



**2006-2007**  
**A CALIFORNIA COMMUNITY COLLEGE**

**Accredited by**

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

The Board of Governors of the California Community Colleges  
The California Department of Education  
The University of California  
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**Approved for**

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

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

**Accuracy Statement**

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

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## President's Message

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Dear Students:

It is my pleasure to welcome you to College of the Canyons for the 2006-07 academic year, and the Board of Trustees, faculty, staff and administration look forward to helping you achieve your educational goals.

College of the Canyons is part of the California Community College system. With its 110 campuses, it is the largest system of higher education in the world. Although each institution carries out the system's

missions of transfer education and workforce training, College of the Canyons is one-of-a-kind and surpasses others in quality and service.

As our service area grows in population and economic vitality, College of the Canyons strives to stay ahead of the curve by offering cutting edge programs, responsive services and state-of-the-art facilities. In other words, we're building for the future.

Our catalog grows every year as we add new programs in response to demand from the community. Our dedicated faculty members have created certificates of completion in areas ranging from international trade to network engineering and systems administration. This fall we plan to offer classes in automotive technology and land surveying. Classes in construction technology, nanotechnology, and recreation management are on the horizon. We continue to make online education more accessible, developing classes in anthropology, biology, business, chemistry, political science, and sociology to name a few.

Thanks to forward-thinking entrepreneurs and industry-leading corporations, our service area enjoys a vibrant, thriving economy. We pride ourselves on the contributions we make to its continued growth through education and services offered by our Employee Training Institute and Center for Applied Competitive Technologies. Underscoring our commitment to the area's economy is the opening of a High Technology Business Incubator. It offers a range of support services to local start-up firms, and will eventually provide a physical location for companies to inhabit while they mature and become self-sustaining. Our campus will also host a Small Business Development Center that offers one-on-one counseling, workshops and loan packaging, and other services to small businesses through a network of professional experts.

College of the Canyons first opened more than 35 years ago with just a few hundred students on campus. Our enrollment surpassed 17,000 recently, and we are committed to meeting the need for our facilities to keep pace with that growth. We will continue to welcome more students as the valley's population increases, and we remain committed to providing classrooms, laboratories, performance spaces, and physical education areas to meet the demand.

What will be the largest building on campus to date is taking shape between the Student Center and Physical Education Building. The 58,000-square-foot High Technology Center will provide state-of-the-art classrooms and computer labs for the Business, Economics, Computer Science, Journalism, Cinema, Communication Studies, and Computer Information Technology programs.

Nearby, we are adding 32,000 square feet of space to the Science Laboratory, and building a separate accompanying Lecture Hall. Students in our Biology,

Physics/Astronomy, Allied Health, Chemistry, Engineering, and Math Engineering Science Achievement program (MESA) will be well served by four new laboratories and a computer lab.

College of the Canyons fields 16 athletic teams and offers a wide range of popular physical education classes. To make room for more exciting offerings, we plan to break ground this year on an addition that will expand the size of our Physical Education Building by 50 percent. We will add five new tennis courts, a multi-purpose sport court, showers, lockers and three classrooms.

In response to strong demand from the community for access to higher education beyond the two-year level, we opened the Interim University Center in 2002. Since then, more than 500 people have earned a wide range of degrees from our seven college and university partners that offer bachelor's, master's, doctoral degrees and credentials on our campus. We intend to break ground in the coming year on a 110,000-square-foot permanent University Center, which will enable us to accommodate additional partners and add more degree options to the benefit of local residents and our students who want to transfer and pursue their degrees right here in the Santa Clarita Valley.

We're also expanding access to higher education in other parts of the community. Recently we purchased 70 acres of undeveloped land along Sierra Highway in the eastern portion of our service area. The area will house the Canyon Country Educational Center, our first permanent, full-service, off-campus educational facility. When it opens in 2007 it will provide classes and a wide range of services that have only been available on our main campus and make higher education more accessible than ever in an area where a significant percentage of our students reside.

The team of people that make up College of the Canyons embodies the spirit of innovation and advancement that drives our growth and change. First and foremost, we are led by a dedicated Board of Trustees, as well as a team of energetic managers and administrators. Our talented faculty push the envelope in their respective specialty areas, and our committed classified staff put the needs of students first. Our success is the result of their hard work and willingness to do what it takes to offer the best educational experiences we can to our community.

This is an exciting place to pursue your education. I welcome you to our campus, and I thank you for choosing College of the Canyons as the place to lay a foundation for your dreams. Robert Collier said, "The great successful people of the world have used their imaginations ... they think ahead and create their mental picture, and then go to work materializing that picture in all its details, filling in here, adding a little there, altering this a bit and that a bit, but steadily building, steadily building." We are proud to help you fill in the details of your dreams and help equip you to build them and make them real. You will find information on these pages about dozens of programs to assist you in that process. More importantly, you will find hundreds of people on our campus willing to answer your questions, offer any assistance, and do whatever they can to help you along your way.

We look forward to seeing the results of your vision and to sharing in the joy of your dreams becoming reality.

Dr. Dianne Van Hook  
Superintendent-President

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **PHILOSOPHY**

We believe in the following values:

### **Teaching & Learning**

We honor and reward high performance in teaching and learning.

### **Respect for All People**

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

### **Partnership with Community**

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

### **Excellence**

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

### **Creativity and Innovation**

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

## History of the College

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College of the Canyons is celebrating its 37th year of service to the communities of the Santa Clarita Valley during this academic year. The college began in 1969 with 800 students located on the campus of Hart High School in Newhall. It now boasts more than 17,000 students per semester, a beautiful and modern 153.4-acre campus, high-quality academic and technical programs, and educational services to businesses and manufacturing companies. The college has earned a reputation as being one of the most innovative and effective community colleges in California.

The college was initially approved by voters and a Board of Trustees was elected in 1967. Taking the reign of the fledgling community college district in 1968 was the first superintendent-president, Dr. Robert C. Rockwell. A \$4 million construction bond was approved by voters and the district purchased the permanent campus site in Valencia, just east of the I-5 Freeway on Valencia Blvd. In October of 1970, temporary buildings provided classroom and office spaces. Ample parking and outdoor sports facilities soon followed. As additional buildings have been constructed, the college has carefully situated the structures to blend with the campus' rolling hills and tree-dotted arroyos, creating

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

The Bonelli Center, the (I) building, was constructed in 1972-73 and was a welcome addition to the existing spaces in the classroom (C) building and the Student Center; the stadium (the only facility of its size in the Santa Clarita Valley) was constructed in 1974; the gymnasium in 1976. The Peter F. Huntsinger College Services Building, the (A) building, opened in 1982 and the Boykin Laboratory Center, the (L) building, was completed in 1986.

In 1988, Superintendent-President, Dianne Van Hook, was hired and an unprecedented period of planning, capital improvements, curriculum expansion and exponential growth began to meet the needs of an ever-growing community. The Family Studies and Early Childhood Education Center opened in 1995; and the Library and Media Arts buildings, (R) and (M), were opened in 1997.

Thanks to incredible support by local voters, a local \$82.1 million bond measure and two statewide bond measures approved between 2001 and 2004, funds for the construction of additional new facilities were made available to College of the Canyons.

A 926-seat Performing Arts Center was completed in 2004 and is an outstanding facility for college, community and professional performances. Adjacent to it is a Music/Dance facility completed in 2005. It was constructed entirely through Measure C funds. The total assigned square footage for the college is more than 371,600 -- with more on the way. Currently under construction is the High Technology Classroom building and a major extension to the Science Laboratory building. Both buildings are being funded by a combination of Measure C and State funds. High Tech will house the business, cinema, computer information technology, computer science, communication studies, economics and journalism programs while the Science Laboratory building will allow for expansion of our nursing program as well as all of our science programs. The college's Facilities Master Plan is a roadmap for finishing the main campus as well as completion of off-campus educational sites in other areas of the Santa Clarita Valley. The District has acquired, utilizing Measure C funds, 70-acres on Sierra Highway in Canyon Country where classes in temporary buildings should be occurring in 2007. When the permanent buildings are completed, the Canyon Country Education Center is projected to consist of 7 to 8 permanent buildings accommodating up to 10,000 students. Classes are already being taught in the college's ACCESS sites at the Canyon Country Library and at Golden Valley High School.

Fundraising efforts are nearly complete for a state-of-the-art building that will house a permanent University Center on the College of the Canyons campus. The University Center concept is a simple one. Because of the location of the Santa Clarita Valley and the lack of transportation infrastructure that would allow easy access to 4-year universities, private and public funds have been raised to build a center in the Santa Clarita Valley that would house several university programs. The plan is to offer bachelor's, master's and doctoral programs -- chosen based on community input -- locally. The idea is such a good one that several universities have already partnered with us and are offering a variety of programs in a temporary facility on this campus. More than 550 students have already received their degrees or certificates from what we call our Interim University Center. Groundbreaking for the permanent facility should occur in 2007.

As a matter of institutional philosophy, College of the Canyons believes in educating the body as well as the

mind. Sixteen intercollegiate athletic programs, eight women's sports and eight men's, provide opportunities to participate in athletics for all who are interested. Additionally, the college has maintained its status over the years as the third largest employer in the Santa Clarita Valley.

The college plays an important role in training, retraining and educating members of the local workforce so that businesses don't have to look far for quality employees. In fact, hundreds of partnerships have been forged with local companies to provide job-specific training for employees -- the college supplies the instructors and educational expertise to train either at the work site or on campus, whichever is appropriate. This "win - win" arrangement between businesses and the college fulfills the increasingly complex technological and managerial training needs of companies of all sizes in the region -- many of them in the aerospace, manufacturing, film, and entertainment, biotechnical and biomedical fields. College of the Canyons has positioned itself to be a vital, enduring educational and economic force in the region. From modern facilities to a capable and enthusiastic staff, to innovative programs and high-tech solutions -- those who are currently involved with the college and those who will grace its doors in the future will find an innovative, forward thinking, cutting edge environment and an educational experience second to none!

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

1. Use the index on page 281 to help you find things quickly.
2. All new students are requested to participate in the College's Matriculation Program. Some parts of this program are mandated for new students. Components consist of admission, counseling/advisement and orientation. English and math placement testing is also part of the process. Refer to pages 12 and 276 for more details or contact the Counseling/Advisement Office.
3. If you want to know the important dates that affect you during the academic year, turn to the Academic Calendar on page 9. You'll find the beginning and end of each term, holidays and vacation periods.
4. If you want information about the requirements for transfer from College of the Canyons to a university, turn to page 43.
5. The program descriptions and associated degrees and certificates start on page 54.
6. For a list of the instructional programs, see page 53 and for details on courses read the information given for each course you plan to take starting on page 122. Pay careful attention to prerequisites and related information so that you won't take the incorrect course or one for which you won't receive credit.
7. The College requires students to take certain general-education courses to obtain a college degree or certificate. You will find these specified starting on page 45. If you plan to graduate from College of the Canyons, be sure to read the entire section on graduation requirements.
8. College of the Canyons has established various rules and regulations in order to function properly. You'll find these in the Regulations & Policies section on page 261.



**FALL SEMESTER 2006**

**August 28 - December 13, 2006**

Monday through Thursday, August 21 - 24 ..... Fall Flex Program  
Friday, August 25 ..... Mandatory Opening Day  
Monday, August 28 ..... First Day of Instruction  
Monday, September 4 ..... Labor Day Holiday  
Friday, November 10 ..... Veterans' Day Holiday  
Thursday through Sunday, November 23 - 26 ..... Thanksgiving Day Holiday  
Wednesday, December 13 ..... Last Day of Fall Term  
Campus Closed ..... December 16, 2006 through January 1, 2007

**WINTER INTERSESSION 2007**

**January 2 - February 3, 2007**

Tuesday, January 2 ..... Intersession Begins  
Monday, January 15 ..... Martin Luther King, Jr. Holiday  
Saturday, February 3 ..... Intersession Ends

**SPRING SEMESTER 2007**

**February 5 - May 31, 2007**

Monday through Friday, January 26 - February 2 ..... Spring Flex Program  
Monday, February 5 ..... First Day of Instruction  
Friday through Monday, February 16 - 19 ..... Lincoln/Washington Holidays  
Monday through Sunday, April 2 - 8 ..... Spring Break  
Monday, May 28 ..... Memorial Day Holiday  
Thursday, May 31 ..... Last Day of Spring Term  
Friday, June 1 ..... Commencement

**SUMMER SEMESTER 2007 (TENTATIVE)**

**June 4 -August 25, 2007**

Monday, June 4 ..... 2007 Summer Sessions Begin  
Wednesday, July 4 ..... Independence Day Holiday

# Admission and Registration Procedures

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## ADMISSION TO THE COLLEGE

### Eligibility for Admission

#### Definitions:

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

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

- A. Be a graduate of high school, or have passed the California High School Proficiency Test.
- B. Has completed coursework for high school graduation and is in possession of a certificate of completion, or the equivalent.
- C. Be 18 years of age or over and be capable of profiting from the instruction offered.
- D. Be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.
  - 1. Students falling under these criteria must be approved by their high school principal or designee for "advanced scholastic or vocational work," and must be identified as a special part-time or full-time student.
  - 2. Students may be admitted from K-8 if identified as "highly gifted."
  - 3. Students may be admitted as a special part-time or full-time student if:
    - (a) The class is open to the general public, and

- (b) The student is currently enrolled in grades 9 – 12. Exceptions may be made for some special programs and course work, and
- (c) The student has demonstrated eligibility for instruction by completing assessment and orientation.

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

Students participating in the Santa Clarita Valley Youth Orchestra program do not have a grade level restriction for taking music classes in this program. Students participating in Academy of the Canyons middle college program 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 9-12 in a public or private school district may apply for admission to the College upon submitting an approved Special Admit form as well as an Authorization to Consent to Medical Treatment form and any other forms as deemed necessary. Home school programs for grades 9 – 12 must meet state guidelines for special admit students to apply for admission.

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

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

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

### Admission Procedure - Application

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

### Documents Required (Transcripts)

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

### Student Correspondence

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

### Credit Accepted

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

### Residency

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

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

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

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

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

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

### International Students

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

### MATRICULATION

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

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

## Admission and Registration Procedures

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

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

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

### Matriculation Services

#### ADMISSION

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

#### ASSESSMENT

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

prerequisite, must take the assessment test. A student may retest once per semester if a course in a sequence has not yet been completed. Testing twice into the same course level means that the student must take that course and will not be allowed to retest in that discipline. Scores will be valid for two calendar years. If no college English, math, or ESL courses are taken for two years, students must retest to update their assessment profiles.

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

#### ORIENTATION

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

Counseling faculty and program advisors offer a 0.50 unit college course on educational planning and course selection for new students prior to the first day of registration. Students are encouraged to bring their assessment scores and a draft of their course selections to the advisement sessions. Call the counseling office at (661) 362-3287 or go to [www.canyons.edu](http://www.canyons.edu) and click on "New Student Info" for the dates and location of new student advisement. Students may also print out their registration date and time from the web. That page will also include the calendar of new students' advisement sessions.

#### COUNSELING

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

counselor before their first semester is completed to formulate a Student Educational Plan (SEP).

### **FOLLOW-UP**

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

### **EXEMPTION CRITERIA**

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

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

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

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

### **REGISTRATION**

Registration is the formal process of arranging courses desired by the student into a program of classes and of securing space in the classes. Continuing students register during the regular registration period in priority order by the number of units earned at College of the Canyons. Students are given registration appointments for on-line registration ([www.canyons.edu](http://www.canyons.edu)), and the

STAR telephone registration system. To call STAR from the 661 area code, dial 255-2867, from outside the 661 area code, dial 1 (888) 206-7827. Students with appointments for regular priority registration will have no priority in obtaining a class unless they register in accordance with the registration schedule. Late registration, which occurs after the regular registration period closes, will be permitted on a first-come, first-served basis into those vacancies that may exist in classes. See current schedule of classes for specific information.

### **Clearance of Obligations (Holds)**

All obligations to the College must be met before a student's record may be considered clear. Outstanding obligations may prevent registration for classes and the ability to obtain verifications of enrollment, grades, academic transcripts and degrees.

### **Classification of Students**

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

3/4 Time: Enrolled in 9 to 11 units

1/2 Time: Enrolled in 6 to 8 units

1/4 Time: Enrolled in 3 to 5 units

Freshman: One who has completed 30 units or less

Sophomore: One who has completed 31 units or more

### **SCHEDULE OF FEES**

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

All fees are established by action of the Board of Trustees of the Santa Clarita Community College District and the California State Legislature. The following fees are effective as of fall semester 2006.

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

### **Enrollment Fee**

Students are required to pay an enrollment fee upon registration at a community college in California. At the time of printing, the fee is \$26 per unit. The enrollment fee and other fees are subject to change during the academic year. Check the current schedule of classes

## Admission and Registration Procedures

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for the most up-to-date fee information.

### Additional Fees

Annual Student Center Fee . . . . .	\$1.00 per unit/ \$10.00 maximum
Audit Fee (see Community Extension) . . . . .	\$15.00/unit
Credit by Exam Fee* . . . . .	\$35.00/unit
Enrollment Certification* (first two free) . . . . .	\$1.00
Health Fee (Fall and Spring)* . . . . .	\$14.00
Health Fee (Winter & Summer)* . . . . .	\$11.00
International Student and Non-Resident Tuition . . . . .	\$150.00 plus \$26.00 enrollment fee/unit
Official Transcript (first two free) . . . . .	\$5.00
Official Transcript (48 hour rush processing) . . . . .	\$8.00
Parking Fee (Winter & Summer) . . . . .	\$20.00/term
Parking Fee (Fall and Spring) . . . . .	\$40.00/semester
Parking Fee, Winter Intersession . . . . .	2007 Fee Waived
Student Activities Fee . . . . .	\$9.00/term
Student Representation Fee . . . . .	\$1.00/term
Refund Processing Fee (once classes begin) . . . . .	\$10.00

### Credit by Exam Fees\*

The \$35.00/unit fee applies equally for resident, non-resident and international students. See page 29 for the Credit by Exam policy and procedure.

### Enrollment Certification Fees\*

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

### Health Fee\*

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

### Instructional Materials Fee\*

Some courses at College of the Canyons require an

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

### REFUND POLICY

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

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

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

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

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

A week consists of three calendar days, including Saturday.

### REFUND OF OTHER FEES

#### Student Support Fee

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

#### Return Check Policy

If your check is not honored by the bank, then you will

be notified by mail. You must pay the original fees and a \$25 dishonored check fee with cash or certified funds. If your check is returned and if you decide to withdraw from classes, you must follow the regular withdrawal procedures outlined in the Class Schedule.

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

### **LATE REFUND POLICY**

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

### **NON-RESIDENT TUITION**

Students classified as non-residents by the residency determination date each semester or term are subject to non-resident tuition. For the 2006-2007 academic year, tuition is set at \$150 per unit, plus \$26 per unit enrollment fee for non-resident students.

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

Students classified as International Students (have an F-1 or J-1 visa) are subject to International Student tuition. For the 2006-2007 academic year, tuition is set at \$150 per unit, plus \$26 per unit enrollment fee for international students. Fees are subject to change during the academic year.

### **LIMITATION OF UNIT LOAD**

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

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

### **CHANGE OF PROGRAM**

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

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

Exceptions to this policy may be made for students who:

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

## Admission and Registration Procedures

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### WAITLISTS

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

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

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

Because this procedure is run daily, students should access the online or telephone registration systems often to check their waitlist status. You may drop yourself from the waitlist, or the class at any time. Be sure the college has your most current e-mail address and phone number on file. You can submit changes to your e-mail address and phone number on the college website at [www.canyons.edu](http://www.canyons.edu) and click “Register Now!” Students are responsible to meet all eligibility requirements to enroll in the class, such as clearing any holds, prerequisites, time conflicts, and unit maximums.

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

### ADD PROCEDURES

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

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

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



### LATE ADD PROCEDURES

All adds must be processed by the add deadlines, which are published in the schedule of classes, or obtained by the class instructor. Students that have verifiable emergencies may petition to add after the deadline by using the following procedures.

- Obtain a Late Add Form and Academic Standards Committee Petition.
- Fill out both forms and return to your instructor for first date of attendance, instructor comments, and signature.
- The student's first date of attendance must be prior to the established add deadline to submit a petition.
- Submit the forms with documented evidence of extenuating circumstances (mandatory) as soon as possible. Some examples of extenuating circumstances are verified cases of accidents, illness, or family, or work obligations, or other circumstances beyond the control of the student.
- The Academic Standards Committee will notify the student with a determination in two to four weeks after receiving the above documents.
- Late Add Petitions will no longer be accepted after 50 percent of the semester/term for which the student wishes to add the class has passed.

### DROP PROCEDURES AFFECTING A STUDENT'S TRANSCRIPT

A student may drop a class, or withdraw from college anytime during the first four weeks of a full semester class, (or within the first 30 percent of instruction for a short-term class) without receiving any marks or notations on his or her transcript. Drops may be processed using the on-line registration [www.canyons.edu](http://www.canyons.edu), the STAR telephone registration system, or by visiting the Admissions and Records Office during business hours. To call STAR from the 661 area code, dial 255-2867, from outside the 661 area code, dial 1 (888) 206-7827. Drop forms may be obtained in the Schedule of Classes, on the College Web site, or in the Admissions and Records Office.

### WITHDRAWAL PROCEDURES

A student may withdraw from class or from college anytime between the first day of the fifth week of school and the last day of the ninth week of school for a full length semester class (or between 30 percent and 50 percent of the term for a short-term class). Withdrawals

that take place in this time frame will result in a mark of W being placed on the student's transcript. This symbol carries no evaluation of the student's work.

However, excessive Ws may affect a student in the calculation of probation and dismissal, loss of financial aid awards, and are sometimes not accepted in classes completed to meet major requirements at some four year colleges and universities. Withdrawals may be processed using on-line registration [www.canyons.edu](http://www.canyons.edu), STAR telephone registration, or by visiting the Admissions and Records Office during business hours. To call STAR from the 661 area code, dial 255-2867, from outside the 661 area code, dial 1 (888) 206-7827. Withdrawal forms may be obtained in the Schedule of Classes, on the College Web site or in the Admissions and Records Office.

### WITHDRAWAL AFTER THE ESTABLISHED DEADLINE

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

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

### Petition for Extenuating Circumstances

Petitions will be accepted to withdraw after the deadline date for documented extenuating circumstances only. Extenuating circumstances are verified cases of accidents, illness, or family, or work obligations, or other circumstances beyond the control of the student. A student who completes a course, for example, by taking a final exam, or turning in a final paper or project is not eligible for a late withdrawal under any circumstance.

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

## Student Services

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

### ACCIDENT INSURANCE

Accident insurance is included in the student 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 carriers may be obtained in the Student Health & Wellness Center, S-122.

### ATHLETIC PROGRAM

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

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

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

### BOOKSTORE

#### Bookstore Hours

Please call the bookstore at (661) 362-3255 for current store hours.

The Campus Bookstore, located in Room S-134A of the Student Center Building, services the general needs of the student body. The store stocks current semester textbooks, paperbacks, greeting cards, clothing and miscellaneous supplies for sale to students, faculty and campus visitors.

### Buyback

Students may sell their books back to the bookstore for cash everyday. However, the best time for students to sell back their books and receive up to 50percent of the retail price back is during final weeks of each semester. Books sold back to the bookstore outside of finals week are not kept in the bookstore and students are not offered as much back.

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

### Refund Policy

#### Textbooks:

Full refund, if returned within the first week of class, in 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, from the start of each semester.
- No refunds given on textbooks without a receipt.
- Refund given within 2 days of purchase after the first week of class.
- No refunds given on custom course materials, outlines or study guides.
- Textbooks must be in original condition.

#### All Other Merchandise:

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

- No refunds given on magazines or prepaid phone cards.
- All merchandise must be in original condition.

### RE-ENTRY AND TRANSITIONAL SUPPORT SERVICES (CalWORKs PROGRAM)

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

- \* Financial assistance for childcare
- \* Financial assistance for books, education-related materials and supplies

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

### CalWORKs Eligibility Criteria

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

CalWORKs applications and information are available in room X-9 or call (661) 362-3015.

### CAMPUS ACTIVITIES AND STUDENT LIFE

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

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

Information about all of the following programs and services can be obtained by visiting the Student Development Office located in Room S-102 in the Student Center.

### Associated Student Government (ASG)

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

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

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

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

### ASG Benefits/Student Support Fee

The Associated Student Government provides benefits to all students who pay the \$9.00 student support fee during the time of registration each term. The revenue generated from the student support fee funds students services, programs and campus activities that benefit all students and the campus.

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

- FREE 25-SCORE card that provides 10-50% discounts from 600-plus local merchants
- Use of the computer lab in the Student Center including use of black and white, and color laser printers; photocopier and FAX services
- FREE legal services (30-minute consultation);
- FREE admission to all regular season Cougar home athletic events;
- 15% discount for all instructional performances in the Vital Express Center;
- Ability to purchase movie tickets for \$5.50 or \$6.50 each for Edwards & Regal Theatres\*;

## Student Services

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- Discount coupons or tickets to most major Southern California theme parks\*; and
- Eligibility to apply for \$7,000+ in student government scholarships.

\* available through the Office of Student Development Student Center Room S-102.

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

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

### Clubs and Organizations

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

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

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

### Student Resource Center

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

#### Cougar Mentor Program:

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

#### Student Success Seminars:

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

#### First Year Experience:

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

#### Getting Connected:

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

#### Student Development Transcript Program

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

#### Cougar Volunteer Program

The Volunteer and Service-Learning Center has established working agreements with off-campus community agencies and on-campus departments to

provide volunteer opportunities for students. Volunteerism through the Cougar Volunteer Program provides many altruistic rewards for the volunteer's help. A recognition system exists to acknowledge students' involvement in these volunteer activities.

### **Service-Learning**

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

For more information please call (661) 362-3442.

### **Photo Identification Card**

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

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

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

### **CAMPUS SECURITY**

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

### **CAREER SERVICES/JOB PLACEMENT**

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

Career Services offers more than 300 community and campus jobs posted daily; resumé, interviewing, job fair preparation and job search workshops; Internet access; resume-critique service; faxing and phone privileges; semi-annual job fairs; on-campus recruitment; and career exploration, assessment and advisement. Appointments are available. The Career Center is located in C-103. For more information call (661) 362-3286.

### **CHILD CARE**

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

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

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

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

### **COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

The Cooperative Agencies Resources for Education

(CARE) is a state-funded program dedicated to assisting single parents who receive cash aid. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department, Department of Public Social Services, Chancellor's Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent. CARE emphasizes services to ensure student success and is sensitive to the student's needs. Qualified students may receive, but are not limited to:

## Student Services

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

### Eligibility Criteria

To be eligible for CARE, a student must:

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

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

### COUNSELING/PROGRAM ADVISEMENT

#### Counseling

Students are urged to see a counselor as soon as possible after enrolling at College of the Canyons. Counselors provide valuable assistance with educational and career planning.

The specific goal of the counseling staff is to assist students with the effective use of their personal resources and opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives. Counselors are available on an appointment and drop-in basis. Students should contact the Counseling Office or the Counseling Web page at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling) regarding appointment and drop-in schedules. Students should, before the time of their appointments, study this catalog, the catalog of any college or university to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain

the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. In addition, student success seminars are offered during the summer and fall semester to accommodate students who are unable to schedule individual appointments due to staffing limitations. Students are responsible for making final decisions concerning their college programs.

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

#### Program Advisement

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

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

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

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

DSP&S also offers alternate media to students who qualify. Examples of materials available are Braille, large print, books on tape, and electronic text. These formats help accommodate our students' specific needs and are created in the timeliest manner possible. For students with learning disabilities, or those suspected of having

such disabilities, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria. Academic accommodations and strategies are available to students meeting the learning disability eligibility requirements as defined in the Title V Administration Code.

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

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

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

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

- \* Academic counseling
- \* Personal counseling
- \* Vocational/Career counseling
- \* Peer advising
- \* Priority registration
- \* Meal cards
- \* Financial aid referrals
- \* Transfer assistance
- \* College-survival classes
- \* Special tutoring

- \* First-day book service
- \* School supplies
- \* Computer usage
- \* Study skills workshops
- \* Cultural-awareness activities
- \* Other services as determined by need

### **EOPS Eligibility Criteria**

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

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

### **FINANCIAL AID/SCHOLARSHIPS FINANCIAL AID PROGRAMS**

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

Fee waivers, grants, loans and workstudy programs provide opportunities to students who establish financial need by submitting an application for financial aid called the "FAFSA" (Free Application for Federal Student Aid). All students are encouraged to apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) regardless of their financial status. Eligible students are awarded financial aid on a first-come, first-served basis, as funding permits. The priority application deadline for the next fall semester is May 15th. Students who apply early and meet the May 15th deadline, will receive award notification prior to the beginning of July.

Students must apply for financial aid every academic year and maintain satisfactory academic progress by meeting the financial aid standards of progress, both unit and academic (cumulative grade point average) progress. A full copy of the financial aid standards of progress is available on the COC web page at [www.canyons.edu/Money4College](http://www.canyons.edu/Money4College).

