC.BCSK 110 GED PREPARATION – MATH/SCIENCE**

40.00 - 80.00 hours

Designed to prepare students to pass the Mathematical Reasoning and Science subtests of the GED exam. Students need computer literacy and basic numeracy skills. The noncredit math classes are highly recommended prior, or in addition, to this class.

**NC.BCSK 120 GED PREPARATION – LANGUAGE ARTS/SOCIAL STUDIES**

40.00 - 80.00 hours

Designed to prepare students to pass the Reasoning Through Language Arts and Social Studies subtests of the GED exam. Students need computer literacy and basic English writing skills. Noncredit English classes may be encouraged prior, or in addition, to this class to work on improving writing skills.

**NC.TUTR 094 SUPERVISED TUTORING**

1.00 – 300.00 hours

*Co-requisite: Enrollment as a COC student and referral of instructor/counselor*

Provides individualized and group activities designed to support student success in the classroom setting. Includes one-on-one tutoring, study skills and discipline-specific workshops, and tutorials that include activities to support student learning. This course may be offered open entry/open exit.

**NC.CGSL 004 CAREER EXPLORATION**

8.00 - 18.00 hours

Provides students with career exploration techniques. Emphasis is placed on selecting a career based on self-examination of interests, values, abilities, and personality through assessment inventories, skill exercises, and career research.



## COMMUNICATIONS STUDIES

### Certificate of Completion: Fundamentals of Public Communication

Examines the skills needed to both organize and deliver effective workplace presentations and identity and write essential Public Relations plans and press kit materials to enhance workplace communication both inside and out of the organizational structure.

#### Certificate Student Learning Outcome:

Students will be able to create, write, and deliver effective workplace presentations, Public Relations plans, and press kit materials.

#### Program Requirements:

Units Required: 0

Units:

NC.COMM-001	Strategies and Tactics of Public Relations.....	0.0
NC.CSKL-014	Public Speaking in the Workplace ...	0.0

### NC.COMM 001 STRATEGIES AND TACTICS OF PUBLIC RELATIONS

28.00 - 32.00 hours

Learn how Public Relations (PR) can be used for small businesses to large organizations. Examines components of a public relations campaign and learn how to write a PR plan and press kit that includes news releases, pitch letters, fact sheets, media alerts, and more.

## COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

### Certificate of Completion: Digital Office

Introduces students to basic digital office technologies utilized in today's modern workplace, including computer processes, Internet technologies, social media, word processing, spreadsheets, and communications software, such as e-mail, presentation, and information dissemination applications.

#### Certificate Student Learning Outcome:

Students will be able to examine, describe, and demonstrate the effective use of business computer applications as they relate to the modern office workplace.

#### Program Requirements:

Units Required: 0

Units

NC.CAWT-10A	Computing and Internet Fundamentals.....	0.0
NC.CAWT-10B	Word Processing Basics.....	0.0
NC.CAWT-10C	Spreadsheet Basics.....	0.0
NC.CAWT-10D	Digital Communications for the Office .....	0.0
NC.CAWT-10E	Introduction to Access .....	0.0

### Certificate of Completion: Digital Publishing for the Office

The Digital Publishing for the Office Certificate is designed to satisfy industry demand for workers with fundamental skills required for effective job performance in the modern office workplace. The certificate program is intended to provide office workers with training in digital publishing to meet routine demands, including creation of newsletters, flyers, brochures, magazines, calendars, etc.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate competences required to satisfy industry demand for workers with fundamental skills required for effective job performance in desktop publishing.

#### Program Requirements:

Units Required: 0

Units

NC.CAWT-011A	Exploring Adobe InDesign .....	0.0
NC.CAWT-011B	Creating Newsletters and Brochures with Adobe InDesign .....	0.0

### NC.CAWT-10A COMPUTING AND INTERNET FUNDAMENTALS

20.00 - 24.00 hours

Introduces basic computer processes, operating systems, and Internet technologies, including file management and social media.

### NC.CAWT-10B WORD PROCESSING BASICS

16.00 - 20.00 hours

Introduces basic word processing skills, such as creating, editing, and formatting documents.

### NC.CAWT-10C SPREADSHEET BASICS

16.00 - 20.00 hours

Introduces basic spreadsheet functionality, such as creating, editing, formatting worksheets, and employing a variety of techniques for data analysis.

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**NC.CAWT-10D DIGITAL COMMUNICATIONS FOR THE OFFICE**

24.00 - 30.00 hours

Introduces applications for communications required in the typical office setting, such as Outlook, Acrobat, and PowerPoint.

**NC.CAWT-10E INTRODUCTION TO ACCESS**

20.00 – 24.00 hours

Introduces basic use of Access software, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

**NC.CAWT-011A EXPLORING ADOBE INDESIGN**

8.00 hours

Introduces basic Adobe InDesign functionality related to the task of formatting and publishing small-scale documents.

**NC.CAWT-011B CREATING NEWSLETTERS AND BROCHURES WITH ADOBE INDESIGN**

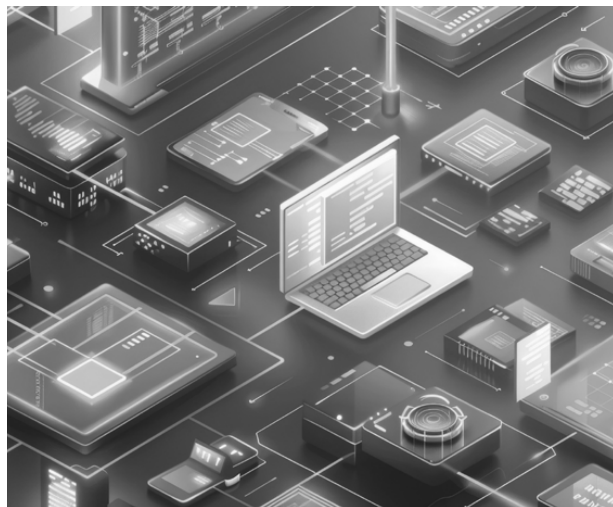
8.00 hours

Introduces the production of small-scale newsletter and brochure prototypes for print and digital display using Adobe InDesign.

**NC.CAWT-012A KEYBOARDING (TYPING)**

30.00 – 40.00 hours

Develop proper and ergonomic touch typing skills to improve typing speed, accuracy, and keyboard proficiency. The course will cover keyboard layout, techniques, and practical exercises to reinforce skills. An emphasis will also be placed on correct posture and hand positioning to minimize fatigue and reduce the risk of strain injuries.

**CSEC TRAINING****Certificate of Completion: Commercial Sexual Exploitation of Children (CSEC) Trainings**

The Commercial Sexual Exploitation of Children (CSEC) Training Certificate allows students to develop a baseline understanding of the Commercial Sexual Exploitation of Children (CSEC) with an emphasis on awareness, identification, and the implementation of prevention and intervention strategies. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth and provide culturally and linguistically competent support to sexually and commercially exploited youth.

**Certificate Student Learning Outcome:**

Students will be able to identify risk factors, warning signs and the appropriate intervention strategies and resources to support youth exposed to commercial and sexual exploitation.

**Program Requirements:**

Units Required: 0

Units

NC.CSEC-001	CSEC Part 1: The Commercial Sexual Exploitation of Children - Awareness and Identification Training.....	0.0
NC.CSEC-002	CSEC Part 2: The Commercial Sexual Exploitation of Children - Intervention and Prevention Training.....	0.0

**NC.CSEC 001 CSEC PART 1: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN - AWARENESS AND IDENTIFICATION TRAINING**

4.00 – 6.00 hours

Examines the commercial sexual exploitation of children (CSEC) with an emphasis on awareness and identification. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth.

**NC.CSEC 002 CSEC PART 2: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN - INTERVENTION AND PREVENTION TRAINING**

4.00 – 6.00 hours

Examines the commercial sexual exploitation of children (CSEC) with an emphasis on the implementation of early prevention and intervention strategies.

## CONSTRUCTION TECHNOLOGY

### Certificate of Completion: Introduction to Residential Building Trade Skills

Explores building trade skills utilized in the construction of a residential wood frame structure. Includes safe operation of construction tools and equipment, site planning, carpentry, roofing, plastering, plumbing, electrical, drywall, painting, and tile.

#### Certificate Student Learning Outcome:

Students will be able to evaluate trades and career pathways utilized in constructing a single story wood frame structure, and apply basic knowledge to safely use appropriate equipment and tools necessary to construct a single story wood framed structure.

#### Program Requirements:

Units Required: 0

	Units
NC.CON.S-100A Introduction to Construction Technology (Structural).....	0.0
NC.CON.S-100B Introduction to Construction Technology (Non-Structural) .....	0.0

### Certificate of Completion: Occupational Safety Health Administration (OSHA) Construction Certification

Examines information on employee rights, employer responsibilities, and construction site hazards. Provides students required training for entry-level OSHA 10-hour and supervisor-level OSHA 30-hour Construction Industry Standard certification which includes all required topics for certification.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate the federally mandated knowledge and skills for OSHA-10 and OSHA-30 certification.

#### Program Requirements:

Units Required: 0

	Units
NC.CON.S-101 OSHA 10-Hour: Entry Level Construction Industry Standards .....	0.0
NC.CON.S-102 OSHA 30-Hour: Supervisory Construction Industry Standards .....	0.0

### NC.CON.S-100A INTRODUCTION TO CONSTRUCTION TECHNOLOGY (STRUCTURAL)

60.00 - 70.00 hours

Explores the structural building trades utilized in the construction of a residential structure. Includes safe operation of construction tools and equipment.

### NC.CON.S-100B INTRODUCTION TO CONSTRUCTION TECHNOLOGY (NON-STRUCTURAL)

60.00 - 70.00 hours

Explores the non-structural building trades utilized in the construction of a residential structure. Includes electrical, plumbing, insulation/weatherization, drywall, painting, finish carpentry, and tile setting.

### NC.CON.S-101 OSHA 10-HOUR: ENTRY LEVEL CONSTRUCTION INDUSTRY STANDARDS

10.00 hours

Provides students the required training for entry-level Occupational Safety Health Administration (OSHA) 10-hour Construction Industry Standard certification. Examines information on employee rights, employer responsibilities, and construction site hazards. Successful completion of this course, and a required federal processing fee, gives eligible students a 10-hour OSHA construction industry standards card.

### NC.CON.S-102 OSHA 30-HOUR: SUPERVISORY CONSTRUCTION INDUSTRY STANDARDS

30.00 hours

Provides students the required training for supervisor-level Occupational Safety Health Administration (OSHA) 30-hour Construction Industry Standard certification. Examines health and safety risks for a variety of construction worksites. Successful completion of this course, and a required federal processing fee, gives eligible students a 30-hour OSHA Construction industry standards card.



## COUNSELING

### Certificate of Competency: Upgrade to Academic Success

Empowers students on probationary status with effective cognitive learning strategies, campus resources, and academic interventions to upgrade to good academic standing. Topics will include academic standing standards, goal setting, self-efficacy, growth mindset, and resilient mindset. Additional course content will cater to student need, such as financial aid options and budgeting, academic and career planning, and resources for online learning.

#### Certificate Student Learning Outcome:

Students will be able to analyze cognitive learning strategies, campus resources, and academic interventions that can be utilized to upgrade to good academic standing.

#### Program Requirements:

Units Required: 0

	Units
NC.COUN-015 Upgrade to Academic Success.....	0.0

*Plus one course from the following:*

NC.CGSL-001 Resources and Strategies for College Success.....	0.0
NC.CGSL-002 Online Learning and Strategies for Success.....	0.0
NC.CGSL-003 Money Management for College and Beyond .....	0.0
NC.CGSL-004 Career Exploration.....	0.0

### NC.COUN 015 UPGRADE TO GOOD ACADEMIC STANDING

8.00 – 18.00 hours

Designed for students who are on academic and/or progress probation, this course is intended to help students understand the different levels and types of academic standings at College of the Canyons. Students will be empowered to make the choices and changes needed to return to good standing by examining how the adoption of a self-efficacy mindset, growth mindset, and resilient mindset can positively influence their thoughts, behaviors, and thus academic outcomes.

## CRIME AND INTELLIGENCE ANALYSIS

### Certificate of Completion: Crime and Intelligence Analysis

The Crime & Intelligence Analysis Certificate (CIAC) program at College of the Canyons will provide practical instruction in crime analysis, criminal investigative analysis, organized crime intelligence analysis, law enforcement research, and statistical methods. The included courses will focus on (1) the analysis of the Part I and Part II crime trends most commonly encountered by patrol officers and investigators such as murder, aggravated assault, rape, robbery, burglary, and theft, and (2) crimes investigated by intelligence officers such as criminal networks, organized crime groups, narcotics, gangs, smuggling, trafficking, pirated goods, money laundering, and other illicit rings.

The CIAC program is designed with the community and future in mind. Incorporating social justice concerns and utilizing evidence-based theories, this program directly correlates to the current push for implicit bias training in the criminal justice field. Crime analysis is one of the fastest growing sectors of law enforcement in the world, and investigative profiling is the only empirically based investigative method accepted internationally. Combined, these two fields represent the future of the criminal justice system.

Upon completion of the Certificate in Crime & Intelligence Analysis program, graduates will receive a Certificate from College of the Canyons and be better prepared for entry level positions as crime and/or intelligence analysts.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate the skills and knowledge needed for entry level positions as crime and/or intelligence analysts.

#### Program Requirements:

Units Required: 0

	Units:
NC.CIAC-101 Introduction to Crime and Intelligence Analysis .....	0.0
NC.CIAC-102 Intelligence Analysis .....	0.0
NC.CIAC-103 Computer Application for Crime and Intelligence Analysis .....	0.0
NC.CIAC-104 Financial Analysis.....	0.0
NC.CIAC-105 Dark Web and Social Media for Crime Analysis.....	0.0
NC.CIAC-106 Crime Mapping and Spatial Analysis .....	0.0
NC.CIAC-107 Law Enforcement Research and Statistical Methods .....	0.0

NC.CIAC-108	Criminal Behavior and Empirical Profiling.....	0.0
NC.CIAC-109	CIAC Capstone: Analyst Final Reporting and Presentation.....	0.0
NC.CIAC-110	CIAC Capstone: Exam Presentation .....	0.0

### NC.CIAC 101 INTRODUCTION TO CRIME AND INTELLIGENCE ANALYSIS

8.00 hours

Introduces the fundamentals of crime and intelligence analysis, with an emphasis on the growing career opportunities within law enforcement and police operations.

### NC.CIAC 102 INTELLIGENCE ANALYSIS

24.00 hours

Identify techniques used in analyzing criminal activities. An emphasis will be placed on identifying and differentiating between crime patterns, series, and trends, then using the data to locate, evaluate, and forecast future crime trends.

### NC.CIAC 103 COMPUTER APPLICATIONS FOR CRIME AND INTELLIGENCE ANALYSIS

32.00 hours

Utilizing common software, recognize how to analyze large amounts of data, identify patterns, and draw conclusions relating to crime, telephone, and financial records. An emphasis will be placed on Excel functions including pivot tables, conditional formatting, concatenation and parsing, charts and graphs, and V-Lookup. Creating Presentation using current industry standard software to create association charts will also be covered.

### NC.CIAC 104 FINANCIAL ANALYSIS

20.00 hours

Introduces the acquisition, examination, and analysis of financial records, identification of fraud, and recognition of money laundering activities. Managing, classifying, and analyzing large data sets to identify financial evidence will also be covered.

### NC.CIAC 105 DARK WEB AND SOCIAL MEDIA FOR CRIME ANALYSIS

28.00 hours

Introduces various tools for discovering information about people online. An emphasis will be placed on the Dark Web, social media, and other online sites for crime analysis.

### NC.CIAC 106 CRIME MAPPING AND SPATIAL ANALYSIS

16.00 hours

Introduces the day-to-day work of a crime analyst by introducing Geographic Information Systems (GIS). Addresses how maps and spatial analysis are used. Software that is standard in the industry will also be covered.

### NC.CIAC 107 LAW ENFORCEMENT RESEARCH AND STATISTICAL METHODS

32.00 hours

Introduces the basic research and statistical procedures used in crime analysis including becoming familiar with the concepts involved in research design, content analysis, sampling, survey techniques, and statistical methods. Learn how to conduct research and author conclusions using commonly accepted research standards.

### NC.CIAC 108 CRIMINAL BEHAVIOR AND EMPIRICAL PROFILING

32.00 hours

Examines issues relating to the development and evaluation of offender profiling as an applied method for use in police investigations. Outlines the main psychological principles of offender profiling including classification of criminal behavior and behavioral change and consistency. An emphasis will be placed on classifying crime scene behaviors, linking behavioral types to offender characteristics, and linking serial offenses.

### NC.CIAC 109 CIAC CAPSTONE: ANALYST FINAL REPORTING AND PRESENTATION

16.00 hours

Develops crime and intelligence skills learned throughout the program to prepare a presentation of a final analysis product.

### NC.CIAC 110 CIAC CAPSTONE: EXAM PREPARATION

16.00 hours

Introduces the International Association of Crime Analysts (IACA), Law Enforcement Analysis Foundation (LEAF) examination, and prepares for a successful outcome for certification as an analyst under IACA.



## CULINARY ARTS

### Certificate of Completion: Baking Fundamentals

Introduces students to basic formulas and techniques in the bakeshop.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in basic/ introductory baking techniques including application of formulas, safety, and sanitation.

#### Program Requirements:

Units Required: 0

	Units
NC.CUL-001 Culinary Safety and Sanitation .....	0.0
NC.CUL-002 Baking Fundamentals I.....	0.0
NC.CUL-003 Baking Fundamentals II.....	0.0

### NC.CUL 001 CULINARY SAFETY AND SANITATION

30.00 – 48.00 hours

Introduces principles of food safety and sanitation in a food service operation. Topics include sanitation regulations, personal hygiene, contamination sources, microorganisms, proper food handling, individual operations, foodborne illnesses, Hazard Analysis Critical Control Points (HACCP), techniques and storage, comprehensive cleaning and sanitizing, and workplace safety concepts.

### NC.CUL 002 BAKING FUNDAMENTALS I

36.00 – 48.00 hours

*Prerequisite: NC.CUL-001*

Explores ingredient interaction, proper scaling techniques, and reading of formulas in baking. Learn how to correctly measure and prepare quick bread recipes.

### NC.CUL 003 BAKING FUNDAMENTALS II

36.00 – 48.00 hours

*Prerequisite: NC.CUL-002*

Second in a series, emphasizing baking skills necessary for employment including advanced breads and pastries.



## EDUCATION

### Certificate of Completion: 21st Century Teaching Practices

The 21st Century Teaching Practices Certificate program is an intermediate level professional development opportunity for educators to apply current research on teaching and learning to different populations of students and different pedagogical methods in the classroom. Teachers explore new approaches and techniques to further enhance student success, and implement these approaches and techniques in a learning community of fellow educators.

#### Certificate Student Learning Outcome:

Students will be able to apply teaching strategies and technologies to develop best practices for a 21st century learning environment.

#### Program Requirements:

Units Required: 0

Units:

NC.EDUC-106 Teaching P5BL for Civic Equity and Inclusion 0.0 .....	
NC.EDUC-107 ePortfolios for Engagement, Reflection, and Assessment .....	0.0
NC.EDUC-108 Teaching International Students .....	0.0

### Certificate of Completion: CBEST Preparation

The California Basic Educational Skills Test (CBEST) certificate is designed to prepare students for the CBEST. The CBEST is the standardized exam that future TK -12 teachers must pass prior to being accepted into a Teacher Credential Program or hired as a teacher in California.

#### Certificate Student Learning Outcome:

Students will be able to identify and apply practical strategies and techniques for taking the English and Math section of the CBEST- California Basic Education Skills for Teachers.

#### Program Requirements:

Units Required: 0

Units

NC.EDUC-001 Test Prep for CBEST English Basic Skills Test.....	0.0
NC.EDUC-002 Test Prep for CBEST Math Basic Skills Test.....	0.0

### Certificate of Completion: Fundamental Skills for Higher Education

Learn the fundamental theories, techniques, and skills needed to start and maintain a successful career in

the California Community College system. Develops techniques and tools for best practices in a variety of learning environments.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the skills needed to design and deliver a lesson plan and start a successful career in the California Community College system.

**Program Requirements:**

Units Required: 0

	Units:
NC.EDUC-100 Introduction to Teaching Strategies .....	0.0
NC.EDUC-110 Future Instructors Training for Higher Education .....	0.0

**Certificate of Completion: Instructional Aide Training**

Identify the roles and responsibilities of an instructional aide, while also developing strategies used by instructional aides to create a positive learning environment. Topics include supporting independent work, keeping the student engaged, supporting positive behavioral interventions, facilitating instruction, and collaborating and communicating with students, teachers, and parents.

**Certificate Student Learning Outcome:**

Students will be able to create a positive learning environment for students through effective practices and strategies.

**Program Requirements:**

Units Required: 0

	Units
NC.EDUC-003 Instructional Aide Training: Roles and Responsibilities .....	0.0
NC.EDUC-004 Instructional Aide Training: Effective Practices .....	0.0

**Certificate of Completion: Teaching Foundation**

The Teaching Foundation Certificate program is a professional development opportunity for educators to learn about current research on teaching and learning, learn new approaches and techniques to enhance student success, and practice these approaches and techniques in a learning community of fellow teachers.

**Certificate Student Learning Outcome:**

Students will be able to appraise teaching strategies and technologies to develop best practices for a 21st century learning environment.

**Program Requirements:**

Units Required: 0

	Units
<i>Take one course from the following:</i>	
NC.EDUC-100 Introduction to Teaching Strategies .....	0.0

OR

NC.EDUC-104 Culturally Responsive Teaching ..... 0.0

OR

NC.EDUC-105 Introduction to Online Instruction..... 0.0

*Plus two courses from the following*

NC.EDUC-101 Reading Strategies..... 0.0

OR

NC.EDUC-102 Assessment Strategies..... 0.0

OR

NC.EDUC-103 Critical Thinking..... 0.0

OR

NC.EDUC-111 Introduction to OnlineLive and HyFlex Pedagogy ..... 0.0

**NC.EDUC 001 TEST PREP FOR CBEST ENGLISH BASIC SKILLS TEST**

4.00 hours

Provides practical strategies and techniques to prepare students for responding to analytical essay prompts for the English section of the CBEST-California Basic Education Skills for Teachers. Utilizes practice test questions, develops a study plan, and offers successful test-taking methods.

**NC.EDUC 002 TEST PREP FOR CBEST MATH BASIC SKILLS TEST**

4.00 hours

Provides practical test-taking strategies and techniques to prepare students for the Math section of the CBEST-California Basic Education Skills for Teachers. Utilizes practice exams, develops a study plan, and offers successful test-taking methods.

**NC.EDUC 003 INSTRUCTIONAL AIDE TRAINING: ROLES AND RESPONSIBILITIES**

8.00 – 16.00 hours

Explains the roles and responsibilities of an instructional aide, while also developing strategies for collaborating and communicating with students, teachers, and parents.

**NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES**

12.00 – 21.00 hours

Explores strategies used by instructional aides to create a positive learning environment, including supporting independent work, keeping the student engaged, supporting positive behavioral interventions, and facilitating instruction.

**NC.EDUC 100 INTRODUCTION TO TEACHING STRATEGIES**

36.00 – 54.00 hours

Introduces and develops techniques for best practices in selected learning environments. Amplifies key concepts and tools for educators to implement across curriculum and modalities. Focuses on self-reflection and peer review to enhance and improve authentic best practices in the classroom and conducive to student center learning.

*Continued on the next page.*

**NC.EDUC 101 READING STRATEGIES**

18.00 – 36.00 hours

Explores current research about academic literacy and effective strategies to enhance critical reading in discipline-specific areas. The Reading Apprenticeship (RA) framework describes the components necessary to support reading development in content areas and create classroom environments that are more student-centered, collaborative, and metacognitive.

**NC.EDUC 102 ASSESSMENT STRATEGIES**

9.00 – 18.00 hours

Explores improving assessment practices in the selected learning environment. Assessment types, tools, and alignment with course objectives will be covered.

**NC.EDUC 103 CRITICAL THINKING STRATEGIES**

9.00 – 18.00 hours

Introduces instructors to fundamental critical thinking tools for use with students, including strategies for practical application. Encourages instructors to utilize and apply innovative rhetorical analysis in the learning environment. Examines the implementation of critical thinking skills at all levels of course design.

**NC.EDUC 104 CULTURALLY RESPONSIVE TEACHING**

36.00 – 54.00 hours

Develops inclusivity through co-teaching and pedagogical documentation exercises. Emphasis is placed on developing cultural competency in areas such as race, class, and culture; and learning strategies for creating classrooms that are culturally inviting to all.

**NC.EDUC 105 INTRODUCTION TO ONLINE INSTRUCTION**

36.00 – 54.00 hours

Explores the application of learning theories for online learners; differences between face-to-face and online learning; resources for online teaching and learning; course management systems and online learning tools; and best practices for online learning. The class is designed so that participants will experience the components of an online course from both student and instructor perspectives.

**NC.EDUC 106 TEACHING PROJECT-BASED LEARNING**

18.00 – 24.00 hours

Learn how to develop and implement effective civic inclusion curricula using P5BL. You will learn how to co-teach with other educators, create P5BL assignments and syllabi, and incorporate academic and personal research, social responsibility, community engagement, and real-world "wicked" problems into your teaching.

**NC.EDUC 107 EPORTFOLIOS FOR ENGAGEMENT, REFLECTION, AND ASSESSMENT**

18.00 hours

Explore how ePortfolios can be used to help students engage with material, reflection on their progress, and assess their own skills and knowledge. ePortfolios are digital collections of artifacts that students create and curate to showcase their learning and can include a variety of materials, such as essays, presentations, projects, and creative work.

**NC.EDUC 108 TEACHING INTERNATIONAL STUDENTS**

18.00 hours

Equips faculty with strategies and tools to create an inclusive classroom environment that fosters comprehensive internationalization, cross-cultural dialogue, and inclusivity, in order to amplify a wider range of voices. An emphasis on crafting assessments, lectures and other classroom activities to create an inclusive and authentic teaching experience.

**NC.EDUC 110 FUTURE INSTRUCTORS TRAINING FOR HIGHER EDUCATION**

12.00 – 16.00 hours

*Prerequisite: NC.EDUC-100*

Prepares students for a successful California Community College system career. Students will learn about the different types of positions available, the qualifications required, and the job search and interview process. Students will also develop the skills necessary to succeed in the academic workplace by learning classroom management technique along with resume and syllabus-building.

**NC.EDUC 111 INTRODUCTION TO ONLINELIVE AND HYFLEX PEDAGOGY**

9.00 hours

Develop effective instructional skills to support the diverse needs of community college students in OnlineLIVE and HyFlex classes. Students will engage with content and complete assignments in a scaffolded learning environment.



## ENGLISH

### Certificate of Competency: Essential Reading and Writing Skills for College and Career

Develops reading and writing skills by focusing on critical reading and composition strategies.

#### Certificate Student Learning Outcome:

Students will be able to:

- Compose well-organized, fully-developed, and grammatically correct essays and/or workplace documents, using relevant evidence.
- Make connections among texts and ideas that lead to thoughtful, analytical, and expository writing.

#### Program Requirements:

Units Required: 0

	Units
NC.ENGL-001 Essential Reading and Writing Skills I .....	0.0
NC.ENGL-002 Essential Reading and Writing Skills II .....	0.0

### NC.ENGL 001 ESSENTIAL READING AND WRITING SKILLS I

18.00 – 36.00 hours

*Optional Corequisite: Enrollment in Transfer-Level English Course*

Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief source-based essays.

### NC.ENGL 002 ESSENTIAL READING AND WRITING SKILLS II

18.00 – 36.00 hours

*Optional Corequisite: Enrollment in Transfer-Level English Course*

Develops writing skills by focusing on strategies to compose well-organized and coherent essays. Develops reading skills by focusing on formulating inferences and making connections among fiction and nonfiction texts and ideas.

## ENGLISH AS A SECOND LANGUAGE (ESL)

### Certificate of Competency: ESL/Beginning Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Beginning Low and Beginning High levels of English skills in reading, writing, speaking and listening.

#### Certificate Student Learning Outcome:

Students will be able to communicate in English through reading, writing, speaking, and listening at the Beginning High level.

#### Program Requirements:

Units Required: 0

	Units
NC.ESL-1A Beginning Low A .....	0.0
NC.ESL-1B Beginning Low B .....	0.0
NC.ESL-2A Beginning High A .....	0.0
NC.ESL-2B Beginning High B .....	0.0

### Certificate of Competency: ESL/Intermediate Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Intermediate Low and Intermediate High levels of English skills in reading, writing, speaking and listening.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in English through reading, writing, speaking and listening in English at the Intermediate High level.

#### Program Requirements:

Units Required: 0

	Units
NC.ESL-3A Intermediate Low A .....	0.0
NC.ESL-3B Intermediate Low B .....	0.0
NC.ESL-4A Intermediate High A .....	0.0
NC.ESL-4B Intermediate High B .....	0.0

### Certificate of Competency: Beginning Conversational English

Interact with others to meet basic needs related to routine everyday activities and participate in familiar social interactions in a socio-culturally appropriate way.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate listening, speaking, and interpersonal communication skills for conversing in a variety of real-world situations at the high beginning level.

*Continued on the next page.*

**Program Requirements:**

Units Required: 0

		Units:
NC.ESL-010	Beginning Conversation Skills for Everyday Needs .....	0.0
NC.ESL-011	Beginning Conversation Skills for Socializing .....	0.0

**Certificate of Competency: Intermediate Conversational English**

Interact fluently with others to meet everyday needs and participate in social interactions on a variety of topics in a socio-culturally appropriate way.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate listening, speaking, and interpersonal communication skills for conversing in a variety of real-world situations at the high intermediate level.

**Program Requirements:**

Units Required: 0

		Units:
NC.ESL-020	Intermediate Conversation Skills for Everyday Needs .....	0.0
NC.ESL-021	Intermediate Conversation Skills for Socializing .....	0.0

**Certificate of Competency: Intermediate American Language and Culture**

Advances students' English, deepens their cultural understanding, and improves their communication skills through the study of American music, television, and idioms. Intermediate-High Level.

**Certificate Student Learning Outcome:**

Students will be able to communicate effectively at the high-intermediate level demonstrating knowledge and understanding of American cultural components, music, and television, and an active use of idiomatic language.

**Program Requirements:**

Units Required: 0

		Units:
NC.ESL-050	American Language and Culture Through Contemporary Life.....	0.0
NC.ESL-051	American Language and Culture Through American Idioms.....	0.0
NC.ESL-052	American Language and Culture Through American Music.....	0.0
NC.ESL-053	American Language and Culture Through American Television .....	0.0

**Certificate of Competency: Advanced American Language and Culture**

Advances students' English, deepens their cultural understanding, and improves their communication skills

through the study of American current events/trends/ topics, movies, and literature. Advanced-Low Level.

**Certificate Student Learning Outcome:**

Students will be able to communicate fluently at the advanced-low level demonstrating knowledge and understanding of American cultural components, movies, literature, and current events/topics.

**Program Requirements:**

Units Required: 0

		Units:
NC.ESL-050	American Language and Culture Through Contemporary Life.....	0.0
NC.ESL-055	American Language and Culture Through Current Events .....	0.0
NC.ESL-056	American Language and Culture Through American Movies.....	0.0
NC.ESL-057	American Language and Culture Through American Literature .....	0.0

**Certificate of Competency: English as a Second Language (ESL) for College Preparation I**

The Noncredit English as a Second Language (NC.ESL) program is a general ESL program that gives students the foundations in general English but college requires an academic English. For those students interested in moving to credit ESL and credit courses, mastery of key academic English skills is essential to their success. This certificate program allows NC.ESL students to focus their English skills for a college environment.

**Certificate Student Learning Outcome:**

Students will be able to communicate in English at the intermediate level in common college situations.

**Program Requirements:**

Units Required: 0

		Units
NC.ESL-060	College Reading, Writing, and Grammar I .....	0.0
NC.ESL-061	College Listening and Speaking I.....	0.0

**Certificate of Competency: English as a Second Language (ESL) for College Preparation II****Certificate Student Learning Outcome:**

Students will be able to communicate in English at the high-intermediate level in formal and informal college situations.

**Program Requirements:**

Units Required: 0

		Units
NC.ESL-070	College Reading, Writing, and Grammar II .....	0.0
NC.ESL-071	College Listening and Speaking II.....	0.0

# English as a Second Language

## Course Sequence

NON CREDIT ESL

**1A & 1B**  
Beginning Low ESL

**2A & 2B**  
Beginning High ESL

**3A & 3B**  
Intermediate Low ESL

**4A & 4B**  
Intermediate High ESL

### **FREE - Basic-level**

Courses will help develop English language listening, speaking, and reading skills. Students will practice grammar, pronunciation and vocabulary for everyday life situations.

**No units earned**

**60 & 61**  
ESL For College I

**70 & 71**  
ESL For College II

### **FREE - Intermediate-level**

Courses will help students transition to credit ESL courses by preparing for college-level reading, writing and grammar.

**No units earned**

**090**  
Intermediate College  
Reading and Writing 1

**100**  
Advanced College  
Reading and Writing

### **Enrollment fee - Advanced-level**

Courses prepare students for credit English 101 and other college-level courses. Students will develop advanced listening, speaking, and pronunciation skills.

**Units earned (5 units per course)**

CREDIT ESL

## **ADDITIONAL CREDIT ESL COURSES**

**Enrollment fee • No prerequisite • Units earned**

**091**  
Accent Reduction

Focuses on accent reduction for non-native speakers of English. (4 units)

**096**  
College Listening  
& Speaking

Provides intensive practice in academic listening, note-taking, and speaking. (5 units)

**Certificate of Completion: English for the Workplace****Certificate Student Learning Outcome:**

Students will be able to communicate in written and spoken English in common workplace situations.

**Program Requirements:**

Units Required: 0

	..... Units
NC.VESL-001	English for the Workplace.....0.0
NC.VESL-002	Success in the Workplace .....0.0

**NC.ESL 1A BEGINNING LOW A**

60.00 – 100.00 hours

Develops basic English skills at the Beginning Low level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 1B BEGINNING LOW B**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-1A*

Continues and expands the development of basic English skills at the Beginning Low level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary, and every-day life situations. Offered pass/no-pass only.

**NC.ESL 2A BEGINNING HIGH A**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-1B*

Develops English skills at the Beginning High level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 2B BEGINNING HIGH B**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-2A*

Continues and expands the development of English skills at the Beginning High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 3A INTERMEDIATE LOW A**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-2B*

Develops English skills at the Intermediate Low level through listening, speaking, reading and writing grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 3B INTERMEDIATE LOW B**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-3A*

Continues and expands English skills at the Intermediate Low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 4A INTERMEDIATE HIGH A**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-3B*

Develops English skills at the Intermediate High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

**NC.ESL 4B INTERMEDIATE HIGH B**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-4A*

Continues and expands English skills at the Intermediate High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary, and common situations. Offered pass/no-pass only.