## Student Services

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### Fee Waiver

The Board of Governors provides an enrollment fee waiver program to eligible California residents. Students qualify in one of three ways: Public assistance benefits, meeting income standards, or by demonstrating \$1 of financial need by filing a FAFSA. The BOGW application may be obtained in the schedule of classes, on-line at [www.canyons.edu/Money4College](http://www.canyons.edu/Money4College) or from the Financial Aid Office, Room C-110 or EOPS/CARE Office, Room X-9.

### Grants

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

### Loans

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

### Scholarships

Many community groups and organizations sponsor student scholarships as a means of expressing confidence in College of the Canyons students as a reward of academic excellence. These scholarships range in amounts from \$100 to \$5,000 and are available intermittently throughout the year. Scholarship eligibility varies according to each individual scholarship. An up-to-date listing of available scholarships opportunities is available on the scholarship board or on the web page at [www.canyons.edu/Money4College](http://www.canyons.edu/Money4College).

### Workstudy

The College also participates in a variety of on-campus job programs. Although students must be enrolled in a minimum of 6 units each semester and maintain a 2.0 GPA, the additional program criteria vary as much as the sources of funding. Some programs require that the student be eligible based upon documented financial need, whereas other workstudy programs require that

the applicant have faculty recommendations, special training, past experience, specific skills or merely an interest and desire to work.

A current listing of on-campus jobs is available in the Career Service Office, located in room C-103.

### STUDENT HEALTH & WELLNESS CENTER

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

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

### Eligibility

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

### Cost

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

### Personnel

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

### Services

- \* Treatment of acute illness
- \* Mental-health counseling with a psychologist
- \* Blood pressure checks
- \* Free health literature for personal use
- \* Family planning: information, pap tests, birth control, pregnancy tests
- \* Screening and treatment for sexually transmitted infections
- \* Nutritional counseling with a registered dietitian
- \* Help to apply for Medi-Cal, Family PACT or group student health insurance
- \* Vaccinations (some free of charge)



- \* Referrals to physicians and other health agencies
- \* First aid
- \* T.B. skin test
- \* Laboratory testing

### **Treatment of a Minor**

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

### **Location**

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

### **Health Recommendation**

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

### **HOUSING**

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

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

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

### **SPECIAL EVENTS**

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

### **LEARNING RESOURCES**

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

### **Library, R-Building**

The College library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, instructor reservation, open computer lab (with internet access and word processing available), and interlibrary loans. Printing from many computer stations is possible with the purchase of a print card (10 cents/page) in the library or TLC Lab. Materials include books, pamphlets, magazines and newspapers; audiovisual media such as videotapes, DVD's, cassette tapes, CDs and CD ROMs are also available. A number of online data bases are accessible to students, faculty, and staff on campus and at home; these included ProQuest (a large full-text periodical database), Biography Resource Center, and CQ Researcher.

The Open Media Lab on the Library's second floor houses the video/DVD library, College-by-Television videotapes, foreign language instructional material, English-as-a-second-language material, and circulation keys for most group study rooms.

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

### **TLC Lab, I-209**

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

### **LOITERING**

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

### **LOST AND FOUND**

Lost-and-found articles are taken to and retrieved from the Security Department, located in Building I, room numbers 23 and 24.

## Student Services

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### PARKING

Vehicles must display a valid parking permit in order to park on campus. Parking permits are available for purchase at the time of registration. There will be no charge for parking during the 2007 Winter Intersession.

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

### TRANSFER CENTER

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

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

University representatives from UCLA, USC, California State University, Northridge, among many others, provide up-to-date information on their admission requirements, financial aid, housing facilities, specific majors and much more. In addition, the Transfer Center sponsors the annual Transfer Day. This event brings representatives from many colleges and universities to our campus on the same day.

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

### VETERANS INFORMATION

The College is approved for veteran's education and training by the California State Superintendent of Public Instruction. The College is also approved by the Council for Private Post-secondary and Vocational Education for the training of veterans and other eligible persons. Veterans are encouraged to contact the Admissions and Records Office concerning any matters relating to veterans benefits. Veterans who qualify for training

under one of the following categories are eligible for assistance payments for themselves and/or their families:

- \* Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the (1) Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30), (2) Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606) and (3) VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.
- \* Vocational Rehabilitation (Chapter 31) - Veterans who served in the armed forces are eligible for vocational rehabilitation if they suffered a service connected disability while on active service which entitles them to compensation, or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of their disabilities.
- \* Spouses and/or children of the following categories of veterans may be eligible for Dependent's Educational Assistance Program (Chapter 35):
- \* Veterans who are 100% permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the armed forces.
- \* Service persons who were missing in action or captured in the line of duty.
- \* Service persons forcibly detained or interned in the line of duty by a foreign government or power. Additional information regarding any of the above Chapters may be obtained from the Department of Veteran's Affairs, P. O. Box 8888, Muskogee, OK 74402-8888. For individual questions regarding claims, benefits, or payments, call (888) 442-4551.

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

### **Veterans Policy**

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

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

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

### **Counseling**

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

### **Attendance**

All students, including veterans, are expected to regularly attend all classes. Any student absent for any reason whatsoever, from any class for one more time than that class meets in one week may be dropped from the class. Students who will be absent from any class or classes for one week or longer for health or other personal emergencies are required to complete an Emergency Leave Petition and file it with the Student Services Office prior to the absence.

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

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

### **Extended Benefits**

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

### **Duplication of Work**

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

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

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

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

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

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

### **COC 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 prior notice of upcoming events. Current support groups include:

- \* President's Circle: A prestigious group of community and business leaders
- \* Alumni and Friends Association: Current and former students at COC and friends of the College
- Patrons of the Performing Arts

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

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

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

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*Thomas Dierckman*

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*Michael Maloney*

*\*Deceased*

## Academic Policies and Procedures

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### ABSENCE FROM CLASS

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

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

### CATALOG RIGHTS

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

### CONTINUING STUDENT STATUS

Students are considered continuing if they attend every semester without any break in attendance. Summer and Winter intersession are not counted when tabulating continuing student status. Students who have a break in attendance (miss a Spring and/or Fall semester), must reapply for admission to the college.

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

### ADVANCED PLACEMENT

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

#### Advanced Placement Credit

Credit for Advanced Placement exams varies from university to university. Although College of the Canyons will give credit for Advanced Placement scores of three or higher, the policy may be different at the university to

which the student intends to transfer. All students are advised to consult with a COC counselor or to review the catalog of their transfer college for specific rules concerning Advanced Placement Credit.

### CREDIT BY EXAMINATION

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

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

Students must obtain permission from the division dean or department chair from which the course is offered and obtain approval from a counselor. A \$35/unit fee must be paid prior to taking the exam. Department chairs (or division chairs) will forward the results of the examination to the Admissions and Records Office for processing and recording.

#### Requirements for Credit by Examination

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

Advanced Placement Credit

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

## Academic Policies and Procedures

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course for credit in terms of any prerequisites and other enrollment requirements.

- g. A maximum of 18 units may be taken through credit by examination.
- h. Resident, non-resident and international students will all be charged at the same rate of \$35/unit through credit by examination
- i. Credit by examination fees must be paid prior to taking the exam. Fees are non-refundable.

### **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. Basic Skills courses include reading, writing, computation, learning skills, and study skills. 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 56014.

### **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 Academic Standards Committee for approval.

### **CREDIT FOR MILITARY SERVICE**

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

Depending on the branch of service, a veteran will be awarded between 3.0 and 4.0 units of college credit for

completion of Military Basic Training. Two of these units can be used to meet the Physical Education requirement for both the College of the Canyons associate degree and/or CSU General Education breadth certification. The remaining units(s) will be posted as elective credit.

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

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

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

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

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

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



### CREDIT/NO CREDIT

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

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

### Regulations

1. A maximum of 18 semester units of credit can be applied towards the associate in arts or associate in science degree. Credit (CR)/no credit (NC) grades received as a result of awarding Advance Placement units are exempt from the 18 unit limit.
2. Students who elect to take a course on a credit/no credit basis must receive approval from their counselor and file a Credit/No Credit Petition in the Admissions and Records Office before 30 percent of the semester, or term, transpires.
3. Courses in which this option is available are listed in the college catalog. Generally, no course taken for a credit/no credit grading option may be used toward a major for an associate degree. Exceptions are made for Transfer Studies and General Arts & Science majors, who are limited to 9.0 units of CR/NC towards these majors. Students should be aware that courses graded CR/NC might not be accepted in a transfer major, and are advised to consult with their intended transfer institution.
4. Students who elect to be evaluated on a credit/no credit basis do not have the option of reversing their decision at a later date.
5. Students taking courses on a CR/NC basis are held responsible for all assignments and examinations.
6. Students electing to be evaluated on a credit/no credit basis will receive credit (CR) upon

satisfactory completion (grade of C or better) of the course. Students who fail to perform satisfactorily will be assigned a grade of no credit (NC). Courses graded on a CR/NC basis are not counted in calculating grade point average; however, they are considered in calculating progress probation/dismissal.

7. Students electing to take courses on a credit/no credit basis must meet any course prerequisite prior to enrolling in the course.
8. The CR/NC option is not applicable to courses taken through credit by examination.
9. Some courses are offered on a CR/NC basis only. These courses are listed in the College Catalog.

### AUDITING CREDIT COURSES

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

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

Physical Education activity-all

Nursing Science- all

Animation Science-all

Art-091L

Dance-160, 161

ESL-040, 050

Graphics and Multimedia Design- 090L, 094L, 097L

Music- 081, 082, 083, 116, 153, 173, 174, 175,176, 177, 185,186

Photography-090L, 091L

Radio/TV/Film-090L, 091L

Theatre-090L, 092L, 093L, 120, 161, 190

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

### Regulations

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

### COURSE REPETITION

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

#### Definitions:

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

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

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

#### Repetition of courses with substandard grades

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

#### Exceptions:

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

- That previous grades were, at least in part, the result of extenuating circumstances.
- A student should repeat a course because there has been a significant lapse of time, normally over 5 (five) years, since the student previously took the course.
- Certain courses may be repeated up to a maximum of three times for a total of four enrollments regardless of the grades earned. These courses are identified in the College Catalog and the Schedule of Classes. All grades earned for the authorized repeats shall be counted toward the grade point average. If a substandard grade is received, maximum course enrollment must take place before the substandard repeat logic will correct the grade point average.

### Transcript Notation:

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

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

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

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

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

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

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

### ACADEMIC RENEWAL

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

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

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

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

These conditions are:

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

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

## Academic Policies and Procedures

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

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

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

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

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

### GRADES

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

The grading system and grading point equivalent follow:

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

The I, W, NC, CR and IP are not used in computing grade point averages; however, INC, W, and NC are used in the calculation of progress probation/dismissal. MW grades are given to students called up to active duty in the military. Upon presentation of orders, an MW grade is awarded for each class for which the student was enrolled, regardless of when the student stopped attending. MW grades are non-evaluative and do not

count in computing the grade point average, nor are they used in calculating progress probation/dismissal. Upon returning from active duty, the student is considered a continuing student with no break in attendance. They retain original catalog rights and resume the same level of priority registration.

W	Withdrawal
MW	Military Withdrawal
CR	Credit
NC	No Credit
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.

### STUDENT GRADES OR 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.

- A. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 508.
- B. Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
  1. Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based upon extenuating circumstances as defined in Education Code.
- C. Grades may only be reviewed within the following context:
  1. Mistake – defined for the purposes of this policy as an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
  2. Bad Faith – defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
  3. Fraud – for the purpose of this policy may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
  4. Incompetency – defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.
- D. Students possess evidence that the final grade was determined based upon one of the criteria in 533.2.C above.

### 533.3 Review Procedure

#### 533.3.A Step I

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

#### 533.3.B Step II Hearing

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

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

#### 533.3.C STEP III APPEAL

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

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

## Academic Policies and Procedures

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

### TRANSCRIPT EVALUATION

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

### TRANSCRIPT REQUESTS

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

### PROBATION/DISMISSAL

#### Standards for Probation

##### ACADEMIC STANDARDS

##### Definitions:

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

intersessions shall not be considered when calculating consecutive semesters.

#### Standards for Progress Probation

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

#### Removal of Probation

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

#### Subject to Dismissal

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

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

#### Standards for Dismissal

A student shall be dismissed under the following conditions:

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

#### Exceptions to Dismissal

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

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

### Appeal of Dismissal

Dismissal may be postponed and the student continued subject to dismissal if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation or subject to dismissal status.

A student who has been dismissed and wishes to continue the next semester may submit a written appeal in compliance with the following College procedures: Appeals should be based on the following:

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

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

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

### Re-admission after Dismissal

A student who has been dismissed may request reinstatement after one semester has elapsed (excluding summer sessions and intersessions). The student shall consult with a counselor, prior to the start of the semester, to formulate a corrective educational

plan and to obtain approval to enroll. Students with multiple dismissals may be referred to a designated administrator for a case review.

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

### DIRECTORY INFORMATION

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

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

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

## Educational Programs

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### EDUCATIONAL PROGRAMS

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

#### General Education

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

#### Transfer Education

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

#### Career/Vocational Education

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

#### Developmental Education

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

### ASSOCIATE DEGREES/GRADUATION REQUIREMENTS

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

- Philosophy of General Education  
College of the Canyons is dedicated to the philosophy that all students will receive the highest

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

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

- **General Education**

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

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

- \* Anthropology 101,101L
- \* Astronomy 100,101,102
- \* Biological Science 100,106,107,112,130, 132, 140, 170, 201, 202, 204, 205, 215, 216, 218, 219, 221, 230, 231, 240, 250
- \* Chemistry 110,151, 201, 202, 221, 255, 256
- \* Geography 101, 101L



- \* Geology 100,101,102,105,106,107, 109
  - \* Physical Science 101
  - \* Physics 101, 110, 111, 220, 221, 222
  - \* Psychology 102
- b. Social and Behavioral Sciences** – three unit minimum:
- \* Anthropology 103, 105, 210, 215, 220
  - \* Biological Sciences 120
  - \* Business 103, 126
  - \* Communication Studies 223, 246, 256, 260
  - \* Early Childhood Education 120, 125
  - \* Geography 102,
  - \* Journalism 100
  - \* RTVF 100
- Any course in: Economics (except 098 or 291), History, Political Science (except Political Science 198), Psychology (except Psychology 102 & Psychology 103), Sociology (except Sociology 198)
- c. Humanities** - one course, three or more units, or combination of courses giving three or more units, from the list below.
- \* Anthropology 210, 215, 220
  - \* Arabic 101
  - \* Art 110, 111, 113, 114, 115, 124A, 124B, 133, 140, 141, 142, 205, 222
  - \* Business 160
  - \* Chinese 101
  - \* Cinema 120, 121, 122, 123, 127, 129, 131
  - \* Communication Studies 105, 105H, 150, 225, 246, 250, 256, 260
  - \* Dance 100, 101,111, 121, 122, 131, 132, 133, 134, 135, 137, 141, 142, 160, 161, 170
  - \* English 102, 105, 106, 108, 109, 111, 122, 135, 225, 250, 251, 260, 261, 262, 263, 264, 265, 270, 271, 272, 273, 274, 275, 280, 281
  - \* French 101, 102, 150, 201, 202
  - \* German 100, 101, 102, 111, 201, 202
  - \* History 101, 102, 161,191, 192, 240, 241, 242, 243
  - \* Humanities 100, 101, 105, 106,150
  - \* Interior Design 114, 115
  - \* Italian 101, 150
  - \* Music 100, 105, 106, 107, 112, 113, 120, 125, 142, 174, 175, 176
  - \* Philosophy 101, 102, 110, 111,112, 210, 215, 220, 225, 240
  - \* Photography 140, 150, 160,175, 285
  - \* Sign Language 101, 102, 103, 104, 110
  - \* Sociology 200
  - \* Spanish 101, 101A, 102, 102A, 150, 160, 201, 202, 240
  - \* Theater 110, 126, 140, 141, 144, 175, 190,192, 220, 221, 240
- d. Language and Rationality** - Minimum grade of C required.
1. English Composition- select one course from the following :  
English 091, 094, 101, 101H, 102, 103, 204, or ESL 100
  2. Communication and Analytical Thinking- select one course from the following:  
Business 144, 291; Communication Studies 105, 105H, 205, 223, 225, 227; Computer Science 111, 132; Economics 291; Journalism 105 (F06); Math 063, 070, 102, 103, 104, 111, 120, 130, 140, 211, 212, 213, 214, 215, 240; Philosophy 205, 230; Psychology 103; Sociology 102 or 108
- e. American Institutions** – six unit minimum. Complete one course in each of the following areas:
1. Economics 170, History 111, 112, 120, 130, 170, 230 or 245
  2. Political Science 150
- f. Physical Education and Wellness** – two units or 2 courses, Physical Education or Dance activity or Health Science 100 or 149. (Veterans exempted. DDR14 required.)
- g. Diversity Requirement** – Select 3 units from the following:
- Anthropology 103, 210, 215; Biological Science 120; Business 126, Cinema 123, Communication Studies 256, 260; Early Childhood Education 160, 165; Education 200, 203; English 262, 270, 271, 273, 274,280; Geography 102; History 116, 117, 120,130, 161,191, 192, 210, 230, 242, 243, 245; Philosophy 102, 220; Political Science 290; Psychology 230, 235, 240; Sign Language 110; Sociology 100, 101, 101H, 103, 105, 106, 110,151, 200, 207, 208, 210, 230, 233

## Academic Requirements

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The course used to satisfy this area may also be used to satisfy another area of General Education if applicable.

Demonstrated Competency in reading, written expression and mathematics.

1. Reading Competency: Minimum grade of C required.  
Competence is demonstrated by completion of English 091, 094, 101, 101H, or ESL 100 or JOURN 105 (F06)
2. Written Expression Competency: Minimum grade of C required.  
Competence is demonstrated by completion of English 091, 094, 101, 101H, 102, 103, 204, or ESL 100 or JOURN 105 (F06)
3. Mathematics Competency: Minimum grade of C required.  
Competence is demonstrated by completion of Business 144, 291, Economics 291, Mathematics 063, 070, 102, 103, 104, 111, 120, 130, 140, 211, 212, 213, 214, 215, 240

### • Major Requirement

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

### • Unit Requirement

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

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

### • Grade Point Requirement

A minimum 2.0 grade-point average (C) or better in the associate degree applicable units and the student must be in good 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 no later than the date for a given term as published in the Schedule of Classes.

## SECOND ASSOCIATE DEGREE

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

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

### The General Arts and Sciences Major

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

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

## CERTIFICATE PROGRAMS

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

### **CERTIFICATE OF ACHIEVEMENT**

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

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

### **CERTIFICATE OF COMPLETION**

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

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

### **TRANSFER REQUIREMENTS**

Transfer curricula information has been compiled to help the many College of the Canyons students who intend to transfer to another college or university. Each institution of higher learning has its own requirements for admission and for junior standing. To prepare for continued education, a student must decide which college the student will attend and learn the requirements of that particular college. These requirements can be found in the catalog of that institution. A catalog file is available in the Transfer Center and the Library. Students should also consult the California Articulation data base- ASSIST ([www.Assist.org](http://www.Assist.org)). A university may be made up of a number of colleges. The college in which one will do work depends upon the field of study or major. This means that in any institution of higher learning it will be necessary for a student to fulfill three types of requirements: First, the

general university requirements for graduation; second, those set up by the college under which the major department is classified; and third, those set up by the department in which a student majors. While attending College of the Canyons, a student who plans to transfer to a four-year college or university should take the courses required by the institution the student is preparing to attend. Since each institution numbers its courses differently, the student must study the course descriptions at both colleges to see if they are equivalent. The student is advised to seek counseling assistance as early as possible in planning transfer to a four-year institution. The student should take care in observing the application deadlines that are published by the various institutions. For help on which courses meet transfer requirements for specific majors at various four-year colleges and universities, please see a College of the Canyons counselor.

### **2006-2007 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (FOR TRANSFER TO CSU AND UC)**

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

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

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

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

#### **Group A:**

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

## Transfer Requirements

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### Group B:

Critical Thinking - English Composition

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

### Group C:

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

Communication Studies 105

### AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units minimum)

Business 291 (F05); Economics 291 (F05)

Mathematics 103, 111 (F04), 140, 211, 212, 213, 214, 215, 240

### AREA 3 - ARTS & HUMANITIES

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

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

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

#### Arts Courses:

Art 110, 111, 205, Cinema 120, 122, 123 (F06), Dance 100, Music 100, 105, 106, 107 (F03), 112, Photography 140 (F00), Theater 110, 220, 221

#### Humanities Courses:

Anthropology \*210, Economics 170, English 111 (F05), 135, 250, 251, 260, 261, 262, 263, (F03) 264, 265, 270, 271 (F96), 272, 273 (F99), 274 (F99), 275, 280 (F95), French 201, 202, German 201, 202, History \*101, \*102, \*\* \*111, \*\* \*112, \*116 (F06), \*117 (F06), \*120 (F00), \*130 (F06), \*\* \*150, \*161 (F02), \*170, \*191 (F00), \*192 (F00), \*193 (F06), \*210, \*230 (F02), \*240, \*241 (F01), \*242 (F01), \*243 (F01), \*245 (F96), Humanities 100 (F02), \*101 (F00), \*105 (F00), \*106 (F00), 150 (F02), Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 220, 225 (F06), 240 (F02), Sign Language 110 (F00), Sociology \*200, Spanish 201, 202, 240

### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

Anthropology 103, 105, \*210, 215, Biological Science 120 (F00), Communication Studies 250, 256 (F97), Early Childhood Education 125 (F03), Economics 201, 202, Geography 102, History \*101, \*102, \*\* \*111, \*\* \*112, \*116

(F06), \*117 (F06), \*\* \*120 (F00), \*130 (F06), \*150, \*161 (F02), \*170, \*191 (F00), \*192 (F00), \*193 (F06), 210, 230 (F02), \*240, \*241 (F01), \*242 (F01), \*243 (F01), \*245 (F96), Journalism 100, Political Science 100 (F03), 150, 230, 250, 270, Psychology 101, 105, 109 (F02), 172, 230 (F00), 235 (F95), 240 (F03), Radio/ Television/ Film 100, Sociology 100 (F95), 101, 101H (F06), 102, 103 (F01), 105 (F97) 106 (F03), 108 (F05), 110, 150 (F04), \*200, 207, 208 (F00), 210 (F00), 230, 233 (F04)

### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

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

#### Physical Sciences:

Astronomy\*\*100 (F97), \*\*101, \*\*102, Biological Science 218 (F03), Chemistry 110 (F02), \*\*151, \*\*201, 202, 221, 255, 256, Geography 101, 101L (F06), Geology 100, 101, 102, 105, Physical Science 101 (F03), Physics 101 (F00), \*\*110, \*\*111, \*\*220, \*\*221, \*\*222

#### Biological Sciences:

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

### LANGUAGE OTHER THAN ENGLISH

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

French 101, German 101, Italian 101 (F06), Sign Language 101 (F00), Spanish 101 or 101A (F00)

### AMERICAN INSTITUTIONS

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

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

- Economics 170; History 111, 112, 120 (F02), 170, 230 (F02) or 245
- Political Science 150

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

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

### **2006-2007 GENERAL EDUCATION TRANSFER REQUIREMENTS TO CALIFORNIA STATE UNIVERSITY SYSTEM**

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

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

#### **NOTICE:**

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

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

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

##### **A-1: Oral Communication:**

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

##### **A-2: Written Communication:**

English 101, 101H

##### **A-3: Critical Thinking:**

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

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

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

##### **B-1: Physical Science:**

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

##### **B-2: Life Science:**

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

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

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

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

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

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

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

##### **C-1: Arts**

(Art, Dance, Music, Theater)

Art 110, 111, 113, 124A, 124B, 133 (F99), 140, 141, 205; Cinema 120, 122, 123 (F06); Communication Studies 150; Dance 100, 111, 121, 122, 131, 132, 141, 142, 160,

## Transfer Requirements

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170; English 105; Interior Design 114 (F02), 115 (F02), Music 100, 105, 106, 107 (F03), 112, 120, 121 (F00), 122 (F00), 123 (F00), 125, 126 (F00); Photography 140 (F00), 150, 160, 285; Theater 110, 140, 141, 190, 220, 221

### C-2: Humanities

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

Anthropology 210; Business 160 (F02); English 102, 108 (F03), 109 (F03), 111 (F03), 135, 250, 251, 260, 261, 262 (F03), 263, 264, 265, 270, 271, 272, 273 (F98), 274 (F98), 275, 280; French 101, 102, 201, 202; German 101, 102, 201, 202; History 101, 102, 116 (F06), 117 (F06), 120 (F00), 130 (F06), 161 (F02), 191 (F00), 192 (F00), 193 (F06), 230 (F02), 240, 241 (F01), 242 (F01), 243 (F01); Humanities 100 (F02), 101 (F00), 105 (F00), 106 (F00), 150 (F02); Italian 101 (F06); Philosophy 101, 102, 110 (F02), 111 (F02), 112 (F02), 210, 215 (F05), 220, 225 (F05), 240 (F02); Sign Language 101 (F06), 102 (F06), 103 (F06), 104 (F06), 110 (F00); Sociology 200; Spanish 101, 101A (F00), 102, 102A (F00), 150, 160, 201, 202, 240; Theater 240 (F00)

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

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

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

Anthropology 103, 105, 215

#### D-2: Economics:

Economics 150, 201, 202

#### D-3: Ethnic Studies:

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

#### D-4: Gender Studies:

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

#### D-5: Geography:

Geography 102

#### D-6: History:

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

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

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

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

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

#### D-9: Psychology:

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

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

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

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

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

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

(b) Political Science 150

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

Communication Studies 250; Dance 101 (F00), 107 (F06), 108 (F06), 133 (F00), 134 (F00), 135 (F00), 137 (F03), 180 (F00), 181 (F05), (all Dance courses limited to two units); Health Science 149 (F05), 150 (F00), 243; Journalism 100; Counseling 111; Physical Education 100, 101 (F01); Physical Education Activity Classes 117, 118, 119, 120 (F02), 121 (F01), 122 (F04), 125 (F02), 126, 127 (F99), 128 (F01), 129, 130 (Spr98), 131 (F02), 133 (F02), 134, 135 (F06), 138, 142 (F06), 143 (F06), 144 (F06), 145 (F01), 146, 149, 150, 151, 152A (F01), 152B (F01), 153 (F05), 160, 161 (F00), 162 (F01), 163 (F01), 165 (F00), 166, 167, 168 (Spr98), 169, 170, 171 (F02), 177, 178, 179 (F01), 180, 181 (F00), 194, 195, 250 (F00), 251 (F00), 252, 252A, 252B (F02), 253 (F00), 254, 255, 256, 257, 258, 259, 260 (F99) (limited to two units); Psychology 105, 150, 172 (F00), 230 (F00); Radio/Television/Film 100; Recreation 101 (F06), 103 (F06); Sociology 103, 110 (F03), 208 (F00), 233 (F01)

### SPECIAL PROGRAMS & COURSES

#### NONCREDIT COURSES

Noncredit (tuition-free) offers a variety of noncredit adult education courses. These courses are offered tuition-free and are supported by the State of California.

Courses include English as a Second Language (ESL), Citizenship, Basic Skills, Parenting, and Programs for Older Adults. 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.

#### CIVIC CENTER

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

#### CANYONS EXTENSION

Canyons Extension provides new avenues for personal enhancement and professional development, skills, cultural enrichment and recreational enjoyment for all ages. Fee-based programs include continuing education for professionals, cultural events, youth sports, teen activities and lifelong learning experiences for all ages. All programs are open to the public. Canyons Extension staff can be reached at (661) 362-3304 for questions regarding courses, registration procedures and/or future course offerings. Those wishing to propose new courses should call and request a class proposal.

#### DISTANCE LEARNING

The Distance Learning Program makes it possible for students to earn transferable college credits by taking courses via television or computer and the Internet. We offer 100% online courses, "hybrid" online courses which meet on campus at least once during the semester, and college-by-television courses which have five on-campus meetings. These courses allow students greater flexibility than regular classroom attendance but provide the same quality. Distance learning courses are listed in each schedule of classes and on our Web page (<http://www.canyons.edu/distancelearning/>) or call (661) 362-3600 for additional information.

#### ONLINE COURSES

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

#### COLLEGE BY TELEVISION (CTV)

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

#### THE UNIVERSITY CENTER

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

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

#### California State University, Bakersfield

- B.A. in Liberal Studies
- B.A. in Communications
- Reading Certificate
- Multiple Subject Teaching Credential
- Administrative Services Credential
- Professional Clear Teaching Credential
- Reading and Language Arts Specialist Credential
- M.A. in Education, Curriculum and Instruction
- M.A. in Education, Educational Administration
- M.A. in Reading/Literacy

## Special Programs & Courses

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### The University of La Verne

- B.A. in Business Administration
- B.S. in Child Development
- MBA
- M.S. in Educational Management: Administrative Services Credential
- M.S. in Educational Counseling: Pupil Personnel Services Credential
- Ed. D. in Organizational Leadership (F05)

### Chapman University

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

### California State University, Northridge

- B.S. in Sociology
- MPA

### ELS Language Schools

- ELS offers an intensive English as a second language program. Students who attend the Intensive Program and complete Level 109 fulfill COC's English requirement in lieu of the TOEFL.

### Art Institute of California, Los Angeles

- B.A. in Interior Design

### National University

- B.S. in Nursing
- B.A. in Allied Health

### ACADEMY OF THE CANYONS

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

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

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

### EMPLOYEE TRAINING INSTITUTE

#### Your Goal is Our Business

The goal of the Employee Training Institute (ETI) is to provide consulting and training to our local workforce that improves the competitive edge of the companies served. ETI partners with business and the Valley Industrial Association (VIA) to provide unparalleled opportunities and benefits. We offer custom-designed instruction at company facilities or the COC campus. We provide technical training (such as Software Quality Assurance, CNC, Inspection Techniques, Soldering and Office Automation) as well as culture changing solutions and cost reduction (such as Management Skills, Communication through Customer Service Skills, Six Sigma, and Lean Manufacturing techniques). Our classes improve employee job skills to meet changing technologies, increase employee satisfaction and productivity, and provide business with the ability to meet changes in market conditions.

#### Convenience

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

#### Quality

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

#### Cost-Effective

ETI's fees are economical and competitive. Because ETI is local, companies need not pay the cost of bringing in an outside training firm or sending employees out of town. We offer State funded training opportunities, too, as we work with you to expand your training department resources. Please call us at (661) 259-3874 for further information about services, or come to see us in Building X-8.

### HITE AND HONORS PROGRAM

The High-Intensity Transfer Enrichment (HITE) and Honors Program is designed to challenge students to achieve their highest academic potential and to successfully transfer to a four-year institution. To meet these goals, students in the program undertake special course projects in addition to the regular course



requirements. Projects are completed on a contractual basis with individual faculty members. Students completing projects/contracts in 18 units and who also have at least a 3.0 GPA are eligible to be HITE graduates. All students who complete the program receive special recognition at graduation. Diplomas and transcripts are also noted. Other benefits for participating in the HITE and Honors Program include the opportunity to establish a closer relationship with professors, increasing the likelihood of better letters of recommendation for transfer admissions and scholarships. HITE and Honors students also have the chance to tour local four-year colleges and universities, where they meet with counselors and often receive complimentary catalogs and tickets to cultural and sporting events.

### **Transfer Alliance Agreements and Honor Societies**

Additionally, participants intending to transfer to UCLA are eligible for membership in the Transfer Alliance Program (TAP), which gives priority admission consideration to any major in the College of Letters and Science at UCLA. Similarly, students interested in transferring to Pomona College can participate in our Pomona Agreement for Transfer Honors (PATH) to qualify for priority admission and scholarship consideration. Students interested in transferring to UC Riverside can participate in our Honors Alliance for Riverside Transfers (HART) for priority admission, housing, and scholarship consideration. New alliances are being added all the time, so check with the HITE and Honors Office. In addition, students with a 3.0 grade point average or better can join the COC chapter of Alpha Gamma Sigma (the California community college honor society). Students with a 3.5 grade point average or better are eligible for membership in Phi Theta Kappa (the national community college honor society). Membership in one or both of these societies entitles the students to special recognition, the opportunity to compete for scholarships and more. For information about the HITE and Honors Program, TAP, PATH or the other alliances and the two honor societies, call the HITE Office at (661) 362-3333, or drop by the office in S-123 and pick up a HITE and Honors Program brochure.

### **INTENSIVE SPANISH INSTITUTE (ISI)**

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

### **INTERNATIONAL STUDENTS PROGRAM (ISP)**

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

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

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

## Special Programs & Courses

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

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

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

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

### **SCHOLASTIC HONORS**

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

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

#### **Graduation with Honors**

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

### **EDUCATIONAL TRAVEL PROGRAM**

College of the Canyons' Educational Travel Program provides individuals an opportunity to broaden their knowledge and perspective, as well as to enhance their ability to effectively apply what they have learned in an international environment and in a classroom setting. Students who participate in this program will experience people, places and ideas first hand while acquiring knowledge and skills for living in an interdependent and culturally diverse world.

College of the Canyons Educational Travel Trips have included countries in South America, Europe, Asia, the Caribbean and Australia and take place from over two weeks to six weeks. Courses are frequently delivered in a combination of online and on-site in the country being visited, or totally on-site; or in a combination of on-campus and on-site lectures and/or field work.

For more information about education travel opportunities, contact Dr. Nancy Smith, Vice President of Academic Affairs/Co-Chair Educational Travel, Ext. 3640 or James Glapa-Grossklag, Co-Chair, Educational Travel, Ext. 3632.

### **TECH PREP**

Tech Prep is a sequenced program of study beginning in high school and/or a Regional Occupational Program and continuing through community college. The goal is to ensure students make a smooth transition from high school to college and into meaningful high-quality employment, and/or further their education. Tech Prep addresses the need expressed by business communities throughout the nation to better educate and train students for employment in technical careers and for inevitable future career shifts brought about by the rapidly changing technological workplace. A critical component of Tech Prep is the creation of partnerships between education and employers in order to help students learn more about their potential career path. College of the Canyons is continuously working with its business partners and local feeder high schools to develop programs in the fastest and largest growing occupational areas in this geographic region. In addition to career exploration and career-related school-based learning, Tech Prep promotes work-based learning, such as: Cooperative Work Experience Education, internships, volunteer and Community Service Learning, job shadowing and mentoring.

### **SPECIAL COURSES**

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

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

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

### **Independent Study Courses**

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

### **299 Directed Study Courses**

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

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

### **WORK EXPERIENCE, COOPERATIVE EDUCATION PROGRAM**

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

## Special Programs & Courses

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(661) 362-3681 for internship information. To search for internships or to acquire additional program information, visit the CWEE website:

<http://www.canyons.edu/offices/CWEE>, Office location: TY-105

### WHY IS THE CWEE PROGRAM OFFERED?

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

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

### TYPES OF CWEE ENROLLMENT

#### Occupational Work Experience Education

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

#### General Work-Experience Education

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

#### CWEE SCHOOL CREDIT

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

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

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

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

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

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

### HOW TO ENROLL IN THE CWEE PROGRAM

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

### WEEKEND COLLEGE

Weekend College provides a structured and integrated series of courses that are offered outside the traditional hours of college classes. It is designed primarily for adults who have always wanted a college degree but who have weekday commitments that do not allow for attending classes during traditional day or evening hours. Classes meet once a week in a 12-week format rather than the traditional longer semester in order to achieve a balance between academic, home, personal and work commitments. By taking three courses each semester, students may complete an AA degree in transfer studies in three years and a summer.

**INSTRUCTIONAL PROGRAMS & COURSES**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Administration of Justice*+</li> <li>• Animation             <ul style="list-style-type: none"> <li>- Animation Production*+</li> <li>- Computer Animation*+</li> <li>- Video Game Animation+</li> </ul> </li> <li>• Anthropology</li> <li>• Architectural Drafting</li> <li>• Art*</li> <li>• Astronomy</li> <li>• Athletic Training</li> <li>• Automotive Technology (pending State approval)</li> <li>• Biological &amp; Physical Science*</li> <li>• Biotechnology+</li> <li>• Business             <ul style="list-style-type: none"> <li>- Accounting Technician*+</li> <li>- Accounting (Transfer option) *+</li> <li>- E-Commerce/Business #</li> <li>- E-Commerce/Technology#</li> <li>- Finance (Personal)#</li> <li>- Human Resources Management*+</li> <li>- International Trade-Finance#</li> <li>- International Trade-Marketing#</li> <li>- Marketing*+</li> <li>- Small Business Management*+</li> <li>- Web-Site Development#</li> </ul> </li> <li>• Chemistry</li> <li>• Cinema</li> <li>• Communication Studies             <ul style="list-style-type: none"> <li>- Communication Theory#</li> <li>- Rhetoric/Public Address#</li> </ul> </li> <li>• Computer Information Technology             <ul style="list-style-type: none"> <li>- Administrative Assistant*+</li> <li>- Computer Applications*+</li> </ul> </li> <li>• Computer Networking             <ul style="list-style-type: none"> <li>- CISCO*+</li> <li>- Linux/UNIX Administration#</li> <li>- Network Associate#</li> <li>- Network Engineering#</li> <li>- Security Technologies#</li> <li>- Systems Administration#</li> </ul> </li> <li>• Computer Science*</li> <li>• Construction Management Technology (pending State approval)</li> <li>• Culinary Arts (pending State approval)</li> <li>• Dance</li> <li>• Drafting             <ul style="list-style-type: none"> <li>- Mechanical*+</li> </ul> </li> <li>• Early Childhood Education*             <ul style="list-style-type: none"> <li>- Core#</li> <li>- Infant/Toddler+</li> <li>- Preschool+</li> <li>- School Age+</li> <li>- Special Education+</li> <li>- Supervision/Administration+</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Economics</li> <li>• EMT# (See Nursing)</li> <li>• Engineering*</li> <li>• English*</li> <li>• English As A Second Language</li> <li>• Fire Technology             <ul style="list-style-type: none"> <li>- Pre-Service Option*+</li> <li>- In-Service Option*+</li> </ul> </li> <li>• Foreign Language             <ul style="list-style-type: none"> <li>- Arabic</li> <li>- Chinese</li> <li>- French*</li> <li>- German</li> <li>- Italian</li> <li>- Spanish*</li> </ul> </li> <li>• General Arts &amp; Science *</li> <li>• Geography</li> <li>• Geology</li> <li>• Graphic and Multimedia Design             <ul style="list-style-type: none"> <li>- Graphic Design*+</li> <li>- Multimedia+</li> </ul> </li> <li>• Health Science</li> <li>• History*</li> <li>• Hotel Restaurant Management             <ul style="list-style-type: none"> <li>- Hotel Management*</li> <li>- Restaurant Management*</li> <li>- Hotel &amp; Restaurant Management*</li> </ul> </li> <li>* Instructional Aide</li> <li>• Interior Design             <ul style="list-style-type: none"> <li>- Interior Design</li> <li>- Interior Design Merchandising+</li> <li>- Set Decorator#</li> </ul> </li> <li>• Journalism*</li> <li>• Library Media Technology*</li> <li>• Manufacturing Technology*+             <ul style="list-style-type: none"> <li>- CAD/CAM#</li> <li>- CATIA#</li> <li>- Machining/CNC#</li> </ul> </li> <li>• Mathematics*</li> <li>• Music*</li> <li>• Nursing Science             <ul style="list-style-type: none"> <li>- CNA</li> <li>- Home Health Aide#</li> <li>- Medical Assistant+</li> <li>- LVN to RN*</li> <li>- RN*</li> </ul> </li> <li>• Paralegal*</li> <li>• Philosophy</li> <li>• Photography             <ul style="list-style-type: none"> <li>- Fine Art Photography*+</li> <li>- Commercial Photography+</li> </ul> </li> <li>• Photojournalism*+</li> <li>• Physical Education-Kinesiology*             <ul style="list-style-type: none"> <li>- Athletic Training*</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Physical Science</li> <li>• Physics</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Quality Technology*+</li> <li>• Radio/Television/Film*+</li> <li>• Real Estate*+</li> <li>• Recreation Management (pending State approval)</li> <li>• Sign Language</li> <li>• Social Science*</li> <li>• Sociology             <ul style="list-style-type: none"> <li>- Life and Longevity#</li> <li>- Crime, Deviance and Social Control#</li> <li>- Race, Gender &amp; Multiculturalism#</li> </ul> </li> <li>• Theatre</li> <li>• Transfer Studies*</li> <li>• Water Systems Technology*</li> <li>• Welding*+</li> </ul> |
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\*Associate Degree  
+Certificate of Achievement  
#Career Preparation Certificate

# \*ADMINISTRATION OF JUSTICE

## Program Description:

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

Degrees are awarded to those who complete the required courses for an Administration of Justice major along with the additional requirements for the associate degree. Target occupations typical to this major include Police Officer, Deputy Sheriff, Highway Patrol Officer, Correctional Officer, FBI Agent, DEA Agent, Secret Service Agent, Customs Officer, Border Patrol Officer, Evidence Technician, Security Officer, Loss Prevention Officer, and Private Investigator.

## NOTE:

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

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

Units required for Major: 24

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

*Plus six units from the following:*

ADMJUS 150	Patrol Procedures	3.0
ADMJUS 155	Criminal Investigation	3.0
ADMJUS 160	Traffic: Enforcement/Investigation	3.0
ADMJUS 175	Organized Crime & Vice	3.0
ADMJUS 180	Dangerous Drugs & Narcotics	3.0
ADMJUS 190	Police Administration	3.0
ADMJUS 250	Basic Academy	14.-22.0
SOCI 151	Juvenile Delinquency	3.0

## American Sign Language (See Sign Language)

\* Associate Degree Program

## \*ANIMATION

### Program Description:

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. We offer classes in traditional drawn animation, character design, layout, storyboarding, 2-D computer animation, and 3-D computer animation.

### Associate in Arts Degree: Animation Production

Units required for Major: 42

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 120	Story Development and Storyboarding . . . . .	3.0
ANIM 130	Flash Animation . . . . .	3.0
ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0

*Plus three units from the following:*

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

*Plus three units from the following:*

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

*Recommended Electives:*

ANIM 190	Animation Production	3.0
ART 224A	Drawing III (Life Drawing)	3.0
GMD 172	Desktop Video	3.0
THEATR 140	Acting Fundamentals	3.0

### Associate in Arts Degree: Computer Animation

Units required for Major: 39

ANIM 101	Introduction to Animation . . . . .	3.0
ANIM 130	Flash Animation . . . . .	3.0
ANIM 201	Advanced Animation . . . . .	3.0
ANIM 280	Animation Portfolio . . . . .	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0

*Plus three units from the following:*

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

*Plus three units from the following:*

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

*Recommended Electives:*

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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

### Certificate of Achievement: Animation Production

#### Program Description:

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

Units required for Certificate: 36

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

*Plus three units from the following:*

ANIM 140	Introduction to 3D Studio Max/Animation	3.0
ANIM 141	Introduction to 3D Computer Animation: Maya	3.0
<i>Recommended Electives:</i>		
GMD 172	Desktop Video	3.0
THEATR 140	Acting Fundamentals	3.0

### Certificate of Achievement: Computer Animation

#### Program Description:

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

Units required for Certificate: 33

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

*Plus three units from the following:*

ANIM 222	Character and Prop Design for Animation	3.0
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ART 224A	Drawing III (Life Drawing)	3.0
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*Plus three units from the following:*

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

*Plus three units from the following:*

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

*Recommended Electives:*

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

### Certificate of Achievement: Video Game Animation

#### Program Description:

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

Units required for Certificate: 28

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

*Plus three units from the following:*

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

*Recommended Electives:*

CMPSCI 236	C++ Object Oriented Programming	3.0
CMPSCI 235	'C' Programming	3.0
CWEXP 188	Cooperative Work Experience Education - Animation	1.0 – 4.0

\* Associate Degree Program



# ANTHROPOLOGY

## Program Description:

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

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

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

## Degree Requirements:

An associate degree is not available in anthropology since this is considered to be a transfer major.

Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

# ARCHITECTURAL DRAFTING

## Program Description:

The Architectural Drafting and Technology program is designed to prepare students for careers in industry as architectural drafters or in related occupations, and/or to transfer to a 4 or 5-year architecture program. Drafting technicians are in short supply, affording 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 computer aided generated drawings, current practices in architectural drafting, construction technology, 2-D drawings, 3-D models, and portfolio for entry level architectural drafting positions, and/or transfer application.

Upon completion of the program students will be prepared for entry-level drafting positions. An associate of science degree can be earned in Architectural Drafting Technology.

## Associate in Science Degree: Architectural Drafting

Units required for Major: 44

ARCHT 100	Architecture and Related Fields . . . .	2.0
ARCHT 110	Architectural Drafting I . . . . .	3.0
ARCHT 120	Design I - Elements of Architectural Design . . . . .	3.0
ARCHT 140	Materials and Methods of Construction . . . . .	3.0
ARCHT 160	AutoCAD for Architecture and Interior Design . . . . .	3.0
ARCHT 180	Codes and Zoning Regulations . . . .	3.0
ARCHT 190	Design II - Space Planning . . . . .	3.0
ARCHT 200	Design III - Environmental Design . .	3.0
ARCHT 220	Architectural Drafting II . . . . .	3.0
ARCHT 240	Architectural Design Portfolio . . . . .	3.0
ARCHT 260	Advanced CAD - Architecture & Interior Design . . . . .	3.0
ARCHT 280	Design IV- Advanced Design . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

	<i>Plus nine units from the following:</i>	ARCHT 240	Architectural Design Portfolio . . . . .	3.0
ID 103	Perspective and Illustration . . . . .	ARCHT 260	Advanced CAD - Architecture & Interior Design . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	ARCHT 270	CAD 3-D Modeling/Animation . . . . .	4.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . .		<i>Plus three units from the following:</i>	
	<i>Recommended Electives:</i>	ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0
ANTHRO 103	Cultural Anthropology . . . . .	ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	3.0
ART 124A	Drawing I . . . . .			
ID 102	Applied Color for Designers . . . . .			
ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .			
ID 207	Residential Design . . . . .			

### Certificate of Achievement: Architectural Drafting

#### Program Description:

The architectural drafting program is designed to prepare students for careers in industry as drafters or related occupations, and/or transfer to a 4 or 5-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.

Units required for Certificate: 33

ARCHT 100	Architecture and Related Fields . . . .	2.0
ARCHT 110	Architectural Drafting I . . . . .	3.0
ARCHT 140	Materials and Methods of Construction . . . . .	3.0
ARCHT 160	AutoCAD for Architecture and Interior Design . . . . .	3.0
ARCHT 180	Codes and Zoning Regulations . . . .	3.0
ARCHT 190	Design II - Space Planning . . . . .	3.0
ARCHT 220	Architectural Drafting II . . . . .	3.0

\* Associate Degree Program

## \*ART

### Program Description:

The art program provides students two major foci: one is understanding and appreciating the cultural heritage of art; the second is developing skills in the studio arts of drawing, painting, printmaking, design and sculpture. The art program offers a wide range of studio-skills courses at beginning and intermediate levels. Appreciation and history courses survey the development of art from the Paleolithic Period to the present, with a special focus on contemporary American artists. In addition to developing critical and creative skills, art students have many opportunities to get involved in contemporary art culture. As part of the regular program, students will do many of the following activities: visit local exhibitions, artists' studios, private collections and art libraries; gain assistance for transfer to four-year colleges and art institutions; prepare professional portfolios and obtain skills for personal appreciation.

### Associate in Arts Degree: Art

Units required for Major: 18

ART 110	History of Art: Ancient and Medieval . . . . .	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 124B	Drawing II . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
	<i>Recommended Electives:</i>	
ART 227	Painting I . . . . .	3.0
ART 235	Sculpture . . . . .	3.0
ART 244	Advertising Graphics . . . . .	3.0

## ASTRONOMY

### Program Description:

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

### Degree Requirements:

An associate degree is not available in astronomy since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## ATHLETIC TRAINING

### Program Description:

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

### Associate in Science Degree: Athletic Training

Units required for Major: 30

HLHSCI 100	Health Education . . . . .	3.0
HLHSCI 150	Nutrition . . . . .	3.0
PHYSED 102	Principles of Physical Fitness and Conditioning . . . . .	3.0
PHYSED 109	Emergency Procedures . . . . .	2.0
PHYSED 110	Prevention and Care of Athletic Injuries . . . . .	3.0
PHYSED 110L	Prevention and Care of Athletic Injuries Lab . . . . .	1.0
PHYSED 112	Athletic Training Clinical Experience . . . . .	3.0
PHYSED 113	Athletic Training, Fall Sports . . . . .	2.0
PHYSED 114	Athletic Training, Spring Sports . . . . .	2.0

*Plus eight units from the following options:*

BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
<i>OR</i>		
BIOSCI 204	Human Anatomy and Physiology . . . . .	14.0
BIOSCI 205	Human Anatomy and Physiology II . . . . .	4.0
<i>OR</i>		
BIOSCI 250	Human Anatomy and Physiology . . . . .	8.0

*Recommended Electives:*

PHYSED 115	Advanced Athletic Training, Fall Sports . . . . .	2.0
PHYSED 116	Advanced Athletic Training, Spring Sports . . . . .	2.0

\* Associate Degree Program

## AUTOMOTIVE TECHNOLOGY

### Program Description: (Pending State Approval)

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

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

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

Units required for Major: 36

AUTO 101	Automotive Engine Fundamentals . . . . .	4.0
AUTO 102	Engine Diagnosis and Drivability . . . . .	5.0
AUTO 103	Automotive Electrical Systems . . . . .	5.0
AUTO 104	Suspension, Brake and Power Systems . . . . .	5.0
AUTO 105	Automatic Transmissions . . . . .	5.0
AUTO 106	Manual Transmissions, Transaxles and Drive trains . . . . .	5.0

AUTO 107    Advanced Electrical Systems . . . . . 4.0

*Plus three units from Cooperative Work Experience*

(CWEXP must be completed at an automotive work environment)

CWEXP 188    Cooperative Work Experience

    Education . . . . . 1.0 – 4.0

## **\*BIOLOGICAL & PHYSICAL SCIENCES**

### **Program Description:**

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

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

Units required for Major: 18

*Eight units from the following:*

BIOSCI 100	General Biology . . . . .	4.0
BIOSCI 106	Organismal & Environmental Biology . . . . .	4.0
BIOSCI 107	Molecular and Cellular Biology . . . . .	4.0
BIOSCI 140	Principles of Human Genetics . . . . .	3.0
BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0
BIOSCI 204	Human Anatomy and Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy and Physiology II . . . . .	4.0
BIOSCI 215	General Zoology . . . . .	4.0
BIOSCI 216	General Botany . . . . .	4.0
BIOSCI 219	Marine Biology . . . . .	4.0
BIOSCI 221	Introduction to Microbiology . . . . .	5.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

BIOSCI 230	Introduction to Biotechnology . . . . .	5.0
BIOSCI 231	Advanced Topics in Biotechnology . .	5.0
BIOSCI 240	Molecular Genetics . . . . .	4.0
BIOSCI 250	Human Anatomy and Physiology . . .	8.0

*Plus ten units from the following:*

ANTHRO 101	Physical Anthropology . . . . .	3.0
ANTHRO 101L	Physical Anthropology Laboratory . . . . .	1.0
ASTRON 100	General Astronomy . . . . .	3.0
ASTRON 101	The Stellar System . . . . .	3.0
ASTRON 102	The Solar System . . . . .	3.0
BIOSCI 130	Contemporary Issues in Environmental Biology . . . . .	3.0
BIOSCI 132	Concepts in Evolution . . . . .	3.0
BIOSCI 218	Introduction to Oceanography . . . . .	4.0
CHEM 110	Introductory Chemistry . . . . .	4.0
CHEM 151	Preparatory General Chemistry . . . .	4.0
CHEM 201	General Chemistry I . . . . .	6.0
CHEM 202	General Chemistry II . . . . .	5.0
CHEM 255	Organic Chemistry I . . . . .	5.0
CHEM 256	Organic Chemistry II . . . . .	5.0
GEOG 101	Physical Geography . . . . .	3.0
GEOG 101L	Physical Geography Lab . . . . .	1.0
GEOL 100	Physical Geology Lab . . . . .	1.0
GEOL 101	Physical Geology . . . . .	3.0
GEOL 102	Historical Geology . . . . .	3.0
GEOL 105	Geology of California . . . . .	3.0
GEOL 106	Geology of National Parks/ Monuments . . . . .	3.0
GEOL 107	Minerals, Rocks, and Fossils . . . . .	3.0
GEOL 109	Earth Science . . . . .	3.0
PHYSICI 101	Physical Science . . . . .	4.0
PHYSIC 101	Introduction to Physics . . . . .	4.0
PHYSIC 110	General Physics I . . . . .	4.0
PHYSIC 111	General Physics II . . . . .	4.0
PHYSIC 220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids . . . .	4.0
PHYSIC 221	Physics for Scientists and Engineers: Electricity and Magnetism . . . . .	4.0
PHYSIC 222	Physics for Scientists and Engineers: Wave Motion, Heat, Optics and Modern Physics . . . . .	4.0
PSYCH 102	Physiological Psychology . . . . .	3.0

# BIOTECHNOLOGY

### Program Description:

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

### Certificate of Achievement: Biotechnology

Units required for Certificate: 24

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

#### *Recommended Electives:*

BIOSCI 095	Cleanroom Technology . . . . .	0.5
BIOSCI 221	Introduction to Microbiology . . . . .	5.0
CHEM 202	General Chemistry II . . . . .	5.0
ENGL 091	Introduction to College Reading and Writing . . . . .	3.0

*OR*

ENGL 094	Introduction to Technical Writing . . .	3.0
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\* Associate Degree Program

## \*BUSINESS

### Program Description:

This Department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The Department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate Degrees and Certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

Course requirements for each certificate or major are listed below:

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

Units required for Major: 22

BUS 100	Introduction to Business . . . . .	3.0
BUS 101	Bookkeeping and Accounting . . . . .	5.0
BUS 144	Business Mathematics . . . . .	5.0
CIT 115	Business English . . . . .	3.0
CIT 145	QuickBooks Pro . . . . .	3.0

*Plus three units from the following:*

BUS 206	Computerized Income Tax Accounting . . . . .	3.0
BUS 211	Business Law . . . . .	3.0

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

Units required for Major: 22 – 23

BUS 201	Principles of Accounting I . . . . .	5.0
BUS 202	Principles of Accounting II . . . . .	5.0
BUS 211	Business Law . . . . .	3.0

ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0
ECON 291	Statistical Methods in Business and Economics . . . . .	3.0

*OR*

MATH 140	Introductory Statistics . . . . .	4.0
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*Recommended Electives:*

CIT 145	QuickBooks Pro . . . . .	3.0
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### Associate in Science Degree and Certificate of Achievement: Human Resources Management

Units required for Major: 21

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

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

Units required for Major: 21

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

*Plus three units from the following:*

BUS 190	Principles of Electronic Commerce . . . . .	3.0
BUS 192	E-Business Strategy . . . . .	3.0

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

Units required for Major: 23

BUS 101	Bookkeeping and Accounting . . . . .	5.0
BUS 117	Business Entrepreneurship . . . . .	3.0
BUS 126	Managing Diversity in the Workplace . . . . .	3.0
BUS 132	Negotiation and Conflict Resolution . . . . .	3.0
BUS 140	Principles of Marketing . . . . .	3.0
BUS 160	Business Ethics . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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*Plus three units from the following:*

BUS 100	Introduction to Business . . . . .	3.0
BUS 110	Principles of Management . . . . .	3.0

*Recommended Electives:*

CIT 145	QuickBooks Pro . . . . .	3.0
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### E-Commerce/Business

#### Program Description:

In recent years, various changes in the business environment have occurred, including the emergence of new information technologies. Consequently, many businesses need to realign with the new Internet economy in order to compete effectively in our changing world. In addition, there are opportunities for e-business start-ups with sound business foundations and competitive strategies. This certificate of completion in E-Commerce/Business attempts to provide students with the skill-building techniques and knowledge that will empower them to achieve their career goals in the current e-business environment.

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

Units required for Certificate of Completion: 15

BUS 192	E-Business Strategy . . . . .	3.0
CIT 170	Web Site Development I . . . . .	3.0

*Plus three units from the following:*

BUS 100	Introduction to Business . . . . .	3.0
BUS 110	Principles of Management . . . . .	3.0
BUS 211	Business Law . . . . .	3.0

*Plus three units from the following:*

BUS 140	Principles of Marketing . . . . .	3.0
BUS 141	Principles of Advertising . . . . .	3.0

*Plus three units from the following:*

BUS 190	Principles of Electronic Commerce . . . . .	3.0
CIT 190	Principles of Electronic Commerce . . . . .	3.0

#### Certificate of Completion: Personal Finance

Units required for Certificate: 14

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

### International Trade

#### Program Description:

The continuing trend toward globalization requires that students in business have a fundamental grasp of the social and economic factors leading to commercial internationalization and the management practices required to operate successfully in an international environment. This certificate of completion provides students with a solid foundation in the concepts of trade and commerce with an emphasis on the financial aspects of globalization. It is ideal for those currently working in an international business environment and wish to increase their fundamental knowledge regarding concepts and practices in addition to those who desire a solid introduction to international business. Students should also consider the International Trade-Marketing certificate of completion in addition to this certificate for an even more comprehensive course of study.