**NC.ESL 010 BEGINNING CONVERSATION SKILLS FOR EVERYDAY NEEDS**

30.00 – 60.00 hours

Develops beginning level English listening, speaking, pronunciation, and vocabulary skills for conversational competence in social situations around everyday needs.

**NC.ESL 011 BEGINNING CONVERSATION SKILLS FOR SOCIALIZING**

30.00 – 60.00 hours

Provides practice conversing in English in a variety of real-world situations. Focuses on listening, speaking, and interpersonal communication skills related to social situations.

**NC.ESL 020 INTERMEDIATE CONVERSATION SKILLS FOR EVERYDAY NEEDS**

30.00 – 60.00 hours

*Recommended Preparation: NC.ESL-010*

Develops intermediate-level English listening, speaking, pronunciation, and vocabulary skills for conversational fluency around everyday needs.

**NC.ESL 021 INTERMEDIATE CONVERSATION SKILLS FOR SOCIALIZING**

30.00 – 60.00 hours

*Recommended Preparation: NC.ESL-011*

Further develops English conversational skills in a range of real-world social situations. Focuses on listening, speaking, pronunciation, and interpersonal communication skills for conversational fluency at the high-intermediate level and above.

**NC.ESL 050 AMERICAN LANGUAGE AND CULTURE THROUGH CONTEMPORARY LIFE**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the analysis of American life and culture. Intermediate-High Level.

**NC.ESL 051 AMERICAN LANGUAGE AND CULTURE THROUGH AMERICAN IDIOMS**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study and use of American idioms. Intermediate-High Level.

**NC.ESL 052 AMERICAN LANGUAGE AND CULTURE THROUGH AMERICAN MUSIC**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of American music. Intermediate-High Level.

**NC.ESL 053 AMERICAN LANGUAGE AND CULTURE THROUGH AMERICAN TELEVISION**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of American Television. Intermediate-High Level.

**NC.ESL 055 AMERICAN LANGUAGE AND CULTURE THROUGH CURRENT EVENTS**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B & NC.ESL-050*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of current events. Advanced-Low level.

**NC.ESL 056 AMERICAN LANGUAGE AND CULTURE THROUGH AMERICAN MOVIES**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B & NC.ESL-050*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of American movies. Advanced-Low Level.

**NC.ESL 057 AMERICAN LANGUAGE AND CULTURE THROUGH AMERICAN LITERATURE**

45.00 – 70.00 hours

*Recommended Preparation: NC.ESL-4B & NC.ESL-050*

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of American literature. Advanced-Low Level.

**NC.ESL 060 COLLEGE READING, WRITING, AND GRAMMAR I**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-4A & 4B*

Develops reading, writing, and grammar skills designed to progress non-native speakers of English toward college-level work.

**NC.ESL 061 COLLEGE LISTENING AND SPEAKING I**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-4A & 4B*

Provides practice speaking in informal college situations. Focuses on listening, speaking, and pronunciation through extensive practice in common college situations.

**NC.ESL 070 COLLEGE READING, WRITING, AND GRAMMAR II**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-060*

Continues development of reading, writing, and grammar skills in preparation for college-level work.

**NC.ESL 071 COLLEGE LISTENING AND SPEAKING II**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-061*

Expands the practice of oral communication in both formal and informal college situations. Develops listening strategies.

**NC.VESL 001 PREPARING FOR THE WORKPLACE**

60.00 – 100.00 hours

*Recommended Preparation: NC.ESL-3B*

Introduces the English necessary to enter the workplace in the United States, emphasizing vocabulary, communication skills, and cultural knowledge.

**NC.VESL 002 SUCCESS IN THE WORKPLACE**

60.00 – 100.00 hours

*Recommended Preparation: NC.VESL-001*

Further develops the English, communication skills, and cultural competence necessary for entering and succeeding in the workplace in the United States.

*Continued on the next page.*

## GENERAL STUDIES

**NC.GNST 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES**

1.00 – 300.00 hours

*Recommended Preparation: Students wanting to enroll in NC.GNST-050 must meet with the Director of AAC (formerly DSP&S) or designee to determine if assessment is appropriate.*

Introduces the student to the learning disabilities assessment process and the resources available, including the California Community College eligibility model, achievement and cognitive testing, learning difficulties, support services, study strategies and accommodations. Offered pass/no-pass only.

**NC.GNST 081 COGNITIVE BASIC SKILLS - COMPUTER INSTRUCTION**

1.00 – 300.00 hours

Develops cognitive skills in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer assisted instruction and adaptive technology. Designed specifically for students with a verifiable acquired brain injury. Offered pass/no-pass only.

**NC.GNST 082 INDIVIDUAL COMPUTER APPLICATIONS**

1.00 – 300.00 hours

Provides 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. Tutorial in nature, this course focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Offered pass/no-pass only.

**NC.GNST 091 INDIVIDUAL STUDIES AND LANGUAGE SKILLS**

1.00 – 300.00 hours

Tutorial in nature, this course focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Provides support for AAC (formerly DSP&S) students in mainstream English and language related courses other than Mathematics. Computer applications based on the student's coursework are utilized to support or enhance basic skills. Offered pass/no-pass only.

**NC.GNST 092 INDIVIDUALIZED LEARNING ASSISTANCE - MATHEMATICS**

1.00 – 300.00 hours

Provides small group tutoring for AAC (formerly DSP&S) students who are enrolled in mainstream college math classes and whose disability result in educational limitations in math. Students must be concurrently enrolled in a College of the Canyons Mathematics class. Students will learn strategies to enhance math concepts and computation skills. Offered pass/no-pass only.

## HUMAN RESOURCES

**Certificate of Completion: Gateway Human Resources Assistant**

Introduce learners to the field of Human Resources. Prepare participants with a solid foundation of the human resources functions, basic knowledge of relevant employment laws, and the ability to perform basic human resources activities that are an essential part of the employment life cycle. The Gateway Human Resources Assistant certificate consists of three short-term courses and is designed for those interested in gaining knowledge and skills for employment into an entry-level position in human resources.

**Certificate Student Learning Outcome:**

Students will be able to describe the Human Resources functions and fundamental employment laws, and demonstrate the ability to perform foundational activities.

**Program Requirements:**

Units Required: 0

Units:

NC.BUS-1A	Foundations of Human Resources Management .....	0.0
NC.BUS-1B	Employment Law Fundamentals .....	0.0
NC.BUS-1C	Human Resources Management Support Activities .....	0.0

**Certificate of Completion: Supervisor's Roadmap**

Examines the critical role of supervisors, managers, and leaders within the context of human resources management across various industries. Provides business leaders with a more in-depth employment law review and the strategies and tools to navigate the work environment to more effectively hire, manage, motivate, and retain talent. The Supervisor's Roadmap certificate consists of two short-term courses and is designed for those interested in moving into a supervisor role or for individuals wanting to step into a leadership role with additional employee oversight responsibilities.

**Certificate Student Learning Outcome:**

Students will be able to:

- Demonstrate knowledge of employment laws as it pertains to the employment life cycle from a supervisor and business leader's perspective.
- Apply strategies and tools to more effectively to hire, manage, motivate, and retain talent.

**Program Requirements:**

Units Required: 0

		Units:
NC.BUS-2A	Supervisor's Role in Workplace Compliance.....	0.0
NC.BUS-2B	People Management .....	0.0

**Certificate of Completion: Human Resources Professionals**

Examines the human resources professional's role as a strategic partner for an organization. Provides a more advanced employment law review and update and explores human resources strategies to optimize their organization to achieve a competitive advantage. The Human Resources Professionals certificate consists of two short-term courses and is designed for those individuals interested in stepping into a higher-level strategic human resources position.

**Certificate Student Learning Outcome:**

Students will be able to:

- Demonstrate knowledge of relevant federal and state employment laws and address how these laws and recent updates apply to employers and employees in the workplace.
- Select and apply appropriate human resources strategies to optimize their organization to achieve a competitive advantage.

**Program Requirements:**

Units Required: 0

		Units:
NC.BUS-3A	Legal Review and Update for Human Resources Management Professionals .....	0.0
NC.BUS-3B	Strategic Human Resources Management .....	0.0

**NC.BUS-1A FOUNDATIONS OF HUMAN RESOURCES MANAGEMENT**

16.00 hours

Explores the major areas of responsibilities under human resources and the importance of these functions within a business. Discover careers within human resources and the skills needed to be successful.

**NC.BUS-1B EMPLOYMENT LAW FUNDAMENTALS**

16.00 hours

*Recommended Preparation: NC.BUS-1A*

Examines relevant state and federal employment laws that impact the workplace.

**NC.BUS-1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES**

16.00 hours

*Recommended Preparation: NC.BUS-1B*

Presents basic essential activities applicable to a support level position in human resources.

**NC.BUS-2A SUPERVISOR'S ROLE IN WORKPLACE COMPLIANCE**

16.00 hours

Explores relevant employment laws affecting the workplace from the supervisor's perspective of ensuring compliance.

**NC.BUS-2B PEOPLE MANAGEMENT**

24.00 hours

Examines tools to effectively hire, manage, motivate, and retain talent. Examines the employment life cycle from a supervisor and business leader's perspective.

**NC.BUS-3A LEGAL REVIEW AND UPDATE FOR HUMAN RESOURCES MANAGEMENT PROFESSIONALS**

16.00 hours

Provides human resources professionals with a more advanced employment law review, update on current legislation, and case analysis impacting employees and employers in the workplace.

**NC.BUS-3B STRATEGIC HUMAN RESOURCES MANAGEMENT**

24.00 hours

Explores human resources strategies to optimize an organization's efforts in achieving a competitive advantage.



## IMMIGRANT EDUCATION

**NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION**

36.00 – 54.00 hours

Introduces the history and government of the United States, including an overview of the branches of government, the Constitution, and the Bill of Rights necessary to pass the U.S. Citizenship Examination. This course may be offered open entry/open exit. Offered pass/no-pass only.

## LAND SURVEYING

**Certificate of Completion: Global Navigation Satellite System (GNSS) Certificate Program**

GNSS technology has become a Land Surveying industry standard and there is an increasing need for Land Surveyors with GNSS technology skills. This program will provide students with a fundamental understanding of GNSS technology, Geodesy, field techniques and applications, GNSS data adjustments, processing, and analysis, and map projections. The purpose of the program is to provide both current surveyors and those new to the profession the skills and knowledge needed to conduct and process surveying projects in the workplace using GNSS technology.

**Certificate Student Learning Outcome:**

Students will be able to provide a fundamental understanding of GNSS technology. Geodesy, field techniques and applications, GNSS data adjustments, processing, and analysis, and map projections.

**Program Requirements:**

Units Required: 0

Units:

NC.SURV-010	Principles of GNSS Technology.....	0.0
NC.SURV-015	Fundamentals of Geodesy .....	0.0
NC.SURV-020	GNSS Leveling .....	0.0
NC.SURV-025	Survey Data Adjustments .....	0.0
NC.SURV-030	GNSS Techniques .....	0.0
NC.SURV-035	Map Projections.....	0.0
NC.SURV-040	Control Surveys Using GNSS.....	0.0
NC.SURV-045	GNSS Processing and Analysis .....	0.0

**NC.SURV-010 PRINCIPLES OF GNSS TECHNOLOGY**

16.00 hours

Presents an overview of the components of the Global Navigation Satellite System (GNSS) system, including: the GNSS satellite constellations, their signal structure; GNSS orbits and tracking networks; GNSS measurements and their properties and error characteristics; absolute and differential positioning; GNSS receivers, their capabilities and limitations, and selecting the proper technique for a specific application.

**NC.SURV-015 FUNDAMENTALS OF GEODESY**

16.00 hours

*Recommended Preparation: NC.SURV-010*

Provides an overview of geodesy, examines the fundamental goal of geodesy, and introduces those geodetic concepts useful in better understanding GNSS. Topics include geodetic datums and reference systems, satellite geodesy, geodetic quantities and transformation of terrestrial positions.

**NC.SURV-020 GNSS LEVELING**

16.00 hours

*Recommended Preparation: NC.SURV-015*

Introduces the concepts and techniques involved in establishing precise ellipsoidal heights and the application of a geoid model to derive orthometric heights. Topics include fundamental relationships between heights, practical representation and use of regional and global geoid models, local geoid modeling by surface-fitting, network design, and observing procedures for recovering high-accuracy orthometric heights. Accuracy and limitations of the method are also explored.

**NC.SURV-025 SURVEY DATA ADJUSTMENTS**

16.00 hours

*Recommended Preparation: NC.SURV-010 & NC.SURV-020*

Examines the types of errors encountered in survey data and the appropriate data adjustment methods. Familiarity with common least squares adjustment software and reports will be achieved.

**NC.SURV-030 GNSS TECHNIQUES**

16.00 hours

*Recommended Preparation: NC.SURV-015*

Examines the near-real-time solutions available from Differential GNSS (DGNSS), Real-Time Kinematic (RTK) and Networked RTK as well as state-of-the-art control survey accuracies with advanced post-processing techniques using a global network of continuous tracking GNSS sites.

## NC.SURV-035 MAP PROJECTIONS

16.00 hours

*Recommended Preparation: NC.SURV-015*

Focuses on the methods and procedures required for accurately mapping or projecting positions measured in a three dimensional world onto a flat two dimensional surface using computer software. Topics include the history and geometry of map projections, regulatory compliance, and coordinate conversions.

## NC.SURV-040 CONTROL SURVEYS USING GNSS

16.00 hours

*Recommended Preparation: NC.SURV-030*

Examines the process of conducting a control survey using GNSS technologies including planning, field measurements, data processing, adjusting, and analysis of the final results. Organizational design and observation planning is needed to meet stringent control survey standards and specifications. GNSS Surveying Standards and Specifications 1.1 by CLSA & CSRC and Specifications for Geodetic Control Networks and Geometric Accuracy Standards are also addressed.

## NC.SURV-045 GNSS PROCESSING AND ANALYSIS

16.00 hours

*Recommended Preparation: NC.SURV-010, 025, 030 and 040*

Explores GNSS data collection and processing, and the analysis and evaluation required to deliver practical surveying and mapping information. Participants work in small groups to perform GNSS surveys where data is collected in the field, downloaded, processed, analyzed, and evaluated.



## LIFE SKILLS

### Certificate of Completion: Entering the Workforce Post Criminal Conviction

Develops the skills needed to successfully transition from being incarcerated to finding employment. The completion of this certificate will help prepare students to learn how to clear one's record and find employment opportunities.

#### Certificate Student Learning Outcome:

Students will be able to utilize the skills necessary to manage one's criminal record to gain employment.

#### Program Requirements:

Units Required: 0

Units

NC.LSKL-050	Cleaning Up Your California Criminal Record.....	0.0
NC.CSKL-010	Strategic Job Search .....	0.0

### NC.LSKL 050 CLEANING UP YOUR CALIFORNIA CRIMINAL RECORD

20.00 – 30.00 hours

Understand your California criminal record and learn about the resources to improve your employment opportunities. This course is intended for educational purposes only and is not intended as legal advice. Formerly NC.COUN-050.

### NC.LSKL 060 PARENTING STRATEGIES I

20.00 – 30.00 hours

Examines the principles of child development, discipline philosophies, communication, and strengthening family relationships. Formerly NC.COUN-060.

### NC.LSKL 061 PARENTING STRATEGIES II

20.00 – 30.00 hours

Explores the responsibilities and benefits of being a good parent, including an overview of the child development theories and how to build good relationships with one's children. Additional topics include parenting styles, effective parenting strategies, and building a positive parent-child relationship. Formerly NC.COUN-061.

### NC.LSKL 070 ANGER MANAGEMENT I

20.00 – 30.00 hours

Introduces strategies and techniques for dealing with anger and managing relationships. Topics include defining anger, assessing personality styles, and exploring strategies for managing stress. Formerly NC.COUN-070.

*Continued on the next page.*

**NC.LSKL 071 ANGER MANAGEMENT II**

20.00 – 30.00 hours

Examines strategies and techniques for managing anger and response reactions. Learn how to improve relationships through effective communication skills while also addressing underlying causes of anger stemming from the past. Formerly NC.COUN-071.

**NC.LSKL 080 DOMESTIC VIOLENCE I**

20.00 – 30.00 hours

Examines domestic violence and different types of abuse. Topics to be covered include the signs, symptoms, and causes of abuse, including physical, emotional, psychological, sexual, financial, and digital abuse, sexual exploitation, and the cycle of violence. Formerly NC.COUN-080.

**NC.LSKL 081 DOMESTIC VIOLENCE II**

20.00 – 30.00 hours

Analyzes domestic violence and how to end the cycle of abuse. Topics to be covered include why violence occurs, signs of controlling someone, the healing process, prevention of rage, and treatment and support options. Formerly NC.COUN-081.

**NC.LSKL 090 ADDICTION AND SUBSTANCE ABUSE I**

20.00 – 30.00 hours

Introduces the concepts of addiction and substance abuse for the individual, the family and the community. Students will learn about the dynamics of addiction and evaluate one's personal situation. Topics include: treatment options, the disease of addiction, trauma issues such as HIV/AIDS, domestic violence, sexual abuse and dislocation, the impact on family and friends, co-dependency. Formerly NC.COUN-090.

**NC.LSKL 091 ADDICTION AND SUBSTANCE ABUSE II**

20.00 – 30.00 hours

Examines drug and alcohol abuse from a sociological and psychological perspective. Students will learn about various aspects of recovery and the recovery process. Topics include: treatment options, the detox processes, and support groups. Formerly NC.COUN-091.

**NC.LSKL 100 PERSONAL HEALTH AND WELLNESS**

24.00 – 36.00 hours

Explores the six dimensions of health and wellness: physical, psychological, social, intellectual, spiritual, and environmental. Learn strategies for personal health promotion and wellness.

**NC.LSKL 101 MINDFULNESS STRATEGIES FOR STRESS MANAGEMENT**

24.00 – 36.00 hours

Discover mindfulness as a strategy for managing stress, developing attention control, cultivating mindful thoughts, and making long-lasting changes to one's ability to handle stress.

**MATHEMATICS****Certificate of Competency: Essential Arithmetic Skills**

Introduces students to essential arithmetic skills involving fractions, mixed numbers, and decimals. Successful completion of this certificate will help in preparing students for essential pre-algebra skills.

**Certificate Student Learning Outcome:**

Students will be able to solve mathematical problems using essential arithmetic operations and conversions involving whole numbers, fractions, mixed numbers, and decimals.

**Program Requirements:**

Units Required: 0

Units

NC.MATH-001	Whole Numbers.....	0.0
NC.MATH-002	Fractions and Mixed Numbers.....	0.0
NC.MATH-003	Decimal Numbers.....	0.0

**Certificate of Competency: Essential Pre-Algebra Skills**

Introduces students to essential pre-algebra skills involving rates, proportions, and percentages. Successful completion of this certificate will help students solve practical problems in every-day applications of mathematics.

**Certificate Student Learning Outcome:**

Students will be able to solve mathematical problems using essential pre-algebra operations involving rates, proportions, and percentages.

**Program Requirements:**

Units Required: 0

Units

NC.MATH-004	Percentages .....	0.0
NC.MATH-005	Rates and Proportions.....	0.0
NC.MATH-006	Signed Numbers.....	0.0

**Certificate of Competency: Essential Beginning Algebra Skills**

Introduces students to essential introductory algebra skills involving algebraic expressions, linear equations, graphs, and systems. Successful completion of this certificate will help students with basic concepts and prepare them for further and transfer-level mathematics courses.

**Certificate Student Learning Outcome:**

Students will be able to solve mathematical problems involving algebraic expressions, linear equations, linear graphs, and linear systems.

**Program Requirements:**

Units Required: 0

Units

NC.MATH-007	Algebraic Expressions.....	0.0
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NC.MATH-008	Graphs and Lines .....	0.0
NC.MATH-009	Linear Systems .....	0.0

### Certificate of Competency: Essential Intermediate Algebra Skills: Polynomials

Introduces students to essential intermediate algebra skills involving exponents, polynomials, and rational expressions/equations. Successful completion of this certificate will help students prepare for transfer level mathematics courses.

#### Certificate Student Learning Outcome:

Students will be able to solve mathematical problems using exponents, polynomials, and rational expressions/equations.

#### Program Requirements:

Units Required: 0

Units:

NC.MATH-010	Exponents and Polynomial Operations .....	0.0
NC.MATH-011	Factoring Polynomials .....	0.0
NC.MATH-012	Rational Expressions and Equations .....	0.0

### Certificate of Competency: Essential Intermediate Algebra Skills: Functions and Rational Exponents

Introduces students to essential intermediate algebra skills involving relations, functions, graphs, absolute value equations/inequalities, radicals, and rational expressions. Successful completion of this certificate will help students prepare for transfer-level mathematics courses.

#### Certificate Student Learning Outcome:

Students will be able to solve mathematical problems involving relations, functions, graphs, absolute value equations/inequalities, radicals, and rational expressions.

#### Program Requirements:

Units Required: 0

Units:

NC.MATH-013	Relations, Functions, and Graphs ...	0.0
NC.MATH-014	Absolute Value Equations and Inequalities .....	0.0
NC.MATH-015	Radicals and Rational Exponents....	0.0

### Certificate of Competency: Essential Intermediate Algebra Skills: Quadratics, Exponentials, and Logarithms

Introduces students to essential intermediate algebra skills involving quadratic, exponential, and logarithmic equations/functions. Successful completion of this certificate will help students prepare for transfer-level mathematics courses.

#### Certificate Student Learning Outcome:

Students will be able to solve mathematical problems involving quadratic, exponential, and logarithmic equations/functions.

#### Program Requirements:

Units Required: 0

Units:

NC.MATH-016	Quadratic Equations and Functions	0.0
NC.MATH-017	Exponential and Logarithmic Functions .....	0.0

### Certificate of Competency: Essential Intermediate Algebra Skills: Shapes and Patterns

Introduces students to essential intermediate algebra skills involving conics, sequences, and series. Successful completion of this certificate will help students prepare for transfer-level mathematics courses.

#### Certificate Student Learning Outcome:

Students will be able to solve mathematical problems involving conics, sequences, and series.

#### Program Requirements:

Units Required: 0

Units:

NC.MATH-018	Conic Sections.....	0.0
NC.MATH-019	Sequences and Series .....	0.0

### NC.MATH 001 WHOLE NUMBERS

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic elements of the system of whole numbers and their operations. The first in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

### NC.MATH 002 FRACTIONS AND MIXED NUMBERS

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic elements of fractions, mixed numbers, and their operations. The second in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

### NC.MATH 003 DECIMAL NUMBERS

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic elements of the system of decimal numbers and their operations. The third in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

*Continued on the next page.*

**NC.MATH 004 PERCENTAGES**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic concepts of percentages and their applications. The fourth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 005 RATES AND PROPORTIONS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces methods of solving problems involving rates, proportions, and other applications. The fifth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 006 SIGNED NUMBERS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the system of integers and operations involving positive and negative numbers. The sixth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 007 ALGEBRAIC EXPRESSIONS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic concepts of algebraic expressions and their operations. The seventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 008 GRAPHS AND LINES**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic elements of the coordinate plane, graphs, and equations of lines. The eighth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 009 LINEAR SYSTEMS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used in solving linear systems of equations. This is the ninth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 010 EXPONENTS AND POLYNOMIAL OPERATIONS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic properties of exponents and polynomial operations. This is the tenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 011 FACTORING POLYNOMIALS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques for factoring polynomials. This is the eleventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 012 RATIONAL EXPRESSIONS AND EQUATIONS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces how to simplify rational expressions and solve rational equations. This is the twelfth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 013 RELATIONS, FUNCTIONS, AND GRAPHS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used for Relations, Functions, and Graphs. This is the thirteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 014 ABSOLUTE VALUE EQUATIONS AND INEQUALITIES**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used in solving absolute value equations and inequalities. This is the fourteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 015 RADICALS AND RATIONAL EXPONENTS**

10.00 – 14.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques for performing various operations involving radicals and rational exponents. This is the fifteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 016 QUADRATIC EQUATIONS AND FUNCTIONS**

8.00 – 12.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used in solving quadratic equations with a variety of methods and graphing quadratic functions. This is the sixteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 017 EXPONENTIAL AND LOGARITHMIC FUNCTIONS**

8.00 – 12.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used in analyzing exponential and logarithmic functions. This is the seventeenth course in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 018 CONIC SECTIONS**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used in analyzing conics. This is the eighteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 019 SEQUENCES AND SERIES**

6.00 – 10.00 hours

*Optional Co-requisite: Enrollment in Transfer-Level Math Course*

Introduces the basic techniques used in analyzing sequences and series. This is the nineteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

**MEDIA ENTERTAINMENT ARTS****Certificate of Completion: Autodesk Maya Certified User Exam Preparation**

This certificate will offer students the ability to prepare for the Autodesk Maya Certified User Exam. These two courses taken together will prepare the student with the training and practice on the current software version of Autodesk Maya.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core skills required for the Autodesk Maya Certified Users Exam.

**Program Requirements:**

Units Required: 0

Units

NC.MEA-031	Maya User Certification Training I – 3D Modeling .....	0.0
NC.MEA-035	Maya User Certification Training II – Computer Animation .....	0.0

**NC.MEA 031 MAYA USER CERTIFICATION TRAINING I – 3D MODELING**

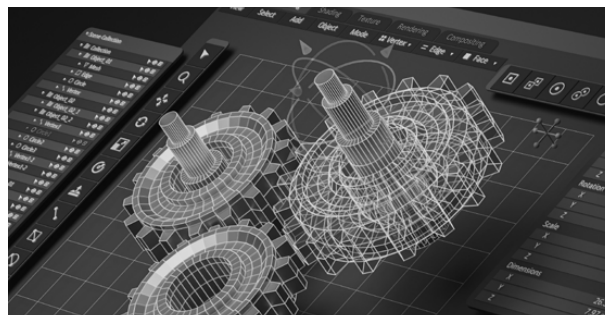
24.00 hours

Enhances skills in 3D modeling for the most current version of Autodesk Maya software. Upon completion of the two-course sequence students will be eligible to take the certification test for Autodesk MAYA. Proficiency in modeling and surfacing using Autodesk Maya is assumed.

**NC.MEA 035 MAYA USER CERTIFICATION TRAINING II - COMPUTER ANIMATION**

24.00 hours

Enhances skills in computer animation for the most current version of Autodesk Maya software. Upon completion of the two-course sequence students will be eligible to take the certification test for Autodesk MAYA. Proficiency in computer animation using Autodesk Maya is assumed.



## MEDICAL SCRIBE

### Certificate of Completion: Medical Scribe

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes. This certificate will include a comprehensive study of medical terminology and preparation for documentation of patient medical records using electronic medical records systems in a variety of clinical settings. It is recommended that students type at least 35 words per minute before enrolling in this program.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate the knowledge, skills, and professionalism of a competent entry level medical scribe to accurately prepare real-time medical documentation using correct medical terminology.

#### Program Requirements:

Units Required: 0

Units:

#### Required Courses:

NC.HLTH-249	Medical Terminology.....	0.0
NC.HLTH-250	Medical Scribe.....	0.0

### NC.HLTH 249 MEDICAL TERMINOLOGY

54.00 hours

Presents a comprehensive study of medical terminology, emphasizing determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

### NC.HLTH 250 MEDICAL SCRIBE

48.00 - 54.00 hours

*Prerequisite: NC.HLTH-249 or HLHSCI-249*

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes in specialty clinics and hospitals where they collect the needed records in real-time. Prepares medical scribes to document visit details such as symptoms, case history, diagnostic tests, medications, and other records in an electronic medical record platform. It is recommended that students type at least 35 words per minute.

## NURSING

### Certificate of Completion: Nursing Skills Lab

Provides individualized and group activities for the practice of nursing in a controlled setting to promote proficiency in delivering nursing care in the clinical setting. Expands upon the theoretical concepts taught and provides learning assistance for the following nursing courses: Nursing 050, 109, 112, 114, 124, 126, 130, 212, 234, 236, 240, 250. Students are required to take two courses: NC.NURS 081 Nursing Skills Lab: Intermediate and NC-NURS 082 Nursing Skills Lab: Advanced. Additionally students must choose one of three elective courses to receive the certificate of completion. The electives include: NC.NURS 083 Nursing Skills Lab: Review, NC.NURS 084 Nursing Skills Lab: Maternal Child Health, or NC.NURS 085 Nursing Skills Lab: Psychiatric.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate intermediate and advanced nursing related psychomotor and critical thinking skills while applying theoretical concepts to simulated situations.

#### Program Requirements:

Units Required: 0

Units

NC.NURS-081	Nursing Skills Lab: Intermediate.....	0.0
NC.NURS-082	Nursing Skills Lab: Advanced.....	0.0

*Plus one of the three following courses.*

*Must complete a minimum of 5 hours:*

NC.NURS-083	Nursing Skills Lab: Review.....	0.0
NC.NURS-084	Nursing Skills Lab: Maternal Child Health.....	0.0
NC.NURS-085	Nursing Skills Lab: Psychiatric.....	0.0

### Certificate of Completion: Nursing Success

Expands on students' critical thinking skills focusing on the fundamentals of nursing, maternal newborn and pediatric nursing, psychiatric nursing, and advanced surgical nursing.

#### Certificate Student Learning Outcome:

Students will be able to:

- Utilize the nursing process while demonstrating key nursing concepts and integrating critical thinking, patient-centered care, communication, and safety.
- Analyze the pathophysiology of a variety of disorders and stages of development while preparing for the National Council Licensure Examination (NCLEX).

**Program Requirements:**

Units Required: 0

Units

*Take three of the four following courses:*

NC.NURS-089	Success in Fundamental Nursing....	0.0
NC.NURS-093	Success in Maternal Newborn and Pediatric Nursing .....	0.0
NC.NURS-094	Success in Psychiatric Nursing .....	0.0
NC.NURS-096	Success in Advanced Medical/Surgical Nursing.....	0.0

**NC.NURS 081 NURSING SKILLS LAB:  
INTERMEDIATE**

1.00 – 300.00 hours

Provides nursing students the hands-on opportunity to apply their skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide nursing care in a real-world clinical setting. The course will expand on the theoretical concepts taught in first and second semester nursing courses. Students must be enrolled in the Nursing Program at College of the Canyons.

**NC.NURS 082 NURSING SKILLS LAB:  
ADVANCED**

1.00 – 300.00 hours

Provides nursing students the hands-on opportunity to apply their advanced skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide nursing care in a real-world clinical setting. The course will expand on the theoretical concepts taught in third and fourth semester nursing courses. Students must be enrolled in the Nursing Program at College of the Canyons.

**NC.NURS 083 NURSING SKILLS LAB:  
REVIEW**

1.00 – 50.00 hours

Provides nursing students hands-on opportunity to review their advanced skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide nursing care in a real-world clinical setting. The course will revisit and expand on the theoretical concepts for the following nursing courses: Nursing 050, 109, 112, 114, 124, 126, 130, 212, 234, 236, 240, & 250. Students must be enrolled in the Nursing Program or the Certified Nursing Assistant Program at College of the Canyons or be assigned the class as a remediation plan in order to return to the program.

**NC.NURS 084 NURSING SKILLS LAB:  
MATERNAL CHILD HEALTH**

1.00 – 50.00 hours

Provides nursing students the chance to practice their maternal child health nursing skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide maternal child health nursing care in a real-world clinical setting. The course will cover the theoretical concepts taught in Nursing 236: Maternal Child Health. Students must be enrolled in the Nursing Program at College of the Canyons or be assigned the class as a remediation plan in order to return to the program.

**NC.NURS 085 NURSING SKILLS LAB:  
PSYCHIATRIC**

1.00 – 50.00 hours

Provides nursing students the chance to practice their psychiatric nursing skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide maternal child health nursing care in a real-world clinical setting. The course will cover the theoretical concepts taught in Nursing 126: Psychiatric Nursing. Students must be enrolled in the Nursing Program at College of the Canyons or be assigned the class as a remediation plan in order to return to the program.

**NC.NURS 089 SUCCESS IN FUNDAMENTAL  
NURSING**

15.00 - 21.00 hours

*Co-Requisite: Nursing 112 and Nursing 114.*

Expands on students' critical thinking skills focusing on content from NURSNG 112 & 114. Units do not apply to the associate degree.

**NC.NURS 093 SUCCESS IN MATERNAL  
NEWBORN AND PEDIATRIC NURSING**

7.00 - 11.00 hours

*Co-requisite: NURSNG-236*

Expands on students' critical thinking skills focusing on content from NURSNG-236. Units do not apply to the associate degree. Offered pass/no-pass only.

**NC.NURS 094 SUCCESS IN PSYCHIATRIC  
NURSING**

7.00 - 11.00 hours

*Co-requisite: NURSNG-126*

Expands on students' critical thinking skills focusing on content from NURSNG-126. Units do not apply to the associate degree. Offered pass/no-pass only.

**NC.NURS 096 SUCCESS IN ADVANCED  
MEDICAL/SURGICAL NURSING**

15.00 - 21.00 hours

*Co-requisite: NURSNG-240*

Expands on students' critical thinking skills focusing on content from NURSNG-240. Units do not apply to the associate degree. Offered pass/no-pass only.

## OLDER ADULT

### NC.OAD 001 LIFESTYLE AND HEALTHY FOR OLDER ADULTS

18.00 hours- 54.00 hours

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. Includes information on caregiving and assisting self and others with ongoing health conditions.

### NC.OAD 008 CREATIVE EXPRESSION THROUGH ACTING FOR OLDER ADULTS

18.00 hours- 54.00 hours

Develops skills in creative expression for older adults through acting and storytelling. Acting and storytelling topics explored may include solo performance, improvisation, scene work and/or musical theatre. End of class public performance may be offered.

### NC.OAD 009 AUTOBIOGRAPHICAL STORYTELLING THROUGH THE ONE PERSON SHOW FOR OLDER ADULTS

18.00 hours- 54.00 hours

Develops storytelling skills through writing and performing/reading an original solo piece. Utilize reminiscing, spontaneous writing, improvisation, and instructor/group feedback to improve writing and performance skills. End of class performances or readings may be offered.

### NC.OAD 010 AQUATIC FITNESS FOR OLDER ADULTS

18.00 hours- 54.00 hours

Examines the theory and practice of aquatic fitness for older adults. The physical and mental wellbeing of older adults is improved through aerobic conditioning, strength training, and stretch activities in a water environment. Swim skills are not required.

### NC.OAD 011 DRAWING FOR OLDER ADULTS

24.00 hours - 36.00 hours

Explores perceptual and technical skills of drawing. Create an original drawing using various drawing techniques including dry and fluid media for the older adult population. Focus on single objects, still life, and landscape.