#### Certificate of Completion: International Trade – Finance

Units required for Certificate: 15

BUS 103	Introduction to International Business . . . . .	3.0
BUS 157	Business Finance . . . . .	3.0
BUS 159	International Finance . . . . .	3.0
BUS 214	International Business Law . . . . .	3.0

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\* Associate Degree Program



*Plus three units from the following:*

BUS 143	International Marketing . . . . .	3.0
BUS 185	Principles of Importing and Exporting . . . . .	3.0
BUS 190	Principles of Electronic Commerce .	3.0
POLISC 270	International Relations . . . . .	3.0

**Certificate of Completion: International Trade – Marketing**

Units required for Certificate: 15

BUS 103	Introduction to International Business . . . . .	3.0
BUS 140	Principles of Marketing . . . . .	3.0
BUS 143	International Marketing . . . . .	3.0
BUS 214	International Business Law . . . . .	3.0

*Plus three units from the following:*

BUS 159	International Finance . . . . .	3.0
BUS 185	Principles of Importing and Exporting . . . . .	3.0
BUS 190	Principles of Electronic Commerce .	3.0
POLISC 270	International Relations . . . . .	3.0

## CHEMISTRY

**Program Description:**

**Degree Requirements:**

An associate degree is not available in chemistry since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## CHILD DEVELOPMENT

(See Early Childhood Education)

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\* Associate Degree Program

## CINEMA

**Program Description:**

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

**Degree Requirements:**

An associate degree is not available in cinema. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## COMMUNICATION STUDIES

**Certificate of Completion: COMS – General Communication Theory**

**Program Description:**

A certificate of completion is available through the Department of Communication Studies that focuses on Communication Theory. The course of study for the certificate includes both an introduction to the field of Communication as well as coursework that addresses particular types of communication contexts and the knowledge and skills to be successful within them. Excelling at a four-year college, university or in the workplace requires insight and understanding into human communication behavior that accounts for perceptions, interpretations, and decision-making. The Communication Theory certificate offers students an opportunity to master concepts, skills, and real-world practices to recognize and deal with complex situations and resolve the ambiguities of life. Whether the final goal is to transfer or to gain employment, completion of the certificate in Communication Theory will enable students to acquire communication techniques that are not only marketable commodities, but also helpful in their everyday lives.

Units required for Certificate: 15

COMS 105    Speech Fundamentals . . . . . 3.0

*OR*

COMS 105H    Speech Fundamentals – Honors . . . 3.0

COMS 246    Interpersonal Communication . . . . . 3.0

COMS 250    Process of Communication . . . . . 3.0

COMS 256    Intercultural Communication . . . . . 3.0

*Plus three units from the following:*

COMS 223    Small Group Communication . . . . . 3.0

COMS 227    Rhetoric and Contemporary  
Culture . . . . . 3.0

COMS 260    Communication and Gender . . . . . 3.0

\* Associate Degree Program

**Certificate of Completion: COMS – Rhetoric/Public Address**

**Program Description:**

A certificate of completion is available through the Department of Communication Studies that focuses on Rhetoric and Public Address. The course of study for the certificate includes both an introduction to the field of Communication Studies as well as coursework that addresses particular types of communication contexts and the knowledge and skills to be successful in them. Excelling at a four-year college, university or in the workplace requires insight and understanding into human communication behavior that accounts for perceptions, interpretations, and decision-making. The Rhetoric/Public Address certificate offers students an opportunity to master concepts, skills, and real-world practices in public speaking, argumentation and persuasion, rhetorical criticism, pre-law, communication theory, group communications, and competitive intercollegiate speech and debate (forensics). Whether the final goal is to transfer or to gain employment, completion of the certificate in Rhetoric/Public Address will enable students to acquire communication techniques that are not only useful in the workplace and their professions, but also helpful in their everyday lives.

Units required for Certificate: 15

COMS 105	Speech Fundamentals . . . . .	3.0
	<i>OR</i>	
COMS 105H	Speech Fundamentals – Honors . . .	3.0
COMS 205	Essentials of Persuasive Speaking .	3.0
COMS 225	Strategies of Argumentation . . . . .	3.0
COMS 227	Rhetoric and Contemporary Culture . . . . .	3.0

*Plus three units from the following:*

COMS 150	Oral Interpretation . . . . .	3.0
COMS 190	Forensics . . . . .	2.0 – 4.0
COMS 223	Small Group Communication . . . . .	3.0

**\*COMPUTER INFORMATION TECHNOLOGY**

**Program Description:**

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

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The Associate Degree and Certificates of Achievement are designed to provide a working knowledge of office systems and procedures and advanced-level computer skills required for a successful career or employment in an office or business environment.

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

Units required for Major: 24

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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

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

CIT 171	Web Site Development II	3.0
CIT 173	Web Development Software: Dreamweaver	3.0

*Plus three units from the following:*

BUS 190	Principles of Electronic Commerce	3.0
CIT 190	Principles of Electronic Commerce	3.0

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

The Associate Degree and Certificates of Achievement are designed to provide a solid foundation in state-of-the-art, highly marketable business software used in industry today. These advanced-level computer skills are required for a successful career in the high tech world.

Units required for Major: 24

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

### Certificate of Completion: Computer Information Technology – E-Commerce/Technology

#### Program Description:

The certificate 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 Web site development due to the business nature of many sites that pervade the Web. The program's "hands-on" approach assures prospective employers that students who complete the sequence will have obtained practical experience employing Web technologies as business solutions. Courses are appropriate for those who seek entry-level positions in the field and for managers or entrepreneurs who desire a better understanding of the technologies employed in developing commercial Web sites.

Units required for Certificate: 16

BUS 192	E-Business Strategy	3.0
CIT 060	Microsoft Access – Brief	1.0
CIT 170	Web Site Development I	3.0

### Certificate of Completion: Computer Information Technology – Web Site Development

#### Program Description:

The certificate in Web site development affords students the opportunity to acquire basic skills related to the design, planning, and realization of functional Web sites. 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 Web site development and especially those who are considering future study, career moves, and promotional opportunities related to this growing and continuously evolving area.

Units required for Certificate: 15

CIT 170	Web Site Development I	3.0
CIT 171	Web Site Development II	3.0
CIT 173	Web Development Software: Dreamweaver	3.0
CIT 174	Web Development Software: Photoshop	3.0
CIT 175	Web Development Software: Flash	3.0

\* Associate Degree Program

# \*COMPUTER NETWORKING

## Program Description:

The Computer Networking Program will prepare students for an entry-level position in an IT related industry with emphasis in either systems administration or network administration. The Associate Degree has two options: CCNA Network Administrator or MCSE Systems Administrator. It is designed to transfer to four-year colleges or universities. The program offers six certificates of completion: Network Associate, Network Engineer, Network System Administrator, Linux/UNIX System Administrator, Advanced Technologies, and Security Technologies.

Classes are designed for first-time college students, re-entry students, and current industry employees requiring skill enhancement or upgrade training. Emphasis is placed on hands on labs and case studies designed to apply principles and develop troubleshooting skills. Students can prepare for industry certifications from industries and organizations such as BISC, Cisco, CompTIA, or Microsoft.

## Associate in Science Degree: Computer Networking

Units required for Major: 30

CMPELC 130	Computer Electronics I	4.0
CMPNET 131	Voice and Data Cabling	4.0
CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0

*Plus fourteen units from one of the two options below*

CMPNET 184	MS Client & Server OS	3.5
CMPNET 185	MS Network Infrastructure	3.5
CMPNET 186	MS Active Directory	3.5
CMPNET 187	MS Security	3.5

*OR*

CMPNET 151	CCNA Prep 1	7.0
CMPNET 152	CCNA Prep 2	7.0

## Recommended Electives:

CMPSCI 111	Introduction to Algorithms and Programming/Java	3.0
CMPSCI 111L	Introduction to Algorithms and Program Lab	1.0
MATH 140	Introductory Statistics	4.0
CWEXP 188	Cooperative Work Experience Education – Computer Networking	1.0 – 4.0

## Certificate of Achievement: Computer Networking

### Program Description:

Designed to give novice networking students the foundation to enter the IT field. This will prepare students for jobs such as computer repair technician, cabling technician, network associate.

Units required for Certificate: 30

CMPELC 130	Computer Electronics I	4.0
CMPNET 131	Voice and Data Cabling	4.0
CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0

*Plus fourteen units from one of the following groups:*

CMPNET 184	MS Client & Server OS	3.5
CMPNET 185	MS Network Infrastructure	3.5
CMPNET 186	MS Active Directory	3.5
CMPNET 187	MS Security	3.5

*OR*

CMPNET 151	CCNA Prep 1	7.0
CMPNET 152	CCNA Prep 2	7.0

## Recommended Electives:

CMPSCI 111	Introduction to Algorithms and Programming/Java	3.0
CMPSCI 111L	Introduction to Algorithms and Program Lab	1.0
MATH 140	Introductory Statistics	4.0
CWEXP 188	Cooperative Work Experience Education – Computer Networking	1.0 – 4.0

## Certificate of Completion: Computer Networking – Linux/UNIX Administration

### Program Description:

Linux and UNIX NOS administration using both command line and graphical user interfaces. Develops administration skills including setting up web, FTP, email, and print servers, telnet, basic network security with firewalls and routers, utilizing online help,

## Degree Curricula and Certificate Programs

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Applications Manager, vi text editor, script programming for basic administration tasks, file navigation, file permissions, file compression, command shells, UNIX shells, backing up and restoring, setting up and administrating user accounts, boot loaders and recompiling the kernel.

Units required for Certificate: 15

CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0
CMPNET 191	Linux/UNIX 1	3.5
CMPNET 192	Linux/UNIX 2	3.5

### Certificate of Completion: Computer Networking – Network Associate

#### Program Description:

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, EIGRP.

Units required for Certificate: 14

CMPNET 151	CCNA Prep 1	7.0
CMPNET 152	CCNA Prep 2	7.0

### Certificate of Completion: Computer Networking – Network Engineering

#### Program Description:

Advanced routing, EIGRP, OSPF, and BGP routing protocols, routing tables, scalable routing protocols, access lists, route distribution, network design, configuration of advanced networks. Frame Relay and ISDN WAN technologies and standards including modems, PPP, queuing, Network Address Translation, and Virtual Private Networks. LAN switching, VLAN identification, Spanning Tree Protocol. Troubleshooting methodologies, including management and diagnostic tools, LAN switch environment, VLANs, TCP/IP protocols.

Units required for Certificate: 14

CMPNET 251	CCNP-1: Advanced Routing	3.5
CMPNET 252	CCNP-2: Remote Access	3.5
CMPNET 253	CCNP-3: Multilayer Switching	3.5
CMPNET 254	CCNP-4: Internetwork Troubleshooting	3.5

### Certificate of Completion: Computer Networking – Security Technologies

#### Program Description:

Focus on security fundamentals such as security baselines, securing the network infrastructure and web access operations, cryptography, policies, and computer forensics. Advances to coverage of policy design and management, architecture, products and solutions, firewall and secure router design with access control and AAA implementation, trust and identity technology, intrusion detection and prevention, encryption and VPN technologies, and layer 2 secure network architecture and management. Equipment used includes Cisco routers, PIX firewalls, network sensors, and VPN concentrators. Emphasis on hands on skills.

Units required for Certificate: 14

CMPNET 171	Security+ Certification	3.5
CMPNET 174	WAN Security 1	3.5
CMPNET 175	WAN Security 2	3.5
CMPNET 187	MS Security	3.5

### Certificate of Completion: Computer Networking – Systems Administration

#### Program Description:

Microsoft client and NOS administration including, managing users, groups, and files, command line and graphical user interfaces, basic network security, design and implementation of LAN and WAN topologies including hardware placement and use, managing and maintaining a server environment, telnet, managing and implementing disaster recovery, and script programming for administrative tasks.

Units required for Certificate: 15.5

CMPNET 132	A+ Certification	4.0
CMPNET 133	Server+ Certification	4.0
CMPNET 134	Network+ Certification	4.0
CMPNET 184	MS Client & Server OS	3.5

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\* Associate Degree Program

## \*COMPUTER SCIENCE

### Program Description:

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

### Associate in Science Degree: Computer Science

Units required for Major: 36

CMPSCI 111	Introduction to Algorithms and Programming/Java . . . . .	3.0
CMPSCI 111L	Introduction to Algorithms and Program Lab . . . . .	1.0
CMPSCI 122	Introduction to Digital Computers . . .	3.0
CMPSCI 182	Data Structures and Program Design . . . . .	3.0
CMPSCI 182L	Data Structures and Program Design Lab . . . . .	1.0
CMPSCI 236	C++ Object Oriented Programming . .	3.0
CMPSCI 282	Advanced Data Structures . . . . .	3.0
MATH 211	Calculus I . . . . .	5.0
MATH 212	Calculus II . . . . .	5.0
MATH 214	Linear Algebra . . . . .	3.0

*Plus three units from the following:*

CMPSCI 222	Computer Organization . . . . .	3.0
CMPSCI 235	'C' Programming . . . . .	3.0

*May take any 3 unit CMPSCI course in lieu of*

PHILOS 230	Symbolic Logic . . . . .	3.0
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## CONSTRUCTION MANAGEMENT TECHNOLOGY

### Program Description: Pending state approval

The Construction Management Technology program is designed to prepare students with the foundation needed to meet the current technological requirements of the construction workplace. The program has two tracks, one for those interested in transfer to a four-year college or university to major in Construction Engineering Technology or Construction Management; the other option is for those students already employed in the construction industry or who plan to enter the industry after completion of a certificate or associate degree. The certificate and associate degree curriculum provides students with the industry identified skill competencies for entry into the field.

### Associate in Science Degree: Construction Management Technology

Units required for Major: 34

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
CONST 104	The Construction Process-Planning and Scheduling . . . . .	3.0
CONST 105	Construction Estimating Principles . .	3.0
CONST 106	Construction Law Survey . . . . .	3.0
CONST 108	Introduction to Construction Inspection and Codes . . . . .	3.0

*Plus ten units from the following:*

(A minimum of one CWEXP unit must be completed in the construction field)

ARCHT 140	Materials and Methods of Construction . . . . .	3.0
BUS 101	Bookkeeping and Accounting . . . . .	5.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0 – 4.0

*Plus six units from the following:*

ARCHT 110	Architectural Drafting I . . . . .	3.0
SURV 101	Introduction to Land Surveying . . . .	4.0

\* Associate Degree Program

## CULINARY ARTS

### Program Description

The Culinary Arts program is designed to prepare students for employment as culinary workers in commercial kitchens. The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth. The program will focus on cooking skills development, problem solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations.

### Certificate of Achievement: Culinary Arts

Units required for Major: 32 – 35

CULARTS 121 Culinary Fundamentals I . . . . .	3.0
CULARTS 123 Culinary Fundamentals II . . . . .	3.0
CULARTS 125 Principles of Pantry & Garde Manger . . . . .	3.0
CULARTS 127 Principles of Baking . . . . .	2.0
HRMGT 101 Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 220 Restaurant Operations . . . . .	3.0
HRMGT 225 Food Service Sanitation and Safety .	3.0

*Plus six units from the following:*

CULARTS 224 Wine Culture . . . . .	3.0
CULARTS 226 Food and Wine Pairing I . . . . .	3.0
CULARTS 227 Food and Wine Pairing II . . . . .	3.0
HRMGT 210 Hotel and Restaurant Law . . . . .	3.0
HRMGT 235 Hotel and Restaurant Sales & Marketing . . . . .	3.0

*Plus six to nine units of internship*

HRMGT 299* Hotel and Restaurant Management Internship . . . . .	1.0 – 3.0
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\* This course may be taken up to four times

## DANCE

### Program Description:

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

### Degree Requirements:

An associate degree is not available in dance since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

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\* Associate Degree Program



# \*DRAFTING/ MECHANICAL

ENGR 120	Advanced AutoCAD - 2D	3.0
ENGR 122	Advanced AutoCAD - 3D	3.0
GMD 101	Introduction to Digital Media	3.0

## Program Description:

The drafting program is designed to prepare students for careers in industry as drafters or related occupations. Engineers require drafting skills, as do architects and designers. Drafting technicians are in short supply, affording many employment opportunities for qualified individuals. The techniques of drafting are used in many types of industries such as automotive, electronics, building construction, aeronautical/aerospace, machine design, advertising, illustrating, and engineering. The program provides students with entry-level skills and knowledge in the fields of computer mechanical, and architectural drafting. Competencies include knowledge of orthographic projection and isometric sketching, AutoCAD generated drawings, current practices in architectural drafting and construction technology, 2-D and 3-D drawings, drafting techniques such as clarity, line weight expression and accuracy to name a few.

Upon completion of the program, students will be prepared for drafting positions in the following fields: civil, electrical, electronic, or mechanical.

## Associate in Science Degree and Certificate of Achievement: Mechanical Drafting

Units required for Major: 24

ENGR 112	Mechanical Drafting II	3.0
ENGR 114	Solids Modeling for Mechanical Drafting	3.0
ENGR 150	Introduction to Mechanical Drafting & AutoCAD	3.0
MFGT 102	Engineering Drawing Interpretation	3.0
<i>Plus twelve units from the following:</i>		
ANIM 101	Introduction to Animation	3.0
ANIM 140	Introduction to 3D Studio Max/ Animation	3.0
ANIM 240	Advanced 3D Studio Max/ Animation	3.0

# \*EARLY CHILDHOOD EDUCATION

## Program Description:

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

## Associate in Science Degree: Early Childhood Development

Units required for Major: 24

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

*Plus ten units from the following:*

ECE 116B	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116C	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 135	School Age Child Care Programs and Curriculum . . . . .	3.0
ECE 140	Recreational Leadership in School Age Child Care . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0

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

## Certificate of Achievement: Early Childhood Education CORE

### Program Description:

The Early Childhood Education program includes core courses in child development and electives from other departments. The purposes include: 1) educating students in the development of the young child; 2) preparing candidates for Child Development permits (awarded by the State Commission of Teacher Preparation and Licensing, Child Development Division); 3) providing a basis for further study (transfer) and preparation of teacher candidates; and 4) preparing students for work with children in a variety of community settings.

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### CERTIFICATES OF ACHIEVEMENT

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

\* Associate Degree Program

## Degree Curricula and Certificate Programs

Child Development permit requirements. The Child Development permit is awarded by the State Commission of Teacher Preparation and Licensing and is required by teachers in such funded programs as Children's Centers and Head Start programs.

### **Certificate of Completion: Early Childhood Education - CORE**

Units required for Certificate: 14

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

### **Certificate of Achievement: Early Childhood Education – Infant/Toddler Emphasis**

Units required for Certificate: 25

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116B	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116C	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

*Plus four units from one of the following groups:*

ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
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ECE 151	Art and Creativity for Young Children . . . . .	2.0
<i>OR</i>		

ECE 155	Science and Math for the Young Child . . . . .	2.0
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ECE 156	Literature and Language Development for the Young Child . . . . .	2.0
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### **Certificate of Achievement: Early Childhood Education – Pre-School Emphasis**

Units required for Certificate: 26

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116B	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116C	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . . . . .	2.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

### **Certificate of Achievement: Early Childhood Education – School-Age Emphasis**

Units required for Certificate: 27

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ECE 116B	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116C	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 135	School Age Child Care Programs and Curriculum . . . . .	3.0
ECE 140	Recreational Leadership in School Age Child Care . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0
ECE 201	Supervision and Administration of Children's Programs . . . . .	3.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

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

Units required for Certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116B	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116C	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 130	Infant/Toddler Development and Curriculum . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . . . . .	2.0
ECE 160	Understanding and Education of Exceptional Children . . . . .	3.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

### Certificate of Achievement: Early Childhood Education – Supervision/ Administration of Children's Programs Emphasis

Units required for Certificate: 32

ECE 110	Introduction to Early Childhood Education . . . . .	3.0
ECE 115	Curriculum and Classroom Management of Early Childhood Education Programs . . . . .	3.0
ECE 116A	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116B	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 116C	Curriculum and Classroom Management LAB . . . . .	1.0
ECE 125	Child, Family, and Community . . . . .	3.0
ECE 144	Music and Motor Development for the Young Child . . . . .	2.0
ECE 151	Art and Creativity for Young Children . . . . .	2.0
ECE 155	Science and Math for the Young Child . . . . .	2.0
ECE 156	Literature and Language Development for the Young Child . . . . .	2.0
ECE 173	Childhood Nutrition . . . . .	2.0
ECE 175	Childhood Health and Safety . . . . .	1.0
ECE 201	Supervision and Administration of Children's Programs . . . . .	3.0
ECE 202	Advanced Supervision and Administration of Children's Programs . . . . .	3.0

*Plus three units from the following:*

ECE 120	Child Growth and Development . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0

\* Associate Degree Program

## ECONOMICS

### Program Description:

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

### Degree Requirements:

An associate degree is not available in economics since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## \*ENGINEERING

### Program Description:

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

### Associate in Science Degree: Engineering

Units required for Major: 48

CHEM 201	General Chemistry I . . . . .	6.0
CMPSCI 111	Introduction to Algorithms and Programming/Java . . . . .	3.0
CMPSCI 111L	Introduction to Algorithms and Program Lab . . . . .	1.0
ENGR 101	Introduction to Science, Engineering, and Technology . . . . .	2.0
ENGR 151	Materials of Engineering . . . . .	3.0
ENGR 152	Statics . . . . .	3.0
ENGR 153	Electrical Circuits I . . . . .	4.0
MATH 211	Calculus I . . . . .	5.0
MATH 212	Calculus II . . . . .	5.0
MATH 213	Calculus III . . . . .	5.0
MATH 215	Differential Equations . . . . .	3.0
PHYSIC 220	Physics for Scientists and Engineers: Mechanics of Solids and Fluids . . . .	4.0
PHYSIC 221	Physics for Scientists and Engineers: Electricity and Magnetism . . . . .	4.0

\* Associate Degree Program

# \*ENGLISH

### Program Description:

The English Department offers four main areas of instruction: developmental English courses; English composition courses for the associate degree's Language and Rationality requirement and Reading and Written Expression Competency requirements; English composition, literature, and critical thinking for transfer requirements for 4-year colleges; and English literature courses for the English AA degree and for students who plan to transfer as English majors.

- A. Developmental English courses include English 063, an elective study skills course; English 071, the initial reading and writing course in the developmental English sequence; and English 081, a reading and writing course that builds on the work begun in English 071. Both English 071 and 081 teach essential grammar, punctuation, mechanics, and vocabulary building needed for higher-level English courses. English 071 focuses on the writing of non source-based paragraphs and reading pre-college level fiction and nonfiction, while English 081 concentrates on the writing of source-based paragraphs and reading more challenging fiction and nonfiction. The goal of English 071 and 081 is to prepare students to succeed in English 091 or English 094, the English courses that may be used to meet the Language and Rationality requirement and Reading and Written Expression Competency requirements for the associate degree.
- B. English 091 and 094 stress literacy skills as vital components of success in adult life, whether at a four-year college, in the workplace, or during participation in public life. English 091 instructs students in the writing of source-based short multi-paragraph essays and in critical reading skills needed for college-level fiction and nonfiction. Although grammar, punctuation, and mechanics are reviewed as needed, they are not the primary
- focus of English 091. English 094 also teaches critical reading skills and writing skills for college-level work, but it focuses more on reading and writing in the workplace than on the kinds of reading and writing done in undergraduate courses at a four-year college. It is designed to be of most use to community college students who plan to seek employment immediately after finishing their associate degree rather than transferring to a four-year college. Both English 091 and 094 require students to become familiar with and begin mastering the documentation of writing sources.
- C. The courses that students may use to fulfill their English transfer requirements are English 101, 102, and 103. English 101 teaches students how to use the basic elements of the writing process in longer and more complex writing assignments, and it requires a higher level of critical thinking in reading and analyzing academic prose. Once students have completed English 101, they can choose to take English 102 or 103 (with some students completing both). Either English 102 or 103 can be used to fulfill Area A-3 for CSU GE requirements; either can be used to fulfill IGETC's Area 1-B requirement. In addition, English 102 can be used to fulfill Area C-2 of CSU GE requirements, though it may not be used to fulfill both A-3 and C-2. English 102 teaches critical reading, writing, and thinking through the analysis and discussion of literary works in the genres of fiction, poetry, drama, and criticism. English 103 teaches critical reading, writing, and thinking through the analysis and discussion of arguments in the form of essays, newspaper articles, short stories, photographs, advertisements, paintings, films, and posters.
- D. The English Department also offers creative writing and literature elective courses for students majoring in English or simply wanting to fulfill some of their GE requirements by studying creative writing and literature. These courses are English 105, 106, 107, 108, 109, 111, 135, 250, 251, 260, 261, 262, 263, 264, 265, 270, 271, 272, 273, 274, 275, 280. The creative writing courses provide instruction in four genres, at two levels;

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\* Associate Degree Program

the literature courses offer a broad range of types and periods of literature, from Shakespeare to The Bible in Literature, from African-American Literature to Mythology. The study of literature provides students with a wide variety of intellectual skills while introducing them to a major source of cultural enrichment.

ENGL 271	Mythology . . . . .	3.0
ENGL 272	The Bible as Literature . . . . .	3.0
ENGL 273	World Literature I . . . . .	3.0
ENGL 274	World Literature II . . . . .	3.0
ENGL 275	Shakespeare . . . . .	3.0
ENGL 280	Women's Literature . . . . .	3.0
ENGL 281	Introduction to Science Fiction . . .	3.0
HUMAN 105	Cultural Eras in Humanities I . . . .	3.0
HUMAN 106	Cultural Eras in Humanities II . . .	3.0

**Associate in Arts Degree: English**

Units required for Major: 18

ENGL 101      English Composition and  
Literature . . . . . 3.0

*OR*

ENGL 101H    Honors English Composition &  
Literature . . . . . 4.0

*Plus three units from the following:*

ENGL 102      Intermediate Composition, Literature,  
and Critical Thinking . . . . . 3.0

ENGL 103      Critical Reading, Writing, &  
Thinking . . . . . 3.0

*Plus three units from the following:*

ENGL 250      British Literature I . . . . . 3.0

ENGL 251      British Literature II . . . . . 3.0

*Plus three units from the following:*

ENGL 260      American Literature I . . . . . 3.0

ENGL 261      American Literature II . . . . . 3.0

*Plus six units from the following:*

ENGL 105      Introduction to Creative Writing . . 3.0

ENGL 106      Creative Writing – Nonfiction . . . . 3.0

ENGL 108      Creative Writing – Poetry . . . . . 3.0

ENGL 109      Creative Writing - Short Stories . . 3.0

ENGL 111      Introduction to Linguistics . . . . . 3.0

ENGL 122      Literary Magazine Production . . . 3.0

ENGL 135      Literature and Film . . . . . 3.0

ENGL 225      Children's Literature . . . . . 3.0

ENGL 250      British Literature I . . . . . 3.0

ENGL 251      British Literature II . . . . . 3.0

ENGL 260      American Literature I . . . . . 3.0

ENGL 261      American Literature II . . . . . 3.0

ENGL 262      American Multicultural Literature . 3.0

ENGL 263      Introduction to Poetry . . . . . 3.0

ENGL 264      Study of Fiction . . . . . 3.0

ENGL 265      Introduction to Drama . . . . . 3.0

ENGL 270      Introduction to African American  
Literature . . . . . 3.0

\* Associate Degree Program

## ENGLISH AS A SECOND LANGUAGE

### Program Description:

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

## \*FIRE TECHNOLOGY

### Program Description:

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

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

Units required for Major: 27

FIRETC 102	Fire Prevention Technology . . . . .	3.0
FIRETC 103	Fire Protection Equipment and Systems . . . . .	3.0
FIRETC 104	Building Construction for Fire Protection . . . . .	3.0
FIRETC 105	Fire Behavior and Combustion . . . . .	3.0
<i>Plus fifteen units from the following:</i>		
FIRETC 106	Fire Co. Organization/Procedure . . . . .	3.0
FIRETC 107	Fire Apparatus and Equipment . . . . .	3.0
FIRETC 108	Fire Hydraulics . . . . .	3.0
FIRETC 123	Fire Investigation . . . . .	3.0
FIRETC 125	Firefighting Tactics and Strategy . . . . .	3.0
FIRETC 198	Firefighter In-Service Training . . . . .	0.25–4.0
FIRETC 201	Incident Command System 2001.0	
FIRETC 202	300 Intermediate Incident Command System (ICS) . . . . .	2.0
FIRETC 231A	Fire Prevention Officer 1A . . . . .	2.0
FIRETC 231B	Fire Prevention Officer 1B . . . . .	2.0
FIRETC 231C	Fire Prevention Officer 1C . . . . .	2.0
FIRETC 241A	Fire Instructor 1A . . . . .	2.0
FIRETC 241B	Fire Instructor 1B . . . . .	2.0
FIRETC 251A	Fire Investigation 1A . . . . .	2.0
FIRETC 251B	Fire Investigation 1B . . . . .	2.0
FIRETC 261A	Fire Management 1 . . . . .	2.0

\* Associate Degree Program



FIRETC 271A	Fire Command 1A	.....	2.0
FIRETC 271B	Fire Command 1B	.....	2.0

Marshal's courses required for State Certified Fire Officer and Incident Command 200 and 300. A total of 19 units are required for the certificate.