### NC.OAD 012 WATERCOLOR FOR OLDER ADULTS

18.00 hours - 36.00 hours

Introduces older adult students to the basic techniques and strategies for creating original works with watercolor. An emphasis will be placed on composition, color mixing, watercolor application, and color theory.

### NC.OAD 013 YOGA FOR OLDER ADULTS

18.00 hours - 54.00 hours

Introduces essential yoga poses for older adults to promote overall healthy aging. An emphasis will be placed on restorative and chair yoga poses to improve physical fitness and health. Relaxation techniques for stress management will also be covered.

### NC.OAD 014 BOOK BINDING AND BOOK DESIGN FOR OLDER ADULTS

18.00 hours - 36.00 hours

Introduction to book binding, including Western and Eastern techniques, materials, book structure, and design.

### NC.OAD 020 CURRENT EVENTS AND ISSUES IMPACTING OLDER ADULTS

18.00 hours- 54.00 hours

Analyze and discuss current events and issues impacting older adults with an emphasis on improving communication and critical thinking skills.

### NC.OAD 080 PHOTOGRAPHY FOR OLDER ADULTS

8.00 hours- 27.00 hours

Explores the technical skills used in photography emphasizing the compositional guidelines that create an image. Includes downloading, organizing, sharing and emailing images. It is recommended that students have access to a camera: including DSLR, smartphone, or point and shoot camera. Field trips may be required.

### NC.OAD 081 PHOTOGRAPHIC PRESENTATIONS FOR OLDER ADULTS

8.00 hours- 27.00 hours

Explores techniques to create digital visual/audio presentations and slide shows. Field trips may be required.

### NC.OAD 082 PHOTOGRAPHING NATURE FOR OLDER ADULTS

8.00 hours- 27.00 hours

Introduces technical skills for photographing nature, including image composition techniques and file management. It is recommended that students have access to DSLR, smartphone, or point and shoot camera. Field trips may be required.

**NC.OAD 083 PHOTOGRAPHING PEOPLE FOR OLDER ADULTS**

8.00 hours- 27.00 hours

Introduces technical skills for photographing people, including image composition techniques and file management. It is recommended that students have access to DSLR, smartphone, or point and shoot camera. Field trips may be required.

**NC.OAD 100 FITNESS AND WELLNESS FOR OLDER ADULTS**

18.00 hours- 54.00 hours

Examines the theory and practice of health and skill-related physical fitness activities for older adults with an emphasis on maintaining independence in daily activities. Improves physical and mental wellbeing through life-sustaining exercise strategies and discussions on disease and injury prevention.

**PARALEGAL****Certificate of Completion: Certified Paralegal Exam Test Preparation**

This certificate is designed to prepare students and paralegals for the NALA Certified Paralegal Exam: Knowledge section and Skills section. The use of the Certified Paralegal (CP) credential signifies that a paralegal can provide superior services to firms and corporations. The CP credential has been acknowledged by the American Bar Association as a mark of high professional achievement, and the certification helps advance paralegals in their careers and professional development. These study courses are not affiliated with the ABA-approved Paralegal Studies degree and certificate.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the knowledge and skills for the NALA Certified Paralegal Exam.

**Program Requirements:**

Units Required: 0

Units:

**Required Courses:**

NC.PLGL-001	Test Preparation for Certified Paralegal Exam: Knowledge Section.....	0.0
NC.PLGL-002	Test Preparation for Certified Paralegal Exam: Skills Section .....	0.0

**NC.PLGL 001 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM: KNOWLEDGE SECTION**

20.00 hours - 24.00 hours

Prepares students to take the Knowledge section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers the United States legal system, civil litigation, contracts, corporate and commercial law, criminal law and procedure, torts, property and estate law, bankruptcy, and ethics. Develops a study plan and utilizes practice exam questions. This study course is not affiliated with the ABA-approved Paralegal Studies program at College of the Canyons.

**NC.PLGL 002 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM: SKILLS SECTION**

16.00 hours - 20.00 hours

Prepares students to take the Skills section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers writing and critical thinking, including grammar, spelling, punctuation, clarity of expression, reading and comprehension, analysis of information, and decision making. Sample exam questions will be based on a hypothetical case, and students will be expected to analyze relevant legal material as well as demonstrate strong writing skills. This study course is not affiliated with the ABA-approved Paralegal Studies program at College of the Canyons.



## PERSONAL CARE AIDE

### Certificate of Completion: Personal Care Aide Training

The Personal Care Aide Training certificate will be used to train workers who provide personal care services in people's homes or in assisted living, or other residential facilities, and as a first level of training to prepare workers for jobs in nursing facilities and home health care agencies.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate the skills needed by a personal care aide using employability skills for individuals working in health professions.

#### Program Requirements:

Units Required: 0

Units:

#### Required Courses:

NC.HLTH-001	Adult and Pediatric CPR, First Aid, and AED .....	0.0
NC.HLTH-010	Personal Care Aide.....	0.0
NC.HLTH-011	Health Professions Workforce Skills .....	0.0



## PERSONAL TRAINER

### Certificate of Completion: Personal Trainer Preparation

The Personal Trainer Preparation Certificate of Completion is designed to prepare students for the Certified Personal Trainer exam through the National Strength and Conditioning Association (NSCA). Students will learn the basics for instructing and coaching individuals in an exercise setting, as well as the CPR and first aid skills needed when working as a personal trainer.

#### Certificate Student Learning Outcome:

Students will be able to utilize knowledge of anatomical, physiological, and nutritional components and coaching principles to formulate a safe personal training workout for people of all ages and prepare for the National Strength and Conditioning Association Personal Training Exam.

#### Program Requirements:

Units Required: 0

Units

NC.HLTH-001	Adult and Pediatric CPR, First Aid, and AED .....	0.0
NC.HLTH-002	Personal Trainer Certificate Preparation.....	0.0
NC.HLTH-003	Principles of Coaching.....	0.0

### NC.HLTH 001 ADULT AND PEDIATRIC CPR, FIRST AID, AND AED

5.00 - 16.00 hours

Presents the skills needed to recognize and respond to a variety of first aid, breathing, and cardiac emergencies involving adults, children, and infants. Upon successful completion of this course, students will receive a digital American Red Cross certificate for adult and pediatric CPR, first aid, and AED (valid for two years) for an additional fee. Obtaining the American Red Cross certificate for adult and pediatric CPR, first aid, and AED meets OSHA/workplace requirements.

### NC.HLTH 002 PERSONAL TRAINER CERTIFICATION PREPARATION

36.00 hours

Prepares students to enter the field of personal training and take the Certified Personal Trainer (CPT) 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, cardiorespiratory fitness, and proper weight training exercise fundamentals and spotting techniques.

### NC.HLTH 003 PRINCIPLES OF COACHING

12.00 hours

Examines the practice of coaching individuals and teams. Emphasizes the teaching of skills, injury prevention, team dynamics, and the development of a personal coaching philosophy.

### NC.HLTH 010 PERSONAL CARE AIDE

75.00 - 80.00 hours

Preparation to assist older adults, individuals with disabilities, and those with chronic health issues including Alzheimer's Disease and dementia. An emphasis will be placed on understanding the roles and responsibilities of a personal care aide, communication skills, assisting with activities of daily living, maintenance of a healthy environment, basic nutrition, safe transfer techniques, and procedures for medical emergencies.

**NC.HLTH 011 HEALTH PROFESSIONS  
WORKFORCE SKILLS**

8.00 - 12.00 hours

Provides training to ensure the delivery of high-quality care in the health professions. An emphasis will be placed on communication strategies, workplace ethics and professionalism, managing stress, health profession employability skills, and self-reflection for lifelong learning and growth.

**PHOTOGRAPHY****Certificate of Completion: Digital  
Photographic Camera and Composition  
Fundamentals**

The Digital Photographic Camera and Composition Fundamentals Certificate trains students to develop the skills needed to gain an accurate understanding of basic operation of digital cameras, lenses, and storage media as well as appropriate critical and aesthetic standards of photographic composition. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate and apply the basic operation of digital camera equipment and fundamental principles of photographic composition.

**Program Requirements:**

Units Required: 0

	Units
NC.PHOT-050 Fundamentals of Digital Camera Equipment .....	0.0
NC.PHOT-052 Fundamentals of Photographic Composition .....	0.0
NC.PHOT-059 Lab Practices for the Digital Darkroom.....	0.0

**Certificate of Completion: Digital  
Photographic Camera and Manual  
Exposure Fundamentals**

The Digital Photographic Camera and Manual Exposure Fundamentals Certificate trains students to develop the skills needed to gain an accurate understanding of basic operation of digital cameras, lenses, and storage media as well as the fundamental technical principles of photographic exposure. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate and apply the basic operation of digital camera equipment and fundamental principles of photographic exposure.

**Program Requirements:**

Units Required: 0

	Units
NC.PHOT-050 Fundamentals of Digital Camera Equipment .....	0.0
NC.PHOT-051 Fundamentals of Photographic Exposure .....	0.0
NC.PHOT-059 Lab Practices for the Digital Darkroom.....	0.0

**Certificate of Completion: Digital  
Photographic Project Fundamentals**

The Digital Photographic Project Fundamentals Certificate trains students in the proper procedures and practices for operation of digital cameras, principles of photographic exposure, critical and aesthetic standards, and project development needed to complete assignments in the photographic industry. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate and apply the basic technical skills and fundamental principles for development of digital photographic projects.

**Program Requirements:**

Units Required: 0

	Units
NC.PHOT-050 Fundamentals of Digital Camera Equipment .....	0.0
NC.PHOT-051 Fundamentals of Photographic Exposure .....	0.0
NC.PHOT-052 Fundamentals of Photographic Composition .....	0.0
NC.PHOT-059 Lab Practices for the Digital Darkroom.....	0.0
NC.PHOT-099 Independent Projects in Photography .....	0.0

**NC.PHOT 050 FUNDAMENTALS OF  
DIGITAL CAMERA EQUIPMENT**

8.00 hours

Explores proper procedures and practices for basic operation of digital cameras, lenses, and storage media for photographic images. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

**NC.PHOT 051 FUNDAMENTALS OF  
PHOTOGRAPHIC EXPOSURE**

8.00 hours

*Recommended Preparation: NC.PHOT-050*

Introduces fundamental principles of manual photographic exposure. It is recommended that students provide a digital SLR camera capable of manual camera control.

*Continued on the next page.*

**NC.PHOT 052 FUNDAMENTALS OF PHOTOGRAPHIC COMPOSITION**

8.00 hours

*Recommended Preparation: NC.PHOT-050*

Introduces appropriate aesthetic standards in the composition of the photographic image. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

**NC.PHOT 059 LAB PRACTICES FOR THE DIGITAL DARKROOM**

24.00 hours

*Recommended Prerequisite: NC.PHOT-050*

Apply basic importing, processing, and printing of digital images utilizing photography lab equipment and digital darkroom facilities. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

**NC.PHOT 099 INDEPENDENT PROJECTS IN PHOTOGRAPHY**

68.00 hours

*Recommended Prerequisite: NC.PHOT-050, NC-PHOT-051, and NC.PHOT-052*

Presents an introduction to the photographic industry through project development, encompassing research, drafting a proposal, revision, and completion of individual photographic projects and techniques.

**PUBLIC SAFETY****NC.FIRT 001A FALL FIRE FIGHTER IN-SERVICE TRAINING**

4.50 – 80.00 hours

Provides updated information in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation

**NC.FIRT 001L FALL FIRE FIGHTER IN-SERVICE TRAINING LAB**

13.25 – 242.00 hours

Provides updated skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**NC.FIRT 003A SPRING FIRE FIGHTER IN-SERVICE TRAINING**

4.50 – 80.00 hours

Provides updated information in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**NC.FIRT 003L SPRING FIRE FIGHTER IN-SERVICE TRAINING LAB**

13.25 – 242.00 hours

Provides updated skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**NC.FIRT 004A SUMMER FIRE FIGHTER IN-SERVICE TRAINING**

4.50 – 80.00 hours

Provides updated information in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**NC.FIRT 004L SUMMER FIRE FIGHTER IN-SERVICE TRAINING LAB**

13.25 – 242.00 hours

Provides updated skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

**NC.FIRT 005 AERIAL APPARATUS OPERATIONS**

40.00 hours

Covers preventive maintenance and operations of an aerial apparatus, and deployment and operation of an elevated master stream.

**NC.FIRT 006 FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS**

40.00 hours

Covers operation of a fire department aerial apparatus equipped with a tiller, including positioning and stabilizing the apparatus. Instruction includes practical driving exercises.

**NC.FIRT 007 FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS OPERATIONS**

24.00 hours

Covers preventive maintenance and operation of a wildland fire apparatus and production of an effective fire stream.



**NC.FIRT 008 FIRE APPARATUS DRIVER/OPERATOR - WATER TENDER OPERATIONS**

27.00 hours

Covers water tender preventive maintenance and operations, including routine tests, inspections, and servicing functions unique to a water tender; maneuvering and positioning a water tender at a water shuttle fill site; and establishing, maneuvering, and positioning at a water shuttle dumpsite.

**NC.FIRT 009A FIRE INVESTIGATION 1A – BASIC FIRE INVESTIGATION**

39.50 hours

Provides information on securing the fire scene and determining the origin and cause of the fire. Topics include responsibilities of a fire investigator, securing the fire ground, conducting an exterior and interior survey, analyzing fire patterns, interpreting individual fire patterns, discriminating the effects of explosions, examining and removing fire debris, reconstructing the area of origin, inspecting the performance of building systems.

**NC.FIRT 009B FIRE INVESTIGATION 1B – EVIDENCE AND DOCUMENTATION**

33.50 hours

Provides information on scene documentation and evidence collection/preservation. Topics include photographing the scene, diagramming the scene, constructing investigative notes, processing evidence and establishing chain of custody, processing victims and fatalities, selecting evidence for analysis, maintaining a chain of custody, preparing a fire investigation report, and disposing of evidence.

**NC.FIRT-009C FIRE INVESTIGATION 1C – PREPARATION FOR LEGAL PROCEEDINGS**

40.00 hours

Provides information on legal considerations for a court proceeding. Topics include coordinating expert resources, formulating an opinion, presenting investigative findings, and testifying during legal proceedings.

**NC.FIRT 010 FIRE APPARATUS DRIVER/ OPERATOR GENERAL**

40.00 hours

Presents techniques and practice in driving emergency vehicles, basic maintenance and pre-trip inspections. This course applies to the requirements for driver/operator as established by the California State Board of Fire Services.

**NC.FIRT 011 FIRE APPARATUS DRIVER/ OPERATOR PUMP**

40.00 hours

Presents updated content reflecting the 2009 NFPA 1002 standard for fire apparatus driver/operator professional qualifications. Focusing on methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps.

**NC.FIRT 012 FIRE APPARATUS DRIVER/ OPERATOR TILLER TRUCK**

40.00 hours

*Prerequisite: NC.FIRT-011*

Covers truck operations and driver responsibilities, recognized standards, and related laws for fire apparatus.

**NC.FIRT 016 INSTRUCTOR 1**

40.00 hours

This is the first of a three-course series. Topics include methods and techniques for training, selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency.

**NC.FIRT 017 INSTRUCTOR 2**

40.00 hours

*Prerequisite: NC.FIRT-016*

The second course in the Instructor series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria methods to evaluate teaching and learning efficiently.

**NC.FIRT 018 INSTRUCTOR 3**

40.00 hours

*Prerequisite: NC.FIRT-017*

This is the third of a three-course series. Topics include a variety of methods and techniques for developing lesson plans and tests in accordance with the latest concepts in career education.

**NC.FIRT 019 ETHICAL LEADERSHIP IN THE CLASSROOM**

8.00 hours

Provides concepts and theories of the ethical decision making process. Helps recognition of the signs of ethical dilemma, identifies advantages and disadvantages of ethical behavior and reviews examples of classroom situations in which instructors used their leadership role to either encourage or discourage ethical behavior. Presents state fire training's instructor code of ethics/ conduct.

*Continued on the next page.*

**NC.FIRT 020 I-200 INCIDENT COMMAND SYSTEM**

12.00 hours

Introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions, and transfers.

**NC.FIRT 021 I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM (ICS)**

24.00 hours

Expands knowledge of ICS organization and operation with regard to supervisory roles on expanding or type 3 incidents. Includes ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, incident resource management, planning process, demobilization, transfer of command, and close out.

**NC.FIRT 022 I-400 ADVANCED ICS**

21.00 hours

Present the theories and techniques needed to manage large single-agency and complex multi-agency/multi-jurisdictional responses. Topics include fundamentals for command and general staff, major and/or complex incident/event management, area command and multi-agency coordination.

**NC.FIRT 023 GPS LAND NAVIGATION TECHNICIAN**

15.00 hours

Introduces land navigation techniques using a map and compass as well as navigation using a GPS unit. The lecture based class will conclude with a field exercise where students will demonstrate knowledge and skills learned.

**NC.FIRT 024 L-280 FOLLOWERSHIP TO LEADERSHIP**

16.00 hours

Introduces fundamental leadership concepts of the wildland fire service, focusing on the framework, values and principles that guide wildland fire leaders in providing leadership across a broad range of missions.

**NC.FIRT 025 INCIDENT MANAGEMENT OF MAJOR FIRES**

40.00 hours

*Prerequisite: NC.FIRT-021*

Provides knowledge, skills, and abilities for those who are responsible for command and control of dynamic and complex fireground emergencies.

**NC.FIRT 026 S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR**

32.00 hours

Second course in a series designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations and predict fire behavior.

**NC.FIRT 026A S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR**

7.00 hours

Provides foundational concepts of wildland fire behavior to entry-level firefighters.

**NC.FIRT 026B S-130: FIREFIGHTER TRAINING**

29.00 hours

Provides basic firefighting skills to entry-level firefighters and support personnel.

**NC.FIRT 027 S-390 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS**

18.00 – 32.00 hours

Develops knowledge and skills required for effective fire behavior predictions.

**NC.FIRT 028 INCIDENT MANAGEMENT OF THE FIREFIGHTER EMERGENCY**

28.00 hours

*Prerequisite: NC.FIRT-020 and NC.FIRT-123*

Introduces incident management terminology and methodology employed during a fire fighter emergency. Classroom simulations based upon case studies allow students to participate in simulated incident command positions during a fire fighter emergency.

**NC.FIRT 029 S-200 INITIAL ATTACK INCIDENT COMMANDER**

16.00 hours

Prepares the student to function as an initial attack incident commander at the ITCT4 level in the incident commander system. Meets national wildlife coordinating group curriculum criteria. Prepares students for employment with wildland fire management agencies and municipal fire departments.

**NC.FIRT 030 WILDLAND FIRE CHAIN SAWS**

30 - 36 hours

Provides the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surrounding similar to fireline situations.

**NC.FIRT 031 S-215 FIRE OPERATIONS IN THE URBAN INTERFACE**

24.00 hours

Designed to assist fire fighters in making tactical decisions when confronting wildland fires that threaten wildland/urban interface.

**NC.FIRT 032 S-223 FIRELINE EMT**

16.00 hours

*Prerequisite: NC.FIRT-021 and NC.FIRT-023*

Designed to meet the training needs of an incident FEMT as outlined in the Field Operations Guide, ICS 420-1, Firescope California.

**NC.FIRT 033 S-230 CREW BOSS/S-231 ENGINE BOSS**

32.00 hours

*Prerequisite: NC.FIRT-026*

Presents information and skills associated with the crew/engine boss position. Presents training from initial dispatch through demobilization to the home unit. Topics include engine and crew capabilities, information sources, fire size-up considerations, tactics, and post incident responsibilities.

**NC.FIRT 035 S-219 IGNITION OPERATIONS**

32.00 hours

Provides training in the functional roles and responsibilities connected with firing operations. Topics include: planning, ignition procedures and techniques, and equipment applicable to wildland and prescribed fire. Addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation.

**NC.FIRT 036 S-244 FIELD OBSERVER/ S-245 DISPLAY PROCESSOR**

40.00 hours

Designed to meet the training needs of a potential field observer (FOBS) and display processor. Describes navigation, mapping, and observation techniques as outlined in the Wildland Fire Qualification System Guide.

**NC.FIRT 037 WILDLAND FIRE DRILLS – SPRING/GRASS**

6.00 – 12.00 hours

Provides training that will reinforce communication and tactical practices between commanding officers and tactical forces utilizing live-fire and mentors in a controlled wildland environment.

**NC.FIRT 037A CA-219: WILDLAND FIREFIGHTING - FIRE OPERATIONS**

32.00 hours

Provides training that develops skills required to perform and hold firing operations on wildland fires and prescribed burns.

**NC.FIRT 038 L-965 RESOURCE/DMOB UNIT LEADER**

32.00 hours

*Prerequisite: NC.FIRT-020*

Introduces tools and techniques used to perform the duties of resource unit leader (RESL), and demobilization unit leader (DMOB).

**NC.FIRT 039 STATUS CHECK-IN RECORDER**

16.00 hours

*Prerequisite: NC.FIRT-020*

Introduces tools and techniques used to perform the duties of a status check-in recorder (SCKN). Provides an overview of what a student can expect if dispatched to an incident.

**NC.FIRT 041 S-270 BASIC AIR OPERATIONS**

16.00 hours

Introduces principles of aviation management and safety, including agency aircraft, tactical and logistical uses of aircraft, and requirements for take-off and landing areas.

**NC.FIRT 042 S-271 HELICOPTER CREW MEMBER**

24.00 - 26.00 hours

Provides training in all areas of the tactical and logistical use of helicopters by the fire service. Introduces air crew members to operations and provides a foundation in safe procedures.

**NC.FIRT 044 S-330 AH-330, STRIKE TEAM/ TASK FORCE LEADER ALL HAZARDS (STENTFLD)**

32.00 hours

Provides tactics and strategy as it relates to the management of a strike team or task force and meets the S-330 training requirements of the California Incident Command Certification System (CICCS) for the position of strike team/task force leader-all risk.

**NC.FIRT 045 E-962 ALL HAZARDS PLANNING SECTION CHIEF**

32.00 hours lecture

Provides an overview of key duties and responsibilities of a planning section chief type iii in a type iii all hazards incident management team (AHIMT).

**NC.FIRT 046 L-964 SITUATION UNIT LEADER**

18.00 – 80.00 hours

Designed to meet the training needs of a situation unit leader (SITL) as outlined in the Wildland Fire Qualification System Guide (PMS 310-1).

**NC.FIRT 047A FIRE INSPECTOR 1A – DUTIES AND ADMINISTRATION**

24.00 hours

Provides students with a basic knowledge of the roles and responsibilities of a fire inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, ethical conduct, permit or plan review, investigating common complaints, and participating in legal proceedings.

*Continued on the next page.*

**NC.FIRT 047B FIRE INSPECTOR 1B – FIRE AND LIFE SAFETY**

24.00 hours

Provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a fire inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

**NC.FIRT 047C FIRE INSPECTOR 1C – FIELD INSPECTION**

24.00 hours

Provides students with a basic knowledge of field inspection roles and responsibilities of a fire inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**NC.FIRT 047D FIRE INSPECTOR 1D – FIELD INSPECTION CALIFORNIA SPECIFIC**

16.00 hours

Provides students with a basic knowledge of field inspection roles and responsibilities specific to California of a fire inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**NC.FIRT 048A FIRE INSPECTOR 2A – FIRE PREVENTION ADMINISTRATION**

16.00 hours

*Prerequisite: NC.FIRT-047A, 047B, 047C, 047D*

Provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a fire inspector II including processing permit and plan review applications, enforcing permit regulations, investigating complex complaints, recommending modifications to codes and standards, recommending policies and procedures for inspection services, generating written appeals correspondence, initiating legal action, evaluating inspection reports, and proposing technical reference material acquisition.

**NC.FIRT 048B FIRE INSPECTOR 2B – FIRE AND LIFE SAFETY REQUIREMENTS**

24.00 hours

*Prerequisite: NC.FIRT-048A*

Provides students with a basic knowledge of fire and life safety requirements related to the roles and responsibilities of a fire inspector II including occupancy classification, egress elements, emergency plans and procedures, occupant loads, building construction and fire growth potential.

**NC.FIRT 048C FIRE INSPECTOR 2C – INSPECTING NEW AND EXISTING FIRE AND LIFE SAFETY SYSTEMS AND EQUIPMENT**

24.00 hours

*Prerequisite: NC.FIRT-048A*

Provides students with a basic knowledge of inspection requirements related to the roles and responsibilities of a fire inspector II including inspection of life safety systems and building services equipment, fire protection systems, and emergency access criteria.

**NC.FIRT 048D FIRE INSPECTOR 2D – HAZARDOUS MATERIALS, OPERATIONS, AND PROCESSES**

32.00 hours

*Prerequisite: NC.FIRT-048A*

Provides students with a basic knowledge of hazardous materials, operations, and processes related to the roles and responsibilities of a fire inspector II including hazardous conditions, flammable and combustible liquids and gases, and hazardous materials.

**NC.FIRT 056 L-954 ALL HAZARD SAFETY OFFICER**

24.00 hours

Designed to meet the training needs of the safety officer position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations.

**NC.FIRT 061 J-342 DOCUMENTATION UNIT LEADER**

8.00 hours

Introduces procedures for mobilization and demobilization on an incident, duplication of the IAP and requirements for maintaining incident records.

**NC.FIRT 063 J-158 RADIO OPERATOR/J-257 INCIDENT COMMAND CENTER MANAGER**

8.00 hours

Provides instruction and necessary skills associated with the radio operator/incident command center manager. Topics include mobilization, transfer of information, communications equipment, and demobilization.

**NC.FIRT 064 S-300 EXTENDED ATTACK**

16.00 hours

Provides training to meet needs of the incident commander type 3 (ICT3). Focus is on leadership and command as they relate to the ICT3 position.

**NC.FIRT 065 CONFINED SPACE RESCUE TECHNICIAN CONTINUING EDUCATION**

8.00 hours

Designed for the continuing education of a confined space rescue technician. Prepares student for confined space emergency response.

**NC.FIRT 066 TRENCH RESCUE TECHNICIAN**

24.00 hours

Provides fire service personnel with hands-on application of the techniques necessary to safely affect a rescue from an excavation or trenching cave-in. Topics include: critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety procedures.

**NC.FIRT 067 S-341 GIS SPECIALIST FOR INCIDENT MANAGEMENT**

24.00 hours

Provides training to meet the needs of a geographic information systems specialist to manage the information needs of all-hazard incidents.

**NC.FIRT 067A S-445: INCIDENT TRAINING SPECIALIST**

16.00 hours

Provides the necessary instruction and training to personnel who qualify to become an incident training specialist.

**NC.FIRT 068 FIRE BEHAVIOR – STRUCTURE FIRE ATTACK**

8.00 hours

Presents hazards and situational tactics of structure firefighting. Focuses on strategies, key skills and hazardous conditions encountered on a structure fire.

**NC.FIRT 069 DRIVER ENRICHMENT TRAINING**

8.00 hours

Prepares students to operate an emergency motor vehicle in order to effectively save and protect lives, property, and the environment.

**NC.FIRT 070 RESCUE SYSTEMS I**

40.00 hours

Provides training in basic search and rescue skills under the California Urban Search and Rescue Operational levels.

**NC.FIRT 071 RESCUE SYSTEMS 2**

40.00 hours

Provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags, and USAR ICS.

**NC.FIRT 072 RESCUE SYSTEMS 3/ STRUCTURAL COLLAPSE TECHNICIAN**

24.00 hours

Provides advanced training in structural collapse rescue systems. Topics include safety techniques, rescue system equipment, and structural trends.

**NC.FIRT 073 CONFINED SPACE RESCUE TECHNICIAN**

8.00 - 40.00 hours

Provides intensive hands-on training to prepare firefighters to respond to confined space emergencies. Topics include identifying confined spaces, permit-required confined spaces, hazards associated with permit required confined space, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

**NC.FIRT 074 RIVER AND FLOOD RESCUE 1**

24.00 hours

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery.

**NC.FIRT 075 ROPE RESCUE AWARENESS/ OPERATIONS**

24.00 hours

Examines support resources, maintain safety equipment, demonstrate ladder rescue operations and rope and anchor systems in low and high angle environments.

**NC.FIRT 077 ROPE RESCUE TECHNICIAN**

40.00 hours

Provides the requirements for in-service certification of firefighters in high angle rescue situations.

**NC.FIRT 078 RIVER FLOOD CE**

8.00 hours

Provides additional training in river flood rescues. Consists of various selected sections of river flood 1 and 2. Topics include recognition and avoidance of common river hazards, execution of self-rescue techniques, and advanced rescue methods.

**NC.FIRT 079 RIVER FLOOD RESCUE TECHNICIAN**

40.00 hours

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery. In addition, this course focuses on recognition and avoidance of common river hazards, execution of self rescue techniques, advanced rescue methods used in team dynamics, victim rescues and scenarios based on real life rescues.

*Continued on the next page.*

**NC.FIRT 080 IN-SERVICE EMS**

8.00 – 24.00 hours

Provides training in emergency medical skills for public safety personnel. Covers continuing education training in the areas of first aid, CPR, first responder, EMT IA EMT, NA/FS, EMT II, paramedic, paramedic in-service training, and automatic defib equipment procedures and operations.

**NC.FIRT 081 HEAVY RESCUE TECHNICIAN**

40.00 hours

Provides skills needed by a heavy rescue technician. Focuses on heavy rescue techniques, advanced rescue methods used in team dynamics, and scenarios based on real life rescues.

**NC.FIRT 082 S-339 DIVISION/GROUP SUPERVISOR**

32.00 hours

Prepares students to perform in the role of division/group supervisor and provides instruction in support of the specific tasks of the division on wildfire incidents. Topics include division/group management, organizational interaction, division level and all-hazard operations.

**NC.FIRT 083 SWIFTWATER HELO**

20.00 – 26.00 hours

*Prerequisite: NC.FIRT-079*

Designed to assist in the Awareness Level training of swiftwater helicopter rescue air crew members (ACM). Promotes standardization of search and rescue (SAR) procedures. Content includes a mixture of military and civilian practices, procedures and techniques.

**NC.FIRT 084 IAFF FIRE GROUND SURVIVAL**

32.00 hours

Provides the step-by-step tools to use in a MAYDAY situation or leading to the rescue, including the use of mnemonics, case studies, and life saving techniques needed to facilitate a successful MAYDAY rescue.

**NC.FIRT 085 ALL-HAZARDS COMMAND TRAINING FOR INCIDENT MANAGEMENT TEAM**

8.00-96.00 hours

Prepares Incident Management Team (mostly chief officers) in commanding a dynamic all-hazard situation including wildland fires. Focuses on the Incident Command System (ICS), key skills, and ICS forms required to create, run, and transfer command of a largescale incident.

**NC.FIRT 086 RIVER FLOOD RESCUE BOAT TECHNICIAN**

40.00 hours

*Prerequisite: NC.FIRT-079*

Focuses on proper watercraft maintenance, safety, and rescue. Provides operation techniques on rigid-hulled and inflatable small vessels in river and moving water conditions.

**NC.FIRT 087 FIRE MANAGEMENT I**

40.00 hours

Presents the skills and responsibilities required of first-level supervisors. Designed to prepare the student to transition from fire fighter to fire officer.

**NC.FIRT 088 FIRE PREVENTION I**

32.00 hours

Provides a basic knowledge of the company officer certification track and capstone task book process. Reviews skills related to the company officer's role in the fire prevention, the relationship between line safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection.

**NC.FIRT 089 FIRE CAPTAIN ACADEMY**

80.00 hours

*Prerequisite: NC.FIRT-033*

Prepares students to operate as a company leader and meet the challenges in managing, supervising, and training professional firefighters at the fire captain level. Encompass classroom training, in-field drills, and online pre-course work covering topics including Emergency Medical Services, structure fire operations, wildland fire operations, and management/supervision/leadership concepts.

**NC.FIRT 090 COUNTY OF LOS ANGELES FIRE DEPARTMENT EXPLORER ACADEMY**

96.00 – 236.00 hours

Introduces various manipulative skills associated with fire department activities such as, but not limited to; hydrant operation, hose evolutions, ladder evolutions, breathing apparatus evolutions, and tying of department approved knots. Additionally, Explorers will learn about basic fire behavior, fire chemistry and physics, classes of fires, and extinguishing techniques.

**NC.FIRT 090A LACOFD WOMEN'S FIRE PREP ACADEMY**

60.00 hours

Provides candidates hands-on experience with basic duties of firefighting such as Engine Intro, Hose and Nozzle intro, Ladders, PPE/SCBA, Forcible Entry/Hand Tools and Chainsaw.

**NC.FIRT 091 HAZMAT – FIRST RESPONDER OPERATIONAL REFRESHER**

8.00 hours

This is a three-module FRO refresher course. Students will participate in three distinct scenarios designed to engage the various knowledge and skills required of the First Responder Operational. During these scenarios, the student will develop and implement the strategy, tactics, and tasks necessary to respond to an over-turned tanker. (306/406) Experiencing a hazardous materials leak, they will formulate and implement the strategies, tactics, and tasks necessary to rescue simulated injured workers inside a warehouse. Students will develop and implement the strategy, tactics, and tasks necessary to perform required emergency operations in a simulated hazardous situation.

**NC.FIRT 091A S-130: HAZARDOUS MATERIALS INCIDENT COMMANDER**

16.00 hours

Provides skills such as risk management, assessment of hazards, and legal requirements to implement protective actions to assume control of an emergency response to a hazardous materials incident.

**NC.FIRT 092 COMMUNICATIONS SPECIALIST**

48.00 hours

Trains personnel as task force communications specialists for DHS/FEMA's 28 US&R Task Force. Examines the Communications Specialist's responsibilities.

**NC.FIRT 102 EMERGENCY MEDICAL TECHNICIAN**

193.00 hours lecture, 88.00 hours lab

Prepares students for certification as an emergency medical technician, including basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Includes ambulance ride along.

**NC.FIRT 110 HAZARDOUS MATERIALS – TECHNICIAN I**

160.00 hours

Provides the instruction necessary to perform the duties as a Hazardous Materials Technician as referenced in Sub-section 5192, (q)(6) of Title 8 CCR and 29 CFR 1910.120 Sub-section (q)(6) in Modules A-D.

**NC.FIRT 119 CHIEF OFFICER ANNUAL WILDLAND TRAINING**

8.00 hours

Provides air and wildland personnel, camps section personnel, and all battalion chiefs with an annual refresher on all aspects of wildland firefighting including expectations of the incident commander and operations section chiefs during an initial attack wildland incident.