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

**Program Description:**

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

Units required for Major: 31.5

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

*Required Electives (nine units from the following):*

FIRETC 106	Fire Co. Organization/Procedure	...	3.0
FIRETC 107	Fire Apparatus and Equipment	.....	3.0
FIRETC 108	Fire Hydraulics	.....	3.0
FIRETC 109	Fundamentals of Personal Fire Safety	.....	3.0
FIRETC 110	Wildland Fire Behavior	.....	3.0
FIRETC 123	Fire Investigation	.....	3.0
FIRETC 125	Firefighting Tactics and Strategy	...	3.0

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

**Program Description:**

This certificate is for the fire service professional that wishes to advance within the fire service. Upon completing the certificate program, fire service professionals will further their knowledge in the following areas: Incident Command System 200 and 300, fire investigation, fire command, fire management and fire prevention officer training. Promotional opportunities include Fire Apparatus operator and Fire Captain. For an In-Service Fire Technology certificate in the Fire Technology Program, you must complete the level 1 State Fire

Units required for Certificate: 19

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

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

**Program Description:**

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

Units required for Certificate: 22.5

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

*Recommended Electives:*

FIRETC 106	Fire Co. Organization/Procedure	...	3.0
FIRETC 107	Fire Apparatus and Equipment	.....	3.0
FIRETC 108	Fire Hydraulics	.....	3.0
FIRETC 109	Fundamentals of Personal Fire Safety	.....	3.0
FIRETC 110	Wildland Fire Behavior	.....	3.0
FIRETC 123	Fire Investigation	.....	3.0
FIRETC 125	Firefighting Tactics and Strategy	...	3.0

## \*FOREIGN LANGUAGES

**Program Description:**

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

Foreign-language studies include numerous opportunities for students to enhance language skills and intercultural awareness through activities such as conversational groups, cultural excursions, poetry reading, and foreign film festivals.

The major requirements for an associate degree may be met by completing 18 course units from the foreign-language curriculum.

**Associate in Arts Degree: French**

Units required for Major: 18

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

**Associate in Arts Degree: Spanish**

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

Units required for Major: 18

SPAN 150	Conversational Spanish . . . . .	3.0
SPAN 201	Intermediate Spanish I . . . . .	4.0
SPAN 202	Intermediate Spanish II . . . . .	4.0

*Plus four units from the following:*

SPAN 102	Elementary Spanish II . . . . .	4.0
SPAN 102A	Spanish for Spanish Speakers II . . .	4.0

*Plus three units from the following:*

SPAN 198	Special Topics in Spanish Language, Literature, and Culture . . . . .	1.0–3.0
SPAN 240	Latin American Literature . . . . .	3.0
SPAN 250	Introduction to Spanish Translation I	3.0
SPAN 251	Introduction to Spanish Translation II	3.0

## FRENCH

(See Foreign Languages)

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\* Associate Degree Program

## GEOGRAPHY

### Program Description:

Geography is a vast discipline and a science that describes and explains all of the Earth's surface physical and cultural phenomena i.e., sun's rays, moon's gravity, the study and understanding of much of the natural and cultural setting of humankind. The geography/geology programs provide a strong foundation in physical sciences. Students will be introduced to the fundamentals of physical and cultural geography, and physical and historical geology. The emphasis is on the geologic processes that produced the features of the Earth's crust and the studies in California geology, national parks, minerals, fossils, and rocks.

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

### Degree Requirements:

An associate degree is not available in geography since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## GEOLOGY

### Program Description:

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

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

### Degree Requirements:

An associate degree is not available in geology since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## GERMAN

### Degree Requirements:

An associate degree is not available in German since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## \*GRAPHIC AND MULTIMEDIA DESIGN

### Program Description:

This program offers an associate degree in Graphic and Multimedia Design with an emphasis in graphic design. The primary goal of this degree is to provide students with a foundation of knowledge and technical abilities required of a graphic design position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in graphic design will also provide students with basic skills and competencies.

### Associate in Arts Degree: Graphic and Multimedia Design – Graphic Design Emphasis

Units required for Major: 30

ART 110	History of Art: Ancient and Medieval . . . . .	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 142	2D Computer Illustration . . . . .	3.0
GMD 144	Graphic Design I . . . . .	3.0
GMD 242	Graphic Design II . . . . .	3.0
<i>Plus three units from the following:</i>		
GMD 105	Digital Photography . . . . .	3.0
PHOTO 165	Digital Photography . . . . .	3.0

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\* Associate Degree Program

**Associate in Arts Degree: Graphic and Multimedia Design – Multimedia Design Emphasis**

**Program Description:**

The primary goal of the Graphic and Multimedia Design degree with emphasis in multimedia is to provide students with a foundation of knowledge and technical abilities required of a multimedia position. Elective courses provide preparedness to specific industry requirements. All courses are sequenced to facilitate transferability to an art or design program at a four-year university. Along with the transferability aspect of this program, the associate degree in Graphic and Multimedia Design with an emphasis in multimedia will also provide students with a set of basic skills and competencies.

Units required for Major: 30

ART 110	History of Art: Ancient and Medieval . . . . .	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 175	Multimedia Production . . . . .	3.0
GMD 177	Web Page Design . . . . .	3.0
GMD 277	Web Interface: Flash . . . . .	3.0

*Plus three units from the following:*

GMD 105	Digital Photography . . . . .	3.0
PHOTO 165	Digital Photography . . . . .	3.0

**Certificate of Achievement: Graphic and Multimedia Design – Graphic Design**

**Program Description:**

The Graphic Design certificate develops students' creative and technical skills by providing hands-on training in current technologies. The two-year program prepares students for employment in graphic design, graphic arts, computer illustration, digital photography and art direction.

Units required for Certificate: 34

GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 142	2D Computer Illustration . . . . .	3.0
GMD 144	Graphic Design I . . . . .	3.0

GMD 145	Type and Typography . . . . .	3.0
GMD 242	Graphic Design II . . . . .	3.0
GMD 249	Graphic Design Portfolio . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0

*Plus three units from the following:*

GMD 105	Digital Photography . . . . .	3.0
PHOTO 165	Digital Photography . . . . .	3.0

*Plus three units from the following:*

GMD 271	Advanced Digital Photography . . . . .	3.0
PHOTO 205	Advanced Digital Photography . . . . .	3.0

*Plus three units from the following:*

ID 102	Applied Color for Designers . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0

*Plus three units from the following:*

ART 124A	Drawing I . . . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0
GMD 177	Web Page Design . . . . .	3.0

*Plus one unit of Graphic and Multimedia Design*

*Cooperative Work Experience*

CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0
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**Certificate of Achievement: Graphic and Multimedia Design – Multimedia**

**Program Description:**

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

Units required for Certificate: 34

GMD 101	Introduction to Digital Media . . . . .	3.0
GMD 173	Audio and Motion Graphics . . . . .	3.0
GMD 175	Multimedia Production . . . . .	3.0
GMD 177	Web Page Design . . . . .	3.0
GMD 277	Web Interface: Flash . . . . .	3.0
GMD 279	Multimedia Portfolio . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0

\* Associate Degree Program

*Plus three units from the following:*

ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ID 102	Applied Color for Designers . . . . .	3.0

*Plus three units from the following:*

GMD 172	Desktop Video . . . . .	3.0
RTVF 172	Desktop Video . . . . .	3.0

*Plus three units from the following:*

GMD 105	Digital Photography . . . . .	3.0
PHOTO 165	Digital Photography . . . . .	3.0

*Plus three units from the following:*

GMD 271	Advanced Digital Photography . . . . .	3.0
PHOTO 205	Advanced Digital Photography . . . . .	3.0

## **\*HISTORY**

### **Program Description:**

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

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

### **Associate in Arts Degree: History**

Units required for Major: 18

HIST 101	History of Western Civilization: Pre-Industrial West . . . . .	3.0
HIST 102	History of Western Civilization: The Modern Era . . . . .	3.0
HIST 111	United States History I . . . . .	3.0
HIST 112	United States History II . . . . .	3.0

*Plus three units from the following:*

HIST 191	History of Eastern Civilization I . . . . .	3.0
HIST 192	History of Eastern Civilization II . . . . .	3.0
HIST 240	Latin American Civilization . . . . .	3.0

*Plus three units from the following:*

HIST 115	US History Since 1945 . . . . .	3.0
HIST 120	The Role of Women in the History of the United States . . . . .	3.0
HIST 170	Economic History of the United States . . . . .	3.0
HIST 193	History of India . . . . .	3.0
HIST 210	History of California . . . . .	3.0
HIST 212	History of the Middle East . . . . .	3.0
HIST 230	History of American Indians . . . . .	3.0

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\* Associate Degree Program

HIST 241	History of Early Latin America . . . . .	3.0
HIST 242	History of Modern Latin America . . .	3.0
HIST 243	History of Mexico and the Mexican and Chicano Peoples . . . . .	3.0
HIST 245	History of the Americas . . . . .	3.0

## \*HOTEL AND RESTAURANT MANAGEMENT

**Program Description:**

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

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

Units required for Major: 23

BUS 201	Principles of Accounting I . . . . .	5.0
HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
HRMGT 210	Hotel and Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation and Safety . . . . .	3.0
HRMGT 245	Hotel Restaurant Supervision and Guest Relations . . . . .	3.0
HRMGT 275	Hospitality Industry Accounting . . . .	3.0

*Plus three units from the following:*

HRMGT 220	Restaurant Operations . . . . .	3.0
HRMGT 235	Hotel and Restaurant Sales & Marketing . . . . .	3.0
HRMGT 299	Hotel and Restaurant Management Internship . . . . .	1.0–3.0

*Recommended Electives:*

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

**Associate in Science Degree: Hotel Management**

**Program Description:**

The Associate of Science degree in hotel management focuses on developing the tools necessary to create a career in the hotel industry.

Units required for Major: 18

HRMGT 101	Introduction to the Hospitality Industry . . . . .	3.0
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\* Associate Degree Program

## Degree Curricula and Certificate Programs

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HRMGT 150	Introduction to Hotel/Resort Operations . . . . .	3.0
HRMGT 210	Hotel and Restaurant Law . . . . .	3.0
HRMGT 225	Food Service Sanitation and Safety . . . . .	3.0
HRMGT 245	Hotel Restaurant Supervision and Guest Relations . . . . .	3.0

*Required Electives (three units from the following):*

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

### Associate in Science Degree: Restaurant Management

#### Program Description:

The HRMGT Associate of Science Degree with a designation prepares students for a career in the restaurant industry.

Units required for Major: 18

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

*Required Electives (six units from the following):*

CULART	Culinary Fundamentals I . . . . .	3.0
HRMGT 220	Restaurant Operations . . . . .	3.0
HRMGT 226	Food and Wine . . . . .	3.0

## INSTRUCTIONAL AIDE

#### Program Description:

The Instructional Aide Certificate is designed in collaboration with local school districts and provides basic skills that support employment as a para educator in elementary and secondary schools. This certificate will address the recent changes in Federal Law, by partially meeting the unit requirements for the Title 1 mandate "No Child Left Behind Act," and facilitate careers in education.

#### Certificate of Completion: Instructional Aide

Units required for Certificate: 11 – 16

CIT 140	Office Systems and Software . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0

*Plus three units from the following:*

EDUC 200	Introduction to Special Education . . .	3.0
EDUC 203	Education in a Diverse Society . . . .	3.0

*Plus one to three units from the following:*

EDUC 105	Literacy Tutoring and Early Field Experience . . . . .	2.0
GENSTU 104	Tutoring Methods . . . . .	1.0 – 3.0

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\* Associate Degree Program



# INTERIOR DESIGN

**Program Description:**

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

**Associate in Science Degree: Interior Design**

Units required for Major: 48

ARCHT 160	AutoCAD for Architecture and Interior Design . . . . .	3.0
ID 100	Careers in Interior Design . . . . .	2.0
ID 101	Design I - Introduction to Interior Design . . . . .	3.0
ID 102	Applied Color for Designers . . . . .	3.0
ID 103	Perspective and Illustration . . . . .	3.0
ID 104	Rapid Visualization and Illustration . . . . .	3.0
ID 110	Architectural Drafting I . . . . .	3.0
ID 113	Interior Design Materials and Specifications . . . . .	4.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival . . . . .	3.0
ID 115	History of Architecture and Interiors: Classical Revival to Present . . . . .	3.0
ID 190	Design II - Space Planning . . . . .	3.0
ID 207	Residential Design . . . . .	3.0
ID 295	Professional Practices for Interior Design . . . . .	3.0

*Plus three units from the following:*

ID 217	Advanced Interior Design Studio I . . . . .	3.0
ID 218	Advanced Interior Design Studio II . . . . .	3.0

*Plus six units from the following:*

ARCHT 180	Codes and Zoning Regulations . . . . .	3.0
ARCHT 220	Architectural Drafting II . . . . .	3.0
ARCHT 260	Advanced CAD - Architecture & Interior Design . . . . .	3.0
ID 108	Kitchen Design . . . . .	2.0
ID 109	Bathroom Design . . . . .	2.0
ID 219	Interior Design Portfolio . . . . .	3.0

*Recommended Electives:*

ARCHT 140	Materials and Methods of Construction . . . . .	3.0
ARCHT 200	Design III - Environmental Design . . . . .	3.0

**Certificate of Achievement: Interior Decorating Merchandising**

**Program Description:**

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

Units required for Certificate: 23

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

*Plus three units from the following:*

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

\* Associate Degree Program

*Recommended Electives:*

ART 124A	Drawing I	3.0
ID 110	Architectural Drafting I	3.0

**Certificate of Achievement: Interior Design**

**Program Description:**

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

Units required for Certificate: 39

ID 091	Art and Accessories in Interior Design	1.0
ID 092	Merchandising for Interior Design	1.0
ID 100	Careers in Interior Design	2.0
ID 101	Design I - Introduction to Interior Design	3.0
ID 102	Applied Color for Designers	3.0
ID 103	Perspective and Illustration	3.0
ID 108	Kitchen Design	2.0
ID 109	Bathroom Design	2.0
ID 110	Architectural Drafting I	3.0
ID 113	Interior Design Materials and Specifications	4.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival	3.0
ID 115	History of Architecture and Interiors: Classical Revival to Present	3.0
ID 207	Residential Design	3.0
ID 217	Advanced Interior Design Studio I	3.0
ID 295	Professional Practices for Interior Design	3.0

*Recommended Electives:*

ART 124A	Drawing I	3.0
ID 104	Rapid Visualization and Illustration	3.0
ID 219	Interior Design Portfolio	3.0

**Certificate of Completion: Interior Design - Set Decorator**

**Program Description:**

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

Units required for Certificate: 17

ID 101	Design I - Introduction to Interior Design	3.0
ID 102	Applied Color for Designers	3.0
ID 105	Introduction to Production Design	3.0
ID 106	Trade Resources for TV, Film, and Theatre	2.0
THEATR 120	Stagecraft	3.0

*Plus three units from the following:*

ID 114	History of Architecture and Interiors: Ancient World to Classical Revival	3.0
ID 115	History of Architecture and Interiors: Classical Revival to Present	3.0
<i>Recommended Electives:</i>		
ART 110	History of Art: Ancient and Medieval	3.0
ART 111	History of Art: Renaissance to Modern	3.0
ID 104	Rapid Visualization and Illustration	3.0
ID 110	Architectural Drafting I	3.0
ID 114	History of Architecture and Interiors: Ancient World to Classical Revival	3.0
ID 115	History of Architecture and Interiors: Classical Revival to Present	3.0

\* Associate Degree Program

# \*JOURNALISM

## Program Description:

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

## Associate in Arts Degree: Journalism

Units required for Major: 22

JOURN 100	Media and Society	3.0
JOURN 105	Beginning News Writing	3.0
JOURN 115	Feature Article Writing	3.0
JOURN 205	Advanced News Reporting and Production	3.0
JOURN 220	Newspaper Editing and Production	3.0

*Plus one unit from the following:*

JOURN 299	Directed Studies in Journalism	1.0–3.0
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*Plus six units from the following:*

(CWEXP must be completed in a journalism work environment)

CIT 166	Desktop Publishing	3.0
PHOTO 160	Black and White Photography	3.0

*OR*

PHOTO 260	Photojournalism for the College Newspaper	3.0
CWEXP 188	Cooperative Work Experience Education	1.0–4.0

## Certificate of Achievement: Journalism

Units required for Certificate: 18

JOURN 100	Media and Society	3.0
JOURN 105	Beginning News Writing	3.0

JOURN 205	Advanced News Reporting and Production	3.0
JOURN 220	Newspaper Editing and Production	3.0
PHOTO 160	Black and White Photography	3.0

*Plus three units from the following:*

*(CWEXP must be completed in a journalism work environment)*

CIT 166	Desktop Publishing	3.0
JOURN 115	Feature Article Writing	3.0
PHOTO 260	Photojournalism for the College Newspaper	3.0
CWEXP 188	Cooperative Work Experience Education	1.0–4.0

# \*LIBRARY/MEDIA TECHNOLOGY

CIT 170	Web Site Development I . . . . .	3.0
ENGL 101	English Composition and Literature .	3.0
LMTECH 112	School Library/Media Center Services . . . . .	1.0

**Program Description:**

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

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

Units required for Major: 19

CIT 140	Microsoft Office . . . . .	3.0
LMTECH 101	Introduction to Library Services . . . .	1.0
LMTECH 102	Reference Skills and Services . . . . .	1.0
LMTECH 103	Library Circulation Systems . . . . .	1.0
LMTECH 104	Cataloging & Technical Services . . .	3.0
LMTECH 106	Library Collections: Print . . . . .	1.0
LMTECH 109	Library Audiovisual Resources . . . . .	2.0
LMTECH 110	Library/Media Center Internship . . . .	2.0
LMTECH 114	Media Supervisory Skills . . . . .	1.0
LMTECH 115	Internet in Libraries . . . . .	1.0

*Plus three units from the following:*

COMS 256	Intercultural Communication . . . . .	3.0
SOCI 105	Multiculturalism in the United States . . . . .	3.0

*Recommended Electives:*

CIT 010	Exploring Computers – Brief . . . . .	1.5
CIT 150	Microsoft Word I . . . . .	3.0
CIT 166	Desktop Publishing . . . . .	3.0

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\* Associate Degree Program

# \*MANUFACTURING TECHNOLOGY

## Program Description:

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

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

Units required for Major: 24

MFGT 100	Measurements and Computations . .	3.0
MFGT 101	Materials and Processes in Manufacturing . . . . .	3.0
MFGT 102	Engineering Drawing Interpretation .	3.0
MFGT 103	Introduction to Automated Manufacturing . . . . .	3.0
MFGT 121	CNC 1: Operation/Manual Programming . . . . .	3.0
MFGT 122	CNC 2: Concepts and Programming . . . . .	3.0
<i>Plus six units from the following:</i>		
ENGR 150	Introduction to Mechanical Drafting & AutoCAD . . . . .	3.0
MFGT 131	CAD/CAM I . . . . .	3.0
MFGT 132	CAD/CAM II . . . . .	3.0
MFGT 141	CATIA I . . . . .	3.0
MFGT 142	CATIA II . . . . .	3.0
MFGT 143	CATIA III . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0

## Certificate of Completion: Manufacturing Technology – CAD/CAM

### Program Description:

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.

Units required for Certificate: 9

MFGT 131	CAD/CAM I . . . . .	3.0
MFGT 132	CAD/CAM II . . . . .	3.0
MFGT 133	CAD/CAM III . . . . .	3.0

## Certificate of Completion: Manufacturing Technology – CATIA

### Program Description:

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.

Units required for Certificate: 9

MFGT 141	CATIA I . . . . .	3.0
MFGT 142	CATIA II . . . . .	3.0
MFGT 143	CATIA III . . . . .	3.0

## Certificate of Completion: Manufacturing Technology – Machining/CNC

### Program Description:

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.

Units required for Certificate: 9

MFGT 111	Machine Technology . . . . .	3.0
MFGT 121	CNC 1: Operation/Manual Programming . . . . .	3.0
MFGT 122	CNC 2: Concepts and Programming . . . . .	3.0

\* Associate Degree Program

## \*MATHEMATICS

### Program Description:

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

### Associate in Arts Degree: Mathematics

Units required for Major: 18

MATH 211	Calculus I	5.0
MATH 212	Calculus II	5.0

*Required Electives (eight units from the following):*

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

## \*MUSIC

### Program Description:

The Music Composition degree is designed to give students the ability to develop an individualistic artistic voice through the exposure to both, rigors of traditional music theory, and performance and musicianship, with the option to choose various elective courses to focus on their area of creative interest.

The Department of Music offers a comprehensive curriculum to prepare songwriters, electronic minded musician, symphonic composers, and pop and jazz enthusiasts, in the path toward successful creative careers in music.

All students in this degree must participate in at least one major performing group or activity per semester (see Music Performance requirement below). Students should select a performing group that fits their performance specialty or interest.

### Associate in Arts Degree: Music – Composition

Units required for Major: 28

Three units from the following:

MUSIC 101	Musicianship Skills I	1.0
MUSIC 102	Musicianship Skills II	1.0
MUSIC 103	Musicianship Skills III	1.0
MUSIC 104	Musicianship Skills IV	1.0

*Plus nine units from the following:*

MUSIC 120	Tonal Harmony	3.0
MUSIC 121	Chromatic Harmony	3.0
MUSIC 122	Tonal Counterpoint	3.0
MUSIC 123	Modal Counterpoint	3.0
MUSIC 118	Popular Songwriting	3.0

*Plus six units from the following:*

MUSIC 125	Studies in Music Composition	3.0
MUSIC 126	Pop & Jazz Theory	3.0
MUSIC 127	Orchestration I	3.0
MUSIC 128	Orchestration II	3.0
MUSIC 142	Electronic Music Composition	3.0
MUSIC 146	Electronic Music for the Stage	3.0

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\* Associate Degree Program

*Plus two units from the following:*

MUSIC 131	Keyboard Instruction I	2.0
MUSIC 132	Keyboard Instruction II	2.0
MUSIC 160	Guitar Studies I	2.0
MUSIC 161	Guitar Studies II	2.0
MUSIC 167	Jazz Guitar Studies I	2.0
MUSIC 168	Jazz Guitar Studies II	2.0

*Plus four units from the following:*

\* Each course may be taken up to four times

MUSIC 116	Performance Ensembles for Music Theater	1.0 – 4.0
MUSIC 151	Jazz Improvisation	1.0
MUSIC 153	Studio Jazz Ensemble	1.0
MUSIC 165	Symphony of the Canyons	2.0
MUSIC 169	Improvisation for Guitarists	2.0
MUSIC 170	Bass Guitar Studies I	2.0
MUSIC 171	Bass Guitar Studies II	2.0
MUSIC 173	Jazz Vocal Ensemble	1.0
MUSIC 175	Voices of the Canyons	1.0
MUSIC 176	Chamber Singers	1.0
MUSIC 177	Les Chanteuses: Women's Choir	1.0
MUSIC 185	Symphonic Band	2.0
MUSIC 186	Music Ensemble	2.0

*Plus four units from the following:*

MUSIC 105	Music Appreciation	3.0
MUSIC 106	Development of Jazz	3.0
MUSIC 107	Society and Rock and Roll	3.0
MUSIC 112	Music History	3.0
MUSIC 113	Opera Appreciation	3.0
MUSIC 114	Latin Percussion Techniques	2.0
MUSIC 117	Latin Jazz Ensemble	2.0
MUSIC 129	Music Production for Film & Television	3.0
MUSIC 140	Vocal Development for Popular Music	1.0
MUSIC 141	Voice Development for the Classical and Romantic Repertoire	1.0
MUSIC 180	Music Business	3.0

*Recommended Electives:*

MUSIC 100	Fundamentals of Music	3.0
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### **Associate in Arts Degree: Music – Performance/Concert**

#### **Program Description:**

The Performance-Concert option offers students an array of traditional symphonic ensembles and chamber groups to facilitate transfer to a four-year university, as well as provide valuable experience to build a professional career in music performance.

This degree requires students to complete Applied Music courses where they will have the opportunity to take individual lessons on an instrument of their choice. (See the seven unit Applied Music requirement below)

Units required for Major: 33

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

*Plus six units from the following:*

MUSIC 120	Tonal Harmony	3.0
MUSIC 121	Chromatic Harmony	3.0
MUSIC 122	Tonal Counterpoint	3.0
MUSIC 123	Modal Counterpoint	3.0

*Plus two units from the following:*

MUSIC 131	Keyboard Instruction I	2.0
MUSIC 132	Keyboard Instruction II	2.0

*Plus seven units from the following:*

MUSIC 181	Applied Music Studies I	2.5
MUSIC 182	Applied Music Studies II	2.5
MUSIC 183	Applied Music Studies III	2.5
MUSIC 184*	Applied Music Studies IV	2.5
MUSIC 190*	Applied Performance	0.5–1.0

\* May be taken up to four times

*Plus eight units from the following:*

\* Each course may be taken up to four times

MUSIC 114	Latin Percussion Techniques	2.0
MUSIC 116	Performance Ensembles for Music Theater	1.0–4.0
MUSIC 117	Latin Jazz Ensemble	2.0
MUSIC 165	Symphony of the Canyons	2.0
MUSIC 185	Symphonic Band	2.0
MUSIC 186	Music Ensemble	2.0

*Plus three units from the following:*

MUSIC 125	Studies in Music Composition	3.0
MUSIC 126	Pop & Jazz Theory	3.0

## Degree Curricula and Certificate Programs

MUSIC 127	Orchestration I	3.0
MUSIC 128	Orchestration II	3.0
MUSIC 142	Electronic Music Composition	3.0
MUSIC 146	Electronic Music for the Stage	3.0

*Plus three units from the following:*

MUSIC 105	Music Appreciation	3.0
MUSIC 106	Development of Jazz	3.0
MUSIC 107	Society and Rock and Roll	3.0
MUSIC 112	Music History	3.0
MUSIC 113	Opera Appreciation	3.0

*Recommended Electives:*

MUSIC 100	Fundamentals of Music	3.0
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### Associate in Arts Degree: Music – Performance/Guitar

#### Program Description:

The Performance/Guitar option requires students to enroll in any of the several guitar classes offered by the music department, while preparing to qualify for private lessons on either jazz or classical guitar through the Applied Music classes (listed below). Students will have access to opportunities to perform in several of College of the Canyons based ensembles.

All students in this degree must participate in at least one major performing group or activity per semester. Student should select a performing group that fits their performance specialty or interest.

Units required for Major: 32

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

*Plus six units from the following:*

MUSIC 120	Tonal Harmony	3.0
MUSIC 121	Chromatic Harmony	3.0
MUSIC 122	Tonal Counterpoint	3.0
MUSIC 123	Modal Counterpoint	3.0

*Plus two units from the following:*

MUSIC 160	Guitar Studies I	2.0
MUSIC 161	Guitar Studies II	2.0
MUSIC 167	Jazz Guitar Studies I	2.0
MUSIC 168	Jazz Guitar Studies II	2.0

*Plus seven units from the following:*

MUSIC 181	Applied Music Studies I	2.5
MUSIC 182	Applied Music Studies II	2.5

MUSIC 183	Applied Music Studies III	2.5
MUSIC 184*	Applied Music Studies IV	2.5
MUSIC 190*	Applied Performance	0.5–1.0

\* May be taken up to four times

*Plus eight units from the following:*

*\* Each course may be taken up to four times*

MUSIC 114	Latin Percussion Techniques	2.0
MUSIC 116	Performance Ensembles for Music Theater	1.0–4.0
MUSIC 117	Latin Jazz Ensemble	2.0
MUSIC 151	Jazz Improvisation	1.0
MUSIC 153	Studio Jazz Ensemble	1.0
MUSIC 169	Improvisation for Guitarists	2.0

*Plus two units from the following:*

MUSIC 125	Studies in Music Composition	3.0
MUSIC 126	Pop & Jazz Theory	3.0
MUSIC 127	Orchestration I	3.0
MUSIC 128	Orchestration II	3.0
MUSIC 131	Keyboard Instruction I	2.0
MUSIC 132	Keyboard Instruction II	2.0
MUSIC 142	Electronic Music Composition	3.0
MUSIC 146	Electronic Music for the Stage	3.0

*Plus three units from the following:*

MUSIC 105	Music Appreciation	3.0
MUSIC 106	Development of Jazz	3.0
MUSIC 107	Society and Rock and Roll	3.0
MUSIC 112	Music History	3.0
MUSIC 113	Opera Appreciation	3.0

*Recommended Electives:*

MUSIC 100	Fundamentals of Music	3.0
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### Associate in Arts Degree: Music – Performance/Jazz

#### Program Description:

Students choosing the Jazz option will have access to various college-based ensembles as well as jazz theory and improvisation courses to prepare them to either transfer to a four-year university, or pursue a musical career.

There is also the opportunity to enroll in the college's Applied Music courses. For all qualified students, private lessons are offered on the instrument of their choice.