**NC.FIRT 120 COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS**

40.00 hours

Provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**NC.FIRT 121 COMPANY OFFICER 2B: GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS**

20.00 hours

Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**NC.FIRT 122 COMPANY OFFICER 2C: FIRE INSPECTIONS AND INVESTIGATION FOR COMPANY OFFICERS**

40.00 hours

Provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**NC.FIRT 123 COMPANY OFFICER 2D: ALL-RISK COMMAND OPERATIONS FOR COMPANY OFFICERS**

40.00 hours

Provides information on conducting incident size-up, developing and implementing an initial plan of action involving a single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis. This course is designed for firefighters who have met the educational requirements for Fire Fighter I, and completed the ICS-200.B: Incident Command System for Single Resources and Initial Action Incident and Hazardous Material Incident Commander courses (as offered by the California Specialized Training Institute).

*Continued on the next page.*

**NC.FIRT 124 COMPANY OFFICER 2E:  
WILDLAND INCIDENT OPERATIONS FOR  
COMPANY OFFICERS**

40.00 hours

*Prerequisite: NC.FIRT-123*

Provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is designed for firefighters who have met the educational requirements for Fire Fighter II, and completed the S-290 Intermediate Fire Behavior course (classroom delivery).

**NC.FIRT 125 CHIEF FIRE OFFICER 3A:  
HUMAN RESOURCES MANAGEMENT FOR  
CHIEF FIRE OFFICERS**

26.00 hours

*Prerequisite: NC.FIRT-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a chief fire officer.

**NC.FIRT 126 CHIEF FIRE OFFICER 3B:  
BUDGET AND FISCAL RESPONSIBILITIES  
FOR CHIEF FIRE OFFICERS**

18.00 hours

*Prerequisite: NC.FIRT-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a chief fire officer.

**NC.FIRT 127 CHIEF FIRE OFFICER 3C:  
GENERAL ADMINISTRATIVE FUNCTIONS  
FOR CHIEF FIRE OFFICERS**

24.00 hours

*Prerequisite: NC.FIRT-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a chief fire officer.

**NC.FIRT 128 CHIEF FIRE OFFICER  
3D: EMERGENCY SERVICE DELIVERY  
RESPONSIBILITIES FOR CHIEF FIRE  
OFFICERS**

24.00 hours

*Prerequisite: NC.FIRT-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a chief fire officer.

**NC.FIRT 129 EXECUTIVE CHIEF FIRE  
OFFICER 4A: HUMAN RESOURCES  
MANAGEMENT FOR EXECUTIVE CHIEF  
FIRE OFFICERS**

28.00 hours

*Prerequisite: NC.FIRT-125, 126, 127, 128*

Provides information on the use of human resources for the Executive Chief Fire Officer to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**NC.FIRT 130 EXECUTIVE CHIEF  
FIRE OFFICER 4B: COMMUNITY AND  
GOVERNMENT RELATIONS FOR  
EXECUTIVE CHIEF FIRE OFFICERS**

10.50 hours

*Prerequisite: NC.FIRT-125, 126, 127, 128*

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently while assuming a leadership role in community events.

**NC.FIRT 131 EXECUTIVE CHIEF FIRE  
OFFICER 4C: ADMINISTRATION FOR  
EXECUTIVE CHIEF FIRE OFFICERS**

30.50 hours

*Prerequisite: NC.FIRT-125, 126, 127, 128*

Provides information on administrative functions for the Executive Chief Fire Officer, including the implementation of department policies and procedures, evaluating and projecting training requirements, and developing a plan for a capital improvement project or program.



### **NC.FIRT 132 EXECUTIVE CHIEF FIRE OFFICER 4D: EMERGENCY SERVICES DELIVERY FOR EXECUTIVE CHIEF FIRE OFFICERS**

38.50 hours

*Prerequisite:* NC.FIRT-125, 126, 127, 128

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform emergency services delivery safely, effectively, and competently.

### **NC.FIRT 133 EXECUTIVE CHIEF FIRE OFFICER 4E: HEALTH AND SAFETY FOR EXECUTIVE CHIEF FIRE OFFICERS**

14.50 hours

*Prerequisite:* NC.FIRT-125, 126, 127, 128

Provides the health and safety skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently.

### **NC.FIRT 134 VEHICLE EXTRICATION**

6.50 hours

Provides the skills and knowledge needed to perform a vehicle extrication. Topics include vehicle stabilization, vehicle construction, patient assessment, vehicle airbags, safety restraint systems, hybrid and alternative fuel vehicles and extrication techniques.

### **NC.FIRT 135 S-212 WILDLAND CHAIN SAWS**

30.00 hours

Introduces the student to basic chainsaw operation, maintenance and safety features as well as safety standards as required by OSHA and agency directives. Provides instruction on the tactical application of chainsaw fireline construction and mop-up operations.

### **NC.LFGD 001A OCEAN LIFEGUARD ACADEMY ORIENTATION**

10.00 hours

Introduces departmental expectations relative to performance and behavior during the Ocean Lifeguard Training Academy. Topics include administrative procedure, facility maintenance and county policy of equality.

### **NC.LFGD 001B OCEAN LIFEGUARD ACADEMY**

180.00 hours

Prepares the student for employment as an ocean lifeguard. Major topics include: CPR, first aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, and environmental hazard identification.

### **NC.LFGD 002A JUNIOR LIFEGUARD CADET**

92.00 hours

Provides selected Junior Lifeguards interested in becoming Ocean Lifeguards with more extensive training through supplemental curriculum items and tower internships.

### **NC.LFGD 002B JUNIOR LIFEGUARD CADET PRACTICUM**

12.00 hours

Provides students with field performance opportunity, applying skills acquired in Junior Lifeguard Cadet course.

### **NC.LFGD 002C JUNIOR LIFEGUARD**

60.00 hours

Provides selected students interested in becoming ocean lifeguards with training through lecture, demonstration, simulation exercises and/or practice.

### **NC.LFGD 003 OCEAN LIFEGUARD RECHECK INSTRUCTOR TRAINING**

8.00 hours

Provides required annual recertification for returning lifeguards. Topics include teaching guidelines and program policy for recheck instructors, department updates, teaching techniques, review of CPR changes, running skills stations, and the recheck agenda.

### **NC.LFGD 004 LIFEGUARD ACADEMY INSTRUCTOR TRAINING**

8.00 hours

Training for Lifeguard Training Academy instructors. Topics include teaching techniques, preparation, Ocean Lifeguard Training Manual review, and candidate discipline.

### **NC.LFGD 005 ANNUAL OCEAN LIFEGUARD RECERTIFICATION/ INSERVICE - PROFESSIONAL**

2.00 hours

*Prerequisite:* NC.LFGD 001A

Provides annual recheck for all permanent lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

### **NC.LFGD 006A ANNUAL OCEAN LIFEGUARD RECERTIFICATION/ INSERVICE - RECURRENT**

8.00 hours

Provides annual recheck for all recurrent lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

*Continued on the next page.*

**NC.LFGD 006B STANDARD OF BEHAVIOR CPOE**

3.00 hours

Designed to help employees understand their rights to be free from discrimination, unlawful harassment, retaliation and other inappropriate conduct. Covers key points of the Los Angeles county policy of equity and sexual harassment prevention training.

**NC.LFGD 007A JUNIOR LIFEGUARD INSTRUCTOR CERTIFICATION PART 1**

20.00 hours

Provides all new and returning Junior Lifeguard instructors with annual primary training. Covers teaching skills and lesson planning, classroom management, child development, discipline, sportsmanship and event practice.

**NC.LFGD 007B JUNIOR LIFEGUARD INSTRUCTOR CERTIFICATION PART 2**

20.00 hours

*Prerequisite: NC.LFGD 007A*

Provides all new and returning Junior Lifeguard instructors with continuing education for required annual certification. Topics include equipment safety and care, youth sports injury, EMS procedures, Junior Guard clinics, mandated reporter responsibilities and event practice.

**NC.LFGD 008A DIVER INSERVICE TRAINING PART 1**

6.00 hours

Provides in-service training for underwater rescue and recovery unit divers, as well as for auxiliary and guest divers who are working towards meeting the requirements for the rescue and recovery unit. Topics include diving equipment, diver safety, underwater search techniques, victim and property recovery.

**NC.LFGD 008B DIVER INSERVICE TRAINING PART 2**

32.00 hours

*Prerequisite: NC.LFGD 008A*

Continues in-service training for underwater rescue and recovery unit divers, as well as for auxiliary and guest divers who are working towards meeting the requirements for the rescue and recovery unit. Topics include confined water skills, environmental orientations, emergency procedures, visibility.

**NC.LFGD 009A RESCUE WATERCRAFT IN SERVICE**

20.00 hours

Provides training of personal watercraft rescue. Major topics include pre- and post-operations, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

**NC.LFGD 009B RESCUE WATERCRAFT INSTRUCTOR**

20.00 hours

Provides training and certification for instructors of personal watercraft rescue. Major topics include pre- and post-operations, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures. After successful completion of this course students become certified PWC Surf Rescue class instructors

**NC.LFGD 010 MARINE FIREFIGHTING OPERATIONS**

40.00 hours

Covers basic firefighting tactics and strategies particular to marine, boat and other watercraft fires.

**NC.LFGD 011 RESCUE WATERCRAFT BASIC**

30.00 hours

*Prerequisite: NC.LFGD 001B*

Introduces personal watercraft surf rescue. Major topics include pre- and post-operations, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

**NC.LFGD 013 RESCUE BOAT OPERATIONS**

40.00 hours

*Prerequisite: NC.LFGD 001A*

Introduces basic rescue boat operations for emergency rescue personnel. Topics include ocean navigation, boat handling, rescues at sea, weather and emergency communications.

**NC.LFGD 014 BLS INSTRUCTOR CERTIFICATION**

12.00 hours

*Prerequisite: NC.LFGD 001A*

Reviews Basic Life Support/CPR Guidelines as well as effective teaching and testing techniques. Upon completion students are certified to teach CPR.

**NC.LFGD 015 EMT RECERTIFICATION FOR LIFEGUARDS - PROFESSIONAL**

8.00 hours

*Prerequisite: NC.LFGD 001A*

Provides an intensive review of primary EMT training for permanent lifeguards.

**NC.LFGD 016A EMT RECERTIFICATION FOR LIFEGUARDS – RECURRENT PART 1**

10.00 hours

*Prerequisite: NC.LFGD 001A*

Initiates an intensive review of primary EMT training for recurrent lifeguards.

**NC.LFGD 016B EMT RECERTIFICATION  
FOR LIFEGUARDS – RECURRENT PART 2**

10.00 hours

*Prerequisite: NC.LFGD 016A*

Completes an intensive review of primary EMT training for recurrent lifeguards.

**NC.LFGD 017 OCEAN LIFEGUARD  
SPECIALIST ACADEMY**

80.00 hours

*Prerequisite: NC.LFGD 001A*

Prepares seasonal lifeguards for their role as ocean lifeguard specialists. Major topics include: Sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, response to terrorism, a review of general orders and an intro to information management.

**NC.LFGD 018 LIFEGUARD CAPTAIN  
ORIENTATION**

20.00 hours

Prepares ocean lifeguard specialists for their role as captains. Major topics include: sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, scheduling, performance evaluations, a review of general orders and an intro to information management.

**NC.LFGD 020 LIFEGUARD UNIT  
OPERATION**

10.00 hours

*Prerequisite: NC.LFGD 001A*

Provides training for lifeguards in safe beach driving. Major topics include: routine beach driving, hazards of driving on the beach, proper driving maneuvers, safely responding code R on the beach, vehicle maintenance, liabilities and public perception.

**NC.LFGD 021 PARAMEDIC CONTINUING  
EDUCATION**

8.00 hours

*Prerequisite: NC.LFGD 001A*

Updates training for active Paramedics who have completed and maintained EMT-Paramedic licensure in the state of California and are accredited in Los Angeles county.

**NC.LFGD 022 OPEN WATER RESCUER -  
BASIC**

24.00 hours

Provides detailed information, and the skills training required, to improve an individual's level of comfort and confidence for safely and proficiently performing contact rescues in static and surf water conditions. "In water" skills for students include how to read and understand water flow, reading and understanding surf, contact rescues using rescue buoy devices and boards, dealing with combatant victims, performing self-rescues, and rescues of multiple victims both conscious and unconscious.

**NC.LFGD 025 LIFEGUARD IN-SERVICE  
TRAINING**

28.00 hours

Provides updated information and skills in the areas of lifeguard equipment, specialized emergency operations, current department policy and procedures, and rescue.

**REAL ESTATE****Certificate of Completion: Real Estate**

The Noncredit Real Estate program involves the study of California real estate principles, practices, procedures, and law. Students must successfully complete and pass the Real Estate Principles class (NC.REAL-100), the Real Estate Practices class (NC.REAL-101), and one additional class (of the student's choosing from the approved list) in the Real Estate department to academically qualify for the California Real Estate Sales license and examination. These classes may also be applied to the academic requirement for the California Real Estate Broker license and examination.

Students are advised to check current California Department of Real Estate or other applicable agency academic requirements prior to registering for any course to ensure that it satisfies current requirements as a mandatory or elective course for the Real Estate Sales or Real Estate Broker licenses. The CalBRE and other applicable agency requirements change periodically and the Real Estate Program does not warrant that the listed courses meet current requirements.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proficiency in the core knowledge required for the California Department of Real Estate examination for real estate sales and real estate broker licenses.

**Program Requirements:**

Units Required: 0

Units

NC.REAL-100	Real Estate Principles .....	0.0
NC.REAL-101	Real Estate Practices .....	0.0

*Continued on the next page.*

*Plus one course from the following*

NC.REAL-105	Real Estate Financing .....	0.0
NC.REAL-115	Legal Aspects of Real Estate .....	0.0
NC.REAL-120	Real Estate Appraisal .....	0.0
NC.REAL-130	Escrow Procedures and Processing.....	0.0

### **NC.REAL 100 REAL ESTATE PRINCIPLES**

54.00 hours

Introduces Real Estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate Sales License exam.

### **NC.REAL 101 REAL ESTATE PRACTICES**

54.00 hours

Examines the theoretical and practical aspects of real estate operations including ethics, obtaining and processing listings, the fundamentals of escrow, and financing and appraisal within the real estate industry. A State of California required course for the Real Estate Sales License.

### **NC.REAL 105 REAL ESTATE FINANCING**

54.00 hours

Explores real estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Department of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

### **NC.REAL 115 LEGAL ASPECTS OF REAL ESTATE**

54.00 hours

Explores real estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Bureau of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.



### **NC.REAL 120 REAL ESTATE APPRAISAL**

54.00 hours

Examines real estate appraisals, the appraisal process, as well as the different approaches, methods, and techniques used to determine the value of real property, while emphasizing residential and single unit property. Approved by the California Department of Real Estate for Sales and Broker's educational requirements.

### **NC.REAL 130 ESCROW PROCEDURES AND PROCESSING**

54.00 hours

Provides an overview of the real estate escrow process emphasizing the procedures used in the state of California. Can be used to satisfy the California Department of Real Estate's requirement for both Salespersons and Brokers.

## **RECREATION MANAGEMENT**

### **Certificate of Completion: Wilderness Leadership**

Develops the skills required to effectively navigate and lead a culturally diverse group of individuals utilizing developmentally appropriate approaches to group dynamics, conflict management, and leadership skills in a wilderness environment. Adult and Pediatric First Aid, CPR, and AED skills will also be covered, including the skills needed to recognize and respond to a variety of first aid, breathing, and cardiac emergencies involving adults, children, and infants.

#### **Program Requirements:**

Units Required: 0

Units:

NC.REC-100	Leadership in a Wilderness Environment .....	0.0
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NC.HLTH-001	Adult and Pediatric CPR, First Aid, and AED .....	0.0
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### **NC.REC-100 LEADERSHIP IN A WILDERNESS ENVIRONMENT**

30.00 – 40.00 hours

Develops the skills required to effectively navigate and lead a culturally diverse group of individuals in a wilderness environment. Students will utilize developmentally appropriate approaches to navigate conflict management and leadership skills with a practical, hands-on approach. Multi-day overnight trip required.

## SELF DEFENSE

### NC.HLTH 020 BASIC SELF-DEFENSE STRATEGIES

6.00 – 10.00 hours

Instruction and practice in the physical and psychological aspects of basic self-defense. An emphasis will be placed on developing strategies to emerge from threatening situations without sustaining serious physical or psychological trauma. The attainment of these skills can boost self-esteem, independence, and facilitate the pursuit of life goals.



## SIGN LANGUAGE

### Certificate of Completion: Conversational ASL for Personal and Professional Development

Focuses on expressive and receptive skills in American Sign Language for personal and professional development, while providing students additional development in conversational proficiency in a variety of contexts.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate functional conversational skills in American Sign Language with awareness of Deaf culture.

#### Program Requirements:

Units Required: 0

Units

NC.SIGN-005	Intermediate Conversational ASL for Personal and Professional Development .....	0.0
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NC.SIGN-006	Advanced Conversational ASL for Personal and Professional Development .....	0.0
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### NC.SIGN 001 INTRODUCTION TO ASL FOR PERSONAL AND PROFESSIONAL DEVELOPMENT 1A

30.00 – 40.00 hours

Presents the fundamentals of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Designed for, but not limited to parents, family, and community members.

### NC.SIGN 002 INTRODUCTION TO ASL FOR PERSONAL AND PROFESSIONAL DEVELOPMENT 1B

30.00 – 40.00 hours

*Prerequisite: NC.SIGN-001*

Continues the fundamentals of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Designed for, but not limited to parents, family, and community members.

### NC.SIGN 005 INTERMEDIATE CONVERSATIONAL ASL FOR PERSONAL AND PROFESSIONAL DEVELOPMENT

30.00 – 40.00 hours

Focuses on expressive and receptive skills in American Sign Language for college and career, while providing students additional development in conversational proficiency planning experiences, asking questions, and storytelling. Field trips may be required.

### NC.SIGN 006 ADVANCED CONVERSATIONAL ASL FOR PERSONAL AND PROFESSIONAL DEVELOPMENT

30.00 – 40.00 hours

*Recommended Preparation: NC.SIGN-005*

Focuses on advanced expressive and receptive skills in American Sign Language for college and career, while providing students additional development in conversational proficiency in explaining personal experiences, participating in debates, and providing instructions. Field trips may be required.

## SPANISH

### Certificate of Completion: Spanish for Healthcare Workers

Designed for health care workers who need to communicate effectively with Spanish-speaking patients and families. Intensive practice with Spanish vocabulary, interviews and specialized basic terminology used in the medical field.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in Spanish.

#### Program Requirements:

Units Required: 0

Units

NC.SPAN-021 Spanish for Healthcare Workers I.... 0.0

NC.SPAN-022 Spanish for Healthcare Workers II... 0.0

### Certificate of Completion: Spanish for Educators

Develops Spanish communication skills and cultural understanding to foster meaningful interactions with Spanish-speaking students, families, staff, and community members. Focuses on listening, speaking, and fluency in educational topics, including intensive practice with specialized terminology used in an educational setting.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in Spanish in an educational setting.

#### Program Requirements:

Units Required: 0

Units:

NC.SPAN-041 Spanish for Educators I ..... 0.0

NC.SPAN-042 Spanish for Educators II ..... 0.0

### NC.SPAN 021 SPANISH FOR HEALTHCARE WORKERS I

54.00 hours

Develops basic Spanish listening, speaking, and oral skills on specific topics related to healthcare professions.

### NC.SPAN 022 SPANISH FOR HEALTHCARE WORKERS II

54.00 hours

*Recommended Preparation: NC.SPAN-021*

Further develops Spanish listening speaking and oral skills on specific topics related to healthcare professions at the novice-high level.

### NC.SPAN 041 SPANISH FOR EDUCATORS I

54.00 hours

Develops basic Spanish communication skills and cultural understanding to foster meaningful interactions with Spanish-speaking students, families, staff, and community members. Focuses on developing listening, speaking, and fluency in educational topics.

### NC.SPAN 042 SPANISH FOR EDUCATORS II

54.00 hours

*Recommended Preparation: NC.SPAN-041*

Develops basic Spanish communication skills and cultural understanding to foster meaningful interactions with Spanish-speaking students, families, staff, and community members. Focuses on developing listening, speaking, and fluency in educational topics.

## SPORTS MEDICINE

### Certificate of Completion: Therapeutic Rehabilitation Technician Certificate of Completion

This certificate will train the student in therapeutic rehabilitation techniques used in physical therapy, occupational therapy, athletic training, and chiropractic fields. Through the courses required for this certificate a student will gain the competencies and skills needed to safely work with patients under credentialed supervision. Additionally, they will acquire the CPR and first aid certification and clinical experience often desired by therapeutic rehabilitation clinics when hiring new employees.

#### Certificate Student Learning Outcome:

Students will be able to:

- Assess patient status and determine appropriate treatment including emergency care, therapeutic modalities, and/or exercises.
- Perform emergency care, therapeutic modalities, and exercise treatments at a proficient level.

#### Program Requirements:

Units Required: 0

Units:

NC.KPET-120 Emergency Procedures ..... 0.0

NC.KPET-212 Sports Medicine Clinical Experience..... 0.0

### NC.KPET 120 EMERGENCY PROCEDURES

72.00 hours

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.

**NC.KPET 212 SPORTS MEDICINE  
CLINICAL EXPERIENCE**

90.00 hours

*Recommended Preparation: NC.KPET-120*

Provides instruction and clinical experience for students interested in sports-related injury care and rehabilitation. Includes injury assessment and diagnosis, therapeutic modality usage and selection, and rehabilitation of sports injuries.

**THEATRE****Certificate of Completion: Business of Acting**

The Business of Acting Certificate is designed to bridge academic acting training and the professional acting business. Students will learn the process of following the industry, identifying potential performance opportunities, submission process, and the audition process.

**Certificate Student Learning Outcome:**

Students will be able to formulate career goals as a performer in the entertainment industry and execute a plan to achieve those goals.

**Program Requirements:**

Units Required: 0

	Units
NC.THTR-060 Business of Acting .....	0.0
NC.THTR-061 Auditioning Skills for Actors .....	0.0

**NC.THTR 060 BUSINESS OF ACTING**

24.00 – 30.00 hours

Examines acting as a business and presents approaches to becoming a working professional in the entertainment industry, including marketing materials, representation, audition/submission announcements, and professionalism.

**NC.THTR 061 AUDITIONING SKILLS FOR ACTORS**

24.00 – 30.00 hours

*Recommended Preparation: NC.THTR-060*

Presents the processes for auditioning for professional work in theatre, television, film and commercials; including selection, preparation and performance of material with which to audition.

**VOCATIONAL****Certificate of Completion: Certified Adobe Photoshop Technician**

Designed to prepare a student for Adobe Certified Associate exam, a credential certifying the individual has the entry-level skills to plan, design, build and maintain effective communications using Adobe Photoshop.

**Certificate Student Learning Outcome:**

Students will be able to identify and select appropriate techniques for the success for preparation for the Adobe Photoshop Associates Certification Exam

**Program Requirements:**

Units Required: 0

	Units
NC.VOC-021A Adobe Photoshop Certification Training I.....	0.0
NC.VOC-021B Adobe Photoshop Certification Training II.....	0.0
NC.VOC-021C Adobe Photoshop Certification Training III.....	0.0

**Certificate of Completion: Commercial Painting**

Students will develop proper paint selection and covering/masking techniques and will develop the skills to properly prepare and paint different surfaces using a variety of painting equipment. Painting safety policies and procedures will also be covered.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate skills needed to safely prepare and paint various surfaces using a variety of painting equipment.

**Program Requirements:**

Units Required: 0

	Units:
NC.VOC-012A Commercial Painting I .....	0.0
NC.VOC-012B Commercial Painting II .....	0.0

*Continued on the next page.*

**Certificate of Completion: Commercial Sewing**

Utilize single/double needle, cover stitch, elastic, and overlock sewing machines to assemble shirts, pants, boxers, and bedsheets.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate safe usage of single/double needle, cover stitch, elastic, and overlock sewing machines to make apparel and linens.

**Program Requirements:**

Units Required: 0

	Units
NC.VOC-10A Commercial Sewing I .....	0.0
NC.VOC-10B Commercial Sewing II .....	0.0

**Certificate of Completion: Master Gardener**

Presents the fundamentals of gardening including plant selection, irrigation management, pruning, pest management, fertilizers, propagation, general water efficiency turfgrass, turfgrass alternatives, trees, and home gardening. Additionally, the course will cover communicating with customers and technology that can enhance communication.

**Certificate Student Learning Outcome:**

Students will be able to:

- Apply best practices in plant selection, soil management, integrated pest management, and turfgrass/plant maintenance.
- Demonstrate decontamination techniques, proper personal and protective equipment (PPE) use, and key elements in a landscape design plan

**Program Requirements:**

Units Required: 0

	Units:
NC.VOC-030 Gardening and Pest Management .....	0.0
NC.VOC-031 Garden and Landscape Design .....	0.0

**Certificate of Completion: Hotel Front Office Training**

Explores the operations of the front desk and how to offer a quality guest experience from registration to check-out. Topics include processing guest arrivals and departures, handling guest complaints, bookkeeping, dealing with safety and security issues at the hotel, and overall customer service.

**Certificate Student Learning Outcome:**

Students will be able to describe and demonstrate hotel front desk operations using the fundamentals of quality customer service.

**Program Requirements:**

Units Required: 0

	Units
NC.CSKL-004 Customer Service .....	0.0
NC.VOC-004 Hotel Front Desk Training .....	0.0

**Certificate of Completion: Physical Fitness Preparation for Public Safety**

Applies principles of both physical and mental wellness for students preparing for public safety careers and Physical Ability Tests (PAT).

**Certificate Student Learning Outcome:**

Students will be able to select and apply strategies for health and wellness promotion in preparation for Physical Ability Tests (PAT) and public safety careers.

**Program Requirements:**

Units Required: 0

	Units:
<b>Required Courses:</b>	
NC.VOC-010 Physical Fitness Preparation for Public Safety I.....	0.0
NC.VOC-011 Physical Fitness Preparation for Public Safety II.....	0.0

**Certificate of Completion: Supporting and Empowering Veterans**

Designed to help veterans service organizations and agencies provide stronger support to the veteran community. Evaluates and determines the resources and benefits needed to support and empower veterans. An emphasis will be placed on building an awareness of military culture, the diverse make-up of military service members, strengths developed by veterans during service, common barriers facing military veterans, best practices in customer service, and strategies for being empathic throughout interactions.

**Certificate Student Learning Outcome:**

Students will be able to evaluate and determine the resources and benefits needed to support and empower veterans through an organization or service agency.

**Program Requirements:**

Units Required: 0

	Units:
NC.VOC-050 Understanding and Supporting Veterans .....	0.0

*Plus two of the three following courses:*

NC.CSKL-004 Customer Service .....	0.0
NC.CSKL-017 Empathy .....	0.0
NC.CSKL-021 Social-Diversity Awareness .....	0.0

**Certificate of Completion: Understanding Trauma in Children and Youth Training**

Examines the impact of trauma on children and youth with an emphasis on awareness, identification, intervention, and prevention. Provides students with the knowledge and skills needed to identify signs of trauma and utilize appropriate behavioral interventions in a professional and/or personal setting when working with children and youth impacted by trauma.

**Certificate Student Learning Outcome:**

Students will be able to identify signs of trauma and determine appropriate behavioral interventions in a professional and/or personal setting when working with children and youth impacted by trauma.

**Program Requirements:**

Units Required: 0

	Units
NC.VOC-040    How Trauma Impacts Children and Youth: Awareness and Identification Training .....	0.0
NC.VOC-041    How Trauma Impacts Children and Youth: Intervention and Prevention Training .....	0.0

### **NC.VOC 001 EXECUTIVE FUNCTIONING SKILLS - STRATEGIES FOR PERSONAL SUCCESS**

8.00 – 10.00 hours

Prepare adults for academic and career success by teaching them essential executive functioning skills. Through a structured approach, students will practice executive function strategies to master; planning, organization, and to empower healthy professional relationships.

### **NC.VOC 002 EXECUTIVE FUNCTIONING SKILLS- STRATEGIES FOR ACADEMIC AND CAREER SUCCESS**

8.00 – 10.00 hours

Develops essential executive functioning skills, including time management, organization, goal setting, decision-making, and self-regulation. Through a combination of lectures, discussions, practical exercises, and case studies, students will learn how to enhance their executive functioning abilities and apply them to their academic pursuits.

### **NC.VOC 004 HOTEL FRONT DESK TRAINING**

24.00 – 32.00 hours

Explores the operations of the front desk and how to offer a quality guest experience from registration to check-out. Topics include processing guest arrivals and departures, handling guest complaints, bookkeeping, and dealing with safety and security issues at the hotel.

### **NC.VOC 010 PHYSICAL FITNESS PREPARATION FOR PUBLIC SAFETY I**

18.00 – 24.00 hours

Introduces the principles of physical fitness and mental health for students preparing for careers in public safety, as well as those training for the Physical Ability Test (PAT).

### **NC.VOC 011 PHYSICAL FITNESS PREPARATION FOR PUBLIC SAFETY II**

18.00 – 24.00 hours

Applies principles of both physical and mental wellness for pre-academy students, and prospective public safety candidates, to prepare for Physical Ability Tests (PAT).

### **NC.VOC 10A COMMERCIAL SEWING I**

20.00 – 30.00 hours

Introduces the use of single/double needle, cover stitch, and overlock sewing machines to assemble shirts while adhering to safety policies and procedures.

### **NC.VOC 10B COMMERCIAL SEWING II**

20.00 – 30.00 hours

*Recommended Preparation: NC.VOC-10A*

Expands the use of overlock, single/double needle sewing machines, and introduces elastic sewing machines to assemble apparel and linens while adhering to safety policies and procedures.

### **NC.VOC 12A COMMERCIAL PAINTING I**

20.00 – 30.00 hours

Introduces proper paint selection and covering/masking skills for various projects while adhering to safety policies and procedures.

### **NC.VOC 12B COMMERCIAL PAINTING II**

20.00 – 30.00 hours

*Recommended Preparation: NC.VOC-012A*

Develops the skills to properly prepare and paint different surfaces using a variety of painting equipment.

### **NC.VOC 021A ADOBE PHOTOSHOP BASICS**

8.00 hours

Become familiar with the Photoshop interface and fundamental tools. Learn core skills for selecting, editing, applying adjustments, using layers, and saving properly formatted files.

### **NC.VOC 021B BUILDING ON PHOTOSHOP BASICS**

8.00 hours

*Recommended Preparation: NC.VOC-021A*

Builds upon foundational Photoshop skills by transforming images, using layer masks, exploring blend mode effects, and preparing files for print or screen.

### **NC.VOC 021C ADVANCED TOOLS IN PHOTOSHOP**

8.00 hours

*Prerequisite: NC.VOC-021B*

Explores Photoshop's advanced capabilities for restoring images, automating workflows, and producing professional graphics.

*Continued on the next page.*

**NC.VOC 030 GARDENING AND PEST MANAGEMENT**

45.00 – 55.00 hours

Presents the fundamentals of gardening including plant selection, irrigation management, pruning, pest management, fertilizers, propagation, and general water efficiency. Additionally, students receive a Pesticide Safety and Handling Certificate.

**NC.VOC 031 GARDEN AND LANDSCAPE DESIGN**

45.00 – 55.00 hours

Presents the fundamentals of gardening with a focus on turfgrass, turfgrass alternatives, trees, and home gardening. Additionally, the course will cover communicating with customers and using technology that can enhance communication.

**NC.VOC 040 HOW TRAUMA IMPACTS CHILDREN AND YOUTH: AWARENESS AND IDENTIFICATION TRAINING**

10.00 – 15.00 hours

Examines the impact of trauma on children and youth. Provides students with the knowledge and skills needed to identify signs of trauma in a professional and/or personal setting and how these experiences can impact behavior.

**NC.VOC 041 HOW TRAUMA IMPACTS CHILDREN AND YOUTH: INTERVENTION AND PREVENTION TRAINING**

10.00 – 15.00 hours

*Recommended Preparation: NC.VOC-040*

Examines the impact of trauma on children and youth. Provides students with the knowledge and skills needed to utilize appropriate behavioral interventions, including prevention techniques, in a professional and/or personal setting when working with children and youth impacted by trauma.

**NC.VOC 050 UNDERSTANDING AND SUPPORTING VETERANS**

12.00 – 16.00 hours

Designed to help veterans service organizations and agencies provide stronger support to the veteran community. An emphasis will be placed on evaluating and determining the resources and benefits needed to support and empower veterans, building an awareness of military culture, the diverse make-up of military service members, strengths developed by veterans during service, and the common barriers facing military veterans.

**WELDING****Certificate of Completion: Welding Safety - Welding Lab Skills Enhancement**

Designed to enhance welding skills to prepare students for the workforce, while working safely and utilizing the proper Personal Protective Equipment (PPE).

**Certificate Student Learning Outcome:**

Students will be able to demonstrate proper usage of various welding processes to improve skills while following safety procedures and proper use of Personal Protective Equipment (PPE).

**Program Requirements:**

Units Required: 0

Units

NC.WELD-001 Welding Safety ..... 0.0

NC.WELD-002 Welding Lab..... 0.0

**NC.WELD 001 WELDING SAFETY**

6.00 – 10.00 hours

Examines safety principles and procedures for welding and cutting. Topics include workplace safety hazards, fire safety, confined spaces, Safety Data Sheets, and use of proper Personal Protective Equipment (PPE). This course is aligned with the American Welding Society SENSE EG2.0 Entry Level Welder program and the National Coalition of Certification Centers (NC3).

**NC.WELD 002 WELDING LAB**

24.00 – 36.00 hours

Prerequisite: NC.WELD-001

Provides additional lab hours to practice existing welding and thermal cutting skills. This course is designed for individuals with previous welding course/work experience and/or students who are currently enrolled in a lab-based welding class at College of the Canyons. Students will follow department safety procedures while using all welding and thermal cutting equipment.

## YOGA

### Certificate of Completion: Yoga Teacher Training

The Yoga Teacher Trainer Certificate of Completion provides students the knowledge, skills and experience across the 12 Yoga competencies: asana (yoga poses) anatomy, history, teaching methodology, pranayama (breathing) physiology, philosophy, professional development, meditation, biomechanics, ethics, teaching practicum.

#### Certificate Student Learning Outcome:

Students will be able to design and demonstrate safe and effective yoga classes for a variety of populations in alignment with the Yoga Alliance philosophy and standards of practice.