All students in this degree must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

\* Associate Degree Program



Units required for Major: 27

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

*Plus six units from the following:*

MUSIC 118	Popular Songwriting	3.0
MUSIC 120	Tonal Harmony	3.0
MUSIC 121	Chromatic Harmony	3.0
MUSIC 122	Tonal Counterpoint	3.0
MUSIC 123	Modal Counterpoint	3.0

*Plus three units from the following:*

MUSIC 126	Pop & Jazz Theory	3.0
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*Plus eight units from the following:*

\* Each course may be taken up to four times

MUSIC 114	Latin Percussion Techniques	2.0
MUSIC 116	Performance Ensembles for Music Theater	1.0–4.0
MUSIC 117	Latin Jazz Ensemble	2.0
MUSIC 151	Jazz Improvisation	1.0
MUSIC 153	Studio Jazz Ensemble	1.0
MUSIC 169	Improvisation for Guitarists	2.0

*Plus six units from the following:*

MUSIC 105	Music Appreciation	3.0
MUSIC 106	Development of Jazz	3.0
MUSIC 107	Society and Rock and Roll	3.0
MUSIC 112	Music History	3.0
MUSIC 113	Opera Appreciation	3.0
MUSIC 125	Studies in Music Composition	3.0
MUSIC 127	Orchestration I	3.0
MUSIC 128	Orchestration II	3.0
MUSIC 131	Keyboard Instruction I	2.0
MUSIC 132	Keyboard Instruction II	2.0
MUSIC 160	Guitar Studies I	2.0
MUSIC 161	Guitar Studies II	2.0
MUSIC 167	Jazz Guitar Studies I	2.0
MUSIC 168	Jazz Guitar Studies II	2.0

*Recommended Electives:*

MUSIC 100	Fundamentals of Music	3.0
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**Applied Music:**

MUSIC 181	Applied Music Studies I	2.5
MUSIC 182	Applied Music Studies II	2.5
MUSIC 183	Applied Music Studies III	2.5
MUSIC 184	Applied Music Studies IV	2.5
MUSIC 190	Applied Performance	0.5–1.0

**Associate in Arts Degree: Music – Performance/Voice**

**Program Description:**

Students choosing the Voice option will have access to various college-based ensembles as well as theory and improvisation courses to prepare them to either transfer to a four-year university or to pursue musical careers.

There is also the opportunity to enroll in the college's Applied Music courses. For all qualified students private lessons are offered for vocalists.

All students in this degree must participate in at least one major performing group or activity per semester. Students should select a performing group that fits their performance specialty or interest.

The seven unit "Required Electives" option below is only required for the Applied Music option.

Units required for Major: 31 - 38

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

*Plus four units from the following:*

\* Each course may be taken up to four times

MUSIC 140	Vocal Development for Popular Music	1.0
MUSIC 141	Voice Development for the Classical and Romantic Repertoire	1.0

*Plus six units from the following:*

MUSIC 118	Popular Songwriting	3.0
MUSIC 120	Tonal Harmony	3.0
MUSIC 121	Chromatic Harmony	3.0
MUSIC 122	Tonal Counterpoint	3.0
MUSIC 123	Modal Counterpoint	3.0
MUSIC 126	Pop & Jazz Theory	3.0

*Plus eight units from the following:*

MUSIC 114	Latin Percussion Techniques	2.0
MUSIC 116	Performance Ensembles for Music Theater	1.0–4.0
MUSIC 117	Latin Jazz Ensemble	2.0
MUSIC 151	Jazz Improvisation	1.0
MUSIC 153	Studio Jazz Ensemble	1.0
MUSIC 173	Jazz Vocal Ensemble	1.0
MUSIC 175	Voices of the Canyons	1.0
MUSIC 176	Chamber Singers	1.0
MUSIC 177	Les Chanteuses: Women's Choir	1.0

\* Associate Degree Program

*Plus six units from the following:*

MUSIC 125	Studies in Music Composition . . . . .	3.0
MUSIC 127	Orchestration I . . . . .	3.0
MUSIC 128	Orchestration II . . . . .	3.0
MUSIC 131	Keyboard Instruction I . . . . .	2.0
MUSIC 132	Keyboard Instruction II . . . . .	2.0
MUSIC 160	Guitar Studies I . . . . .	2.0
MUSIC 161	Guitar Studies II . . . . .	2.0
MUSIC 167	Jazz Guitar Studies I . . . . .	2.0
MUSIC 168	Jazz Guitar Studies II . . . . .	2.0

*Plus three units from the following:*

MUSIC 105	Music Appreciation . . . . .	3.0
MUSIC 106	Development of Jazz . . . . .	3.0
MUSIC 107	Society and Rock and Roll . . . . .	3.0
MUSIC 112	Music History . . . . .	3.0
MUSIC 113	Opera Appreciation . . . . .	3.0

*Plus seven units from the following:*

*\*This area is only required for those wishing to complete the "Applied Music" option*

MUSIC 181	Applied Music Studies I . . . . .	2.5
MUSIC 182	Applied Music Studies II . . . . .	2.5
MUSIC 183	Applied Music Studies III . . . . .	2.5
MUSIC 184	Applied Music Studies IV . . . . .	2.5
MUSIC 190	Applied Performance . . . . .	0.5–1.0

*Recommended Electives:*

MUSIC 100	Fundamentals of Music . . . . .	3.0
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# \*NURSING

**Program Description:**

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

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

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

Units required for Major: 61

NURSNG 110	Fundamentals . . . . .	8.0
NURSNG 111	Pharmacology . . . . .	2.0
NURSNG 120	Beginning Medical/Surgical Nursing . . . . .	4.5
NURSNG 122	Maternal Newborn Pediatric Nursing . . . . .	5.5
NURSNG 220	Psychiatric Nursing . . . . .	3.5
NURSNG 222	Intermediate Medical Surgical Nursing . . . . .	6.0
NURSNG 232	Advanced Medical-Surgical Nursing . . . . .	9.5

*Plus eight units from the following options:*

BIOSCI 201	Introduction to Human Anatomy . . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . . . . .	4.0

*OR*

BIOSCI 204	Human Anatomy and Physiology I . . . . .	4.0
BIOSCI 205	Human Anatomy and Physiology II . . . . .	4.0

\* Associate Degree Program

*OR*

BIOSCI 250 Human Anatomy and Physiology . . . 8.0

*Plus three units from the following:*

COMS 105 Speech Fundamentals . . . . . 3.0

COMS 105H Speech Fundamentals – Honors . . . 3.0

COMS 223 Small Group Communication . . . . . 3.0

*Plus eleven units from the following:*

BIOSCI 221 Introduction to Microbiology . . . . . 5.0

ENGL 101 English Composition and  
Literature . . . . . 3.0

. . . . . *OR*

ENGL 101H Honors English Composition &  
Literature . . . . . 4.0

PSYCH 101 Introduction to Psychology . . . . . 3.0

**Associate in Science Degree: Nursing –  
Career Ladder LVN to RN**

Units required for Major: 43

NURSNG 103 Nursing Bridge . . . . . 2.0

NURSNG 220 Psychiatric Nursing . . . . . 3.5

NURSNG 222 Intermediate Medical Surgical  
Nursing . . . . . 6.0

NURSNG 232 Advanced Medical-Surgical  
Nursing . . . . . 9.5

*Plus three units from the following:*

COMS 105 Speech Fundamentals . . . . . 3.0

COMS 105H Speech Fundamentals – Honors . . . 3.0

COMS 223 Small Group Communication . . . . . 3.0

*Plus eight units from the following options:*

BIOSCI 201 Introduction to Human Anatomy . . . . 4.0

BIOSCI 202 Introduction to Human Physiology . . 4.0

*OR*

BIOSCI 204 Human Anatomy and Physiology I . . 4.0

BIOSCI 205 Human Anatomy and Physiology II . 4.0

*OR*

BIOSCI 250 Human Anatomy and Physiology . . . 8.0

*Plus eleven units from the following:*

BIOSCI 221 Introduction to Microbiology . . . . . 5.0

ENGL 101 English Composition and  
Literature . . . . . 3.0

. . . . . *OR*

ENGL 101H Honors English Composition &  
Literature . . . . . 4.0

PSYCH 101 Introduction to Psychology . . . . . 3.0

**Certificate of Achievement: Medical  
Assistant**

**Program Description:**

This program is designed to prepare the student with the skills and flexibility of roles required by the Medical Assistant in a rapidly changing health care system and to create an effective multi-skilled member of the health team.

This is a fast-track program allowing rapid progress through the courses providing eligibility for the certificate of achievement. A certification test is available through private agencies, but it is not generally required for employment.

Units required for Certificate: 19.5

CIT 010 Exploring Computers – Brief . . . . . 1.5

CIT 130 Medical Office Procedures . . . . . 3.0

CIT 132 Medical Office Finances . . . . . 3.0

NURSNG 052 Introduction to Medical Assisting . . . 3.0

NURSNG 053 Beginning Medical Assisting . . . . . 3.0

NURSNG 054 Intermediate Medical Assisting . . . . 3.0

NURSNG 055 Advanced Medical Assisting . . . . . 3.0

## Degree Curricula and Certificate Programs

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### Certificate of Completion: CNA – Certified Nursing Assistant

#### Program Description:

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

Units required for Certificate: 5

NURSNG 050 Nurse Assistant Training . . . . . 5.0

### Certificate of Completion: EMT – Emergency Medical Technician I

#### Program Description:

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

Units required for Certificate: 7.5

HLHSCI 151 Emergency Medical Technician I . . . . 7.5

### Certificate of Completion: Home Health Aide

#### Program Description:

This program consists of one class. This class prepares a certified nurse aide to work in the home. The class consists of 20 hours of theory with review of basic patient care concepts and the introduction to skills required to care for patients in the home care setting. The student spends 20 hours in a clinical setting which may be acute care or skilled nursing. Some time will be spent under the direction of the home health nurse performing basic patient care and some light house keeping in the home. On completion of this course the student's name is submitted to the California Department of Health Services who will issue a certificate allowing the student to work as a home health nurse.

Units required for Certificate: 1.5

NURSNG 051 Home Health Aide . . . . . 1.5

## REGISTERED NURSING PROGRAMS

### GENERAL INFORMATION

#### Accrediting Boards for Registered Nursing and LVN-RN Career Ladder

National League for Nursing Accrediting Commission (NLNAC)

61 Broadway  
New York, NY 10006

(800) 669-1656

(212) 363-5555

Board of Registered Nursing (BRN)

1170 Durfee Avenue, Suite G

South El Monte, CA 91733-4400

(626) 575-7080

(626) 575-7090 FAX

Board of Registered Nursing (BRN)

P.O. Box 944210

Sacramento, CA 94244-2100

(916) 322-3350

### Admission Requirements for Registered Nursing Program

1. All nursing science and pre-requisite courses must be completed with a grade C or better.
2. The following courses are required prior to applying to the registered nursing program or the LVN to RN nursing program: Anatomy –4 units with lab, Physiology – 4 units with lab, Microbiology – 5 units with lab and ENGL 101. All of these courses must be completed with a grade C or better. Students must take Math 060 and complete with a grade C or better or be eligible for Math 070.
3. Students need a 2.5 grade point average in the nursing requirements courses. These include: anatomy, physiology, microbiology, psychology, speech, English and any nursing courses taken prior to entry into the COC program.
4. A transfer from another nursing program or challenge: Student must begin this process by submitting an application and transcripts to the Allied Health Office. Course descriptions must accompany transcripts. An appointment with the Dean of Allied Health/Director of Nursing must be scheduled as well.
5. Proof of vaccination followed by positive titer for Hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria and tetanus required.

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\* Associate Degree Program

6. Negative mantoux or chest x-ray documentation is required.
7. All nursing students are required to have an annual physical examination. The first physical must be within six months of beginning classes.
8. Current CPR certificate (for health care providers) required prior to start of classes.
9. In addition to the purchase of supplies, textbooks and uniforms, students must pay Associated Student Government fees and enrollment fees including purchase of a College of the Canyons patch.
10. Students must provide their own living expenses and transportation. Limited educational grants, scholarships and loans are available.
11. Students must purchase a student nurse handbook which details information regarding philosophy, grading, dismissal, reentry, probation and ethics.
12. Students must purchase student nurse malpractice insurance and assessment testing materials. Students will be given information on this when accepted into the program.
13. Students will be required to have a background check prior to going to the clinical facility.

### REGISTERED NURSING PROGRAM OPTIONS

College of the Canyons offers three Registered Nurse options. The first two are the Generic RN Program and the Career Ladder LVN to RN Programs. Both of these options are fully accredited by the National League for Nursing Accrediting Commission and the California Board of Registered Nursing. The third option is the Collaborative RN program. It is accredited by the California Board of Registered Nursing. Students may be admitted to this program after acceptance to the Generic RN program.

#### Generic RN Program Option

The associate degree, Generic RN Program is designed for the student who does not have nursing experience. The curriculum includes four semesters of both theory and clinical experience to qualify the graduate to receive a certificate of achievement or an associate in science degree with a major in nursing science and to take the National Council Licensure Exam (NCLEX). Admission into the program is every semester. Applications are

taken year round and the qualified student is placed on a waiting list.

The collaborative RN program allows the students to participate with students from four other colleges. Lectures are via live video conferencing and students attend at hospital sites. After one year, the students return to the generic nursing program of their choice. These students have the same prerequisites but must have a 2.50 GPA in the sciences.

#### RN Program application procedure:

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

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

### SELECTION CRITERIA

1. The following courses are required prior to applying to the registered nursing program or the LVN to RN nursing program: Anatomy –4 units with lab, Physiology – 4 units with lab, Microbiology – 5 units with lab and English 101. All of these courses must be completed with a grade C or better. Student must take Math 060 and complete with a grade C or better. Students may test out of math courses.
2. Minimum GPA of 2.50 is required in any completed Nursing Science degree requirements (BIOSCI 201, 202 or 204, 205, or 250, and BIOSCI 221, PSYCH 101, ENGL 101, and COMS 105 or 223). GPA is calculated by using Nursing requirement courses (listed above) completed by the time of selection. For high school students who have not taken college classes GPA is calculated using advanced placement science classes and algebra. \*(No more than two years after high

## Degree Curricula and Certificate Programs

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school graduation.) For transfer students all nursing courses taken are included in the calculation of GPA.

3. The Collaborative RN program is open to entering generic students with a 2.5 GPA in anatomy, physiology and microbiology. Students are selected from the waitlist
4. Qualified applicants are placed on a wait list. \*If advanced placement courses were not taken, at least one nursing requirement must be complete to attain a GPA

### Associate Degree Nursing Requirements

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

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

#### First Year – First Semester:

- \* NURSNG 110
- \* NURSNG 111
- \* MATH 070

#### First Year – Second Semester:

- \* NURSNG 120
- \* NURSNG 122
- \* PSYCH 101

#### Second Year – Third Semester

- \* COMS 105 or 223
- \* NURSNG 220
- \* NURSNG 222
- \* HIST 111

#### Second Year – Fourth Semester

- \* POLISC 150
- \* NURSNG 232

Non-nursing courses may be taken concurrently with nursing subjects available. In addition, all eligibility requirements must be met. All required nursing program courses must be completed before a student may apply for licensure.

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

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

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

- Enter into the generic program
- Web-based, online program
- Thirty unit option

### APPLICATION PROCEDURE

1. Obtain COC application; complete and submit to the Admissions and Records office with a copy of official transcripts from each college attended. A course description of each course being transferred must accompany the transcripts. Students must have nursing program checklist completed.
2. Pre-requisites for the LVN to RN career ladder program are the same as for the Registered Nursing Program.
3. Obtain a nursing program application; complete and submit to the Allied Health Office with an official copy of transcripts from each college attended, as well as math test placement ( if applicable). A course description of each course being transferred must accompany the transcripts. Students must have a nursing program checklist completed. These MUST be attached to the nursing program application. \*Note: Student must

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\* Associate Degree Program

provide two sets of official transcripts: one for Admissions and Records and one for the nursing program.

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

Generic Program Second Year: LVN-RN students take the same courses as generic students in the third semester NURSNG 220 and NURSNG 222. The fourth semester nursing course is NURSNG 232. The admission to the generic program is based on eligibility and space availability.

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

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

- NURSNG 103 (semester prior to beginning NURSNG 220)
- NURSNG 220
- NURSNG 222
- NURSNG 232
- PSYCH 101
- COMS 105 OR 223

Students are required to take 6 units of American Institutions to satisfy the associate in science degree requirement for College of the Canyons. The physical education requirement and diversity requirement have been waived for registered nursing students. Students must complete ALL requirements for the associate degree before the student will be allowed to apply for licensure.

Web-based Online: NURSNG 220 taken as a typical lecture/lab format. NURSNG 222 taken online in a fall semester with clinic completed at a clinical site. NURSNG 232 with clinical completed at a clinical site.

30 Unit Option: The LVN who chooses the "30-unit option" must have a California vocational nursing license and must meet the microbiology and physiology requirements with a grade of C or better. The applicant must

then take NURSNG 103, 220, 222, 232. Upon satisfactory completion of these classes, the applicant would be eligible to apply to take the RN licensure examination. The student would NOT be a graduate of College of the Canyons Nursing Program or of the College. Applicants to this curriculum alternative must meet with the nursing director for advisement. Placement will be based on space available.

# \*PARALEGAL

**Program Description:**

The paralegal profession continues to be one of the fastest growing professions in the United States. The COC Paralegal Studies Program prepares students for positions as paralegals in order to improve the accessibility, quality, and affordability of legal services. Students who successfully complete the Paralegal Studies Program will have a broad-based understanding of the American legal system and the practice of law in California; the skills and knowledge needed to work as a paralegal in civil litigation, bankruptcy or estate planning law firms; an understanding of and appreciation for the ethical rules and regulations applicable to the paralegal and other legal professionals; a balanced education based on the integration of legal theory and practical course work; strong written and oral communication skills; and the tools necessary to begin a career in a respected and well-paid profession. Paralegals need

excellent organizational skills and the ability to perform complex, detailed work quickly and accurately, as well as the ability to work well under pressure. Examples of tasks commonly delegated to paralegals include performing legal and public records research, obtaining and organizing evidence, interviewing clients and witnesses, conducting legal research, and drafting legal documents.

**Associate in Arts Degree: Paralegal Studies**

Units required for Major: 30

PARLGL 101	Introduction to Paralegal Studies . . . . .	3.0
PARLGL 104	Contract Law for Paralegals . . . . .	3.0
PARLGL 105	Tort Law . . . . .	3.0
PARLGL 106	Legal Analysis & Writing . . . . .	3.0
PARLGL 107	Ethics for Paralegals . . . . .	3.0
PARLGL 108	Legal Research . . . . .	3.0
PARLGL 109	Computer Literacy for Paralegals . . . . .	3.0
PARLGL 110	Civil Litigation . . . . .	3.0
PARLGL 200	Paralegal Seminar . . . . .	3.0
POLISC 150	Introduction to American Government and Politics . . . . .	3.0
<i>Recommended Electives:</i>		
PARLGL 140	Bankruptcy . . . . .	3.0
PARLGL 180	Estate Planning . . . . .	3.0

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\* Associate Degree Program



## PHILOSOPHY

### Program Description:

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical activity and to help them increase their skills in analytical and critical thinking about matters of fundamental philosophical concern, i.e., the nature of correct reasoning, the scope and limits of human knowledge, the nature of human free will, the most general and ultimate characteristics of reality, the basis of judgment of the right and wrong, and the sources of value and obligation.

Philosophy courses seek to assist students in developing skills in critical examination and abstract thought, and to demonstrate the application of the questions and skills of philosophy to practical issues. Courses offered in this program meet general-education and transfer requirements.

### Degree Requirements:

An associate degree is not available in philosophy since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## \*PHOTOGRAPHY

### Program Description:

This program offers an associate degree in photography. The primary goal of this degree is to provide the student a foundation of knowledge and technical abilities for art photography. Elective courses allow for preparedness specific to industry. All lower division courses are sequenced to optimize transferability to an art or photography program at a four-year university.

Along with the transferability aspect of this program, the associate degree in photography will also provide students with basic competencies in the following areas:

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)
- Critique and analysis of photographs
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Presentation techniques
- Project collaboration

This program is designed to prepare a student for an occupation in a career related to fine art photography. Occupations are the following: photography instructor, fine art photographer, fine art photographer's assistant, custom photographic printer, gallery or museum assistant, or photographic preservationist.

### Associate in Arts Degree: Photography

Units required for Major: 30

ART 110	History of Art: Ancient and Medieval . . . . .	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
ART 141	Beginning Design: 3 Dimensional Media . . . . .	3.0
PHOTO 140	History of Photography . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0
<i>Plus six units from the following:</i>		
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 185	Alternative Processes in Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5–3.0
PHOTO 260	Photojournalism . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0
<i>Plus three units from the following:</i>		
PHOTO 165	Digital Photography . . . . .	3.0
GMD 105	Digital Photography I . . . . .	3.0
<i>Plus three units from the following:</i>		
PHOTO 205	Advanced Digital Photography . . . . .	3.0
GMD 271	Advanced Digital Photography . . . . .	3.0

### Certificate of Achievement – Commercial Photography

#### Program Description:

This program is designed to prepare a student for an entry-level position in a career related to commercial photography such as commercial photographer, digital imaging technician, event photographer, commercial assistant photographer, photography laboratory technician, photography restoration specialist, wedding photographer, portrait photographer, or advertising photographer.

This program will provide students with basic competencies in the following areas:

- Black & white film and laboratory practices
- Business marketing and manage
- Camera control (film choice, exposure, aperture, shutter)
- Color film and lab practices
- Critique and analysis of photographs

Digital camera control	
Digital imaging	
Film developing and printing skills	
Photographic composition	
Portfolio development	
Presentation techniques	
Project collaboration	
Studio lighting and equipment (including strobes and medium format cameras)	
Units required for Certificate: 27	
PHOTO 160 Black and White Photography . . . . .	3.0
PHOTO 175 Intermediate Photography . . . . .	3.0
PHOTO 190 Studio Photography . . . . .	3.0
PHOTO 195 Color Photography . . . . .	3.0
PHOTO 285 Advanced Photography . . . . .	3.0
PHOTO 295 Professional Practices and Portfolio	3.0
CWEXP 188 Cooperative Work Experience Education . . . . .	1.0–4.0

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

PHOTO 165	Digital Photography . . . . .	3.0
GMD 105	Digital Photography I . . . . .	3.0

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

PHOTO 205	Advanced Digital Photography . . . . .	3.0
GMD 271	Advanced Digital Photography . . . . .	3.0

#### *Recommended Electives:*

ART 110	History of Art: Ancient and Medieval	3.0
ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0

### Certificate of Achievement –Fine Art Photography

#### Program Description:

This program is designed to prepare a student for an entry-level position in a career related to fine art photography such as fine art photographer, fine art assistant photographer, custom photographic printing, or photographic lab assistant.

This program will provide students with basic competencies in the following areas:

- Black and white film laboratory practices

\* Associate Degree Program

Camera control (film choice, exposure, aperture, shutter)  
 Critique and analysis of photographs  
 Film developing and printing skills  
 Photographic composition  
 Portfolio development  
 Presentation techniques  
 Project collaboration

Units required for Certificate: 30

ART 111	History of Art: Renaissance to Modern . . . . .	3.0
ART 124A	Drawing I . . . . .	3.0
ART 140	Beginning Design: 2 Dimensional Media . . . . .	3.0
PHOTO 140	History of Photography . . . . .	3.0
PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0
	<i>Plus nine units from the following:</i>	
PHOTO 165	Digital Photography . . . . .	3.0
	<i>OR</i>	
GMD 105	Digital Photography I . . . . .	3.0
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 185	Alternative Processes in Photography . . . . .	3.0
PHOTO 190	Studio Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5–3.0
PHOTO 205	Advanced Digital Photography . . . . .	3.0
	<i>OR</i>	
GMD 271	Advanced Digital Photography . . . . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
PHOTO 285	Advanced Photography . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0

## **\*PHOTOJOURNALISM**

### **Program Description:**

This program offers an associate degree in photojournalism. The primary goal of this degree is to provide the student a foundation of knowledge and technical abilities required in a newspaper photography position or the newspaper photography field. Elective courses allow for preparedness specific to industry. All lower division courses are sequenced to optimize transferability to a communications or photojournalism program at a four-year university.

Along with the transferability aspect of this program, the associate degree in photojournalism will also provide students with basic competencies in the following areas:

- Black and white film laboratory practices
- Camera control (film choice, exposure, aperture, shutter)
- Critique and analysis of photographs
- Digital camera control
- Digital imaging
- Ethics and copyright laws of newspaper photography
- Film developing and printing skills
- Photographic composition
- Portfolio development
- Preparing photographs for print (including newspaper)
- Presentation techniques
- Project collaboration

This program is designed to prepare a student for an occupation in a career related to photojournalism, such occupations are the following: photojournalism instructor, photojournalist, sports photographer, documentary photographer, photo editor, or photo illustrator.

### **Associate in Arts Degree: Photojournalism**

Units required for Major: 30

JOURN 100	Media and Society . . . . .	3.0
JOURN 105	Beginning News Writing . . . . .	3.0
JOURN 220	Newspaper Editing and Production . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

PHOTO 150	Introduction to Cameras and Composition . . . . .	3.0
PHOTO 160	Black and White Photography . . . . .	3.0
PHOTO 260	Photojournalism . . . . .	3.0
<i>Plus three units from the following:</i>		
PHOTO 165	Digital Photography . . . . .	3.0
GMD 105	Digital Photography I . . . . .	3.0
<i>Plus three units from the following:</i>		
PHOTO 205	Advanced Digital Photography . . . . .	3.0
GMD 271	Advanced Digital Photography . . . . .	3.0
<i>Plus six units from the following:</i>		
PHOTO 175	Intermediate Photography . . . . .	3.0
PHOTO 180	Documentary and Landscape Photography . . . . .	3.0
PHOTO 195	Color Photography . . . . .	3.0
PHOTO 198	Special Topics in Photography . . . . .	0.5–3.0
PHOTO 285	Advanced Photography . . . . .	3.0
PHOTO 295	Professional Practices and Portfolio . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0 – 4.0

**Certificate of Achievement:  
Photojournalism**

**Program Description:**

This program is designed to prepare a student for an entry-level position in a career related to photojournalism such as photojournalist, sports photographer, docu-

mentary photographer, photo editor, or photo illustrator.	
Units required for Certificate: 30	
JOURN 100	Media and Society . . . . . 3.0
JOURN 105	Beginning News Writing . . . . . 3.0
JOURN 220	Newspaper Editing and Production . . 3.0
PHOTO 150	Introduction to Cameras and Composition . . . . . 3.0
PHOTO 160	Black and White Photography . . . . . 3.0
PHOTO 260	Photojournalism . . . . . 3.0
CWEXP 188	Cooperative Work Experience Education . . . . . 1.0–4.0
<i>Plus three units from the following:</i>	
PHOTO 165	Digital Photography . . . . . 3.0
GMD 105	Digital Photography I . . . . . 3.0
<i>Plus six units from the following:</i>	
PHOTO 175	Intermediate Photography . . . . . 3.0
PHOTO 180	Documentary and Landscape Photography . . . . . 3.0
PHOTO 195	Color Photography . . . . . 3.0
PHOTO 198	Special Topics in Photography . . . . . 0.5–3.0
PHOTO 205	Advanced Digital Photography . . . . . 3.0
<i>OR</i>	
GMD 271	Advanced Digital Photography . . . . . 3.0
PHOTO 285	Advanced Photography . . . . . 3.0

\* Associate Degree Program

# \*PHYSICAL EDUCATION - KINESIOLOGY

## Program Description:

The Physical Education-Kinesiology program offers a diverse curriculum which includes theory courses in Physical Education-Kinesiology, health education, and athletic training/sports medicine. A wide variety of movement courses are offered for the development of physical activity skills, knowledge, and fitness necessary for lifetime wellness in the areas of group exercise, aquatics, team sports, and recreation. Traditionally strong Intercollegiate athletic programs offer performance-based students opportunities for competition. The Physical Education-Kinesiology department offers an associate degree in Physical Education-Kinesiology as well as an associate degree in Athletic Training. With a growing emphasis on physical fitness and life-long recreational activities in our society, the demand for courses in the Physical Education-Kinesiology Department is expected to increase.

## Associate in Arts: Physical Education – Kinesiology

Units required for Major: 23

HLHSCI 100	Health Education . . . . .	3.0
PHYSED 101	Introduction to Kinesiology and Physical Education . . . . .	3.0
PHYSED 102	Principles of Physical Fitness and Conditioning . . . . .	3.0

*Plus three units from the following:*

PHYSED 110	Prevention and Care of Athletic Injuries . . . . .	3.0
HLHSCI 150	Nutrition . . . . .	3.0

*Plus eight units from the following options:*

BIOSCI 201	Introduction to Human Anatomy . . . .	4.0
BIOSCI 202	Introduction to Human Physiology . .	4.0

*OR*

BIOSCI 204	Human Anatomy and Physiology I . .	4.0
BIOSCI 205	Human Anatomy and Physiology II .	4.0

*OR*

BIOSCI 250	Human Anatomy and Physiology . . .	8.0
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*Required Electives:*

*(Complete three units from the following)*

PHYSED 117	Swimming Activities . . . . .	1.0
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## Degree Curricula and Certificate Programs

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PHYSED 118	Red Cross Lifeguard Training . . . . .	1.0	PHYSED 180	Advanced Volleyball . . . . .	1.0
PHYSED 119	Water Safety Instructor . . . . .	1.0	PHYSED 181	Song and Yell Leaders . . . . .	2.0
PHYSED 120	Aqua Aerobics . . . . .	1.0		<i>Recommended Electives:</i>	
PHYSED 121	Deep-Water Running And Conditioning . . . . .	1.0	PHYSED 109	Emergency Procedures . . . . .	2.0
PHYSED 122	Ultimate Frisbee . . . . .	1.0			
PHYSED 123	Beginning Budoshin Ju-Jitsu . . . . .	1.0			
PHYSED 125	Cardio Cross-Training . . . . .	0.25–1.0			
PHYSED 126	Running for Fitness . . . . .	1.0			
PHYSED 127	Bowling . . . . .	1.0			
PHYSED 128	Spin Cycling Fitness . . . . .	0.25–1.0			
PHYSED 129	Beginning Golf . . . . .	1.0			
PHYSED 130	Beginning Tennis . . . . .	1.0			
PHYSED 131	Beginning Beach Volleyball . . . . .	1.0			
PHYSED 133	Beginning Soccer . . . . .	1.0			
PHYSED 134	Softball . . . . .	1.0			
PHYSED 135	Surfing . . . . .	1.0			
PHYSED 138	Beginning Volleyball . . . . .	1.0			
PHYSED 142	Beginning Rock Climbing . . . . .	1.0			
PHYSED 143	Beginning Mountain Biking . . . . .	1.0			
PHYSED 144	Beginning Ice Skating . . . . .	1.0			
PHYSED 145	Step Aerobics . . . . .	0.25–1.0			
PHYSED 146	Body Mechanics . . . . .	1.0			
PHYSED 148	Basic Sailing . . . . .	2.0			
PHYSED 149	Basketball . . . . .	1.0			
PHYSED 150	Physical Fitness Lab . . . . .	1.0			
PHYSED 151	Beginning Resistance Training . . . . .	1.0			
PHYSED 152A	Conditioning for Intercollegiate Sports . . . . .	1.0–2.0			
PHYSED 152B	Off-Season Conditioning For Intercollegiate Sports . . . . .	1.0–2.0			
PHYSED 153	Advanced Resistance Training . . . . .	1.0			
PHYSED 160	Intermediate Baseball . . . . .	2.0			
PHYSED 161	Football Techniques and Weight Training . . . . .	2.0			
PHYSED 162	Intermediate Football . . . . .	2.0			
PHYSED 163	Intermediate Track and Field . . . . .	1.0			
PHYSED 165	Intermediate Soccer . . . . .	2.0			
PHYSED 166	Intermediate Golf . . . . .	1.0			
PHYSED 167	Intermediate Swimming . . . . .	1.0			
PHYSED 168	Intermediate Tennis . . . . .	1.0			
PHYSED 169	Intermediate Volleyball . . . . .	2.0			
PHYSED 170	Intermediate Softball . . . . .	2.0			
PHYSED 171	Intermediate Beach Volleyball . . . . .	1.0			
PHYSED 177	Advanced Golf . . . . .	1.0			
PHYSED 178	Advanced Swimming . . . . .	1.0			
PHYSED 179	Swim Stroke Mechanics . . . . .	2.0			

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\* Associate Degree Program

## PHYSICS

### Program Description:

The physics program provides curriculum concerned with the properties of matter and energy, their interactions and transformations. The physics program includes both major and non-major courses. The following is a sample of career options available for physics. Most require a baccalaureate degree, and some require a graduate degree: air pollution operations, consumer safety officer, engineer, teacher, astrophysicist and physicist.

### Degree Requirements:

An associate degree is not available in physics since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## POLITICAL SCIENCE

### Program Description:

Public authority, responsibility, and acquisition of power are studied in the discipline of political science. Introductory courses are for students interested in learning about American government, politics in general and relationships with other political systems in the world. Students majoring in political science 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.

### Degree Requirements:

An associate degree is not available in political science since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## PSYCHOLOGY

### Program Description:

Psychology is both a natural science and a social science concerned with the scientific study of behavior, mental processes, life-span development, disorders and well being. As such, psychology is a broad discipline that involves the pursuits of pure science and the practical application of science to describe, predict, understand and control matters of everyday living and behavior.

The psychology curriculum at College of the Canyons is designed to serve as a valuable part of students' general education, to provide students with courses that will facilitate transfer to other colleges and universities, to support the training of human-service professionals, and to enhance the quality of life when applied to everyday experience.

Most careers in psychology require graduate study. However, there are increasing opportunities in business in the human resources and industrial-organizational specialties, in education and in health-care for individuals at the bachelor's level. The understanding of human behavior is essential in all career choices.

### Degree Requirements:

An associate degree is not available in psychology since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## \*RADIO/TELEVISION/ FILM

### Program Description:

A study of media at College of the Canyons provides professional preparation for entry-level positions. The program offers a broad curriculum that allows students to produce media and critically examine its role in contemporary society.

### Associate in Arts Degree and Certificate of Achievement: Radio/Television/Film – Audio/Radio Production

Units required for Major: 24

RTVF 101	Structure of the Moving Image . . . . .	3.0
RTVF 112	Intro to Broadcasting Technology . . . . .	3.0
RTVF 115	Writing for Broadcast . . . . .	3.0
RTVF 118	Editing . . . . .	3.0
RTVF 170	Intro to Audio Production . . . . .	3.0
RTVF 175	Intro to Radio Production . . . . .	3.0
RTVF 270	Advanced Audio Production . . . . .	3.0
RTVF 290	RTVF Portfolio . . . . .	3.0

### Associate in Arts Degree and Certificate of Achievement: Radio/Television/Film – Film/Video Production

Units required for Major: 24

RTVF 101	Structure of the Moving Image . . . . .	3.0
RTVF 112	Intro to Broadcasting Technology . . . . .	3.0
RTVF 118	Editing . . . . .	3.0
RTVF 170	Intro to Audio Production . . . . .	3.0
RTVF 190	Intro to Film Production . . . . .	3.0
RTVF 195	Intro to Screenplay Writing . . . . .	3.0
RTVF 250	Film/Video Cinematography . . . . .	3.0
RTVF 280	Advanced Film Production . . . . .	3.0

### Associate in Arts Degree and Certificate of Achievement: Radio/Television/Film – Television Production

Units required for Major: 24

RTVF 101	Structure of the Moving Image . . . . .	3.0
RTVF 112	Intro to Broadcasting Technology . . . . .	3.0
RTVF 115	Writing for Broadcast . . . . .	3.0

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\* Associate Degree Program



RTVF 118	Editing . . . . .	3.0
RTVF 125	Intro to Television Production . . . . .	3.0
RTVF 170	Intro to Audio Production . . . . .	3.0
RTVF 218	Advanced Digital Editing for Film/Video . . . . .	3.0
RTVF 290	RTVF Portfolio . . . . .	3.0

## **\*REAL ESTATE**

**Program Description:**

The Real Estate program involves the study of California Real Estate principles, practices, procedures, law and offers courses mandated by the California Department of Real Estate to prepare those who desire a career in Real estate.

Students who successfully complete the Real Estate Principles class (REAL 100) and meet all other state requirements are academically qualified to sit for the salesperson's license and upon successful completion of that examination can be issued an 18 month provisional license. Upon successful completion of two additional classes prior to the end of the 18 month period, the student is academically qualified for the four year salesperson's license. These classes may also be applied to academic requirement for the broker's license.

Upon successful completion of the full program, the student will be academically qualified to take the California Real Estate Broker's Examination.

Target occupations for this course of study include Real Estate Sales, Real Estate Brokers, Mortgage Brokers, Property Management, Loan Brokers and Escrow Officer.

**Associate in Science Degree and Certificate of Achievement: Real Estate**

Units required for Major: 26

REAL 100	Real Estate Principles . . . . .	3.0
REAL 101	Real Estate Practices . . . . .	3.0
REAL 105	Real Estate Financing . . . . .	3.0
REAL 115	Legal Aspects of Real Estate . . . . .	3.0
REAL 120	Real Estate Appraisal I . . . . .	3.0
BUS 201	Principles of Accounting I . . . . .	5.0

*Plus six units from the following:*

BUS 211	Business Law . . . . .	3.0
REAL 130	Escrow Procedures and Processing . . . . .	3.0
REAL 121	Real Estate Appraisal II . . . . .	3.0
REAL 150	Mortgage Loan Brokering . . . . .	3.0

\* Associate Degree Program

## RECREATION MANAGEMENT

### Program Description: (Pending State Approval)

An Associate in Science in Recreation Management involves classes and field experiences in the areas of recreation and leisure for all age groups. Recreational Managers are responsible for assisting and planning a variety of programs and overseeing the daily operations of one or more recreational facilities for an agency i.e. city, county, state, or federal, including community service-related programs and activities. This program also provides the student with experience in private industry including exercise clubs and related entertainment venues.

Course work includes courses on recreation and leisure in our contemporary society, planning programs and events, therapeutic recreation with special populations, facilities management, emergency procedures, courses in sociology and psychology as well as field work experiences.

### Associate in Science Degree: Recreational Management

Units required for Major: 25

REC 101	Recreation and Leisure in Contemporary Society . . . . .	3.0
REC 102	Planning Programs and Events for Recreation Experiences . . . . .	3.0
REC 104	Introduction to Therapeutic Recreation and Special Populations . . . . .	3.0

*Plus sixteen units from the following:*

BUS 110	Principles of Management . . . . .	3.0
PHYSED 109	Emergency Procedures . . . . .	2.0
PSYCH 101	Introduction to Psychology . . . . .	3.0
PSYCH 172	Developmental Psychology . . . . .	3.0
SOCI 101	Introduction to Sociology . . . . .	3.0
CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0

*Recommended Electives:*

SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0
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## SIGN LANGUAGE

### Program Description:

The American Sign Language Interpreting program is a comprehensive two-year program designed to award students with an Associate in Arts Degree in American Sign Language Interpreting. The degree will provide students with transfer opportunities to a four-year college or university as well as to equip them with the necessary skills for entry-level positions within the field of interpreting.

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
- \* Finger spelling skills: Expressive and receptive
- \* Historical knowledge of American Sign Language, Deaf Culture, and Interpreting
- \* Knowledge of the structure of American Sign Language

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\* Associate Degree Program

**Associate in Arts Degree: American Sign Language Interpreting**

Units required for Major: 38

It is recommended that courses be taken in the following sequence listed below:

SIGN 103	American Sign Language III . . . . .	4.0
SIGN 104	American Sign Language IV . . . . .	4.0
SIGN 110	American Deaf Culture . . . . .	3.0
SIGN 112	Interpreting: Principles and Practices. . . . .	3.0
SIGN 200	Specialized Signs and Settings . . . . .	3.0
SIGN 201	Interpreting I . . . . .	3.0
SIGN 202	Transliterating I . . . . .	3.0
SIGN 203	Sign to English Interpreting/Transliterating I . . . . .	3.0
SIGN 204	Interpreting II . . . . .	3.0
SIGN 205	Transliterating II . . . . .	3.0
SIGN 206	Sign to English Interpreting/Transliterating II . . . . .	3.0

*Plus three units from CWEXP:*

CWEXP 188	Cooperative Work Experience Education . . . . .	1.0–4.0
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*Recommended Electives:*

ENGL 111	Introduction to Linguistics. . . . .	3.0
SIGN 111	Fingerspelling. . . . .	2.0
SIGN 113	Creative Uses of Sign . . . . .	3.0

**\*SOCIAL SCIENCE**

**Program Description:**

Social Science is the study of people as members of a society. It examines individual and group behavior, communication and decision-making from a contemporary view, as well as historical roots and evolving perspectives. This degree takes an interdisciplinary approach to the field and is designed to provide an overview of the broad range of courses that constitute and are available in the social sciences.

Units required for Major: 18

POLISC 150	Introduction to American Government and Politics . . . . .	3.0
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*Plus three units from the following:*

HIST 111	United States History I . . . . .	3.0
HIST 112	United States History II . . . . .	3.0
HIST 120	The Role of Women in the History of the United States . . . . .	3.0
HIST 130	Social and Cultural History of the United States . . . . .	3.0
HIST 170	Economic History of the United States . . . . .	3.0
HIST 230	History of American Indians . . . . .	3.0
HIST 245	History of the Americas . . . . .	3.0

*Plus three units from the following:*

ANTHRO 103	Cultural Anthropology . . . . .	3.0
ANTHRO 105	Introduction to Archaeology . . . . .	3.0
ANTHRO 210	Indians of California . . . . .	3.0
ANTHRO 215	Indians of the Southwestern U.S. . . . .	3.0
ANTHRO 220	Magic, Witchcraft, and Religion . . . . .	3.0

*Plus three units from the following:*

COMS 223	Small Group Communication . . . . .	3.0
COMS 246	Interpersonal Communication . . . . .	3.0
COMS 256	Intercultural Communication. . . . .	3.0
COMS 260	Communication and Gender . . . . .	3.0
ECON 130	Consumer Economics . . . . .	3.0
ECON 170	Economic History of the U.S. . . . .	3.0
ECON 201	Macroeconomics . . . . .	3.0
ECON 202	Microeconomics . . . . .	3.0

\* Associate Degree Program

## Degree Curricula and Certificate Programs

ECON 230 Comparative Economic Systems . . . 3.0

*Plus three units from the following:*

PSYCH 101 Introduction to Psychology . . . . . 3.0

PSYCH 105 Personal Growth and Adjustment . . . 3.0

PSYCH 109 Social Psychology . . . . . 3.0

PSYCH 150 Crisis Intervention and  
Management . . . . . 3.0

PSYCH 172 Developmental Psychology . . . . . 3.0

PSYCH 230 Human Sexuality . . . . . 3.0

PSYCH 235 Psychology of Gender Roles . . . . . 3.0

PSYCH 240 Abnormal Psychology . . . . . 3.0

*Plus three units from the following:*

SOCI 100 Chicano/a Culture . . . . . 3.0

SOCI 101 Introduction to Sociology . . . . . 3.0

SOCI 101H Introduction to Sociology – Honors . 4.0

SOCI 102 Sociological Analysis . . . . . 3.0

SOCI 103 Intimate Relationships and Families 3.0

SOCI 105 Multiculturalism in the United States 3.0

SOCI 106 Racial and Ethnic Relations in  
United States Society . . . . . 3.0

SOCI 108 Thinking Critically About Social  
Issues . . . . . 3.0

SOCI 110 Self and Society . . . . . 3.0

SOCI 150 Introduction to Criminology . . . . . 3.0

SOCI 151 Juvenile Delinquency . . . . . 3.0

SOCI 200 Introduction to Women's Studies . . . 3.0

SOCI 207 Social Problems . . . . . 3.0

SOCI 208 Sociology of Death and Dying . . . . . 3.0

SOCI 210 Sociology of Deviance, Crime and  
Social Control . . . . . 3.0

SOCI 230 Sociology of Sexualities . . . . . 3.0

SOCI 233 Sociological Issues of Life and  
Longevity . . . . . 3.0

## SOCIOLOGY

### Program Description:

The Sociology Department offers students a Certificate of Completion in Life Course Development. This 17-unit certificate allows students to specialize in a specific area of interest within the discipline. Each option focuses on an important sub-field of study and helps students to gain a stronger understanding of one aspect of sociology and assists them as they prepare to enter a 4-year college, university or workplace. Students are encouraged to participate in community service at an agency site specifically designed to examine life course issues (e.g. retirement facility, senior center, Alzheimer's care unit). The Life Course Development Certificate of Completion is especially designed to assist students entering the workplace or the 4-year college or university. This certificate addresses the specialized topics associated with life course development, especially adult socialization after midlife. Students seeking employment in agencies or facilities working with older adults will benefit from the knowledge attained through this certificate. In addition, transfer students pursuing a sociology major with a social gerontology emphasis, will benefit from this fundamental exploration of the life course.

### Certificate of Completion: General Sociology

Units required for Certificate: 15 - 16

SOCI 101 Introduction to Sociology . . . . . 3.0

*OR*

SOCI 101H Introduction to Sociology – Honors . 4.0

SOCI 102 Sociological Analysis . . . . . 3.0

SOCI 108 Thinking Critically About Social  
Issues . . . . . 3.0

SOCI 110 Self and Society . . . . . 3.0

*Plus three units from the following:*

SOCI 103 Intimate Relationships and  
Families . . . . . 3.0

SOCI 105 Multiculturalism in the United  
States . . . . . 3.0

\* Associate Degree Program

SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 200	Introduction to Women's Studies . . .	3.0
<i>Recommended Electives:</i>		
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0
SOCI 230	Sociology of Sexualities . . . . .	3.0

**Certificate of Completion: Sociology – Crime, Deviance and Social Control Emphasis**

Units required for Certificate: 15 - 16

ADMJUS 101	Introduction to Law Enforcement . . .	3.0
SOCI 101	Introduction to Sociology . . . . .	3.0
<i>OR</i>		
SOCI 101H	Introduction to Sociology – Honors .	4.0
SOCI 150	Introduction to Criminology . . . . .	3.0
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0

*Plus three units from the following:*

SOCI 105	Multiculturalism in the United States	3.0
SOCI 151	Juvenile Delinquency . . . . .	3.0
SOCI 207	Social Problems . . . . .	3.0

**Certificate of Completion: Sociology – Life and Longevity Emphasis**

Units required for Certificate: 15 - 16

SOCI 101	Introduction to Sociology . . . . .	3.0
<i>OR</i>		
SOCI 101H	Introduction to Sociology – Honors .	4.0
SOCI 103	Intimate Relationships and Families	3.0
SOCI 208	Sociology of Death and Dying . . . . .	3.0
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0

*Plus three units from the following:*

SOCI 105	Multiculturalism in the United States	3.0
SOCI 110	Self and Society . . . . .	3.0
SOCI 200	Introduction to Women's Studies . . .	3.0

*Recommended Electives:*

SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
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**Certificate of Completion: Sociology – Race, Gender and Multiculturalism Emphasis**

Units required for Certificate: 15 – 16

SOCI 101	Introduction to Sociology . . . . .	3.0
<i>OR</i>		
SOCI 101H	Introduction to Sociology – Honors .	4.0
SOCI 105	Multiculturalism in the United States	3.0
SOCI 106	Racial and Ethnic Relations in United States Society . . . . .	3.0
SOCI 200	Introduction to Women's Studies . . .	3.0

*Plus three units from the following:*

SOCI 100	Chicano/a Culture . . . . .	3.0
SOCI 210	Sociology of Deviance, Crime and Social Control . . . . .	3.0
SOCI 233	Sociological Issues of Life and Longevity . . . . .	3.0

**SPANISH**  
(See Foreign Languages)

\* Associate Degree Program

## THEATRE

### Program Description:

The theatre department offers courses in both theory and practice. It is committed to teaching an immediately useful set of theatre skills including acting, script-writing, technical production and directing while providing a wide spectrum of production experiences in which to practice them; and to place the art of theatre in its larger historical context. The theatre program serves the college, community and students by providing theatrical and dramatic productions.

### Degree Requirements:

An associate degree is not available in theatre since this is considered to be a transfer major. Students desiring the associate degree should consider a major in Transfer Studies and include those classes required by the transfer institution.

## TRANSFER STUDIES

### Program Description:

The Transfer Studies major is designed for students planning to transfer to either the California State University or University of California. To earn the Associate in Arts degree with a Transfer Studies major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

To meet requirements for the CSU General Education Breadth associate degree program, students must:

Complete CSU General Education Breadth for Certification, including the American Institutions requirement. Consult with the Counseling Office for the appropriate list of applicable courses.

Earn a C or CR grade or higher in 30 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning course in Area B.

- 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.

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\* Associate Degree Program

- Meet the American Institutions requirement.
- 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 requirement.
- 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.

## **\*WATER SYSTEMS TECHNOLOGY**

### **Program Description:**

Water Systems Technology is the study of wastewater treatment and distribution processes. The program is designed to prepare students seeking a career in drinking water treatment and distribution. The Water Systems Technology program also provides instruction for water personnel interested in career advancement as well as continuing education opportunities for State certified Water Treatment and Water Distribution Operators for certification renewal. Coursework will help prepare students for various certification examinations given by the State of California Department of Health Services. Upon completion of the program, students will acquire skills and knowledge in water treatment concepts, chemical dosage techniques, water distribution, water chemistry, water quality, water mathematical calculations and other skills needed in this vital industry. The students completing the program can become employed as a distribution

## Degree Curricula and Certificate Programs

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operator, water treatment plant operator, water service representative, waste water collection worker and/or wastewater treatment operator.

### Associate in Science Degree: Water Systems Technology

Units required for Major: 21

WATER 030	Waterworks Mathematics . . . . .	3.0
WATER 031	Advanced Waterworks Mathematics	3.0
WATER 040	Water Distribution Operator I . . . . .	3.0
WATER 041	Water Distribution Operator II . . . . .	3.0
WATER 050	Water Treatment Plant Operation Processes I . . . . .	3.0
WATER 051	Water Treatment Chemistry . . . . .	3.0
WATER 052	Water Treatment Plant Operation Processes II . . . . .	3.0
	<i>Recommended Electives:</i>	
WATER 060	Wastewater Treatment and Disposal I . .	3.0
WATER 061	Wastewater Treatment and Disposal II . . . . .	3.0
WATER 062	Wastewater Treatment and Disposal III . . . . .	3.0
WATER 098	Special Topics in Water Technology . . . . .	0.5–3.0

## \*WELDING

### Program Description:

Welding Technology is an occupational program designed to prepare students for a variety of entry-level positions in today's welding related industry. Course offerings stem from the basic welding fundamentals to the most technically advanced. Students gain skillfulness in safety procedures, applied theory and related welding processes. Emphasis is placed on individual instruction. Students can earn welding certifications in accordance with the American Welding Society, Los Angeles Department of Building and Safety, and The American Society of Mechanical Engineers. Upon successful completion of the program, students are prepared to enter into the following career opportunities: welder, welding inspector, welding technician or fitter, pipe fitter, and maintenance mechanic.

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

Units required for Major: 21

Complete fifteen units from one of the four options below:

WELD 100	Introduction to Oxyacetylene Welding . . . . .	2.0
WELD 101	Introduction to Arc Welding . . . . .	2.0
WELD 102	Introduction to Gas Tungsten Arc and Gas Metal Arc Welding . . . . .	2.0
WELD 103	Metal Sculpturing . . . . .	2.0
WELD 130	Welding Metallurgy . . . . .	3.0
WELD 140	Welding Inspection . . . . .	3.0
WELD 155	Orbital Gas Tungsten Arc Welding . .	4.0
WELD 160	Advanced Gas Tungsten Arc Welding . . . . .	2.0
	<i>OR</i>	
WELD 120	Industrial Welding I . . . . .	5.0
WELD 122	Industrial Welding II . . . . .	5.0
WELD 124	Industrial Welding III . . . . .	5.0

\* Associate Degree Program



*OR*

WELD 150    Welding Technology .....15.0

*OR*

WELD 165    Pipe Welding Fundamentals ..... 3.0

WELD 166    Pipe Layout and Fabrication ..... 3.0

WELD 167    Intermediate Pipe Welding  
Techniques and Practices ..... 4.5

WELD 168    Advanced Pipe Welding Techniques  
and Practices ..... 4.5

*Required Electives:*

ENGL 094    Introduction to Technical Writing ... 3.0

MFGT 100    Measurements and Computations .. 3.0

*Recommended Electives:*

WELD 151    Welding Certification and License  
Preparation ..... 3.0

## **COURSE DESCRIPTIONS**

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

The credit value of each course is indicated in semester units. Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or activity classes. Some courses may be repeated for credit, but only if explicitly indicated in the description. Students wishing to repeat a course for the purpose of recalculating the grade point average should refer to the description regarding "Course Repetition."

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

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

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

### **OPEN CLASSES**

It is the policy of this district that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

### **COURSE PREREQUISITES**

Some courses offered by the college require the completion of a prerequisite. A prerequisite is a course or assessment process that must be satisfactorily completed before a more difficult course is attempted. Students are advised to consult the course descriptions found in the current college catalog or class schedule for the identification of the prerequisites for a course.

All prerequisite classes must have been completed with a satisfactory grade. Satisfactory grade means that, for the course in question, the grade earned must be a CR or C or better; D,

F, or NC grades are not acceptable.

### **Important Definitions:**

- Prerequisite – a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- Corequisite -- a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
- Strongly Recommended or Recommended Preparation -- a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

### *Procedures for Challenging a Prerequisite*

Prerequisite Challenge Petitions are available in the Counseling Office. A prerequisite may be challenged for the following reasons:

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

In each case, the student is to provide documentation to support the challenge.

### **DEGREE APPROPRIATE CLASSES**

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

### **TRANSFERABLE COURSES**

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

# ADMINISTRATION OF JUSTICE

## ADMJUS 098 ADVANCED OFFICER TRAINING

Units: 0.25-4.00 4.5 - 72.0 hours lecture,  
13.5 – 216.0 hours lab

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

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

## ADMJUS 101 INTRODUCTION TO LAW ENFORCEMENT

Units: 3.00 - UC:CSU 54.0 hours lecture CAN AJ 2

An overview of the history, philosophy and practical aspects of the Criminal Justice System (CJS) in America. This course presents an overview of the sub-systems of the CJS, presents concepts, terms and theories of law enforcement, the judiciary and the correctional system. UC credit limitation: ADMJUS-101 and 110 combined maximum credit one course.

## ADMJUS 110 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

Units: 3.00 - UC:CSU 54.0 hours lecture

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

## ADMJUS 125 CRIMINAL LAW

Units: 3.00 - UC:CSU 54.0 hours lecture CAN AJ 4

Presents the historical development, philosophy of law and constitutional provisions. Covers definitions, classification of crimes, concepts of legal research, including case law, and concepts of law as a social force.

Discusses various elements of crimes and relates common law to current California law.

## ADMJUS 126 SUBSTANTIVE CRIMINAL LAW

Units: 3.00 - CSU 54.0 hours lecture

A study of the substantive laws most often encountered by municipal, county, or state police officers. Includes an in-depth examination of the most commonly encountered misdemeanor and felony violations of the California law.

## ADMJUS 130 REPORT WRITING FOR LAW ENFORCEMENT

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: ENGL-091 or ENGL-094*

Reviews basic investigation principles, note-taking techniques and rules for writing police reports, warrants and memos. Specifically designed for individuals considering law enforcement, security work or those currently employed in these fields.

## ADMJUS 135 EVIDENCE

Units: 3.00 - CSU 54.0 hours lecture

Introduces the basics of law enforcement and the student of law while reviewing relevant constitutional issues, Supreme Court decisions, and the federal Rules of Evidence. Also discusses types, kinds and preservation of evidence, the Hearsay Rule, admissibility, privileges, identification, and search and consent.

## ADMJUS 150 PATROL PROCEDURES

Units: 3.00 - CSU 54.0 hours lecture

Explores the theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the administration of justice.

**ADMJUS 155 CRIMINAL INVESTIGATION**

Units: 3.00 - CSU 54.0 hours lecture

The study of basic principles of all types of investigations utilized in the justice system. Coverage will include aspects of dealing with the public, specific knowledge for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation.

**ADMJUS 160 TRAFFIC: ENFORCEMENT AND INVESTIGATION**

Units: 3.00 - CSU 54.0 hours lecture

Examines traffic law enforcement, accident investigation, and traffic control, specifically emphasizing the California Vehicle Code. Basic accident reporting and classification and determination of cause and prevention are also reviewed.

**ADMJUS 175 ORGANIZED CRIME AND VICE**

Units: 3.00 - CSU 54.0 hours lecture

Introduces the history of gangs and organized crime and presents social, political and legal issues of organized crime and its influence on vice activity. Reviews California laws dealing with prostitution, gambling, and pornography.

**ADMJUS 180 DANGEROUS DRUGS AND NARCOTICS**

Units: 3.00 - CSU 54.0 hours lecture

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

**ADMJUS 185 POLICE-COMMUNITY RELATIONS**

Units: 3.00 - UC:CSU 54.0 hours lecture

A study of the roles of the administration of justice agencies and their interaction with the community. Evaluates role expectations of the various agencies and the public at large. Emphasis is placed upon professionalism and the development of positive relationships between members of the system and the public.

**ADMJUS 190 POLICE ADMINISTRATION**

Units: 3.00 - CSU 54.0 hours lecture

Specialized training for those wishing an overview of law enforcement management, as well as preparing those in law enforcement for supervisory positions. Subjects covered include organizational structures, administration problems, leadership training, and personnel issues.

**ADMJUS 198 ADVANCED OFFICER TRAINING**

Units: 0.25-10.00 - CSU 4.5 – 180.0 hours lecture, 13.5 – 540.0 hours lab

Advanced officer training with a variable format depending on subject matter. Course content includes new topics and refresher material from all areas of law enforcement responsibility such as firearms, first aid, and patrol procedures. Designed for upgrading currently employed law enforcement personnel. This course may be repeated if used for legally mandated training. Offered credit/no-credit only.