#### Program Requirements:

Units Required: 0

	Units
NC.YOGA-001 Yoga History and Culture.....	0.0
NC.YOGA-002 Yoga Techniques I (Theory and Practice) .....	0.0
NC.YOGA-003 Yoga Techniques II (Practice and Training) .....	0.0
NC.YOGA-004 Yoga Teacher Training .....	0.0
NC.YOGA-005 Yoga Teacher Training Practicum .....	0.0

### NC.YOGA 001 YOGA HISTORY AND CULTURE

20.00 – 25.00 hours

Explores the historical tenets and basic methodological approaches to the study of yoga. This course is the first component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

### NC.YOGA 002 YOGA TECHNIQUES I (THEORY AND PRACTICE)

50.00 – 60.00 hours

Explores the theory and practice of beginning-level yoga postures, safety techniques, the study of anatomy and muscles used in performing beginning postures, and the study and practice (pranayamas) of breathing and meditation techniques. This course is the second component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

### NC.YOGA 003 YOGA TECHNIQUES II (PRACTICE AND TRAINING)

50.00 – 60.00 hours

*Prerequisite: NC.YOGA-001 & NC.YOGA-002*

Continues the theory and practice of intermediate and advanced yoga postures, including the development of skills necessary to plan, breakdown, and instruct classes. This course is the third component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

### NC.YOGA 004 YOGA TEACHER TRAINING

40.00 – 50.00 hours

*Prerequisite: NC.YOGA-003*

Explores yoga teaching methods including techniques and styles, class management, and communication skills. Additionally, this class will address multi-level participant needs and teaching to special populations within a group setting. This course is the fourth component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

### NC.YOGA 005 YOGA TEACHER TRAINING PRACTICUM

40.00 – 60.00 hours

*Prerequisite: NC.YOGA-003*

Develops the practical teaching skills needed to assist and lead yoga classes. Additionally, this class will cover business aspects of teaching yoga and prepare students for the comprehensive yoga exam. This course is the final component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.



# Faculty/Educational Administrators

## ABOULIAN, ANNIE (2019)

### English Law Professor

J.D. Law ..... University of Southern California  
M.A. English ..... California State University, Long Beach  
B.A. English ..... University of California, Los Angeles

## ACEVES, KELLY (2015)

### Mathematics (Generalist) Professor

Ph.D. Mathematics ..... Baylor University  
M.S. Mathematics ..... CSU Northridge  
B.S. Mathematics ..... Master's College

## ACOSTA, CLAUDIA (1998)

### Spanish Professor

Ed.D. Education ..... Pepperdine University  
M.A. Spanish ..... UC Riverside  
B.A. Liberal Studies ..... CSU San Marcos

## AKIEL, RANA (2022)

### Chemistry Associate Professor

Ph.D. Chemistry ..... University of Southern California  
B.S. Biochemistry ..... CSU Northridge

## ALI, HIND (2023)

### Chemistry Assistant Professor

Ph.D. Chemistry Science ..... Al – Nahrain University  
M.S. Chemistry ..... University of Baghdad  
B.S. Chemistry ..... University of Baghdad

## ALMEDA, ANN JANE (2016)

### Biological Sciences (Anatomy/Physiology) Professor

M.S. Physiological Science ..... UC Los Angeles  
B.S. Biological Sciences ..... UC Irvine

## ALMERO-FABROS, KATHRINA (2023)

### Faculty Clinical Coordinator Physical Therapist Assistant

B.S. Physical Therapy ..... Manila Central University

## ALTENBERND, ERIK (2017)

### History Professor

Ph.D. History ..... UC Irvine  
M.A. History ..... CSU Long Beach  
B.A. History ..... CSU Northridge

## ALVAREZ, LARRY (2017)

### Administration of Justice Professor

J.D. Law ..... Taft Law School  
M.A. Criminal Justice ..... Chadwick University  
B.A. Sociology ..... Bridgewater State College

## AMADOR, JONATHAN (2001)

### Radio/Television/Film/Multimedia/Media Production/Music Professor

M.F.A. Fine Arts ..... California Institute of the Arts  
B.F.A. Music ..... California Institute of the Arts

## ANDRADE, MEHGEN (2008)

### Psychology Professor

Ph.D. Psychology ..... University of Nebraska-Lincoln  
M.A. Psychology ..... CSU Sacramento  
B.A. Psychology ..... Mills College

## ANDRUS, DAVID (2007)

### Political Science Professor

J.D. Law ..... Southwestern University, School of Law  
B.A. Political Science ..... CSU Los Angeles

## ANGELINO, MARY (2017)

### English Associate Professor

M.F.A. Creative Writing ..... University of Arkansas  
B.A. English ..... CSU Northridge

## APPLEN, BRITTANY (2007)

### American Sign Language/Communication Studies Professor

M.A. Communication Studies ..... CSU Northridge  
B.A. Deaf Studies ..... CSU Northridge

## AVERY, DIANNE (2017)

### Dean, Academic Innovation and Continuing Education

M.S. Forensic Psychology ..... Arizona State University  
B.A. Psychology ..... Brandman University

## BABER, TIMOTHY (2000)

### Welding Professor

B.S. Business Administration/  
Finance ..... CSU Northridge  
A.S. Welding ..... College of the Canyons

## BAKER, JEFFREY (2007)

### Animation Professor

B.A. Film ..... Pennsylvania State University

## BARNHOUSE, ERIN (2015)

### Librarian (Collection Development and Technical and Online Services) Professor

M.A. Library and Information Science ..... San Jose State University  
B.A. English ..... Saint Mary-of-the-Woods College

## BATHKE, TAMMY (2004)

### Nursing/Health Professor

Ph.D. Nursing ..... UC Los Angeles  
M.S. Nursing ..... CSU Los Angeles  
B.S. Nursing ..... Creighton University  
B.S. Biology ..... UC Los Angeles  
A.A. General Science ..... Santa Monica College

## BAYTARYAN, RUZANNA (2001)

### Mathematics/Engineering Professor

Ed.D. Higher Education ..... Nova Southeastern University  
M.S. Electrical Polytechnic Engineering ..... Institute, Armenia  
B.S. Electrical Polytechnic Engineering ..... Institute, Armenia

## FACULTY / EDUCATIONAL ADMINISTRATORS

**BEECHER, CONSUELO (2015)****Chemistry Professor**

Ph.D. Chemistry..... UC Riverside  
 M.S. Chemistry..... UC Riverside  
 B.S. Chemistry..... CSU San Bernardino

**BELL, NATHANIEL (2024)****Physics Assistant Professor**

M.S. Physics..... UC Los Angeles  
 B.S. Physics..... UC Los Angeles

**BENITES, PRISCILLA****Mental Health Supervisor**

M.S. Counseling, Marriage/Family  
 Therapy ..... CSU Northridge

**BILBRUCK, THOMAS (1999)****Associate Dean, Financial Aid and Services**

M.S. Educational Management..... University of  
 La Verne  
 B.S. Economics ..... CSU Bakersfield

**BLAIN, MICHAELA (2023)****Astronomy Assistant Professor**

M.S. Astronomy ..... University of Maryland  
 B.S. Physics..... Calvin University

**BLAKEY, CHRISTOPHER (2001)****Philosophy Professor**

Ph.D. Philosophy ..... UC Riverside  
 M.A. Philosophy ..... CSU Los Angeles  
 B.S. Microbiology..... California Polytechnic State  
 University, San Luis Obispo

**BLASBERG, REGINA (2006)****Civil Engineering/Environmental Technology/Water  
Systems Professor**

M.S. Civil Engineering ..... UC Los Angeles  
 B.S. Civil Engineering..... Loyola Marymount  
 University

**BOLTZ, CHRISTOPHER (2016)****Technical Theater Professor**

M.F.A. Theatrical Design..... University of Southern  
 California  
 B.F.A. Theatre..... University of Southern California

**BRAGA-MCCALISTER, CLAUDENICE (2023)****Construction Management Assistant Professor**

B.S. Civil Engineering..... University of Pernambuco

**BRESHEARS, SARA (2018)****Librarian Professor**

M.S. Library and Information  
 Science ..... San Jose State University  
 B.A. English Honors..... CSU Northridge

**BREZINA, JENNIFER (2024)****Executive Dean, Instructional Services & Public Safety**

Ph.D. English..... UC Riverside  
 M.A. English ..... CSU San Diego  
 B.A. English ..... UC Los Angeles

**BRILL, DAVID (2003)****Radio/Television/Film/Broadcasting Technology/Media  
Production Professor**

B.S. Journalism..... University of Colorado

**BRILL-WYNKOOP, WENDY (1997)****Photography/Art Professor**

M.F.A Creative Photography ..... CSU Fullerton  
 B.F.A Photography..... University of Southern  
 California

**BRONCO, KELLY (2023)****Health Science Assistant Professor**

M.S Family & Consumer Sciences ..... CSU Northridge  
 B.A Kinesiology/Athletic Training ..... CSU Northridge

**BURGDORFER, JASON (2016)****Geography/Geology Professor**

M.A. Geography..... The George Washington  
 University  
 B.A. Geography ..... UC Santa Barbara  
 A.A. History..... College of the Canyons  
 A.S. Biological and  
 Physical Sciences..... College of the Canyons

**BURIEL, JUAN (2007)****English Professor**

Ph.D. Comparative Literature ..... UC Irvine  
 M.A. Comparative Literature..... UC Irvine  
 M.A. American Studies ..... University of New Mexico  
 B.A. American Studies  
 and Communication..... University of New Mexico

**CARRILLO, ADINA (2011)****Nursing/Health Professor**

M.S.N. Nursing ..... UC Los Angeles  
 B.S. Nursing..... CSU Fullerton  
 A.S. Nursing..... Rio Hondo College

**CHARI, JEANNIE (2007)****Biology/Health/Environmental Sciences Professor**

M.S. Biology..... CSU Northridge  
 B.S. Biology and Geography –  
 Ecosystems ..... UC Los Angeles

**CHAUCA, FIORELLA (2022)****Spanish/Education Associate Professor**

M.Ed. Educational Management..... University of  
 La Verne  
 B.A. Spanish Language and Culture .... CSU Northridge  
 A.A. Spanish..... College of the Canyons

**CHENG-LEVINE, JIA-YI (2005)****Dean, International Affairs and Global Engagement**

Ph.D. English..... Indiana University of Pennsylvania  
 M.A. English..... University of Georgia  
 B.A. English ..... Tamkang University

**CHU, HENCELYN (2014)****Director, Medical Laboratory Technologies Professor**

Ph.D. Microbiology..... Oregon State University  
 B.A. Medical Technology ..... Andrews University

**CHUNG, CHRISTINA (2018)****Business Professor**

M.B.A. Business Administration..... CSU Northridge  
 B.A. Business Administration,  
 Human Resources Management ..... CSU Northridge

**CIARDI, TERESA (2007)****Physical Science/Physics/Astronomy Professor**

M.S. Physics ..... University of Wyoming  
 B.A. Astronomy & Physics ..... Boston University

**COLEMAN, KATHRYN (2015)**

**Sociology Professor**

M.A. Sociology.....CSU Northridge  
B.A. Sociology.....UC, Santa Barbara

**COLLIS, GARY (2017)**

**Business/Business Law Associate Professor**

J.D. Law.....Pepperdine University of Law  
B.S. Business Administration.....University of Illinois

**COTA, CHRISTOPHER (2002)**

**Physical Education/Health Professor/Head Coach Men's Baseball**

M.Ed. Physical Education.....Azusa Pacific University  
B.A. Physical Education.....CSU Northridge  
A.S. Math/Science.....College of the Canyons

**COTTI, NADIA (2021)**

**Dean, Applied Technologies & Business**

M.A. Counseling.....Loyola Marymount University  
B.A. Psychology.....Loyola Marymount University

**COX, SARAH (2021)**

**Director of Student Resources and Basic Needs**

M.A. Clinical Social Work and  
Jewish Communal Social.....Work Simmons College  
.....and Hebrew University  
B.A. Social Work.....CSU Chico

**CRATER, MATTHEW (2024)**

**Director of Athletics, Student Engagement & Student Services**

M.S. Kinesiology.....Fresno Pacific University  
B. S. Secondary Education.....University of Montana  
Western

**CROWLEY, JESSICA (2022)**

**Emergency Medical Technician Associate Professor**

B.S. Health Administration.....University of Phoenix

**CUDE, KELLY (2007)**

**Molecular Biology Professor**

Ph.D. Biology.....University of Washington  
B.S. Genetics.....UC Davis

**DAYBELL, MARK (2000)**

**Multimedia/Media Production/Photography (Technology & Commercial Photography) Professor**

M.F.A. Art/Creative Photo.....CSU Fullerton  
B.S. Applied Art & Design, Photo.....California  
Polytechnic State University,  
San Luis Obispo

**DECARLO, CARL (2022)**

**Director, Fire Academy Programs**

Ed.D. Higher Education and  
Organizational Change.....Benedictine University  
M.P.A. ....Anna Maria College  
M.S Fire Service and  
Homeland Security Management.....Southern Illinois  
University  
B.S. Fire Service Management.....Southern Illinois  
University

**DELANEY, ERIN (2015)**

**English Professor**

M.A. English.....CSU Northridge  
B.A. Honors in English.....CSU Northridge

**DEMERJIAN, MARLENE (1990)**

**Mathematics/Education 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

**DHILLON, LAKHWINDER (2023)**

**Faculty Director, Diagnostic Medical Sonography**

B.S. Construction Management.....CSU, Fresno  
Diagnostic Sonography Certificate.....Sanford Brown  
Institute

**DIAZ, VIYAKAN (2021)**

**Nursing/Health Associate Professor**

M.S.N. Nursing.....CSU Dominguez Hills  
B.S.N. Nursing.....CSU Dominguez Hills  
A.D.N. Nursing.....College of the Canyons

**DIMAKOS, ALEXANDRA (2015)**

**English Professor**

M.A. English.....CSU Northridge  
B.A. Honors in English.....CSU Northridge

**DIMOCK, CHASE (2017)**

**English Associate Professor**

Ph.D. Comparative and  
World Literature.....University of Illinois  
M.A. Comparative and  
World Literature.....University of Illinois

**DORONIO, SHANNON (2017)**

**Graphic & Multimedia Design Associate Professor**

B.A. Graphic Design.....Otis College of Art & Design

**DOS REMEDIOS, ROBERT (1999)**

**Physical Education Professor**

M.A. Physical Education.....CSU Northridge  
B.A. Social Sciences.....UC Berkeley

**DOTTER, HEATHER (2018)**

**Nursing Associate Professor**

M.S. Nursing.....Western Governors University  
B.S. Nursing.....Samuel Merritt University

**DUNCAN, SYLVIA (2016)**

**Nursing (Medical/Surgical) Professor**

M.S. Nursing Education.....Excelsior College  
B.S. Nursing.....Excelsior College

**ERWIN, STEVEN (2008)**

**Associate Dean, Admissions, and Veteran Services**

M.A. Music.....Washington State University  
M.A. Educational Counseling.....Washington State  
University  
B.A. Music.....Washington State University

**ETHERIDGE, SARAH (2015)**

**Anthropology Professor**

Ph.D. Public Health.....Walden University  
M.A. Anthropology.....CSU Fullerton  
B.A. Anthropology.....Texas A&M University

## FACULTY / EDUCATIONAL ADMINISTRATORS

**FAUDREE, NICOLE (2007)**

**Paralegal Studies/Business Law/Political Science  
Professor**

J.D. Law ..... Pepperdine University  
B.S. Education ..... University of Georgia

**FELIX, MICHAEL (2022)**

**History Associate Professor**

M.A. History ..... CSU Northridge  
B.A. Communications ..... Loyola Marymount University

**FERGUSON, CHRISTOPHER (1999)**

**Computer Science/Office Technology Professor**

M.S. Computer Science ..... CSU Northridge  
B.S. Computer Science ..... CSU Northridge

**FISHER, HOWARD (2000)**

**Physical Education Professor Head Coach, Men's  
Basketball Professor**

M.A. Physical Education ..... UC Los Angeles  
B.A. Physical Education/  
Recreation ..... Whittier College  
A.A. Liberal Arts ..... Los Angeles Pierce College

**FLANAGAN, STEPHEN (2023)**

**Biology Assistant Professor**

Ph.D. Biological Sciences ..... University of Southern  
Mississippi  
M.S. Biology ..... Eastern Washington University  
B.S. Biology ..... Eastern Washington University

**FOLEY, PATRICIA (2016)**

**Engineering Instructor**

Ph.D. Chemical Engineering ..... Cornell University  
B.S. Biochemistry ..... University of Nebraska  
B.S. Biological Systems ..... University of Nebraska  
Engineering

**FOOTE, AMY (2016)**

**Director, Mathematics, Engineering, Science  
Achievement (MESA) Program**

M.S. Biology ..... CSU Northridge  
B.S. Marine Biology ..... CSU Northridge

**FRANCIS, WILBERT (2022)**

**Director, Academic Accommodations**

Ph.D. Educational Leadership ..... San Diego SU  
M.B.A. Finance ..... University of the Virgin Islands  
B.A. Business Administration ..... University of  
the Virgin Islands

**FRANCO, LAUREN (2023)**

**Counselor (AAC) Associate Professor**

M.S. Counseling ..... CSU Northridge  
B.A. Deaf Studies ..... CSU Northridge

**GABAY, LEORA (2020)**

**Kinesiology-/Physical Education/Health Associate  
Professor**

Ed.D. Educational Leadership ..... CSU Northridge  
M.S. Kinesiology ..... CSU Northridge  
B.S. Kinesiology/General Studies ..... CSU Northridge

**GARCIA, EVELYN (2023)**

**Director, EOPS/CARE, CalWorks & Rise**

M.S. Counseling ..... CSU Northridge  
B.A. Child Development ..... CSU Northridge  
B.A. Psychology ..... CSU Northridge

**GARCIA, PATRICIA (2015)**

**Counselor Professor**

M.S. Counseling & Guidance ..... California Lutheran  
University  
B.A. Latin American Studies ..... UC Los Angeles

**GEAR SISON, DEBORAH (2005)**

**American Sign Language Professor**

M.A. Special Education ..... CSU Northridge  
B.A. Deaf Studies ..... CSU Northridge  
A.A. Interpreting ..... Los Angeles Pierce College

**GELKER, NECIA (2007)**

**Art History Professor**

Ph.D. Art History ..... University of Southern  
California  
M.A. Art History ..... University of Southern  
California  
B.A. Fine Arts (Art History) ..... University of  
Southern California

**GEORGE, JAYA (2023)**

**Faculty Director, Pharmacy Technician Program**

B.A. Career and Technical  
Education ..... Eastern New Mexico University  
Pharmacy Technician  
Certification ..... North West College

**GEORGE, TRICIA (2015)**

**English Professor**

Ph.D. Art History ..... University of Southern California  
M.A. English ..... University of Illinois at Chicago  
B.A. Industrial Engineering ..... Northwestern University

**GIBSON, COLLETTE (1999)**

**Mathematics Professor**

M.A. Mathematics ..... UC Los Angeles  
B.S. Applied Mathematics ..... UC Los Angeles  
A.S. Mathematics ..... College of the Canyons

**GILMORE, JAMES (2001)**

**Mathematics Professor**

M.S. Mathematics ..... CSU Northridge  
B.A. Mathematics ..... UC Berkeley

**GISEL, THOMAS (2021)**

**Chemistry Associate Professor**

M.S. Biochemistry ..... University of Wisconsin, Madison  
B.S. Natural Science ..... University of Wisconsin,  
Madison

**GLAPA-GROSSKLAG, JAMES (1999)**

**Dean, Education Technology, Learning Resources &  
Distance Education**

M.A. History/Humanities ..... University of Chicago  
B.A. History ..... Illinois Wesleyan University

**GOLLNICK, MICHAEL (2023)****Construction Technology Apprenticeship Professor**

Journeyman's Certificate ..... United Brotherhood of  
Carpenters & Joiners of America

**GOODMAN, JEREMY (2014)****Mathematics Associate Professor**

M.A. Mathematics ..... San Diego State University  
B.S. Mathematics ..... UC San Diego

**GOTT, CAROLINE (2021)****Geology Associate Professor**

M.S. Geological Sciences ..... UC Riverside  
B.S. Biological Sciences ..... California  
Polytechnic State University, Pomona  
A.A. Liberal Arts ..... Crafton Hills College

**GREGOR, JEFFREY (2022)****Assistant Superintendent/Vice President, Workforce and  
Economic Advancement**

M.B.A. ..... University of Phoenix  
B.S. Emergency Medical Science ..... University of  
New Mexico

**GRIGORYAN, ANZHELA (2008)****Mathematics Professor**

M.S. Mathematics ..... CSU Northridge  
B.S. Mathematics ..... CSU Northridge

**GURTOVOY, JASON (2023)****Economics Assistant Professor**

M.A. Economics ..... University of San Francisco  
B.A. Economics ..... University of San Francisco

**GUSSIN, PHIL (2012)****Political Science Professor**

Ph.D. Political Science ..... UC Los Angeles  
M.A. Political Science ..... UC Los Angeles  
M.A. Political Science ..... UC Berkley

**HAMAWE, SAMIR (2022)****Counselor Assistant Professor**

M.S. College Counseling ..... CSU Northridge  
B.A. Psychology ..... CSU Northridge

**HAPPEL, HARRIET (2017)****Dean, Career Education, Integrative Learning, and  
Employment Center**

M.B.A. ..... Keller Graduate School  
of Management  
B.A. Political Science ..... UC San Diego

**HARRIS, ANGELA (2015)****Counselor (Financial Aid) Professor**

M.S. Counseling ..... CSU Northridge  
B.A. Liberal Studies ..... CSU Northridge

**HARUTUNIAN, MICHAEL (1999)****English/History/Humanities Professor**

M.A. English ..... CSU Northridge  
B.A. History ..... CSU Northridge  
B.A. English Literature ..... CSU Northridge  
A.A. General Education ..... College of the Canyons

**HEPBURN, PETER (2013)****Head Librarian Professor**

Ed.D. Leadership and Innovation ..... Arizona State  
University  
M.L.S. ..... McGill University  
B.A. Political Science ..... University of Victoria  
A.S. HR Management ..... Community College of  
the Air Force

**HILLARY, ANNA (2024)****Faculty Director, Occupational Therapy Assistant  
Program**

M.A. Communication ..... Grand Canyon University  
M.S. Sociology ..... Grand Canyon University

**HILST, BRANDON (2007)****Mathematics Professor**

M.S. Mathematics ..... CSU Northridge  
B.A. Mathematics ..... The Master's College

**HITT-ZUNIGA, HOLLY (2017)****Interior Design Associate Professor**

M.S. Sustainable Design ..... Philadelphia University  
B.S. Interior Design ..... Woodbury University

**HONADEL, TIM (2014)****Director, International Services and Programs (ISP)**

M.S. Environmental and Occupational  
Health Science ..... CSU Northridge  
B.S. Environmental and  
Occupational Health Science.. ..... CSU Northridge

**HOOPER, GARRETT (2008)****Counselor Professor**

M.S. Counseling/MFT ..... CSU Northridge  
B.A. Religious Studies ..... CSU Northridge

**HOOPER, LISA (2001)****Physical Education/Health Professor Women's  
Volleyball**

M.A. Kinesiology ..... CSU Long Beach  
B.S. Nutrition ..... Pepperdine University

**HOUGHTON, RACHAEL (2009)****Nursing/Health Professor**

M.S.N. Nursing ..... UC Los Angeles  
B.S.N. Nursing ..... UC Los Angeles  
A.S. Nursing ..... College of the Canyons

**HOVDEN, JULIA (2014)****Counselor Professor**

M.S. Psychology ..... Pepperdine University  
B.A. Liberal Studies ..... CSU Chico

**HOWE, RICHARD (2001)****Psychology Professor**

M.A. General-Experimental  
Psychology ..... CSU Northridge  
B.A. Psychology ..... CSU Northridge

**HUBBARD, MIKE (2016)****Mathematics Professor**

M.S. Mathematics ..... CSU Northridge  
B.S. Mathematics ..... UC Santa Barbara

## FACULTY / EDUCATIONAL ADMINISTRATORS

**HUNT, JUSTIN (2021)****Computer Information Systems/Network Technology****Associate Professor**

M.S. Information Technology ..... Arizona State University  
 B.S. Information Technology ..... Arizona State University  
 A.S. Computer Science ..... College of the Canyons

**IACENDA, TED (2013)****Physical Education Professor/Head Coach, Football**

M.S. Sports Management ..... US Sports Academy  
 B.A. University Studies ..... University of New Mexico

**ISKANDER, CHRISTINE (2017)****English Associate Professor**

M.S. Comparative  
 and General Literature ..... The University  
 of Edinburgh  
 B.A. Comparative Literature ..... UC Irvine

**JADAON, VICTOR (1999)****Computer Information Technology/Computer Science/  
Computer Electronics/Education Professor**

M.S. Educational Technology ..... National University  
 B.S. Electrical Engineering ..... Golden State  
 University  
 B.S. Computer Science ..... National University

**JARAMILLO, JUANITA (2022)****Nursing Associate Professor**

Ph.D. Nursing ..... CSU Fresno  
 M.S. Nursing Education ..... CSU Dominguez Hills  
 B.S. Nursing ..... University of Mississippi

**JOHNSON, CHARLES (2000)****Mathematics Professor**

M.S. Mathematics ..... California Polytechnic State  
 University, San Luis Obispo  
 B.S. Applied Mathematics ..... UC Los Angeles

**JOHNSON, JULIANNE (2017)****History Associate Professor**

Ph.D. History ..... Claremont Graduate University  
 M.A. History ..... University of Nebraska at Kearney  
 B.A. Social Science ..... Western Governors University

**JONES-CATHCART, ANDREW (2007)****Philosophy Professor**

Ph.D. Philosophy ..... University of South Carolina  
 M.A. Philosophy ..... Boston College  
 B.A. Philosophy ..... Assumption College  
 A.A. Liberal Arts ..... Quinsigamond CC

**JOSLIN, MICHAEL (1991)****Associate Vice President, Student Services**

M.S. Counseling ..... CSU Northridge  
 B.A. Journalism ..... CSU Northridge  
 A.A. Liberal Studies ..... Moorpark College

**JUNEJA, URVASHI (2020)****Computer Science Assistant Professor**

M.S. Computer Science ..... CSU Los Angeles

**KAISERMAN, ADAM (2013)****English Professor**

Ph.D. English ..... UC Irvine  
 M.A. English ..... UC Irvine  
 B.A. English ..... UC Santa Barbara

**KAMINSKY, ADAM (2018)****Communication Studies (Speech Communications)****Associate Professor**

M.A. Communication Studies ..... CSU Northridge  
 B.A. Communication Studies ..... CSU Northridge

**KAMINSKY, ALISHA (2017)****Career Counselor Associate Professor**

M.S. Counseling ..... Loyola Marymount University  
 B.A. Communication Studies ..... CSU Northridge

**KANE, BELINDA (1999)****Physical Education Professor**

M.Ed. Physical Education ..... Azusa Pacific University  
 B.A. Physical Education /  
 Teaching & Coaching ..... CSU Northridge

**KARIM, BAVAND (2023)****Filmmaking Assistant Professor**

M.F.A. Cinema-Television ..... Southern Methodist  
 University  
 B.A. Government and Politics ..... University of Texas  
 at Dallas

**KAWAMOTO, KEITH (2013)****Fire Technology Professor**

B.A. History ..... University of Notre Dame

**KELLER, MAX (2020)****Film Studies Associate Professor**

M.F.A. Film & Television Producing ..... Chapman  
 University  
 B.A. Film Studies ..... CSU Berkeley  
 A.A. Transfer Studies ..... College of the Canyons

**KEMPLER, ADAM (1997)****English/Psychology/Physical Education Professor**

M.A. English Literature ..... CSU Long Beach  
 B.A. English ..... CSU Long Beach  
 A.A. General Education ..... Orange Coast College

**KENDALL, DONALD (2023)****Water Systems Technology Assistant Professor**

Ph.D. Civil Engineering ..... UC Los Angeles  
 M.S. Engineering ..... UC Los Angeles  
 B.S. Engineering ..... Loyola Marymount University

**KICENSKI, KARYL (2000)****Communication Studies/Sociology Professor**

Ph.D. Cultural Studies ..... George Mason University  
 M.A. Speech Communication ..... CSU Northridge  
 B.A. Speech Communication ..... CSU Northridge

**KOCHANOWSKY, REBECCA (2022)****Biology (Microbiology) Assistant Professor**

Ph.D. Microbiology ..... University of Arizona  
 B.S. Nutritional Sciences ..... University of Arizona

**KOH, ISAAC (2023)****Chemistry Assistant Professor**

Ph.D. Chemical Engineering ..... University of  
 Maryland  
 M.S. Engineering ..... Seoul National University

**KOVACEV-NIKOLIC, VIOLETA (2016)****Mathematics Professor**

M.S. Statistics ..... University of Alberta,  
Edmonton, Canada

M.S. Applied and  
Computational Mathematics ..... Western Michigan  
University

**KOVALENKO, TETIANA (2024)****Networking Technology, Cybersecurity Assistant Professor**

PhD Telecommunication Systems  
and Networks ..... Highest Attestation  
Commission

M.S. Multichannel Electrical  
Communications ..... Kharkiv State  
Technical University

B.S. Telecommunications ..... Kharkiv State  
Technical University

**KUBO, KATHY (2000)****Mathematics/Business/Accounting Professor**

M.A. Mathematics ..... UC Los Angeles  
B.S. Business Administration ..... UC Berkeley

**LABRIE, MICHELLE (2002)****Psychology/Counselor Professor**

M.A. Psychology ..... Pepperdine University  
B.A. Psychology ..... UC Santa Cruz  
A.A. Social Science ..... College of the Canyons

**LANE, SHAUNASEY (2019)****Nursing Associate Professor**

M.S. Nursing Education ..... Western Governors  
University  
B.S. Nursing ..... Arizona State University

**LARSEN, KEVIN (2024)****Manufacturing Technology Assistant Professor**

B.S. Product Design ..... Art Center College  
of Design

**LE, LUONG (1999)****Mathematics Professor**

M.S. Mathematics ..... UC Riverside  
B.S. Mathematics ..... UC Davis  
A.S. Mathematics ..... College of the Canyons

**LEE, SAMUEL (2023)****Economics Assistant Professor**

Ph.D. Economics ..... Claremont University  
M.B.A. Business Administration ..... Yonsei University  
B.A. Economics ..... UC San Diego  
B.A. Psychology ..... UC San Diego

**LEE, STEPHANIE (2008)****AAC Counselor/Psychology Professor**

Ph.D. Clinical Psychology ..... Alliant University  
M.A. Psychology ..... Alliant University  
M.A. Education/Educational  
Psychology ..... CSU Northridge  
B.S. Biological Sciences ..... UC Davis

**LEUNG, SIN YEE (2023)****Art (Studio) Assistant Professor**

M.F.A. Art ..... University of Florida  
B.F.A. Studio Art ..... Queens College, New York

**LICHTSCHEIDL, ALEJANDRO (2023)****Chemistry Assistant Professor**

Ph.D. Chemistry ..... Massachusetts Institute  
of Technology

B.S. Chemistry ..... UC Irvine

**LING, SUSAN (2008)****Counselor (AAC) Professor**

M.S. College Counseling ..... CSU Northridge  
B.A. Journalism ..... Long Island University

**LIPMAN, MELANIE (1998)****Computer Information Technology/Office Technology/ Education Professor**

M.S. Instructional Leadership/  
Educational Admin ..... National University  
B.S. Secretarial ..... Fairleigh Dickinson University  
A.A. Liberal Arts ..... Nassau Community College

**LLAGUNO, MARCO (2017)****Philosophy Associate Professor**

M.A. Philosophy ..... CSU Los Angeles  
B.A. Philosophy ..... CSU Los Angeles

**LOAIZA, ALBERT (2011)****Counselor, Student Athletes/Sociology Professor**

M.S. Counseling ..... University of La Verne  
B.A. Sociology ..... CSU San Bernardino

**LOVE, MICHAEL (2007)****Communication Studies (Forensics)/English Professor**

M.A. Speech Communication ..... CSU Los Angeles  
B.A. English Literature ..... CSU Northridge

**LOZANO, DORA (2011)****Counselor (EOPS) Professor**

M.S. Educational Counseling ..... University of La Verne  
B.A. Public Administration ..... CSU Dominguez Hills  
A.A. General Studies ..... Cerritos College

**LUNDIN, JUSTIN (2016)****Physical Education Professor, Head Coach, Women's Soccer**

M.S. Kinesiology ..... CSU Northridge  
B.S. Kinesiology ..... CSU Northridge

**MACLEAN, HEATHER (2001)****ESL Professor**

Ph.D. Educational Technology ..... Pepperdine University  
M.A. TESOL ..... Monterey Institute of  
International Studies  
B.A. German/Russian ..... Bradford University

**MACPHERSON, WILLIAM (2016)****Music Professor**

M.A. Music ..... San Diego State University  
B.A. Music ..... Berkley College

**MAHAN, TAMMY (2005)****Psychology Professor**

Ph.D. Psychology ..... UC Los Angeles  
M.A. Psychology ..... CSU Bakersfield  
B.S. Psychology ..... California Polytechnic State  
University, San Luis Obispo

## FACULTY / EDUCATIONAL ADMINISTRATORS

**MAHN, MOJDEH (1996)****Associate Dean, Learning Resources/Director of TLC**

M.S. Mathematics ..... CSU Northridge  
 B.S. Mathematics ..... CSU Northridge  
 A.S. Math/Science ..... College of the Canyons

**MALLEY, LISA (2007)****Anthropology Professor**

M.A. Anthropology ..... CSU Fullerton  
 B.A. Anthropology ..... CSU Long Beach  
 A.A. Anthropology ..... Orange Coast College

**MANUEL, MARY (2015)****Director, Student Health and Wellness**

M.S. Nursing ..... University of Phoenix  
 B.S. Nursing ..... University of Phoenix  
 A.S. Liberal Art/RN ..... Los Angeles Valley College

**MARCELLIN, PHILIP (1998)****Physical Education/Health/Education Professor**

M.Ed. Education/Physical Education/  
 Athletic Administration ..... University of Toledo  
 B.S. Physical Education-Teaching/  
 Coaching ..... California Polytechnic State University, San Luis Obispo

**MARCHESAN, ANN (2023)****Counselor (Canyons Promise) Assistant Professor**

M.A. School Counseling ..... Loyola Marymount University  
 B.S. Marketing ..... CSU Northridge

**MARENCO, ANNE (2007)****Sociology Professor**

Ph.D. Sociology ..... University of Southern California  
 M.A. Sociology ..... University of Southern California  
 M.A. Family & Consumer Services ..... CSU Northridge  
 B.A. Family & Consumer Services ..... CSU Northridge

**MARTINEZ, GRACIELA (2015)****Counselor (CalWORKS) Professor**

M.S. Educational Counseling ..... University of La Verne  
 B.S. Human Services and  
 Community Organization ..... CSU Fullerton

**MATSUMOTO, SABURO (2007)****Mathematics Professor**

Ph.D. Mathematics ..... University of Michigan  
 M.S. Mathematics ..... Virginia Polytechnic Institute and State University

**MAXWELL, ROBERT (2001)****Business/Accounting/Marketing & Management Professor**

M.B.A. Marketing ..... Wichita State University  
 B.A. Accounting ..... Wichita State University

**MCCAFFREY, MICHAEL (2007)****Art Professor**

M.F.A. Art & Design ..... University of Illinois  
 B.A. Painting ..... Glasgow School of Art

**MCCUTCHEON, ANDREW (2012)****Dean, School of Humanities and Dean, School of Social and Behavioral Sciences**

M.A. English ..... Tulane University  
 B.A. English ..... University of Maryland  
 A.A. English ..... Frederick Community College

**MCMAHON, HEIDI (2011)****Chemistry Professor**

M.S. Chemistry ..... The University of Iowa  
 B.S. Chemistry ..... Minnesota State University Mankato

**MEDLIN, RIAN (2014)****Assistant Superintendent/Vice President, Human Resources**

Ed.D. Organizational Change  
 and Leadership ..... University of Southern California  
 M.A. Political Science ..... CSU Northridge  
 B.A. Art History ..... San Diego State University

**MEREDITH, STEPHANIE (2022)****Anthropology (Biologic/Forensics) Associate Professor**

Ph.D. Anthropology ..... Arizona State University  
 M.A. Anthropology ..... Arizona State University  
 B.S. Biological Anthropology  
 and Anatomy ..... Duke University

**MICHAELIDES, ANTHONY (2001)****Dean, Campus Services & Operations (Canyon Country Campus) and Career Center**

M.S. Psychology ..... CSU Los Angeles  
 B.A. Behavioral Science ..... California State Polytechnic University, Pomona

**MICHAELS, DAVID (2011)****Physics/Astronomy Professor**

M.S. Physics ..... UC Davis  
 B.S. Physics ..... University of Arizona  
 B.A. Psychology ..... UC Santa Barbara

**MILIAN, MIREYA (2024)****Counselor (STEM/LatinX)**

M.S. Counseling ..... California Lutheran University  
 B.A. Linguistics ..... UC Santa Barbara

**MIURA, KRISTA (2018)****Nursing Associate Professor**

M.S. Nursing Education ..... Western Governors University  
 B.S. Nursing ..... National University  
 A.A. Nursing ..... College of the Canyons

**MOKHNATKINA, ALEXANDRA (2021)****Biology/Health Associate Professor**

M.S. Biology ..... CSU Northridge  
 B.A. Biology and Psychology ..... CSU Northridge

**MONOSOV, NADEZHDA (2017)****Psychology Professor**

Ed.D. Educational Leadership ..... CSU Fresno  
 M.A. Psychology ..... CSU Northridge  
 B.A. Psychology ..... CSU Northridge

**MORRIS, ANTHONY (2024)****Counselor (Ujima)**

M.Ed. Counseling ..... University of LaVerne  
 B.A. Theater Arts ..... UC Riverside

**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

**NADDAFPOUR, ALI (2017)****Business/Accounting Associate Professor**

M.B.A. Financial Management..... National University  
 B.B.A. Accountancy ..... National University

**NEWCOMER, CAITLIN (2017)****English Associate Professor**

Ph.D. English ..... Florida State University  
 M.F.A. English..... The Ohio State University  
 B.A. English ..... St. Mary's College of Maryland

**NGUYEN, ANH (2013)****Counselor (ISP) Associate Professor**

M.S. Counseling ..... California Lutheran University  
 M.A. Education Administration..... CSU Northridge  
 B.A. Political Science..... CSU Northridge

**NIGHT, KIMBERLY (2022)****Automotive Technology Associate Professor**

A.S Automotive Technology ..... College of the Canyons

**OLIVER, JASON (2015)****Architecture Professor**

M.A. Architecture ..... University of Colorado, Denver  
 B.A. Environmental Design..... University of Colorado, Boulder

**ORTEGA, AIVEE (2014)****Counselor (3SP – Student Success and Support Programs) Professor**

Ph. D. General Psychology... Grand Canyon University  
 M.S. School Counseling ..... University of La Verne  
 B.A. Social Work..... Azusa Pacific University

**OTTO, DANIEL (2015)****Culinary Arts (Restaurant Operations) Professor**

A.A. Operational Studies ..... Le Cordon Bleu

**OVERDEVEST, JENNIFER (2023)****Filmmaking Assistant Professor**

M.A. Mass Communication..... CSU Northridge  
 B.A. Radio-Television Broadcasting..... CSU Northridge

**PALMER, ANAID (2001)****Mathematics/Education Professor**

Ed.D. Higher Educational  
 Leadership.....Nova Southeastern University  
 M.S. Mathematics ..... CSU Los Angeles  
 B.S. Mathematics..... CSU Los Angeles

**PARIS, JENNIFER (2017)****Early Childhood Education Associate Professor**

M.S. Family and Consumer  
 Sciences ..... University of Nebraska  
 B.A. Family and Consumer  
 Sciences/Child Development..... Chadron State College

**PATRICH, JEREMY (2018)****Geography Associate Professor**

M.A. Geography..... CSU Northridge  
 B.A. Geography ..... CSU Northridge  
 A.A. Transfer Studies..... College of the Canyons

**PENNINGTON, SHERRILL (1999)****History/Chinese Professor**

M.A. History ..... Columbia University  
 B.A. Secondary Education..... University of Missouri  
 B.A. History & Asian Studies..... Northwestern University

**PETERS, CHAD (2024)****Dean, Kinesiology, Health & Wellness, Fitness and Athletics**

M.S. Health, Physical Education  
 and Recreation..... Emporia State University  
 M.S. Administration Healthcare Management.....CSU Bakersfield  
 B.S. Kinesiology-Sports Medicine.....CSU Fresno

**PETERSON, GARY (1984)****Cinema/English/Speech/Journalism/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

**PEVSNER, DAVID (2022)****Faculty Director, Physical Therapy Assistant Assistant Program**

Ph.D. Physical Therapy .....A.T. Still University  
 B.S. Physical Therapy .....CSU Long Beach

**POWELL, MARY (2015)****English Professor**

M.A. English..... Claremont Graduate University  
 B.A. English/Mathematics ..... The Master's College

**POZO-GRAVETT, LUCIA (2016)****Spanish Professor**

M.A. Spanish ..... CSU Northridge  
 B.A. Social Work..... Catholic University of Peru

**QUIRE, GARY (2018)****Business/Hotel & Restaurant Management Associate Professor**

M.B.A Business Administration ..... University of Redlands  
 B.S. Business and Management ..... University of Redlands

**RAMEY, CHRISTOPHER (2019)****Biology Professor**

Ph.D. Microbiology, Immunology and  
 Molecular Genetics.....UC Los Angeles  
 B.S. Microbiology, Immunology and  
 Molecular Genetics.....UC Los Angeles

**RAMIREZ, HERNAN (2017)****Sociology Professor**

Ph.D. Sociology ..... University of Southern California  
 B.A. Sociology ..... UC Los Angeles

**RAZZANO, MICHELLE (2017)****Culinary Arts Professor**

A.A. Culinary Arts.....Los Angeles Trade Technical

## FACULTY / EDUCATIONAL ADMINISTRATORS

**REQUEJO, THOMAS "SONNY" (2015)****Counselor Professor**

M.S. Counseling ..... CSU Fresno  
 B.A. Psychology ..... CSU Fresno

**RIECK, GARRETT (2018)****Faculty Director, Continuing and Adult Education**

M.A. Kinesiology ..... CSU Chico  
 B.A. Kinesiology ..... CSU Chico  
 A.A. Liberal Arts ..... Santa Ana College

**RIFFEL, BRENT (2008)****History Professor**

Ph.D. History ..... University of Arkansas  
 M.A. History ..... University of Arkansas  
 B.A. History ..... Hendrix College

**RIOS, LORI MARIE (2007)****Music Professor**

M.A. Music ..... University of Nevada  
 B.A. Music ..... CSU Los Angeles

**RIVEIRA, BENJAMIN (2015)****Computer Science Professor**

M.S. Computer Science ..... CSU Northridge  
 B.S. Computer Science ..... CSU Northridge  
 A.A. TV Production ..... Leeward Community College

**RIVEIRA, DEANNA (2001)****Psychology/Counseling/Education Professor**

Ed.D. Higher Education ..... University of  
 Southern California  
 M.A. Clinical Psychology ..... Pepperdine University  
 B.A. Psychology ..... University of Hawaii

**ROBINSON, PATRICIA (1999)****Faculty Director, Civic and Community Engagement****Initiatives/Sociology Professor**

Ph.D. Sociology ..... UC Davis  
 M.A. Sociology ..... CSU Northridge  
 B.A. Sociology ..... CSU Northridge

**RORICK, TINA (2009)****Nursing Lab Coordinator**

Doctorate of Nursing Practice (DNP) ..... Grand Canyon  
 University  
 M.S.N. Nursing ..... CSU Dominguez Hills  
 B.S.N. Nursing ..... CSU Los Angeles

**ROSALES, RICARDO (2012)****Biology/Health Professor**

M.S. Biology ..... CSU Northridge  
 B.A. Biology ..... CSU Northridge

**RUIZ, WENDY (2017)****Early Childhood Education Associate Professor**

M.S. Child Development/  
 Child Life ..... University of La Verne  
 B.A. Child Development ..... CSU Northridge

**RUYS, JASMINE (2001)****Assistant Superintendent/Vice President,  
Student Services**

Ed.D. Organizational Leadership ..... University of  
 La Verne  
 M.S. Educational Counseling ..... University of  
 La Verne  
 B.A. History ..... California Lutheran University

**RYAN, OCTOBER (2019)****Assistant Director, The Learning Center**

M.S. Clinical Psychology ..... Virginia Polytechnic  
 Institute and State University  
 B.A. Psychology ..... Averett University

**SALVATIERRA, COLLETTE (2023)****Librarian Assistant Professor**

M.L.I.S Library and  
 Information Science ..... UCLos Angeles  
 M.A. History ..... CSU Los Angeles  
 B.A. History ..... CSU Los Angeles

**SANVER-WANG, DILEK (2012)****Biology/Health Professor**

M.S. Biology ..... UC Irvine  
 B.S. Biology ..... UC Irvine  
 B.A. Integrative Biology ..... UC Berkley

**SCHWANKE, CINDY (2007)****Culinary Arts Professor**

A.A. Food Management  
 Production ..... Los Angeles Mission College

**SEUBERT, ERICA (2018)****Biology Associate Professor**

Ph.D. Biology ..... University of Southern California  
 B.S. Biology ..... Long Island University

**SHAKER, ELIZABETH (2005)****Counselor/Education Professor**

M.S. Education ..... University of Southern California  
 B.A. Psychology ..... UC San Diego

**SHEPHERD, REBECCA (1996)****Psychology Professor**

M.A. Psychology ..... University of Nebraska  
 B.S. Psychology ..... UC Davis

**SHERARD, TRACEY (2001)****English Professor**

Ph.D. English ..... Washington State University  
 M.A. English ..... CSU San Francisco  
 B.A. English ..... CSU Fresno

**SHERRY, MICHAEL (2004)****Mathematics Professor**

M.S. Math ..... CSU Northridge  
 B.S. Math ..... CSU Northridge

**SHOEMATE, JOY (2016)****Director, Online Education**

M.B.A. ..... California Lutheran University  
 B.A. Psychology and Sociology ..... University of  
 Southern California

**SILVA, AMBIKA (2016)****Mathematics (Statistics Specialist) Professor**

Ed.D. Organizational Leadership.....University of  
La Verne  
M.S. Mathematics.....CSU Northridge  
B.S. Mathematics.....UC Los Angeles

**SILVA, DUSTIN (2013)****Mathematics Professor**

Ed.D. Organizational Leadership.....University of  
La Verne  
M.S. Mathematics.....CSU Northridge  
B.S. Mathematics.....UC Los Angeles

**SILVERMAN, MILES (2021)****Chemistry Associate Professor**

M.S. Chemistry.....UC Los Angeles  
B.A. Chemistry, Mathematics.....Vanderbilt University

**SIONKO, DIANE (2000)****Business & Management/History Professor**

M.B.A. Management.....UC Los Angeles  
B.A. History.....University of Buffalo

**SKOCH, HILARY (2020)****Nursing/Health Assistant Professor**

M.S. Nursing.....Sacred Heart University  
B.S. Nursing.....Sacred Heart University  
A.S. Nursing.....College of the Canyons  
A.S. Biological and Physical Science.....College of the  
Canyons

**SLAUGHTER, CLINTON (2022)****Dean, Counseling**

M.P.A. ....CSU Chico  
B.A. Social Science.....CSU Chico

**SOLOMON, OLGA DIANE (1998)****Counselor (AAC)/Psychology Professor**

M.Ed. Educational and  
Counseling Psychology.....University of  
Missouri-Columbia  
B.A. Psychology.....San Diego State University  
A.A. Liberal Arts.....Los Angeles Pierce College

**SORNBORGER, GARY (2007)****Auto Technology Professor**

B.A. Industrial Arts.....CSU Los Angeles  
A.A. Liberal Arts.....Los Angeles Pierce College

**STACK, XANTH (2022)****Land Surveying Associate Professor**

B.S. Construction Engineering  
Technology.....California Polytechnic State  
University, Pomona  
A.S. Land Surveying.....College of the Canyons

**STANICH, DIANA (1987)****Physical Education/Dance/Business & Management/  
Marketing Professor**

M.A. Physical Education/Dance.....CSU Long Beach  
M.B.A. Business.....University of La Verne  
B.S. Kinesiology/Dance.....UC Los Angeles

**STANTON, GRETCHEN (2020)****Chemistry Associate Professor**

Ph.D. Chemistry.....University of Pennsylvania  
B.S. Chemistry.....UC Riverside

**STEARS, DAVID (2018)****Drama/Theatre Arts Associate Professor**

M.A. Public Administration.....CSU Northridge  
B.A. Theatre/Acting.....California Institute of the Arts  
A.A. Theatre.....Suffolk County Community College

**STEELE, JENNIFER (2019)****Dean, School of Visual and Performing Arts /Artistic  
Director, Santa Clarita Performing Arts Center at College  
of the Canyons**

Ph.D. Philosophy.....New York University  
M.M. Vocal Performance/Musical  
Theatre.....New York University  
B.M. Vocal Performance/Musical  
Theatre.....New York University

**STEVENSON, DAVID (1999)****Communication Studies Professor**

M.A. Information & Communication  
Studies.....CSU Chico  
B.A. Information & Communication  
Studies.....CSU Chico

**STOKES-RICE, TAMMERA (2015)****Communication Studies Professor**

M.A. Communication Studies.....CSU Northridge  
B.A. Dance.....Missouri State University

**STRIEPE, KARL (2020)****Political Science Associate Professor**

M.A. Social and Political Thought  
with Distinction.....University of Sussex,  
England  
B.A. English Language and Literature.....University of  
Chicago

**SU, BOO (2001)****Economics Professor**

Ph.D. Economics.....Michigan State University  
M.A. Economics.....Michigan State University  
B.A. Economics.....Korea University

**TEACHOUT, MATTHEW (2005)****Mathematics Professor**

M.S. Mathematics.....CSU Northridge  
B.S. Mathematics.....CSU Northridge

**TERZIAN-ZEITOUNIAN ALENE (2002)****English Professor**

M.F.A. Creative Writing.....CSU Chico  
M.A. English.....CSU Northridge  
B.A. English.....CSU Northridge

**THEULE, RYAN (2007)****Assistant Superintendent/Vice President, Canyon  
Country Campus, Institutional Research and Planning,  
Grants**

Ed.D. Education.....University of Southern  
California  
M.A. Communication and  
Culture.....Trinity International University  
M.A. History.....Stanford University  
B.A. History.....Stanford University

## FACULTY / EDUCATIONAL ADMINISTRATORS

**THOMAS, DANIEL (2023)****Biology (Anatomy & Physiology) Assistant Professor**

M.S. Biology..... CSU Northridge  
 M.S. Education ..... California Lutheran University  
 B.A. English ..... California Lutheran University

**THOMPSON, JENNIFER (2018)****Librarian Associate Professor**

M.A. Library and Information Science..... University of  
 North Carolina at Chapel Hill  
 B.A. French/English Literature..... Swarthmore College

**THRASHER, DAVID (2014)****Welding Professor**

California Community College  
 Instructor Credential, ..... Welding

**TORGESON, ERIKA (2015)****Counselor (CCC) Professor**

M.S. Educational Counseling..... University of La Verne

**TORRES, OMAR (2010)****Assistant Superintendent/Vice President, Instruction**

Ed.D. Organizational Leadership..... University of  
 La Verne  
 M.S. Chemistry ..... UC Los Angeles  
 B.S. Chemistry..... Texas A&M University

**TUCKER, SB (2019)****Emergency Medical Technician Associate Professor**

B.S. Linguistics ..... University of Southern California

**VAKIL, DAVID (2023)****Dean, School of Mathematics, Sciences & Engineering**

Ph.D. Education..... UC Los Angeles  
 M.S. Astronomy ..... California Institute of Technology  
 B.S. Physics..... University of Arizona

**VALLE STALLMAN, THOMAS (2023)****Architecture Assistant Professor**

M.S. Architecture ..... Southern California of Architecture  
 B.F.A. Environmental  
 Design ..... Minneapolis College of Art and Design

**VARGA, JOHN (1999)****History Professor**

M.A. History ..... CSU Northridge  
 B.A. History ..... CSU Northridge  
 A.A. Sciences ..... Glendale Community College

**VERA, JESUS (2023)****MESA Counselor**

M.A. Guidance and Counseling ..... Loyola Marymount  
 University  
 B.S. Applied Science and  
 Technology..... Thomas Edison University

**VO, ANH (2010)****Nursing/Health Professor**

D.N.P. Nursing ..... Grand Canyon University  
 M.S.N. Nursing ..... CSU Los Angeles  
 B.S.N. Nursing ..... CSU Northridge

**WALLER, TINA (2008)****Nursing Professor**

M.S. Nursing ..... University of Phoenix  
 B.A. Psychology..... CSU Northridge

**WARNER, HEAVEN (2017)****Business/Accounting Associate Professor**

M.B.A. Business Administration... University of Houston  
 B.B.A. Accounting ..... University of Houston

**WICKLINE, PAUL (2008)****Associate Vice President, Instruction**

M.Ed. Education ..... Central Washington University  
 B.A. Education ..... Western Washington University

**WILLIAMS, TARA (2017)****Chemistry Professor**

Ph.D. Synthetic Organic Chemistry ..... University of  
 Sussex  
 B.S. Chemistry..... Florida State University

**WILLIAMS-PAEZ, PAMELA (2001)****Sociology/Religious Studies Professor**

M.A. Sociology ..... University of Washington  
 M.A. Theology..... Fuller Seminary  
 B.S. Religious Studies ..... Multnomah College  
 A.A. Biblical Studies..... Multnomah College

**WINTER, TERESA (2019)****Nursing Associate Professor**

Doctorate of Nursing Practice (DNP)..... Grand Canyon  
 University  
 M.S. Nursing Education ..... CSU Dominguez Hills  
 B.S. Nursing..... CSU Dominguez Hills

**WISSMATH, JOHN (2007)****Physical Education Professor**

B.A. Physical Education..... CSU Chico

**WONSER, ROBERT (2017)****Sociology Associate Professor**

M.A. Sociology ..... CSU Northridge  
 B.S. Business Administration..... CSU Northridge

**WORTHINGTON, APRIL (2016)****EOPS/CARE Counselor Professor**

M.S. Educational Counseling..... University of La Verne  
 M.S. Social Science ..... Chapman University  
 A.A. Transfer Studies-CSU ..... College of the Canyons

**YEH, LAUREN (2014)****Counselor (AAC) Professor**

M.S. Counseling ..... UC Los Angeles  
 B.S. Psychology..... UC Los Angeles  
 A.A. Psychology..... Pasadena City College

**YOUNG, LORI (2017)****Paralegal Studies Associate Professor**

Master of Professional  
 Studies in Paralegal Studies..... George Washington  
 University  
 B.S. Paralegal Studies..... Kaplan University  
 A.S. General Business ..... Antelope Valley College

**YUHICO, NERISSA (2022)****Nursing Associate Professor**

M.S. Nursing Education ..... Azusa Pacific University  
 B.S. Nursing..... CSU Northridge  
 A.S. Nursing..... College of the Canyons

## 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
Sue Albert .....	Nursing
Kathy Alfano .....	NSF Create
Edel Alonso .....	Counseling/Education/Spanish
James Anderson .....	Chemistry
Kevin Anthony .....	HTMG/Hotel/Motel Services
Diane Ayres .....	English
Diane Baker .....	Nursing
William Baker* .....	Theatre/Speech
Roger Basham .....	Anthropology/Sociology
Mary Bates .....	Geography/Geology
Dennis Bauwens .....	Business
Pamela Borrelli .....	Nursing
James Boykin* .....	Biological Sciences
Stephen Branch .....	History
Susan Brant Cooper .....	English
Leslie Bretall .....	Library
Robert Brode .....	Administration of Justice
Pamela Brogdon-Wynne .....	Counseling
Lori Brown .....	Allied Health
Kerry Brown .....	Counseling/Sign Language
Carl Buckle .....	Business/Cooperative Work Experience
Kelly Burke .....	Biology
Leslie Burnett .....	English
Danielle Butts .....	Counseling/Education
Sandy Carroll .....	Nursing/Health
R. Carter Doran* .....	Vice President of Instruction
Daniel Catan* .....	Music
Cherie Choate .....	Mathematics
Richard Clemence* .....	Administration of Justice
Kathy Clements-Knapp* .....	Computer Information
Ted Collier* .....	Political Science
Jack Compton .....	Welding
Pamela Coon .....	Computer Information Systems
Mary Corbett .....	Nursing/Health
Lee Corbin* .....	Mathematics
Susan Cornner .....	Journalism
Doris Coy* .....	Economics
Linda Crosby .....	Early Childhood
Susan Crowther .....	MESA Director
Guillermo Cruz* .....	Economics

Fred D'Astoli* .....	English
Donna Davidson .....	English
Deanna Davis .....	English
Michael Dermody .....	History/Political Science
Vincent Devlahovich .....	Geography, Geology, Earth Science
Sally Didrickson* .....	Nursing/Instruction
Steven Dixon* .....	Fire Tech
Robert Downs* .....	Music
Ronald Dreiling .....	English/Philosophy/Education
John Drislane .....	English
Rebecca Edwards .....	Art
Erik Eriksson .....	Chemistry
Pierre Etienne .....	French
Bernardo Feldman .....	Music
Jane Feuerhelm .....	Counseling/Education
Kathy Flynn .....	Chemistry
Douglas Forbes .....	Computer Science
Christi Franklin .....	Counseling
Joe Gerda .....	Mathematics
Robert Gilmore .....	Counseling
Miriam Golbert .....	Biology/Health
Audrey Green .....	Academic Affairs
George Guernsey* .....	Mathematics
Mildred Guernsey* .....	Mathematics
Irene Gunshinan .....	Child Development
Kim Gurnee* .....	English
Patti Haley .....	EMT/Health Sciences
Violet Hamilton* .....	EOPS
Jennifer Hauss .....	English/Journalism
Donald Heidt .....	English/German/Philosophy
Mary Heidt .....	Nursing Science
Sheldon Helfing .....	Sociology/Counseling/Psychology/Education
Donald Hellrigel .....	Foreign Languages
Lee Hilliard .....	Computer Networking
Susan Hinshaw .....	Theater
Linda Howry .....	Nursing
Elfie Hummel* .....	Foreign Languages
Rhonda Hyatt .....	Recreation Management
Joan Jacobson .....	Counseling
Kevin Jenkins* .....	Graphic Arts & Design
Joanne Julian .....	Art
Ronald Karlin .....	Library Science/Anthropology
James Kelleher .....	Political Science
Jan Keller .....	Learning Resources
Deborah Klein .....	Nursing
Ann Kressin .....	Chemistry
Tom Lawrence .....	Mathematics/Astronomy/Physics
Julie Lawson .....	Music

# PROFESSORS EMERITI

Walter Lebs*	Drafting	Phylise Smith	Dance/Political Science
Victoria Leonard	Communication Studies/English/Journalism	Virginia Soriano*	Nursing
Betty Lewis	Nursing Science	Betty Spilker	English
Betty Lid*	English	Cindy Stephens	Child Dev / ECE and Counseling
Carole Long	Instruction	Kenneth Stevens*	Computer Center
Rebecca Lord*	English	Diane Stewart	Continuing and Community Education
James Lorigan	Art	Alan Strozer	CIT/Office Tech./Psychology
Ann Lowe	Nursing	Sylvia Sullivan	CAD/ Drafting
Helen Lusk*	Nursing Science	Don Takeda	Biology
Chuck Lyon	Kinesiology, Physical Education/Athletics	Rachel "Lea" Templer	Economics
Len Mahoney	Physical Education/Education	Gretchen Thomson	History
Valerie Malinoski	Nursing	Robert Tolar	Mathematics
KC Manji*	Music	Connie Tripp	History
Ramachandra Manvi*	Instruction	Isao Uesugi	Librarian
Chellie Maple	Counseling	Mary Valentine	Sociology
Jose Martin	Spanish	Marilyn Van Aken*	Student Health Center
Richard Martinez	Anthropology	Julie Visner*	Counseling
Gloria McKimney*	Computer Information Technology	Fran Wakefield	Counseling
Michael McMahan	Philosophy	Robert Walker	Art
Dorothy Minarsch	Interior Design	Lisa Wallace	English/Spanish
Floyd Moos	English	Joan Waller	Child Development
Diane Morey	Nursing, Health Education	Diana Watkins	Computer Information Systems
Dennis Morrow	Mathematics	Stanley Weikert	Accounting/Business
Norman (Gary) Mouck*	Mathematics	Kathleen Welch	Nursing
Gregory Mucha	Mathematics	James "Jim" Wolf	Biology
Svetlana Onthank	English	Stan Wright	Business
Samuel Otoo	ESL/English/Education	Winston Wutkee	Geography/Geology
Robert Patenaude*	Mathematics		
Bruce Pelkey*	International Services & Programs		
Concepcion Perez	Counseling		
Mary Petersen	English		
Carolyn Powell	Counseling		
Mark Rafter	Psychology		
Anton Remineh*	Journalism		
Bradley Reynolds	History		
George Rhys	Mathematics		
Russell Richardson	Political Science		
Betty Rose	Biology		
James Ruebsamen	Journalism		
Guido Santi*	Cinema/Film Studies		
Robert Segui	Counseling		
Robert Seippel*	Electronics		
Sydney Shanks	Mathematics		
Amy Shennum	Nursing		
Lee Smelser	Physical Education		
Dale Smith	Sociology		
Nancy Smith	Psychology/Instruction		
Mary Enos Smith	Nursing		

\* Deceased

# Regulations and Policies



**ACADEMIC FREEDOM****A. GENERAL PRINCIPLES ON ACADEMIC FREEDOM**

1. Freedom of speech is a right granted to all citizens by the First Amendment of the United States Constitution; it is vital to American standards of fairness and intelligent debate, and, therefore, it extends to the classroom environment for teachers and students.
2. A mature, democratic society functions best when its citizens are permitted and able to exercise their right to discuss, debate, disagree, challenge and engage in dialogue on all topics relating to the welfare of individuals and the larger community.
3. An institution of higher education in such a society is expected to enable its faculty, students and staff to comprehend and value the freedoms and responsibilities inherent in its national culture.
4. Only an academic environment that promotes an open and free exchange of ideas can properly develop the cognitive skills of critical inquiry which promote individual success and societal progress.
5. The College, as an institution of higher education, has an obligation to the community to promote the thoughtful introduction of a full gamut of ideas for discussion. This is facilitated by:
  - a. Establishing a policy promoting the principle of academic freedom and encouraging faculty and students to exercise this practice by developing and accepting opportunities for critical thinking and personal growth.
  - b. Ensuring that the policy of academic freedom successfully guarantees mutual respect by all participants in the educational environment, including the protection from the threat of political or personal attack. Such guarantees include the full scope of professional faculty obligations relative to assigning textbooks, presenting student learning activities, evaluating student performance or achievement and participating in the academic life of the community.

**B. ACADEMIC FREEDOM AND THE FACULTY**

1. Academic freedom in the course of instruction means that faculty members teaching in the District have the prerogative to present and explore all issues relevant to their disciplines which contribute to the education of students regarding the substance of each course's content and the student learning outcomes.
2. Quality teaching is understood to involve intellectual honesty and academic integrity in the presentation of subjects assigned. Such professional decorum requires the presentation of differing perspectives and interpretations with balanced intellectual rigor.

3. Faculty members are expected to maintain their own scholastic currency in their academic disciplines, 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.
  - c. 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.

4. Under the provisions of the California Education Code, the faculty have the right and the professional responsibility to assign grades. The District recognizes its obligation to ensure that faculty members will be allowed to exercise these responsibilities free from political influence, intimidation, or threat of lawsuit.

## **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY**

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity. Pursuant to the provisions of state and federal law, the District's Board of Trustees has adopted policies and procedures ensuring that its programs and activities are available to all persons without regard to national origin, religion, age, sex, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status or any other protected basis.

The Santa Clarita Community College District is committed to implementing the concept, intent, and spirit of providing equal employment and educational opportunity to all persons. Positive action will be taken by the administration, faculty, staff and students to ensure the implementation of this policy and to overcome any form of exclusion or discrimination, whether purposeful or inadvertent.

Additional information on these policies and procedures is available in the District's Equal Employment Opportunity Office (Human Resources); University Center (UCEN) 360; (661) 362-3424; TTY (661) 362-5178 or visit our website at [www.canyons.edu/eeoplan](http://www.canyons.edu/eeoplan).

## **NON-DISCRIMINATION POLICY**

The Santa Clarita Community College District does not discriminate on the basis of national origin, religion, age, sex, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or any other protected basis in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints

may be directed to the Assistant Superintendent/Vice President, Human Resources, University Center (UCEN) Room 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661) 362-3424. The College recognizes its obligation to provide overall program accessibility throughout the College for disabled persons. Contact the DSP&S director to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F, HHH Bldg., Washington, D.C. 20201.

## **POLÍTICA CONTRA LA DISCRIMINACIÓN**

El Distrito de Colegios Comunitarios de Santa Clarita no discrimina por motivos de raza, credo religion, color, origen étnico o nacional, ascendencia, estado de migratorio, miembro de servicio militar, incapacidad física o mental, condición médica, estado civil, sexo, embarazo, edad, orientación sexual, identidad de género, o cualquier otra base protegida en conformidad con Título VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse al Assistant Superintendent/Vicepresidente de Recursos Humanos, del Centro Universitario, de la habitación 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201.

## SEXUAL HARASSMENT POLICY

### I. POLICY STATEMENT

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in district programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the district's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The district will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

### II. APPLICABILITY

This policy applies to all applicants for employment and admission to district programs, officers and employees of the District, students, and persons who serve the district as its agents and are under the control of the district. It applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any district activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Specific adherence to this policy shall also be made an express term of every contracted services agreement entered into by the District.

### III. LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 (as amended by the 1991 Amendments to the Civil Rights Act), by Title IX of the Education Amendments of 1972, the California Fair Employment and Housing Act (FEHA), and California Education Code. Santa Clarita Community College District's Unlawful Discrimination and Affirmative Action Policy also prohibits sex discrimination.

### IV. DEFINITION

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's

employment, academic status, or progress;

2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting the individual's welfare;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance, or creates an intimidating, hostile, offensive, or demeaning work or educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

A third party may also file a complaint under this policy if the sexual conduct of others in the work or educational environment has the purpose or effect of unreasonably interfering with the third party's welfare, work or academic performance.

Examples of prohibited behavior or prohibited acts that constitute sexual harassment may take a variety of forms. Examples of behavior generally viewed as sexual harassment when they are unwelcome include, but are not limited to:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; sexually suggestive or insulting sounds or gestures, including sucking noises, winking, and throwing kisses; unwelcome flirting or sexual propositions, invitations or solicitations; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature (direct or indirect threats or bribes for unwanted sexual activity); or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** (*activities that take place either inside or outside the institution*): Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, stroking, lingering or intimate touches, grabbing, pinching, leering, squeezing, staring, unnecessarily brushing against or blocking another person, whistling, sexual gestures, giving a neck or shoulder massage, stalking, and attempted or actual sexual assault.
3. **Visual or Written:** The display or circulation of offensive, sexually-oriented visual or written material. This may include, but is not limited to, objects, pictures, posters, cartoons, calendars, drawings, graffiti, video tapes, audio recordings, literature, computer graphics (including virtual platforms), electronic messaging, electronic media transmissions or other materials with sexual content.
4. **Environmental:** An academic or work environment that is permeated with sexually-oriented talk,

innuendoes, insults or abuse not relevant to the subject matter of the class or employment. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work. This may include, but is not limited to, consensual sexual relationships.

Romantic or sexual relationships between supervisors and employees, or between faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the faculty or staff member must evaluate the student's work or make academic decisions affecting the student or if a supervisor must evaluate the performance of an employee. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or other employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the district.

Sexual harassment may occur between peers. Unwelcome sexual behavior between peers under this definition is unacceptable in the District.

Examples of harassment can include, but are not limited to, all of the behaviors described above as well as the following behaviors:

- leaving obscene messages on campus computers;
- creating a sexually demeaning atmosphere, such as displaying posters and pictures that are sexist or otherwise demeaning to females or males;
- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;
- 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;
- voyeurism
- 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 she/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first report that harassment to their supervisor (or instructor).

- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the district's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

### B. Administrators, Managers and Supervisors

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not there has been a written or formal complaint.

Administrators, managers and supervisors must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the district's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

### C. Faculty

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus whether or not they are reported to them. Faculty members must:

- Ensure that harassment or inappropriate sexually oriented conduct is reported to an appropriate administrator or directly to the District's Affirmative Action Officer.
- Discuss sexual harassment policy with their students, as appropriate. Students should be informed of their rights under this policy.

### D. All Employees

All employees of the district shall:

- Report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

## VIII. NON-REPRISAL

No faculty, administrator or staff, applicant for employment, student, or member of the public may be

subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

### IX. MALICIOUS, FALSE ACCUSATIONS

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, informal reprimand, formal reprimand, demotion, transfer, suspension, or dismissal.

### X. CONFIDENTIALITY

District administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Information will be revealed strictly on a need-to-know basis. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

## BP 5532 GENERAL STUDENT GRIEVANCES

### Introduction:

The purpose of this policy is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades may be addressed through the procedures contained in Board Policy 5533, Student Grades or Grading Review Policy.

### I. Definitions:

- A. **Grievant** – For the purpose of this policy, at the time the alleged circumstance(s) giving rise to a grievance has occurred, a grievant is defined as a student who:
  1. Has submitted an application to the College for the current or upcoming terms, or;
  2. Grievances pertaining to grades. (See Board Policy 5533, Student Grades or Grading Review Policy.)
  3. Alleged violations of sexual harassment, sexual assault, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. (Refer to Human Resources policy BP3430, Prohibition of Harassment, and Administrative Procedure 3435, Discrimination and Harassment Investigations).
  4. An appeal for residency determination. (File residency determinations with the Office of Admissions & Records.)
  5. Eligibility, disqualification or reinstatement

of financial aid. (Refer to the Financial Aid Office.)

6. Student Discipline (Actions pertaining to student discipline are handled through the Office of the Dean of Student Services.) (See Board Policies 5529, 2230, 5531.)
7. Parking Citations (or other infractions) (Citation appeals are handled by the Office of Campus Safety.)
8. Freedom of the Press, Student Rights to Expressive Activities (Actions pertaining to freedom, of speech or freedom of expression may be referred to the Office of Student Development.
9. Employee Discipline (Students may file complaints about employee conduct with the appropriate level department chairperson and/or administrator.)
10. Challenges of established District policies, e.g. Board Policies and Administrative Procedures. (Challenges to policies, administrative procedures, or practices may be referred to the appropriate level department and/or administrator.)
11. Financial claims against the District. (Financial claims against the District may be made through the Office of Risk Management.)

### II. STATUTE LIMITS:

- A. The statute of limitations period for requesting a grievance hearing under this policy is one hundred twenty (120) days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) days after the student learns, or should have learned, that the student has a basis for filing a grievance. (For definition of “days” see, 5532.I.B, above.)
- B. Pursuing an informal remedy for a grievance does not relieve the grievant of the responsibility of requesting a grievance hearing within one hundred twenty (120) days of the incident giving rise to the grievance.
- C. Appeal of the time limits must be made to the grievance officer, and shall be based upon documented extenuating circumstances. (Documentation of extenuating circumstances may include, but are not limited to, verifiable medical records, accident reports, court records, military records, and letters from lawyers, doctors, employers, etc. To clarify that which constitutes a documented extenuating circumstance, contact the designated grievance officer.

### III. INFORMAL RESOLUTION

- A. Each grievant shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person(s) with whom the grievant has the grievance, or that person's immediate supervisor if there is no reasonable opportunity to solve the problem with the individual(s) directly involved.

1. Specifically, the grievant(s) should, if appropriate, schedule a meeting about the issue(s) with the person with whom the grievant(s) has the grievance, and if necessary, schedule a meeting with the person's immediate supervisor and/or schedule a meeting with the appropriate college administrator. An "informal" discussion (for example, after class, or a chance meeting regarding the issue), does not constitute completion of III.A of the informal process.
2. If the matter is not resolved at III.A above, the grievant will contact the college grievance officer for assistance. (See II.C, above.) The grievant shall provide the grievance officer with a written statement of grievance on the Statement of Grievance form provided to the grievant, and attached to this policy as Form #1, and the grievant may provide any other information and documentation in support of the grievance. The statement of grievance form shall specify the time, place, nature of the complaint, and the remedy or corrective action requested. If a grievant believes that a specific District policy has been violated, the grievant should specify the policy or policies alleged to have been violated, to the best of his or her knowledge. The grievance officer shall inform the grievant of their rights and responsibilities under this policy.
3. The grievance officer will provide a copy of the statement of grievance to the respondent within ten (10) days of receipt of the grievance, or as soon thereafter as practicable.
4. The grievance officer shall gather, copy and review pertinent information, records and documentation and communicate with all parties, and attempt to mediate an informal resolution.

#### IV. FORMAL RESOLUTION

- A. If there is no informal resolution of the grievance, the grievant has a right to request a grievance hearing through the Chief Student Services Officer (CSSO), or designee, and by employing the use of the Request for Formal Grievance Hearing form attached to this policy as Form #2. This request must occur no later than one-hundred twenty (120) days after the alleged incident. The grievant may request that any relevant information and documentation be made available at a hearing. The information requested will be provided in such a way that it does not violate the privacy rights of others. The formal grievance hearing request must be made within one hundred and twenty (120) days of the date of the alleged incident that is the basis of the grievant's complaint.
- B. **Meeting of the Grievance Hearing Committee**
  1. Within fifteen (15) days following receipt of the request for a grievance hearing, or as soon thereafter as practicable, a Grievance Hearing Committee shall meet to select a chairperson and decide if a grievance hearing will be held. The committee shall consider whether the grievant has met the following requirements:
    - a. The request contains allegations, which, if true, would constitute a grievance under this policy;
    - b. The grievant meets the definition of a grievant as defined by this policy (See I.A.1-4, above.);
    - c. The grievant has met the requirements of the grievance policy with respect to timeliness;
    - d. The grievant has attempted to solve the matter informally;
    - e. The grievant(s) is personally and directly affected by the alleged grievance;
    - f. The remedy requested by the grievant is appropriate for the act that is alleged and is not frivolous; clearly without foundation, or clearly filed for the purposes of harassment.
    - g. The grievant has cooperated in the processing of the grievance.
  2. If the above conditions are satisfied, and within five (5) days of the Grievance Hearing Committee shall notify the grievance officer in writing, that a grievance hearing will be held. At this time, the Grievance Hearing Committee may request the production of documents, records, and information requested by the grievant and by the respondent.
  3. If the grievance does not meet each of the requirements, the hearing committee chair shall notify the grievant in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five (5) days of the date the decision is made by the grievance hearing committee. The grievant may appeal this decision per V. A of this policy.
- C. **Composition of the Grievance Hearing Committee:**
  1. The Grievance Hearing Committee shall be made up of five members of the campus community. Two members shall be faculty members appointed by the Academic Senate President. Two members shall be students appointed by the Associated Student Government President. One member shall be a classified staff member appointed by the person with the authority to appoint classified staff to committees. One of the faculty members shall serve as chair. Alternates will be appointed as necessary. Three members of the above committee shall constitute a quorum. All members are entitled to vote on matters related to the grievance.
  2. No person shall serve as a member of the hearing committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a fair manner. The grievant(s) or respondent(s) may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge, in writing, to the CEO or designee who shall determine whether cause for disqualification has been shown. If the CEO or designee feels that sufficient grounds for removal of a member of the grievance committee has been presented, the CEO or designee shall remove the challenged member or members and ask that the appropriate person name a replacement.

**D. Formal Hearing Procedure**

1. The grievance officer will ensure that relevant information and documentation is made available at the hearing. Information requested will be provided in such a way that it does not violate the privacy rights of others.
2. The decision of the grievance hearing committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
3. The grievant may obtain the assistance or advice of a person of his or her choice, including legal counsel (at his or her own expense), except the grievant may not be represented by legal counsel.
4. The respondent may represent himself or herself; or the respondent may obtain the assistance or advice of a person of his or her choice, (at his or her own expense) including legal counsel, except the respondent may not be represented by legal counsel.
5. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
6. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
7. Unless the grievance hearing committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant(s) shall make the first presentation, followed by the respondent(s). The grievant(s) may sent rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant(s) to prove with a preponderance of the evidence by substantial evidence that the facts alleged are true and that a grievance has been established as specified IV.B.1.a-g above.
8. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than ten (10) days prior to the date of the hearing.
9. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
10. The hearing shall be recorded by the grievance officer either by tape recording or digital recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape or digital recording, the hearing committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape or digital recording shall remain in the custody of the District, at all times, unless released to a professional transcribing service. Any party may request a copy of the recording.
11. When the presentation of evidence is concluded, the hearing committee's deliberations shall be confidential and closed to all parties. The hearing committee's deliberations shall not be recorded. Only those committee members present throughout the

hearing may vote on the recommendations of the Grievance Hearing Committee.

**E. Findings of the Grievance Hearing Committee**

1. Within twenty (20) days following the close of the hearing, the grievance hearing committee shall prepare and send a written decision to the grievant(s), respondent, and grievance officer.
2. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined in IV.B.1.a-g above.
3. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any.
4. The decision shall be based only on the record of the hearing, and not on matters outside of that record.
5. The record will consist of the original grievance, any written response, and the oral and written evidence produced at the hearing.

**IV. APPEAL****Part 1.**

1. Any appeal relating to a grievance hearing committee decision that the statement of grievance does not present a grievance as defined in these procedures shall be made in writing to the CEO within ten (10) days of that decision.
2. The CEO shall review the statement of grievance and request for grievance hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The CEO's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.
3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the CEO's appeal decision shall be sent to the grievant, respondent, and the grievance officer.

**Part 2.**

1. Any appeal related to the findings of the grievance hearing committee following a formal hearing shall be made, in writing, to the CEO within ten (10) days of that decision.
2. The CEO shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the CEO shall make a written recommendation regarding the outcome of the appeal.
3. The CEO may decide to sustain, reverse or modify the decision of the grievance hearing committee. The CEO's decision shall include a statement of reasons for the decision. The CEO's decision shall be final.
4. The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the CEO's appeal decision shall be sent to the grievant, respondent, and the grievance officer.

## COLLEGE OF THE CANYONS STATEMENT ON ACADEMIC INTEGRITY AND PLAGIARISM

Approved by Academic Senate in May, 2023

### Statement on Academic Integrity at College of the Canyons

Academic integrity is a core value of the academic community. It is essential for maintaining the quality of higher education, for the development of critical thinking skills, and for ensuring that academic achievements are based on merit. College of the Canyons defines academic integrity as the ethical and honest pursuit of knowledge, scholarship, and intellectual growth. It involves upholding the values and principles that guide ethical behavior in academic work, including honesty, fairness, trust, and respect for the intellectual work of others.

At College of the Canyons, we believe that academic integrity is one of the most important qualities college students need to develop and maintain. Conversely, academic dishonesty is any practice or behavior, whether intentional or unintentional, that undermines the integrity of material submitted for academic credit. Academic dishonesty violates the principles of academic integrity and can have serious consequences for both the individual and the academic community. Common types of academic dishonesty fall into one of three categories:

#### 1. Plagiarism or self-plagiarism

- A. Plagiarism is submitting someone else's work as one's own, or without adequate or proper attribution, including unauthorized use of AI-generated material
- B. Self-plagiarism is resubmitting the same work from a different class without the current instructor's knowledge and approval (e.g., using the same term paper in more than one class)

#### 2. Cheating. Examples of cheating include (but are not limited to):

- A. copying from someone else's test, or any evaluated assignment
- B. using an unauthorized aid during a test (e.g., phone, smart watch, notes or browser)
- C. unauthorized collaboration or communication with others during a test or an independent assignment, including downloading, uploading, sharing or duplicating course material.
- D. unauthorized use of generative AI or other web-based application

#### 3. Fraud. Examples of fraud include (but are not limited to):

- A. having a test or an assignment completed by someone else
- B. buying, selling or otherwise obtaining or distributing term papers, assignments, or tests
- C. falsifying, misrepresenting or forging an academic record or supporting documents (e.g., submitting a fake doctor's note, misrepresentation of identity)
- D. improper access/obstruction of materials/systems (e.g., stealing a term paper or test)
- E. misrepresentation, falsification, or fabrication of data

presented for surveys, experiments, and reports including authors, data or falsely claiming attendance at a class event

It is the responsibility of all members of the academic community to uphold the principles of academic integrity and to prevent instances of academic dishonesty. Cases of alleged academic dishonesty may be referred to Student Conduct for investigation. Relevant disciplinary action policies can be found in the Student Conduct Code.

### DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES

Institutional board policies and accompanying administrative procedures can be found at <http://www.canyons.edu/administration/BOT>.

#### 5529 STUDENT CONDUCT

##### 5529.1 Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

1. Has submitted an application to the College for the current or upcoming terms; or
2. Is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee-based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching or training occurs; or
3. Has met the conditions for part one (1) or two (2) above in the immediately preceding semester or intersession.

##### 5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes, which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event, or through any online interaction the student may have with another member of the campus community. In cases involving alleged rape, sexual assault, domestic violence, dating violence or stalking, in which both the alleged complainant and the accused are both students of the College, jurisdiction extends to matters which may occur either on or off campus, and not necessarily in conjunction with a college-sponsored activity or event.

This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction, including, but not limited to, cutting, defacing, vandalizing, or marking with graffiti, of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor, or knowingly receiving stolen College or District property or private property on campus.
- B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly

furnishing false information to the College or one of its officials, or any fraud activity including, but not limited to, reversing credit card charges to avoid paying fees, or failure to make good on returned checks cashed by the College.

- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty, including, but not limited to: having other students or non-students take courses, tests, placement exams, or write papers; access to, or use of electronic devices, during exams; opening internet browsers while taking closed-book, closed-note proctored exams.,
- D. Violation of classroom rules, as determined by each course syllabus, including, but not limited to, the use of cell phones, and other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, including, but not limited to the wearing of specified footwear and/or safety gear and/or protective clothing or uniforms, and other standards found in the course syllabus.
- E. Physical or verbal abuse, or harassment, including, but not limited to, sexual harassment, or any threat of force or violence including physical altercation, flaming, bashing, bullying, intimidation, harassment, sharking or any abusive, threatening, coercive, or hostile behavior, including online interaction, directed toward any member of the College, or members of his or her family, or a campus visitor, or any harassing or discriminatory behavior based on race, sex, sexual orientation, religion, age, national origin, disability, or any other status protected by law.
- F. **Sexual Harassment**

Sexual harassment is defined as unwelcome conduct of a sexual nature that may include unwelcome sexual advances, requests for sexual favors, and/or other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment also encompasses nonsexual conduct, provided the behavior is unwelcome, is based on sex or sexual stereotyping, and has the effect of interfering with a student's ability to participate in or benefit from a school program, such as participation in athletics, employment or co-curricular activities.

Examples of sexual harassment include, but are not limited to:

- making sexual propositions or pressuring students and other members of the campus community for sexual favors;
- unwanted touching of a sexual, or non-sexual, nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, photographs, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students and other members of the campus community as to sexual activity or performance; or,
- circulating or showing e-mails or websites of a sexual nature;

- requesting another person to provide nude photographs or photographs of a sexual or illicit nature of him/herself

#### I. **Sexual Exploitation**

Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:

1. Prostituting another person
2. Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
3. Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio know or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.
4. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
5. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire. (Education Code Section 76033)

#### J. **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Alleged stalking activity includes, but is not limited to, that which occurs in person, through electronic devices, online, or through social media.

Examples of stalking include, but are not limited to:

- Following
- Obsessive behavior
- Unwanted and/or excessive phone calls or other forms of communication
- Unwanted letters or messages
- Unwanted gifts or threatening gifts
- Damage to property
- Appearance at places of residence, school, work
- Threats to person, family, or friends
- Inappropriate confrontations and approaches

#### K. **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

#### L. **Domestic Violence**

Includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse of the victim;
  2. A person with whom the victim shares a child in common;
  3. A person who is cohabitating with or has cohabitated with the victim as a spouse;
  4. A person who is cohabitating with or has cohabitated with the victim other than as a spouse;
  5. A person similarly situated to a spouse of the victim under California law; or
  6. Any other person against an adult or youth victim who is protected from that person's acts under California law.
- M. Misuse of any student contact information obtained in any manner, including, but not limited to, sending harassing, stalking, threatening, offensive, indecent, lewd, or obscene correspondence or photos either through email, texting or social media, or making harassing, stalking, threatening, offensive, indecent, lewd, or obscene phone calls to another student.
- N. Misuse of email or engaging in other inappropriate forms of communication with College faculty or staff, including, but not limited to, communication by written notes, phone, voicemail, or any form of electronic communication.
- O. Manufacture, use, possession, distribution, sale, offer to sell, furnishing, arranging or negotiating the sale of any drug or drug paraphernalia, or being under the influence of alcohol, narcotics, recreational drugs (whether legal or illegal), or other dangerous drugs, or the abuse of any lawfully prescribed medication which causes the student to be so impaired as to be a danger to oneself or others, or to be disruptive to the educational or administrative process, on campus, or off campus at any college-sponsored event, including day and night while the student is under the supervision of the College and its personnel, even when formal activities of the event (athletic event, conference, field trip, etc.) have ended.
- P. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College or District property, facilities, supplies or equipment, or vehicles, or unauthorized occupancy of any buildings or other facilities owned, rented, leased, or otherwise under the control of the College or District.
- Q. Disorderly, lewd, indecent, obscene, or offensive conduct on District-owned or controlled property or at College-sponsored or supervised functions, or engaging in expression which is libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District.
- R. Possession, use, or sale of any weapons including, but not limited to, firearms, knives, explosives, dangerous chemicals, or other potentially harmful implements, substances, or objects, which could be classified as a weapon, or any imitation or replica weapons, which may cause alarm to the College community while on the College campuses or at a College or District-sponsored function without prior authorization of the chief executive officer (CEO) or designee.
- S. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8.
- T. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function, or the open and persistent defiance of authority. This includes all extracurricular activities including, but not limited to, internships, service-learning activities, athletic events, conference travel, and field trips during all hours the student is under supervision of the College and its personnel.
- U. Violation of any order of the CEO or designee, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, website, social network, or by posting on an official bulletin board designated for this purpose.
- V. Soliciting or assisting another to undertake any act, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- W. Abusive behavior directed toward, or hazing of, a member of the College community, or any act, which injures, degrades, disgraces or tends to injure, degrade, or disgrace any fellow student or member of the campus community.
- X. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- Y. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics, refer to the College of the Canyons Acceptable Use Agreement.
- Z. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college-sponsored activity or event.
- AA. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- BB. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district

- policy or administrative procedure.
- CC. Gambling on College or District property.
  - DD. Willful or persistent smoking of tobacco products, or the use of an electronic cigarette, hookah pen or pipe, or similar device used to ingest flavored serums, with or without nicotine and which dispense vapors, in any area where smoking or use of vapor emitting electronic cigarettes, pens, pipes or similar devices has been prohibited by law or by regulation of the College or District.
  - EE. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.
  - FF. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.
  - GG. Any attempt to misuse a campus parking permit issued by the College or District including, but not limited to, selling a college-issued student parking permit to another student, giving an expired student parking permit to another student, allowing a current or expired student parking permit to be borrowed by another student, making use of any stolen college-issued parking permit, creating or making any form of falsified or fake student or faculty/staff parking permit with the intent for use on a District campus.
  - HH. Violations of California Vehicle Code or local traffic violations, which cause a threat to persons or property, or the orderly operation of the College by virtue of the nature or frequency of the violations.
  - II. Failure to pay, in a timely manner, parking citations written by the College's campus safety officers for parking violations, which occur on the College's campuses.
  - JJ. False accusations or malicious charges against another student or member of the campus community.
  - KK. Violation of federal, state, or local statute or ordinance, or District policy, rule, or regulation while on College property and during all hours, off campus, while the student is under the supervision of the College and its personnel.
  - LL. Attempting to perform any actions that are cause for disciplinary action identified above.

### BP 5530 DISCIPLINARY ACTION

**5530.1** The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

#### 1. **Warning**

Notice to the student that continuation or repetition

of specified misconduct may be cause for other disciplinary action.

#### 2. **Restitution**

The student is required to make payment to the College, or to other persons, groups, or organizations for damages, loss, or injury incurred as a result of a violation of this policy. Restitution may take the form of appropriate service, monetary reimbursement, or materials replacement, as permitted by law.

#### 3. **Fine**

A fine, as established in the associated Administrative Procedures 5530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a hold on the student's records and ability to register, in any district program, for future terms.

#### 4. **Official Reprimand**

A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student. The student is further informed that records of reprimands are destroyed four years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

#### 5. **Loss of Privileges**

Exclusion from extracurricular activities, removal from campus(es), removal from campus organizations, or denial of specified privileges for a designated period of time. An organization may also lose campus privileges, including, but not limited to, the forfeiture of official recognition by COC.

#### 6. **Disciplinary Probation**

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than four (4) college years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

#### 7. **Removal by Instructor**

- a. An instructor may remove a student from his/her class, including face-to-face, online, or through a learning management system, field trip, lab, or other educational program when the student

has interfered with the instructional process (Education Code Section 76030). The duration will be for the day of the removal, at a minimum, and the next class meeting at the instructor's discretion. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

- b. If the student who is being removed for two class meetings is a minor, the dean or designee shall notify the parent or guardian of the student involved in the incident, and shall hold a conference regarding the suspension as soon as possible with the student, his or her parent or guardian and the faculty member, (Education Code 76032).

#### 8. Disciplinary Suspension

- a. Disciplinary suspension consists of the temporary removal of the student from enrollment or participation in all College curricular, or extracurricular activities, as well as noncredit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops.
- b. A student may be suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms.
- c. A suspended student is not to occupy any portion of the campus or campuses, or learning management system, and is denied all College privileges including face-to-face, and online class attendance and privileges noted under "Disciplinary Probation."
- d. Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.
- e. Whenever a minor is suspended from a community college (all courses, programs, and, activities), the parent or guardian shall be notified in writing by the Chief Executive Officer (CEO) or the president's designee (Education Code 76031).

#### 9. Expulsion

Expulsion consists of the permanent and unconditional removal of the student from the College and all its programs. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the CEO (Education Code 76030). Notation of the expulsion may be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 5531.3(F) – Due Process.

#### 10. Interim Suspension

Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

- a. Imposed by the CEO of the College, or designee,

pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;

- b. Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
- c. For not more than a maximum of ten (10) college days.
- d. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days of being placed on interim suspension.
- e. Students found not culpable at the conclusion of an interim suspension may be provided an opportunity to make up all work missed for all courses in which they are enrolled in, at the time.

#### 11. Administrative Hold

A hold placed on a student's records to prevent the student from re-enrolling in COC courses or the ability to receive any and all College services. This action shall be taken when a student has been suspended or expelled from the Santa Clarita Community College District. A hold may also be implemented after a student fails to attend a mandatory disciplinary hearing with the dean or designee, and, depending upon the outcome of the hearing, the hold may be removed after the student has attended the required hearing. An administrative hold may also be placed upon a student's record if the student has excessive parking citations, or owes other fees or penalties determined to be a violation of this code.

#### 12. Campus Restraining Order (CRO)

The CRO shall prohibit named students from intentionally contacting, telephoning, texting, emailing, or otherwise disturbing the peace of others specifically named, for a specified period of time. A violation of a term or condition of such an order may be regarded as actionable misconduct and may subject the student to further disciplinary action. A copy of the CRO will be provided to the alleged victim.

#### 13. Reinstatement Process

- a. Notwithstanding any other law, if an order requested by a community college district to protect a campus of a community college district or any person regularly present on a campus of that district is issued upon a finding of good cause by a court against a student of that community college district, and the order prevents that student from attending classes and maintaining his or her academic standing, the community college district may require the student to apply for reinstatement after the expiration of that order. If the District requires the student to apply for reinstatement, the District shall do so before the expiration of the protective order. If a student applies for reinstatement under this paragraph, a review with respect to the application shall be conducted by the dean of students (or designee). This review, at a minimum, shall include consid-

eration of all of the following issues:

- (1) The gravity of the offense.
  - (2) Evidence of subsequent offenses, if any.
  - (3) The likelihood that the student would cause substantial disruption if he or she is reinstated.
- b. The governing board of the community college district, or the person to whom authority is delegated pursuant to subdivision (f) of Education Code Section 76038, shall take one of the following actions after conducting a review under paragraph (a):
- (1) Deny reinstatement.
  - (2) Permit reinstatement.
  - (3) Permit conditional reinstatement and specify the conditions under which reinstatement will be permitted.

## BP 5531 DUE PROCESS - STUDENT DISCIPLINARY ACTION

### 5531.1 Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

In cases involving alleged rape, sexual assault, domestic violence, dating violence or stalking, in which both the alleged complainant and the accused are both students, of the College, as defined below, jurisdiction extends to matters which may occur either on or off campus, and which may not be limited to College events.

The following procedures outlined in sections 5531.3, 5531.4, and 5531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Due process rights, as outlined below, do not restrict or unnecessarily delay the Title IX protections for the complainant. Questions concerning these procedures should be addressed to the office of the dean of students.

### 5531.2 Definition of Terms

- A. For the purposes of this policy, at the time an alleged violation occurs, a student is defined as an individual who:
1. has submitted an application to the College for the current or upcoming terms; or
  2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching or training occurs, or;
  3. has met the conditions for part one (1) or two (2) above in the immediately preceding semester or intersession.
- B. Complainant: The term "complainant" is defined as

any individual who files a formal complaint that a student has allegedly violated one or more sections of the Student Code of Conduct.

- C. Respondent: The term "respondent" is defined as a student against whom a complaint has been filed and who is alleged to have violated one or more sections of the Student Code of Conduct.
- D. Accused: The term "accused" is defined as a student against whom a complaint has been filed and who is accused by a complainant of having committed one, or more, of the following acts: sexual assault or rape; sexual harassment, sexual misconduct, sexual exploitation, stalking, dating violence, or domestic violence, each of which is a violation of one or more sections of the Student Code of Conduct.
- E. Notice: Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student's permanent address of record, shall constitute notice.
- F. Days: For purposes of this Policy, the term "days" means normal business days and shall not include Saturdays, Sundays, or administrative holidays.
- G. Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 5531.4 for additional information.

### 5531.3 Due Process

- A. Referral of Cases:
- Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the office of the dean of students. The dean (or designee) may require a written statement relative to the alleged misconduct. The dean of students in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Office of the dean of students shall be made within thirty days following the discovery of the alleged misconduct. The CEO may grant exceptions to this timeline.
- B. Investigation and Notice to Student:
- Upon receiving notice of the alleged violation, the dean of students (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred.
1. In cases involving an allegation of sexual assault it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
    - a. The complainant was asleep or unconscious.
    - b. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

- c. The complainant was unable to communicate due to a mental or physical condition.
  2. The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435 (staff), and BP 5531 (student), regardless of whether a complaint is filed with local law enforcement.
  3. All victims of rape, sexual assault, domestic violence, dating violence, or stalking, occurring on or off campus, shall be kept informed, through the dean of students office, or the office of human resources (depending on the status of the accused) of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality. The College will disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.
  4. With the exceptions noted in Administrative Procedure 3515 (Reporting of Crimes - Confidentiality), the District shall maintain in confidence the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking, occurring on or off campus, as defined above, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking, occurring on or off campus, shall be referred to the District's Public Information Office, which shall work with the dean of students or vice president of human resources to assure that all confidentiality rights are maintained.
  5. In cases in which the dean (or designee) determines that there is not cause to believe that a violation may have occurred, the dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the dean (or designee) will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the vice president of academic affairs.
  6. The dean (or designee) may refer the matter to other campus and/or community resources.
  7. The dean (or designee) shall notify the student respondent in writing of the following:
    - a. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;
- 1) Temporary Campus Restraining Order (TCRO):  
In cases in which the dean (or designee) has a reasonable suspicion to believe that an alleged violation of Policy 5529.2(D) and/or 5529.2(M) occurred, the dean (or designee) may issue, in addition to the letter of notification, a Temporary Campus Restraining Order (TCRO). The TCRO shall prohibit named students from intentionally contacting, telephoning, texting, emailing, or otherwise disturbing the peace of others specifically named for a specified period of time. A TCRO shall not include a provision that terminates the respondent's student status as a student, nor shall it be construed as a finding of culpability on the part of any student respondent. Nevertheless, violation of a term or condition of such an order may be regarded as actionable misconduct and may subject the student respondent to disciplinary action without regard to the outcome of the case that occasioned the issuance of the TCRO. A copy of the TCRO will be provided to the alleged victim.
  - 2) a copy of the student conduct procedures; and
  - 3) that an interview with the dean (or designee) must be scheduled within seven (7) days for the purpose of an initial hearing. The student respondent may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.
- C. Placement and Notice of Hold:  
In the event that the student respondent does not contact the Office of the Dean of Students within the seven (7) day period, or fails to keep any scheduled appointment, the dean (or designee) may then place a hold on the student respondent's College records and notify the student respondent that this action has been taken. Notification may be in the form of pre-notification by way of the summons letter which shall indicate a date certain by which the student respondent, must reply or keep an appointment in order to avoid the hold being placed on the student respondent's College records; or, in certain cases, notification of the placement of the hold shall be made at the time the summons and notice of allegations are mailed to the student respondent. Such hold will be removed only when the student respondent either appears at the office of the dean of students (or designee) for a scheduled interview, or requests in writing that the case be referred directly to the Student Conduct Committee for a hearing.
- D. Initial hearing with the dean:  
The dean of students (or designee) shall, at the initial hearing:
1. determine that the student respondent has received a copy of these procedures;
  2. discuss confidentiality; inform the student respondent that the content of this and all subsequent

communications with the office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;

3. describe to the student respondent as completely as possible the allegation, and the College policies allegedly violated, hear the student respondent's defense to such charges and;
  4. provide the student respondent with an opportunity to inspect all documents relevant to the case which are in the possession of the dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the dean of students (or designee);
  5. provide the student respondent with copies of the documents relevant to the case, at the student respondent's request, and;
  6. counsel the student respondent regarding the campus discipline process as appropriate.
- E. Right of student to be accompanied at initial hearing
1. If the student respondent is accompanied by a person or persons (not affiliated with the allegation) of their choice at the initial hearing with the dean (or designee), it shall be recognized that the student respondent has provided implied consent for the presence of a third party person at the initial hearing.
  2. At the initial hearing, the student respondent must represent him or herself. Any person accompanying the student respondent must not address the dean (or designee)
  3. The dean (or designee) may excuse any person accompanying the student respondent, from the initial hearing, if the dean (or designee) deems that person's presence is being disruptive to the hearing process.
- F. Disposition by the dean of students (or designee): After meeting with the student respondent, the dean (or designee) may take one of several actions:
1. Insufficient Evidence:  
If the dean (or designee) concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources. In the cases of alleged violations of classroom and/or academic misconduct the dean (or designee) will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the vice president of academic affairs.
  2. Informal Agreement of Resolution:  
In cases in which the dean (or designee) determines that an Informal Agreement of Resolution is appropriate, the student respondent will be informed that this resolution, while not a part of the student respondent's permanent record, is

binding. If the student respondent fails to abide by the informal agreement of resolution, such failure will be regarded as actionable misconduct, under District Policy 5529.2(L), and may subject the student respondent to disciplinary action by the College.

Each informal agreement of resolution shall be regarded as binding within the College and may include:

- a. Direction by the dean (or designee) to the student respondent to refrain from the behavior(s) described by the dean (or designee) and/or restrictions regarding contact with others involved in the case.
  - 1) Required participation by the student respondent in educational programs and/or reconciliation processes, including mediation.
  - 2) Required participation by the student respondent as an unpaid volunteer in activities that serve the College and/or community.
  - 3) Retention of the case file and the Informal Agreement of Resolution in the office of the dean of students for two (2) years from the date appearing on the agreement. During those two (2) years, should the dean (or designee) have a reasonable suspicion to believe that the student respondent has engaged in misconduct related in nature to the conduct which occasioned the agreement, both cases may be subject to College disciplinary action.
3. Formal Disciplinary Action:
  - a. If the student respondent does not admit culpability, and if the dean (or designee) concludes that an informal agreement of resolution is not appropriate, and that there is sufficient evidence such that a student conduct committee could find, by a preponderance of the evidence, that the student respondent has violated College policy, the dean (or designee) shall refer the case to the student conduct committee for a hearing.
  - b. If the dean (or designee) determines at the initial hearing to refer the case to the student conduct committee for a hearing, the dean (or designee) shall inform the respondent, at the conclusion of the initial hearing, of the range of sanctions the student conduct committee may consider for the alleged violation by the respondent, based on sanctions imposed in similar cases.
  - c. If the student respondent does admit culpability, and if the dean (or designee) concludes that there is sufficient evidence to sustain a finding of culpability, the dean (or designee) may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District

Policy 5530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. Regardless of the action taken, the dean (or designee) shall confirm his or her disposition of the case in a written notice mailed to the student respondent within ten (10) days of the action.

- 1) In cases involving an allegation of sexual assault it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
  - i. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
  - ii. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- G. Appeal of the Sanction Imposed by the Dean:
  1. If the dean (or designee) imposes a sanction of suspension or recommends expulsion, the student respondent may submit a written appeal of the imposed suspension or expulsion to the CEO within five (5) days of the date appearing on the dean's (or designee's) written confirmation of his or her action. The imposition of a sanction of suspension may be withheld during such appeal. The CEO's review of such appeal shall be in accordance with the provisions set forth in Section 5531.5, below. The CEO's decision is final.
  2. Withdrawal of Consent to Remain on Campus: The dean (or designee) may notify a respondent that, for whom there is a reasonable belief that he/she may willfully disrupt the orderly operation of the campus, consent to remain on campus has been withdrawn. If the respondent is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the dean (or designee), a written report must be promptly made to the CEO.

The respondent from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the same procedure relating to interim suspensions except the hearing will be held under the authority of a student conduct dean other than the dean who imposed the withdrawal of consent to remain on campus. (Board Policy 5530.A.10)

Any respondent to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent to remain on campus has been withdrawn, except to attend a hearing on the appeal of the withdrawal of consent to remain on campus, is subject to arrest under Penal Code Section 626.4.

#### 5531.4 The Student Conduct Committee

- A. The student conduct committee shall provide a hearing for all cases referred to it under this Policy.
- B. The student conduct committee shall be comprised of five members of the campus community. Two full-time faculty members, one of which shall act as chair; one classified staff member; and two students. Three members must be present to constitute a quorum. A classified staff member shall act as the hearing coordinator and provide appropriate administrative support to the process. Alternate members from each constituent group named above shall be identified and trained.
- C. It is the intention of this policy that hearings be set as soon as reasonably possible after referral to the student conduct committee.
- D. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence, and the right to examine and cross-examine witnesses in an orderly manner. The student respondent may be advised by any person of the student respondent's choice, at the student respondent's own expense; however, the student respondent must represent him or herself. The committee chair may grant exceptions (for example pending criminal charges against the student respondent). The committee chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.
- E. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the committee chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- F. No inference shall be drawn from the silence of the student respondent. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student respondent shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- H. The hearing shall be closed to spectators unless a student, who is a respondent to the allegation, specifically requests a public hearing.
- I. The committee chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing

shall be closed to spectators except for the following:

1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the committee chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
  2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.
  3. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.
- J. Responsibility for Presentation of Cases:
1. At the hearing, the student respondent must represent him or herself (exceptions may be granted by the committee chair); however he or she may receive advice, from any person at the student respondent's own expense. An advisor is not allowed to address the committee directly and must conduct him or herself in an appropriate manner.
  2. The committee chair may excuse any advisor for the student respondent from a hearing, if the chair deems the advisor is being disruptive to the hearing process.
  3. If the student respondent wishes the hearing coordinator to direct communications concerning the case to his or her advisor, as well as to him or herself, he or she must provide the hearing coordinator with such a request, including the name and address of his or her advisor, in writing.
  4. The College's representative shall be the dean of students or the dean's designee. The dean (or designee) shall present the case to the committee; provide training to the committee regarding due process; and act as a moderator during the hearing. The dean (or designee) may consult with legal counsel.
  5. Committee members may ask questions of the student respondent witness(es), and other involved individuals in the case, until they are satisfied they have received all the relevant facts of the matter.
- K. Continuing Informal Resolution:  
Until the student conduct committee makes its report to the CEO, any agreement between the student respondent and the dean of students (or designee) as to the disposition of the matter shall bind all parties and terminate all proceedings.
- L. Reports to the CEO:  
Within fifteen (15) days after the conclusion of a hearing, the committee chair shall submit a report advising the CEO of:
1. the committee's specific finding of fact;
  2. whether, in the opinion of a majority of the committee the student respondent has violated one or more College policies; and
  3. a recommendation of sanction, provided that prior to recommending any sanction, the committee is briefed by the dean of students (or designee) regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student respondent on file with the Office of the Dean of Students; and provided further that the committee indicate the rationale for such recommendation.
- M. The CEO may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student respondent. Any member of the committee may submit a minority report to the CEO.
- N. A copy of all reports required to be submitted to the CEO by this policy, including any minority reports, shall be sent to the student respondent, the dean of students (or designee), and the complainant (if allowed by law), when transmitted to the CEO.
- O. The student respondent shall have ten (10) days from the date appearing on the committee report in which to submit to the CEO any written argument supporting the student respondent's position.
- P. If a student does not meet with the dean (or designee) and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student respondent's participation.
- 5531.5 The CEO**
- A. Decision by the CEO:  
The final decision regarding the case shall be made by the CEO except in cases which:
1. are resolved by the dean of students (or designee), and no written appeal is made by the student respondent;
  2. include a recommendation for expulsion.
- B. Basis for Decision:  
The CEO shall base his or her decision upon:
1. the report submitted by the student conduct Committee;
  2. counsel solicited from the dean (or designee), regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student respondent on file with the Office of the Dean of Students.
- C. Sanctions:  
The CEO may decide to impose, or impose and
- K. Continuing Informal Resolution:  
Until the student conduct committee makes its report to the CEO, any agreement between the student

suspend, one or more of the sanctions listed in Section 5530, with the exception of expulsion (discussed below). The CEO is not limited to those sanctions imposed by the dean, or to those recommended by the student conduct committee, even though such decision may result in a decrease of the student respondent's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

1. The CEO or designee, shall, in writing, by first class mail, notify the student respondent, or in the case of a minor, his or her parent or guardian, of the intent of the Board to hear the matter of his or her expulsion. Unless the student respondent, or, in the case of a minor, his or her parent or guardian, request in writing, within 48 hours after receipt of such written notice of intention, that the Board consider the matter in a public meeting, then the hearing to consider such matters shall be conducted by the Board in closed session, without the student respondent and his or her parent or counsel present. If such written request is served upon the CEO, the meeting shall be public, except that any discussion at such meeting that might be in conflict with the right to privacy of any student, other than the student respondent requesting the public meeting, or on behalf of whom such meeting is requested, or the right of privacy of any employee, then the meeting shall be in closed session, without the student respondent, his or her parent or counsel present. Whether the matter is considered in a closed session or in a public meeting, the final action of the Board shall be taken in a public meeting and the result of such action shall be a public record (Education Code 72122).
2. If the student respondent is being represented by counsel in his or her appeal to the Board of Trustees, the student respondent's counsel can only address the Board in open session.

E. Appeal:

1. The student respondent may appeal the student conduct committee's or dean's (or designee's) decision to recommend expulsion to the Board of Trustees by filing an appeal with the CEO. Any such appeal shall be submitted in writing within five (5) days following receipt of the committee's or dean's (or designee's) decision and shall specifically state the grounds for appeal. The appeal shall be based only on the disciplinary record and the Committee's or dean's (or designee's) decision.
2. The appeal and the recommended disciplinary action shall be consolidated and the Board shall consider the action as one.
3. Withdrawal of Consent to Remain on Campus: The CEO (or designee) may notify a respondent that, for whom there is a reasonable belief that he/she may willfully disrupt the orderly operation of the campus, consent to remain on campus has been withdrawn. If the respondent is on campus

at the time, he/she must promptly leave or be escorted off campus.

Any respondent as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent to remain on campus has been withdrawn, except to attend a hearing on the appeal of the withdrawal of consent to remain on campus, is subject to arrest under Penal Code Section 626.4.

F. CEO:

Not later than twenty (20) days after the date appearing on the written appeal of the student respondent; or the report of the student conduct committee, if any, whichever is latest, written notification of the CEO's decision shall be delivered to:

1. the student respondent;
2. the chair of the student conduct committee, if the committee heard or reviewed the case and made a report to the CEO, and
3. the Office of the Dean of Students.
4. The CEO may also notify other parties of his or her decision. The CEO may direct the dean of students (or designee) to notify others, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

**5531.6 Disciplinary Files**

- A. The College considers disciplinary files generated by disciplinary due process to be confidential.
- B. Such disciplinary files will be kept separate from other, nondisciplinary/files, retained by the College.
- C. With the exception of cases ending in expulsion from the College, disciplinary files shall be retained for four (4) years following the conclusion of the sanction. At such time, both electronic disciplinary files and paper disciplinary files will be destroyed.
  1. Disciplinary files for cases that result in the expulsion of a student will be kept indefinitely.
- D. The dean of students (or designee) may grant exceptions to this timeline.

**STUDENT SUCCESS AND SUPPORT – STUDENT RIGHTS AND RESPONSIBILITIES**

Onboarding and Enrollment Services bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan (SEP). The College will establish an early alert program to monitor the student's progress through their educational pathway. The student will be advised when, in the judgement of district personnel, the student has wavered from their pathway. In such a case, the college will provide students with strategies or requirements to stay on their pathway.

Onboarding and Enrollment Services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, pathways for completion, and any other appropriate matters.
- Assessment into Math and English/ESL
  - o Administration of assessment instruments to determine student placement in computational math and language skills
  - o The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.
- Counseling or advising upon enrollment, which shall include, but not be limited to, all of the following:
  - o Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and certificates and licenses
  - o Evaluation of student study and learning skills
  - o Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment services; extended opportunity programs and services; campus child care services; programs that teach English as a second language; and disabled student services
  - o Course selection
- Follow-up services, and required advisement or counseling for students, who have not declared an educational objective as required, or who are on academic probation or dismissal.

Onboarding and Enrollment Services will assist students in the following ways:

#### Clarifying the Path

When a student applies to the College, the College will make every effort to clarify the student's pathway choices.

- A. To clarify the path, the student will:
  - Identify an education and career goal;
  - Identify course of study; this may include identifying a major or meta-major
  - Be assessed to determine appropriate course placement; and
  - Complete orientation.
- B. The College will:
  - Provide the student with career exploration;
  - Provide assistance determining an educational and career goal;
  - Provide a college orientation;
  - Provide assessment into course placement; and
  - Develop an appropriate one-semester education plan.

#### Enter the Path

- A. To assist a student on entering a pathway, the student will:
  - Participate in the development of the abbreviated student educational plan either with an advisor or counselor, either in-person or online;
  - Complete a comprehensive student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- B. The College will:
  - Assist in the development of a student education plan; and
  - Offer tutorials and workshop to help develop an online education plan.

#### Stay on the Path

- A. Once the student has selected a pathway, the student will:
  - Diligently attend class and complete assigned coursework; and
  - Complete courses and maintain progress toward an educational goal.
- B. The College will:
  - Provide counseling or advisement to students who decide to change their major; and
  - Engage with a student who might be wavering from their education pathway.

Exemptions to the above matriculation steps are made for the following students:

- Instructional Service Agreement students are exempt from orientation, placement, and educational planning.
- Concurrently enrolled high school students are exempt from placement testing and educational planning.

#### ONBOARDING

At College of the Canyons, each new student will be required to go through the onboarding process, including:

1. Complete the College of the Canyons online application
2. Complete the Free Application for Federal Student Aid or Dream Application
3. Complete assessment and advisement
4. Complete orientation

Once the student has completed the online application, we ask that all students complete the Free Application for Federal Student Aid (FAFSA) or the Dream Application. Each student will be required to complete the online assessment module, a short questionnaire based on your high school coursework to place the student into math, English/ESL. All students are required by law to be placed into transfer level math and English. Please see Title 5 section 55522 for more information.

Once the student completes the online assessment module, they will then complete the online advisement module to learn how to select the right courses and programs to meet their educational goal and develop a one-semester education plan. Students will have

the opportunity to schedule follow-up services with an academic advisor. Finally, the student must complete the online orientation to receive their priority registration date. The orientation reviews mandatory information that must be provided to each student, including how to register, repeatability, academic standards, assistance on campus, and how to use our online tools.

Once all 4 steps are complete, the student is prepared to register for their first semester on their assigned priority registration date. All registration dates will be available in My Canyons on the timeframes below.

In addition, College of the Canyons recommends that all incoming students participate in career and academic program assessment and exploration activities.

Fall 2024 registration dates will be posted to My Canyons by mid-May 2024.

Winter 2025 registration dates will be posted to My Canyons by the beginning of September 2024.

Spring 2025 registration dates will be posted to My Canyons by the beginning of October 2024.

Summer 2025 registration dates will be posted to My Canyons by the end of January 2025.

### **CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS**

#### **(Family Educational Rights and Privacy Act)**

College of the Canyons maintains student records to ensure the privacy of all such records in accordance with statutes set forth in the Family Educational Rights and Privacy Act of 1974. By law, the College shall not permit access to or release of records or information to outside agencies without an educational interest unless the College obtains the student's written permission.

**This statute applies regardless of the student's age.**

**Once a student under the age of 18 is admitted, they are considered a college student and this law applies to their records.**

The one area of student records that can be released is called "Directory Information." Directory information is defined as: student's name, district provided email address, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student. Directory information will only be blocked from release by written request of the student. Students may file a written release to block such information in the Admissions & Records office. The College, at its discretion, may limit or deny the release of student directory information to public or private persons or organizations based on the best interests of the students.

In accordance with the privacy act, the College also has the right to release students' records to institutions and agencies on the basis of educational interest. These are examples of situations where records would be released on the basis of educational interest: College officials, state and federal educational and auditing officers, requests in connection with the application for or receipt

of financial aid, subpoenas, recovery services, book publishers in accordance with online tools used in the classroom, and court orders.

Any student has the right to inspect and review his or her student records, within five days of making an official request. The student may challenge the accuracy of the record or the appropriateness of its retention. Records maintained under this statutes include, but are not limited to information regarding: college admission, registration, academic history, official transcripts from other schools and colleges, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct and any other information the college feels appropriate. All official transcripts from other schools and colleges become property of the College upon receipt and photocopies are not released.

The College makes a reasonable charge for furnishing copies of any student record, except for the normal college procedures that apply to transcript requests. Particular questions with respect to students' rights under the Family Educational Rights and Privacy Act of 1974 should be directed to the director of admissions & records.

### **BP 3900 SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES**

In the interest of promoting health and well being of District students, staff and visitors and maintaining the safety of District facilities, it shall be the policy of the district to limit or prohibit smoking/tobacco usage in and on campus facilities. This includes and is not limited to the use of an electronic cigarette/vapor, hookah pen or pipe, or other device to ingest flavored serums, with or without nicotine and which dispense vapors.

#### **Administrative Procedure**

#### **AP 3900 Smoking/Tobacco Usage In and On Campus Facilities**

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the district, in accordance with state law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal District users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, in the Cougar Stadium, and in all College vehicles.
- B. Smoking shall be allowed in a designated area near Cougar Stadium. In addition, smoking is allowed in perimeter parking lots away from the central campus.
  1. Smoking is not permitted in the parking area directly adjacent to Boykin Hall and the lot adjacent to the Early Childhood Education Center.
  2. Following recommendations from the Health and Welfare Committee, other smoking areas may be

designated by the chief executive officer of the District.

- C. All other tobacco usage in and on District facilities is expressly prohibited.
- D. Violators shall be subject to appropriate disciplinary action.
- E. Questions regarding this policy shall be directed to the chief executive officer of the district or his/her designee. Any review and decision by the chief executive officer of the District or his/her designee shall be deemed to be final.

### SUBSTANCE ABUSE PREVENTION INFORMATION

As students and employees, you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

### HEALTH RISKS

The following are commonly abused drugs and their associated health risks:

#### Alcohol

- Brain, heart, liver disease
- Fetal alcohol syndrome
- Some forms of cancer
- Addiction
- Reduced life expectancy
- Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

#### Marijuana

- Breast enlargement in men
- Increased appetite
- Loss of motivation and purpose
- Heavy psychological dependence
- Loss of sex drive and reduced fertility
- May cause heart and lung damage
- Insomnia for up to 6 months after quit using

#### Cocaine

- Excitability and restlessness
- False feeling of self-confidence
- Painful nose bleeds and nasal erosion
- Quick addiction
- Depression
- Easy overdose leading to heart failure
- Crack babies
- Behavior leading to exposure to the AIDS virus and syphilis

#### Stimulants

- Loss of appetite

- Insomnia
- High distractibility
- Anxiety and severe depression
- Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, delirants, hallucinogens and tobacco have significant health risks.

**Fentanyl** is a potent synthetic opioid drug approved by the Food and Drug Administration for use as an analgesic (pain relief) and anesthetic. It is approximately 100 times more potent than morphine and 50 times more potent than heroin as an analgesic. Presently it is often an unsuspected ingredient of almost any psychoactive drug and can and often does lead to accidental fatality.

Tobacco use is the leading preventable cause of disease and premature death in the United States. Tobacco use causes more deaths each year than alcohol use, car crashes, suicide, AIDS, homicide, and illegal drug use combined. Save your health and your money, schedule a free appointment with the tobacco cessation counselor at the Student Health and Wellness Center (661)362-3259.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

### APPLICABLE LEGAL SANCTIONS

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code.

Legal sanctions may be taken against you if you are:

- Driving under the influence of any drug,
- In possession of illegal drugs or controlled substances,
- Using a false I.D. to obtain alcohol,
- Obtaining or providing alcohol for people under legal age,
- Giving prescription drugs to others,
- Selling any drug or controlled substance.

### Santa Clarita Community College District Board Policy

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property and as part of any College-sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from college or termination from employment and referral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the Chancellor of the College.

## REGULATIONS AND POLICIES

**COLLEGE OF THE CANYONS RESOURCES****Valencia Campus**

Student Health and Wellness Center  
(661) 362-3259

**Canyon Country Campus**

Student Health and Wellness Center  
(661) 362-3812

**OFF-CAMPUS RESOURCES****National Council on Alcoholism and Drug Dependence (NCADD) of Santa Clarita**

24460 Lyons Ave  
Santa Clarita, CA 91321  
(661) 253-9400 (phone)  
(661) 253-9403 (fax)

**National Alcohol Hotline**

(800)-ALCOHOL / (800) 252-6465

**Cocaine Anonymous (CA)**

(818) 760-8402

**Narcotics Anonymous (NA)**

(661) 299-5599

**Alcoholics Anonymous (AA)**

(661) 250-9922

**National Clearinghouse for Alcohol and Drug Information**

(800) 487-4889

**Action Family Counseling**

22722 Soledad Canyon Rd.  
Santa Clarita, CA 91350  
(661) 297-8693 (phone)  
(661) 297-9701 (fax)

**A Light of Hope**

23780 Newhall Ave. Ste 201  
Newhall, CA 91321  
661-513-HEAL (4325)

**Santa Clarita Mental Health Center:**

23501 Cinema Drive Santa Clarita 91355  
661-288-4800

**Aspire Counseling Services**

5.0(48) · Addiction treatment center  
21080 Centre Pointe Pkwy Suite 101  
(888) 585-7373

**Child and Family Center**

21545 Centre Pointe Parkway  
Santa Clarita, CA 91350  
(661) 259-9439 (phone)  
(661) 259-9658 (fax)

Personal health insurance policies may have their own treatment or referral services.



**2020 to 2022 Clery Act Crime Statistics - VALENCIA CAMPUS**  
**Santa Clarita Community College District • College of the Canyons**  
**Availability of the Annual Security Report**

Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following website: <https://www.canyons.edu/student-services/campus-safety/clery/index.php>

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	1	2	2	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	1	0	0	0	0	0	0
ARRESTS:									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	1	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION:									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0

**HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)**

2020 There were no reported hate crimes  
 2021 There were no reported hate crimes  
 2022 There were no reported hate crimes

**2020 to 2022 Clery Act Crime Statistics - CANYON COUNTRY CAMPUS**  
**Santa Clarita Community College District • College of the Canyons**  
**Availability of the Annual Security Report**

Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following website: <https://www.canyons.edu/student-services/campus-safety/clery/index.php>

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0
ARRESTS:									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION:									
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
b. Drug Abuse Violations	0	0	0	0	0	0	0	0	0
c. Liquor Law Violations	0	0	0	0	0	0	0	0	0

**HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)**

2020 There were no reported hate crimes  
 2021 There were no reported hate crimes  
 2022 There were no reported hate crimes

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College of the Canyons

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# CANYON COUNTRY CAMPUS DIRECTORY

## Academic Accommodation Center (AAC)

CCSS-122 362-3901

## Admissions & Records / Student Services

CCSS-202 362-3819

## ASG Computer Lounge

Building 1-B 362-3840

## Basic Needs Center (BaNC)

Building 1-A 362-3975

## CalWorks

CCSS-122 362-3271

## Campus Administration Canyon Country Campus

CCSS-Floor 4 362-3802/  
362-3253

## Campus Escort

362-3831/  
362-3977

## Campus Life & Student Engagement

Building 1-A 362-3898

## Campus Safety

Building 511 362-3977

## Communication Center (Switchboard/Reprographics)

CCSS-335/336 362-3963/  
362-3831

## Counseling

CCSS-122 362-3811

## Early Childhood Education Center

CCC2-200/201 362-3501

## Employment Center/Internships

CCSS-122 362-3886/  
362-5937

## Extended Opportunities Programs/Services (EOPS)

CCSS-122 362-3279

## Financial Aid

CCSS-202 362-3215

## Inspire Scholars/NextUp

CCSS-122 362-3676

## Intercultural Center

Building 1-C 362-3559

## Library

CCSS-302 362-3854

## MESA

CCSS-315 (Room 323) 362-3919

## School of Personal and Professional Learning

CCSS-202 362-3304

## Student Business Office

CCSS-202 362-3033

## Student Health & Wellness Center

CCSS-123 362-3812

## Student Lounge

CCC3-302

## The Learning Center (TLC)

CCSS-315 362-3857

## Undocumented Resource Center (URC)

Building 1-C 362-3780

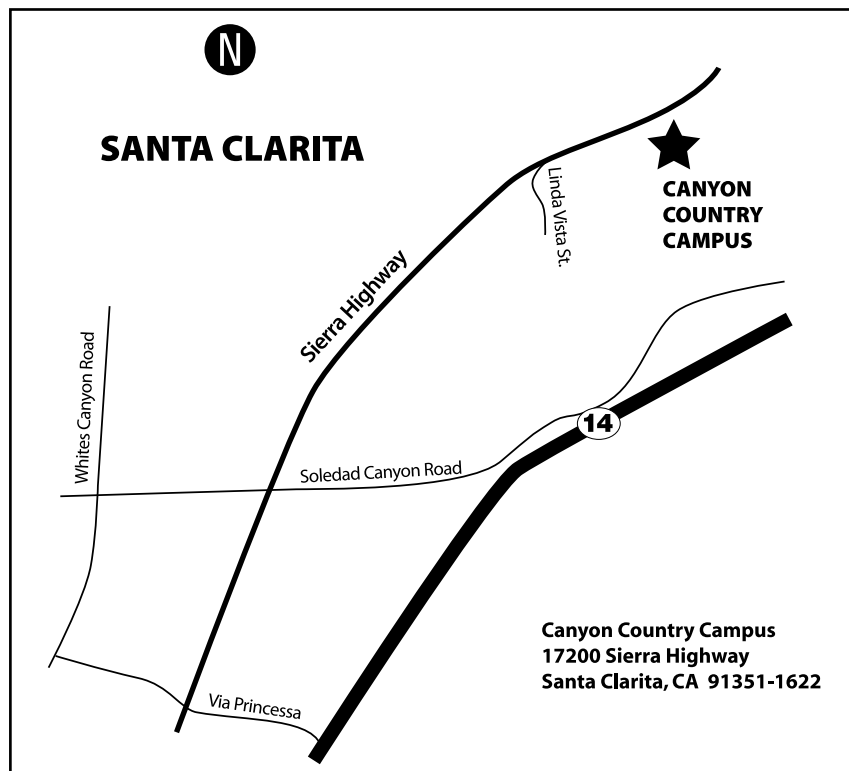
## Veterans Resource Center

CCSS-202 362-3815

## Welcome Center

CCSS-337 362-3817

Additional Information available at: [www.canyons.edu/CCC](http://www.canyons.edu/CCC)  
For a listing of campus services and hours visit: [www.canyons.edu/CCCHours](http://www.canyons.edu/CCCHours)



## College of the Canyons CANYON COUNTRY CAMPUS

17200 Sierra Highway, Canyon Country, CA 91351-1622  
(661) 362-3800 • (661) 362-3979 Fax  
[www.canyons.edu/canyoncountry](http://www.canyons.edu/canyoncountry)

Building 1-A	Basic Needs Center (BaNC)
Building 1-B	Campus Life
Building 1-C	ASG Lounge
	Intercultural Center
	Undocumented Resource Center (URC)
CCC2 200-201	Early Childhood Education (ECE)
CCC2 202-203	Classrooms
CCC3 300-301	Classrooms
CCC3 302	Student Lounge
CCC3 304-305, 308	Computer Labs
CCC3 309-311	Science Labs
CCC4 400-405	Classrooms
CCC5 500-501/503-506	Classrooms
CCC5 507	Faculty Offices
CCC5 508-510	Classrooms
CCC5 511	Campus Safety
CCC5 512	Faculty Offices

### Takeda Science Center (CCLB):

<b>Floor 1:</b>	
CCLB 110, 116-118	Classrooms
<b>Floor 2:</b>	
CCLB 206-211	Classrooms/Computer Labs
<b>Floor 3:</b>	
CCLB 301-303, 305, 308	Science Labs/Classroom
CCLB 327-336, 344, 346	Faculty Offices
<b>Floor 4:</b>	
CCLB 401-403, 405	Science Labs

### Student Services & Learning Resources Center (CCSS):

<b>Floor 1:</b>	
CCSS 122	Counseling/EOPS/CalWorks/Academic Accommodations/Employment Center
CCSS 123	Student Health Center
<b>Floor 2:</b>	
CCSS 202	Admissions/Financial Aid/Personal & Professional Learning/Veterans Center
<b>Floor 3:</b>	
CCSS 302/315	Library/The Learning Center (TLC)
CCSS 313	Computer Lab
CCSS 315	MESA
CCSS 335-336	Communication Center/Reprographics
CCSS 337	Welcome Center
<b>Floor 4:</b>	
CCSS 401-402	Classrooms
CCSS 403	Faculty/Staff Tech Center

### Applied Technology Education Center (ATEC):

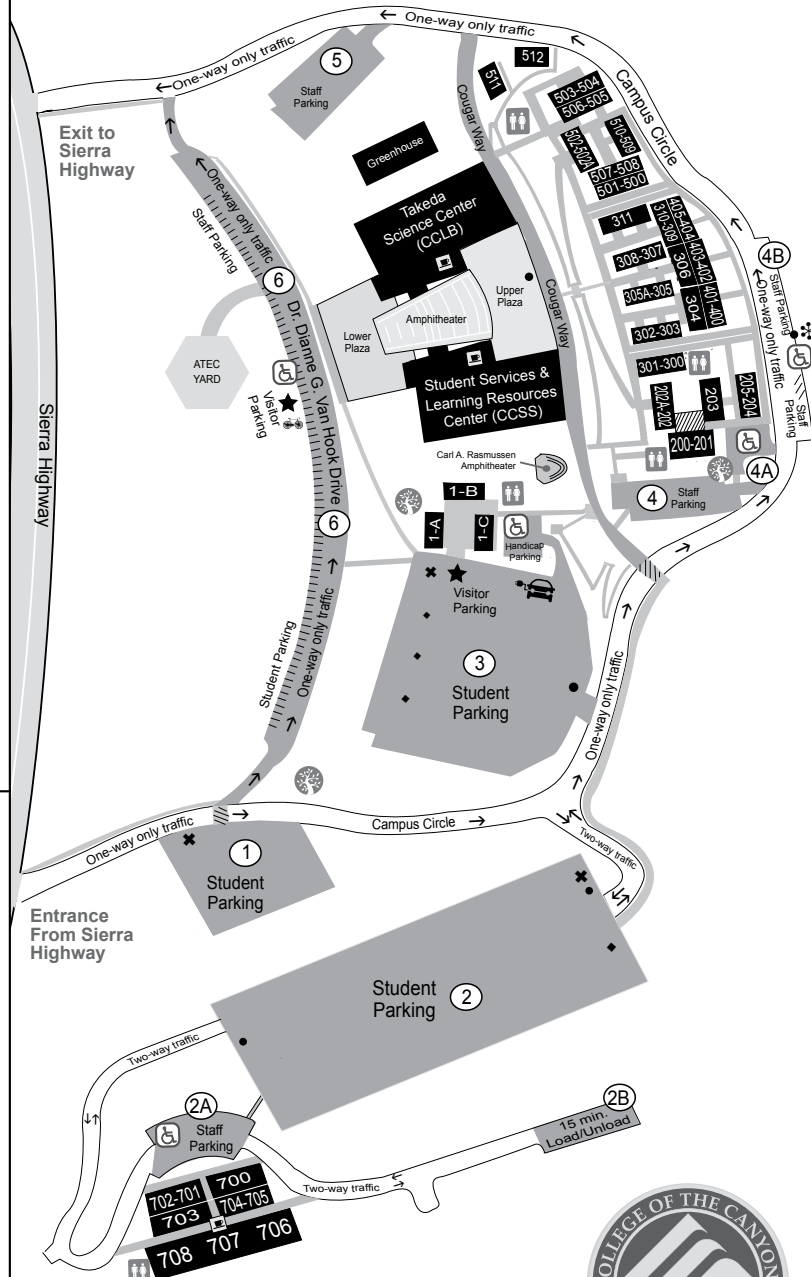
ATEC 700	Faculty Offices
ATEC 703	Computer Lab
ATEC 704-705	Classrooms
ATEC 706-707	Auto Workshop
ATEC 708	Construction Technology

### Student Parking Lots 1, 2, 3 and 6 (Dr. Dianne G. Van Hook Drive)

- ✕ Parking Information – Lots 1, 2, and 3
- ♿ Handicapped Parking
- ♂ Restrooms
- ★ Visitor Parking
- ☕ Refreshments
- ◆ Motorcycle Parking
- 🚲 Bicycle Rack
- 🚌 Bus Stop
- 🔌 Electric Charging Station
- Campus Evening Shuttle Stops
- 🌳 Campus Gardens

### Refreshments/Vending Machines:

- Outside rooms CCC3-300
- ATEC (Snack/Supply/Drink)
- Science Center (Floor 3 – Food/Snack/Drink)
- Student Services Center (Floor 3 – Snack/Supply/Drink)



Rev. 06/20/2024

**VALENCIA CAMPUS DIRECTORY**

**Academic Accommodations Center (AAC)**  
SCOH-103 362-3341

**Academy of the Canyons**  
UCEN - Level 1 362-3056

**Admissions & Records**  
CHCS-142 362-3280  
Email: a&r@canyons.edu  
www.canyons.edu/offices/Admissions

**BaNC-Basic Needs Center**  
STCN-123 362-3375

**Bookstore**  
STCN-134 362-3255

**Cafeteria**  
STCN-126 362-3268

**CalWORKs**  
SSC-117 362-3271

**Campus Life & Student Engagement**  
STCN-102 362-3238

**Campus Safety**  
X-8 362-3229

**Center for Applied Competitive Technologies (CACT)**  
By Appointment 362-3111

**Center for Early Childhood Ed.**  
ECED 362-3501

**Chancellor**  
CHCS-250 362-3400

**Communication Center & Mailroom**  
CHCS-105 259-7800 0

**Community Education**  
CHCS-167 362-3300  
commext@canyons.edu

**Community-Based Learning**  
HSLH-226 362-3992  
service\_learning@canyons.edu

**Counseling & Program Advisement**  
CHCS-212 362-3288  
Counseling Appts. 362-3288  
Appointments online at:  
www.canyons.edu/counseling

**Dr. Dianne G. Van Hook University Center**  
362-5474  
www.cocuniversitycenter.com

**Employee Training Institute (ETI)**  
UCEN-279 362-5657  
By Appointment

**Employment Center**  
X-6 362-3286

**Extended Opportunities Programs & Services/Cooperative Agencies Resources for Education (EOPS/ CARE)**  
SSC-117 362-3279

**Financial Aid, Scholarship**  
CHCS-142 362-3242  
FAX (661) 362-5617  
finaid@canyons.edu  
scholarships@canyons.edu

**Foster & Kinship Care Ed. Office**  
ECED-126 362-3504

**Foundation**  
CHCS-160 362-3434

**Health Professions**  
BONH-243A 362-3557/3647

**HONORS**  
ALLB-211 362-5927

**Human Resources**  
UCEN-360 362-3427

**Inspire Scholars/NextUp**  
SSC-126 362-3273

**Instruction Office Assistant Superintendent/VP**  
CHCS-244 362-3412/3431

**Intercultural Center**  
BONH-31 362-3559

**International Students**  
X-6 362-3580

**Internships / Work Experience**  
X-6 General Info: 362-3309  
Internship Info: 362-5937  
www.canyons.edu/interns

**Library**  
LIBR-103 362-3361  
peter.hepburn@canyons.edu

**Math, Engineering and Science Achievement (MESA)**  
ALLB-114 362-3448

**Nursing Office**  
BONH-243A 362-3557/3647

**Online Education**  
LIBR-246 362-3600

**Performing Arts Center**  
www.canyons.edu/PAC 362-5343  
Box Office 362-5304

**Physical Education/Athletics**  
EPEK-128 362-3742

**Public Information**  
CHCS-255 362-3414  
pio@canyons.edu

**School of Personal and Professional Development (Noncredit classes)**  
CHCS-167 362-3304  
www.canyons.edu/CE

**Small Business Development Center**  
UCEN-272 362-5900

**Sports Information**  
CHCS-255 362-3155

**Student Business Office**  
CHCS-101 362-3033

**Student Health & Wellness Center**  
STCN-122 362-3259  
TDD: 362-3726

**Student Services Office Assistant Superintendent/VP**  
CHCS-202 362-3466/3563

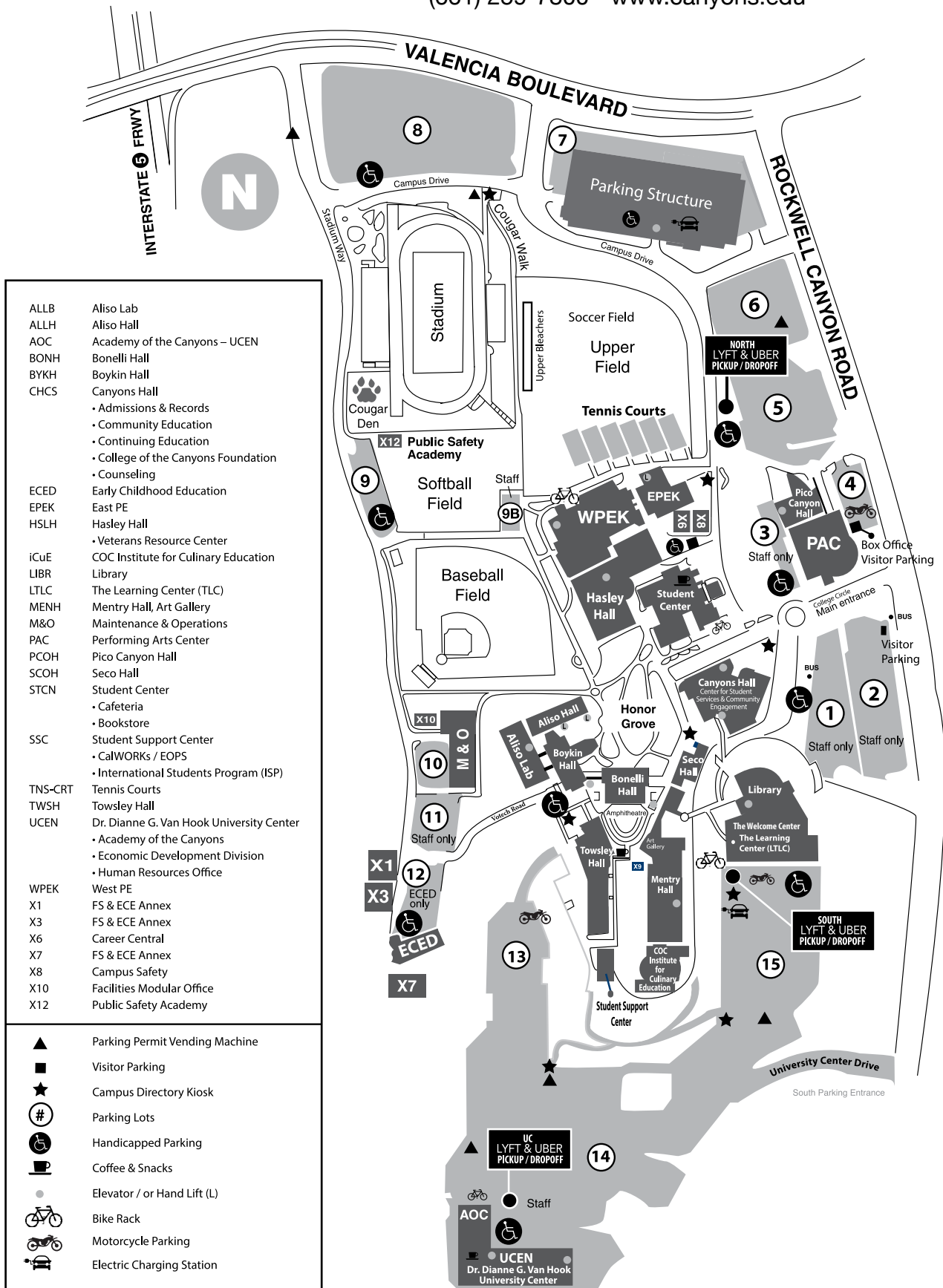
**Tutoring, The Learning Center (TLC)**  
LTLC-126 362-3662

**Veterans Center**  
HSLH-207 362-3469  
veterans@canyons.edu

**Welcome Center, (Formerly known as Assessment Center)**  
LTLC-168 362-3457

**Work Experience Education (WEE)**  
(see Internships/Work Experience)

**COLLEGE OF THE CANYONS • Valencia Campus**  
 26455 Rockwell Canyon Road, Santa Clarita, CA 91355  
 (661) 259-7800 • [www.canyons.edu](http://www.canyons.edu)



Map not to scale



# Intercultural Center



SANTA CLARITA COMMUNITY COLLEGE DISTRICT / COLLEGE OF THE CANYONS

VALENCIA CAMPUS

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

CANYON COUNTRY CAMPUS

17200 Sierra Highway, Santa Clarita, CA 91351

DEL VALLE REGIONAL TRAINING FACILITY

28101 Chiquito Canyon Road

Castaic, CA 91384

[www.canyons.edu](http://www.canyons.edu)