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

**ADMJUS 202 CUSTODY ASSISTANT**

Units: 8.00 - CSU 180.0 hours lecture, 40.0 hours lab

Trains students to assist deputy sheriff's in supervising the conduct of inmates, how to process inmate records, prepare inmates for court appearances, assign classification of security categories and supervise inmate visitation.

**ADMJUS 250 BASIC ACADEMY**

Units: 14.00-22.00 - CSU 36.0 - 54.0 hours lecture, 648.0 - 1,026.0 hours lab

*Prerequisite: Students must successfully complete or pass a written examination, physical agility and strength test, comprehensive medical examination, intensive personal background investigation, and psychiatric evaluation. Test results must comply with the published guidelines of individual agencies and police departments, including the Los Angeles County Health Department, Los Angeles County Civil Service Commission, and the State of California as directed by Peace Officers Standards and Training. Registration is limited to students who have successfully completed program prerequisites.*

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

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

Units: 3.00 - CSU 163.0 hours lecture/activity

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

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

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

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

Units: 3.00 - CSU 163.0 hours lecture/activity

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

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

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

Units: 5.00 - CSU 352.0 hours lecture/activity

*Prerequisite: California driver's license, no felony or specific misdemeanor convictions, DOJ firearm possession and use certification, successful P.O.S.T. reading and writing mandated test, psychiatric evaluation, inten-*

*sive personal background investigation and certification of physical fitness.*

The highest level of Reserve Officer, carrying with it the equivalency of having completed a Basic P.O.S.T. Academy. The most demanding and highly structured course of the 799-hour Reserve Officer program. Awards the student a certification of Level I status upon successful completion. May be repeated if used for legally mandated training.

## ANIMATION

### **ANIM 081 APPLICATIONS: 3D STUDIO MAX I**

Units: 1.00 18.0 hours lecture

*softwaresite: ANIM-091L*

A short, introductory course in basic character design and animation using 3D Studio Max software. Students learn how to utilize basic design and animation features along with the application of 3D Studio Max for the building of simple armatures and exploring forward kinematics animation. Basic computer knowledge is assumed. Offered credit/no-credit only and not degree applicable.

### **ANIM 082 APPLICATIONS: 3D STUDIO MAX II**

Units: 1.00 18.0 hours lecture

*Prerequisite: ANIM-081; Co-Requisite: ANIM-091L*

A short-term intermediate course in character animation and design using 3D Studio Max software. Students continue to develop their skills using more complex animation and designs, along with exploring 3D Studio Max's powerful tools to control more advanced character designs, textures, lighting, and mapping. Offered credit/no-credit only and not degree applicable.

**ANIM 085 APPLICATIONS: MAYA I**

Units: 1.00 18.0 hours lecture

*Co-requisite: ANIM-091L*

*Recommended Preparation: Basic computer skills.*

A short-term introduction to the basics of Maya 3D animation software. Includes Maya and 3D terms, as well as understanding how Maya nodes work with basic modeling and animation controls. Part 1 of 3 courses; offered credit/no-credit and not degree applicable.

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

Units: 0.50 27.0 hours lab

A short-term open animation lab for currently enrolled animation students who wish to increase their skills through the use of the computer animation lab. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**ANIM 092L OPEN ANIMATION LAB**

Units: 1.00-2.00 54.0 - 108.0 hours lab

An open lab for the currently enrolled animation student who wishes to increase skills through the computer animation lab. Recommend concurrent enrollment with another computer animation production course. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly DAT-092L). May be taken 4 times for credit.

**ANIM 093L DRAWN ANIMATION OPEN LAB**

Units: 0.50-2.00 27.0 – 108.0 hours lab

A drawn animation open lab for the currently-enrolled animation student who wishes to increase skills through the use of this lab. Designed for ANIM-101 and ANIM-201 students. Units do not apply to the associate degree and offered credit/ no-credit only. May be taken 4 times for credit.

**ANIM 098 SPECIAL TOPICS IN ANIMATION**

Units: 0.50-3.00 9.0 - 54.0 hours lecture

An exploration of various techniques and subjects related to animation and animation techniques. Topics to be announced per semester. See the current schedule of classes for specific course description and recommend-

ed preparation. Field trips may be required. Offered credit/no-credit only.

**ANIM 101 INTRODUCTION TO ANIMATION**

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

*Recommended Preparation: ART-124B*

*Co-requisite: ANIM-093L*

The principles of animation, laws of motion, timing, analysis and the production of a short animated narrative video. Traditional drawing methods will be used. (Formerly DAT-184). May be taken 4 times for credit.

**ANIM 120 STORY DEVELOPMENT AND STORYBOARDING**

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

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

**ANIM 130 FLASH ANIMATION**

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

*Recommended Preparation: Basic Computer Skills.*

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

An introduction to interactive 2D computer animation. Drawing tools, bitmaps, symbols, layers, animation and basic interactivity will be utilized to create a short 2D animated interactive movie. May be taken 4 times for credit.

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

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

*Recommended Co-Requisite: ANIM-092L*

An introduction to 3D computer design, modeling, textures, and animation through the use of 3D Studio Max software. 3D models and animations with light, sounds, and textures will be explored. Students create character animation, construct set designs, and complete an independent animated project. Basic computer skills are assumed. May be taken 4 times for credit.

## ANIMATION

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

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

*Prerequisite: Basic computer skills.*

*Recommended Preparation: ANIM-092L.*

An introduction to 3D computer design, modeling, textures and character animation through the use of Maya software. Understanding how Maya nodes work with basic modeling and animation controls. Learning how to design and explore detailed textures, cameras, lighting, intermediate surfaces, intermediate modeling of polygons and NURBS. Head and body modeling, inverse kinetics and animation constraints. May be taken 4 times for credit.

### **ANIM 190 ANIMATION PRODUCTION**

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

*Prerequisite: ANIM-101*

Pre-production, production and post-production techniques are examined through the completion of a collaborative animated project. May be taken 4 times for credit.

### **ANIM 201 ADVANCED ANIMATION**

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

*Prerequisite: ANIM-101.*

*Co-requisite: ANIM-093L*

An in-depth examination of hand drawn character animation and its techniques. Students will complete advanced animation exercises, as well as design and produce a short animated file. May be taken 2 times for credit.

### **ANIM 221 LAYOUT FOR ANIMATION**

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

*Recommended Preparation: ART-124A and ANIM-101*

A study of design, composition, perspective, atmospheric, and psychological lighting, and camera placement. Knowledge is applied to the construction of scenes, the congruency of sequences, and the designing of backgrounds for animation.

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

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

*Recommended Preparation: ART-124B*

Prop and character design for animation. Students learn

construction techniques for models that have individual appeal and also contribute to the story as a whole.

Emphasis is placed on emotional content and clarity of design, as well as technical conventions.

### **ANIM 230 TEXTURE MAPPING FOR COMPUTER ANIMATION**

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

*Prerequisite: GMD-047 and ANIM-141*

*Recommended Co-Requisite: ANIM-092L*

Digital image manipulation software to create textures which will be applied to 3D computer models. May be taken 4 times for credit.

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

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

*Prerequisite: ANIM-140*

*Recommended Preparation: ANIM-101*

*Recommended Co-Requisite: ANIM-092L*

Covers advanced concepts for producing 3D computer models and animations. Character and architectural animations are produced using lighting, sound and texture. Students produce an independent project in 3D Studio Max. May be taken 4 times for credit.

### **ANIM 241 ADVANCED MAYA ANIMATION**

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

*Prerequisite: ANIM-141 or ANIM-087;*

*Recommended Co-Requisite: ANIM-092L*

A comprehensive exploration of 3D computer design, modeling, textures and character animation through the use of Maya software. Students collaborate in creating team projects, designing characters and animation. May be taken 4 times for credit.

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

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

*Prerequisite: ANIM-140 or ANIM-141*

*Recommended Co-Requisite: ANIM-092L*

Animated movie-making within a real-time, virtual, 3D game environment. Involves 3D character and set modeling, character animation, surface texturing, virtual set lighting and directing. May be taken 4 times for credit.



**ANIM 280 ANIMATION PORTFOLIO**

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

*Prerequisite: ANIM-101*

Students organize and prepare an animation portfolio in a professional manner. Emphasis is on evaluating the selection of work as well as improving construction and design of presentation. Career options and employment opportunities will be examined. May be taken 4 times for credit.

# ANTHROPOLOGY

**ANTHRO 101 PHYSICAL ANTHROPOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ANTH 2

Studies humans and lower primates from the biological perspective. Deals with human population genetics in the conceptual framework of evolutionary processes, comparisons, and analyses, including primate behavior, primate evolution, human fossils, as well as race formation and classification.

**ANTHRO 101L PHYSICAL ANTHROPOLOGY LABORATORY**

Units: 1.00 - UC:CSU 54.0 hours lab

*Co-requisite: ANTHRO-101*

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

**ANTHRO 103 CULTURAL ANTHROPOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ANTH 4

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

**ANTHRO 105 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ANTH 6

A general course in archaeology and prehistory for the beginning student. Topics include the history of archaeology, archaeology as a science, site location, fossil and artifact analysis, excavation and dating. The transition of human cultures from early foraging and hunting lifeways into sedentary tribes, chiefdoms and states from 120,000 BC to 1600 AD will be studied, primarily through the analysis of specific Old and New World sites.

**ANTHRO 210 INDIANS OF CALIFORNIA**

Units: 3.00 - UC:CSU 54.0 hours lecture

Reviews the main cultural aspects of the California Indians, including the prehistory, modes of subsistence, social organization, customs, and geographical and historical relationships of the native people of California and draws upon ethnological, ethnographical, historical and archaeological materials.

**ANTHRO 215 INDIANS OF THE SOUTHWESTERN U.S.**

Units: 3.00 - UC:CSU 54.0 hours lecture

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

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

Units: 3.00 - CSU 54.0 hours lecture

Presents an anthropological examination of the phenomenon of religion in tribal, present, and contemporary societies, including how religion is integrated into culture. Specifically reviews religious symbolism, ritual, magic, deviation, witchcraft, and syncretism.

**ARABIC****ARABIC 101 ELEMENTARY ARABIC I**

Units: 4.00 - UC 72.0 hours lecture

Introduces Modern Standard Arabic, the form of Arabic used in the spoken and printed media across the Arab World. Develops language skills in listening, reading, speaking and writing within a cultural context with emphasis on communication. Corresponds to the first two years of high school Arabic. Not appropriate for native or heritage speakers.

**ARCHITECTURAL DRAFTING****ARCHT 096L OPEN ARCHITECTURAL DRAFTING AND CAD LAB**

Units: 1.00 54.0 hours lab

An open lab for architectural drafting students who wish to increase skills through the use of manual architectural drafting and CAD lab. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly ID-095L and DRFT-095L). May be taken 4 times for credit.

**ARCHT 100 ARCHITECTURE AND RELATED FIELDS**

Units: 2.00 - CSU 36.0 hours lecture

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

**ARCHT 110 ARCHITECTURAL DRAFTING I**

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

Provides the student with information concerning current practices in architectural drafting and construction technology sufficient for the student to produce a set of working drawings for a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy (Formerly ID-163 and DRFT-163). Same as ID-110.

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

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

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

**ARCHT 140 MATERIALS AND METHODS OF CONSTRUCTION**

Units: 3.00 - CSU 54.0 hours lecture

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

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

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

*Prerequisite: ARCHT-110 or ID-110*

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

**ARCHT 180 CODES AND ZONING REGULATIONS**

Units: 3.00 - CSU 54.0 hours lecture

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

**ARCHT 190 DESIGN II - SPACE PLANNING**

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

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

Includes the design process, methods, and presentations of interior commercial spaces. Schematic planning, code application, and human dimensions are related to anthropometrics and proxemics and the use of space for special populations will be applied to student projects. (Formerly ID-212 and DRFT-263). Same as ID-190.

**ARCHT 198 SPECIAL TOPICS: ARCHITECTURE**

Units: 0.25-3.00 - CSU 4.5 - 54.0 hours lecture

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

**ARCHT 200 DESIGN III - ENVIRONMENTAL DESIGN**

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

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

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

**ARCHT 220 ARCHITECTURAL DRAFTING II**

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

*Prerequisite: ARCHT-160*

*Recommended Preparation: ARCHT-140 and ARCHT-180*

Application of architectural drafting standards and appropriate codes to create a set of construction documents

for a two-story, wood frame structure. Includes building methods, materials, and ordinances. Special consideration given to solving problems involving two-story additions to existing one-story structures. (Formerly ID-262 and DRFT-262).

**ARCHT 240 ARCHITECTURAL DESIGN PORTFOLIO**

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

*Prerequisite: ARCHT-190*

Development of individual student portfolios that emphasize student accomplishments, instructional objectives and portfolio content desired for interviews in industry, and required by accredited schools of architecture. Development of resume, projects and portfolios will include using state of the art computer modeling, rendering, animation and multimedia presentation techniques. (Formerly ID-269B and DRFT-269B). May be taken 3 times for credit.

**ARCHT 260 ADVANCED CAD FOR ARCHITECTURE AND INTERIOR DESIGN**

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

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

Application of advanced computer-aided drafting (CAD) features to create three-dimensional conceptual drawings. Emphasis on design development, construction documents, working drawings, wire-frame, rendering, surface and solid modeling. Computer system and file management practices will be developed. (Formerly ID-265 and DRFT-265). May be taken 3 times for credit.

**ARCHT 270 CAD 3-D MODELING/ ANIMATION**

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

*Prerequisite: ARCHT-260*

Intermediate to advanced architecture CAD in 3-D illustration, rendering and animation. Virtual 'walk-through' and 'fly-through' of interior/exterior 3-D models with photo-realistic materials and light will be produced. May be taken 2 times for credit.

### ARCHT 280 DESIGN IV - ADVANCED DESIGN

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

*Prerequisites:* ARCHT-140, ARCHT-200, ARCHT-220 and ID-114

*Recommended Preparation:* ID-115

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

## ART

### ART 091 ART/DESIGN LAB

Units: 1.00-2.00 54.0 – 108.0 hours lab

An open lab for the currently enrolled art student who wishes to increase skills through the use of the art-design lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### ART 091L ART/DESIGN LAB

Units: 1.00-2.00 54.0 – 108.0 hours lab

An open lab for the currently enrolled art student who wishes to increase skills through the use of the art-design lab facility. Course is offered on a credit/no-credit basis and not degree applicable. (Formerly ART-091). May be taken 4 times for credit.

### ART 110 ART HISTORY: ANCIENT AND MEDIEVAL

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ART 2

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

### ART 111 ART HISTORY: RENAISSANCE TO MODERN

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ART 4

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

### ART 113 CONTEMPORARY AMERICAN ARTISTS

Units: 3.00 - CSU 54.0 hours lecture

Designed to acquaint fine arts majors with American contemporary artists and their styles from the development of the New York School to the present. The student will confront his/her own works as well as professional works and evaluate them in the stream of contemporary American art history. Topics may range from studio problems to gallery procedures.

### ART 114 ART HISTORY: FIELD TRIPS

Units: 1.50 - CSU 27.0 hours lecture

This is an eight-week course of museum, gallery and studio visits which may include the Museum of Contemporary Art, Los Angeles County Museum of Art, Norton Simon Museum, J. Paul Getty Museum, Bergamont Station, UCLA's Armand Hammer Museum, Huntington Library and Gardens, and the Pacific Design Center. The course will include interactive discussions and projects with students, faculty, gallery professionals and artists. Different lectures and exhibits each semester. May be taken 4 times for credit.

### ART 115 ART HISTORY: IMPRESSIONISM TO PRESENT

Units: 3.00 - CSU 54.0 hours lecture

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

### ART 124A DRAWING I

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab CAN ART 8

Beginning course in drawing experiences emphasizing basic drawing techniques in a variety of media; and compositional and design fundamentals.

**ART 124B DRAWING II**

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

*Recommended Preparation:* ART-124A

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

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

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

CAN ART 14

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

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

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

CAN ART 16

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

**ART 205 LANDMARKS OF ART**

Units: 3.00 - UC:CSU 51.0 hours lecture

Exposes the student to visual art reproductions and offers a means of stimulating the student's visual, emotional and intellectual awareness of the artistic heritages of world art without a chronological approach. Analyzes the work of the great masters.

**ART 220 WATERCOLOR PAINTING**

Units: 4.00 - UC:CSU 51.0 hours lecture, 51.0 hours lab

A beginning course in the use of transparent watercolor media that will include instruction in the techniques of wet into wet, dry brush, glazing and direct painting applications. Emphasis will be placed upon creative application and composition. May be taken 4 times for credit.

**ART 222 ILLUSTRATION I**

Units: 3.00 - CSU 25.5 hours lecture, 76.5 hours lab

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

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

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

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

CAN ART 24

Intermediate course in life drawing; study and graphic representation of the human figure with the use of professional posed models. Special emphasis on structure of skeletal and muscular systems. May be taken 4 times for credit.

**ART 227 PAINTING I**

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

CAN ART 10

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

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

**ART 228 PAINTING II**

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

*Prerequisite:* ART-227 or presentation of portfolio

Emphasis on painting techniques, pictorial design and creative interpretation. Continued use of oil paints as well as other experimental media. Field trip may be required. May be taken 4 times for credit.

**ART 229 LANDSCAPE PAINTING**

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

*Recommended Preparation:* ART-124A

Emphasizes out-of-doors painting at various locations in the Santa Clarita Valley. Focuses on methods of color mixing, color theory, brushwork, composition and technical applications of the painting medium. Involves the set-up and practice of an efficient system for painting outdoors. While primarily an outdoor class, instruction and painting activities may include studio sessions.

## ART • ASTRONOMY

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Students will be required to provide their own transportation to the painting locations. May be taken 3 times for credit.

### ART 235 SCULPTURE

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab  
CAN ART 12

*Prerequisite: ART-141*

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

### ART 236 SCULPTURE II

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

*Prerequisite: ART 235*

A continuation of ART 235 with advanced casting techniques in various materials. Additive and subtractive techniques are further explored. May be taken 4 times for credit.

### ART 237 FUNDAMENTALS OF PRINTMAKING

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab  
CAN ART 20

Recommended Preparation: ART-124A

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

### ART 238 PRINTMAKING (INTAGLIO)

Units: 3.00 - UC:CSU 25.5 hours lecture, 76.5 hours lab

*Prerequisite: ART 237*

Introduces intaglio printmaking techniques and image development, including etching, photo etching, engraving, dry-point, and aquatint. May be taken 2 times for credit.

### ART 244 ADVERTISING GRAPHICS

Units: 3.00 - CSU 25.5 hours lecture, 76.5 hours lab

Introductory survey to the field of advertising design.

Emphasis on principles and skills using a broad approach in presenting materials, techniques and concepts.

### ART 295 PROFESSIONAL SKILLS FOR ARTISTS

Units: 3.00 - CSU 25.5 hours lecture, 76.5 hours lab

Emphasizes developing business skills and presenting artwork as a professional artist or art director. In an applied approach, covers photographing and documenting artwork, matting, framing, crating and shipping artwork, installation and lighting, resume writing, publicity and slide presentation, preparation of invoices and taxes, bookkeeping for artists, contracts, copyright law and portfolio presentation. Completion of at least 12 units of department course offerings is expected as this course is a bridge between completion of course-work and entry into the professional world or transfer to an institution of higher learning.

## ASTRONOMY

### ASTRON 100 GENERAL ASTRONOMY

Units: 3.00 - UC:CSU 54.0 hours lecture

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

### ASTRON 101 THE STELLAR SYSTEM

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey of stellar astronomy. Covers the scientific method, ancient and Renaissance astronomy; the earth and its motions, seasons, time and the calendar; the moon, eclipses, and tides; electromagnetic radiation; tools of the astronomer; physics of the sun. Physics of the stars, stellar types, populations, and stellar evolution; stellar organizations, galaxies, and cosmology are included.

**ASTRON 102 THE SOLAR SYSTEM**

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey of the solar system. Covers the earth, its motions and seasons; the moon, eclipses, and tides; the content and dynamics of the solar system; planets and their satellites, asteroids, comets, and meteors; and the evolution of the solar system.

# **AUTOMOTIVE TECHNOLOGY**

**AUTO 101 AUTOMOTIVE ENGINE  
FUNDAMENTALS**

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

Theory and practice in automotive engine repair. Includes operating principles and descriptions of all components in an engine. Emphasis is on diagnosis and measurement of internal engine components, and complete disassembly and assembly of engines will be accomplished.

**AUTO 102 ENGINE DIAGNOSIS AND  
DRIVABILITY**

Units: 5.00 - CSU 54.0 hours lecture, 108.0 hours lab

Provides the theory of operation, diagnosis, repair and service of engine systems such as ignition and fuel. Includes shop training in ignition, emission control and fuel systems on automobiles.

**AUTO 103 AUTOMOTIVE ELECTRICAL  
SYSTEMS**

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

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

**AUTO 104 SUSPENSION, BRAKE AND  
POWER SYSTEMS**

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

Introduces wheel, brake and suspension systems and service including power brakes, power steering, and anti-lock braking systems. Provides training and supervised repair on automobiles.

**AUTO 105 AUTOMATIC  
TRANSMISSIONS**

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

*Recommended Preparation: AUTO-101*

Introduces the theory and principles of automatic transmissions and transaxles. Procedures for diagnosing problems, adjusting, and overhauling the automatic transmission and transaxle are studied and applied in the shop. May be taken 3 times for credit.

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

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

*Recommended Preparation: AUTO-101*

Presents the principles, theory, operation, and diagnosis of problems and service procedures of clutches, manual transmissions, drivelines, transfer cases, and transaxle assemblies, including non-slip differentials. May be taken 3 times for credit.

**AUTO 107 ADVANCED ELECTRICAL  
SYSTEMS**

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

*Prerequisite: AUTO-103*

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

# **BIOLOGICAL SCIENCES**

## **BIOSCI 050L BIOLOGY COMPUTER LABORATORY**

Units: 0.50 27.0 hours lab

An open-access, computer laboratory to accompany and support existing courses in the biological sciences. This course will enable students to develop additional competency during enrollment in other biology courses. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly BIOSCI-050). May be taken 4 times for credit.

## **BIOSCI 095 CLEANROOM TECHNOLOGY**

Units: 0.50 4.5 hours lecture, 13.5 hours lab

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

## **BIOSCI 100 GENERAL BIOLOGY**

Units: 4.00 - UC:CSU 54.0 hours lecture, 54.0 hours lab  
CAN BIOL 2

A non-majors, general education, biology course designed to familiarize the student with the nature of science, and basic biological concepts including: cell structure and processes, energetics in living systems, heredity, development, evolution, diversity, and environmental relationships. UC credit limitation: No credit for BIOSCI-100 if taken after BIOSCI- 106, 107, 201, 202, 204, 205, 215, 216, 221, or 250.

## **BIOSCI 106 ORGANISMAL & ENVIRONMENTAL BIOLOGY**

Units: 4.00 - UC:CSU 54.0 hours lecture, 54.0 hours lab  
Introduction to organismal and environmental biology, cell theory, patterns of reproduction, embryological and organ development in major plant and animal groups,

behavior, Mendelian genetics, population genetics, diversity of plants and animals, classification, and principles of ecology and evolution.

## **BIOSCI 107 MOLECULAR AND CELLULAR BIOLOGY**

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

*Prerequisite: MATH-070*

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

## **BIOSCI 112 FIELD BIOLOGY OF REGIONAL HABITATS**

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

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

## **BIOSCI 120 DIVERSITY IN THE SCIENCES**

Units: 3.00 - UC:CSU 54.0 hours lecture

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

## **BIOSCI 130 CONTEMPORARY ISSUES IN ENVIRONMENTAL BIOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture

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



**BIOSCI 132 CONCEPTS IN EVOLUTION**

Units: 3.00 - CSU 54.0 hours lecture

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

**BIOSCI 140 PRINCIPLES OF HUMAN GENETICS**

Units: 3.00 - UC:CSU 54.0 hours lecture

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

**BIOSCI 170 INTRODUCTION TO INVESTIGATORY BIOLOGY**

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

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

**BIOSCI 201 INTRODUCTION TO HUMAN ANATOMY**

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

*Prerequisite: BIOSCI-107*

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

**BIOSCI 202 INTRODUCTION TO HUMAN PHYSIOLOGY**

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

*Prerequisite: BIOSCI-107*

Develops a general understanding of the functioning of the human body, including cells and membranes, nerve and muscle function, cardiovascular, respiratory, renal, and gastrointestinal physiology, metabolism, endocrinology and reproduction. Students gain experience in the

use of standard and computerized physiological equipment. UC credit limitations: BIOSCI-201, 202 and 204, 205, 250 combined; maximum credit 8 units.

**BIOSCI 204 HUMAN ANATOMY AND PHYSIOLOGY I**

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

*Prerequisite: BIOSCI-107*

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

**BIOSCI 205 HUMAN ANATOMY AND PHYSIOLOGY II**

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

*Prerequisite: BIOSCI-204*

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

**BIOSCI 215 GENERAL ZOOLOGY**

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

CAN BIOL 4

*Prerequisite: MATH-070*

*Recommended Preparation: BIOSCI-107*

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

**BIOSCI 216 GENERAL BOTANY**

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

CAN BIOL 6

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

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

**BIOSCI 218 INTRODUCTION TO OCEANOGRAPHY**

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

A study of the history of oceanography, geological, chemical, biological and physical oceanography. Laboratories will include both in-class and required field studies - which may include times outside of assigned laboratory times.

**BIOSCI 219 MARINE BIOLOGY**

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

A study of the description, distribution and natural history of marine organisms. Laboratories will include both in class and field studies - which may extend outside the assigned laboratory times.

**BIOSCI 221 INTRODUCTION TO MICROBIOLOGY**

Units: 5.00 - UC:CSU 54.0 hours lecture, 108.0 hours lab  
CAN BIOL 14

*Prerequisite: BIOSCI-107*

Introduces the biology of micro-organisms (bacteria, viruses, protozoa, parasitic worms, algae, fungi), their significance, and their role in human affairs.

**BIOSCI 230 INTRODUCTION TO BIOTECHNOLOGY**

Units: 5.00 - UC:CSU 54.0 hours lecture, 108.0 hours lab

*Prerequisite: BIOSCI-107*

This biological science course introduces the student to the basic concepts and techniques of modern molecular biology. DNA manipulation, its research, uses, and applications, will be presented and explored. For information about transferring to a 4-year institution, please consult a counselor.

**BIOSCI 231 ADVANCED TOPICS IN BIOTECHNOLOGY**

Units: 5.00 - CSU 54.0 hours lecture, 108.0 hours lab

*Prerequisite: BIOSCI-107*

Covers advanced molecular biology concepts and refined lab skills, as students will independently conduct lab experiments. Topics include DNA science, tissue culture, and protein studies.

**BIOSCI 240 MOLECULAR GENETICS**

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

*Prerequisite: BIOSCI-107*

Introduces the principles of prokaryotic and eukaryotic genetics. Emphasizes the structure, function and regulation of genes along with patterns of inheritance.

**BIOSCI 250 HUMAN ANATOMY AND PHYSIOLOGY**

Units: 8.00 - UC:CSU 108.0 hours lecture, 108.0 hours lab  
CAN 6

*Prerequisite: BIOSCI-107*

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

## BUSINESS

**BUS 090 TECHPREP - CAREERS IN BUSINESS**

Units: 2.00 36.0 hours lecture

Offers students the opportunity to explore business career path clusters in several broad areas. Students examine basic skills common to the occupational cluster, core skills for or knowledge of an industry, and identify specific occupational skills relevant to their selection of an initial career path goal. Offered credit/ no-credit only.

**BUS 097 BUSINESS LEADERSHIP INSTITUTE: SPECIAL TOPICS**

Units: 0.50-4.00 9.0 - 72.0 hours lecture

Special topics courses. This course will consist of a variety of topics depending on the needs of the business community and will vary each term. Content of the course will include managerial leadership and business components. Check the current schedule of classes for the special topics offered each semester. Units do not apply to the associate degree and offered credit/no-credit only.

**BUS 100 INTRODUCTION TO BUSINESS**

Units: 3.00 - UC:CSU 54.0 hours lecture

An introduction to the field of business administration. Primary emphasis is on the United States enterprise system, its economic foundation, and the fundamental concepts of business organization. Topics include economic systems, strategic management, marketing, entrepreneurship, accounting, finance, operations, management information systems, human resources, ethics, social responsibility, and globalization.

**BUS 101 BOOKKEEPING AND ACCOUNTING**

Units: 5.00 - CSU 90.0 hours lecture

An introductory course in the theory and application of double-entry bookkeeping for the non-transfer business major. Covers the accounting cycle for both service and merchandising sole-proprietorship firms, including the use of ledgers, worksheets, and special purpose journals.

**BUS 103 INTRODUCTION TO INTERNATIONAL BUSINESS**

Units: 3.00 - CSU 54.0 hours lecture

A combination of global business theory as affected by cultural, political, legal, and international economic factors with instruction on government regulation, foreign market analysis, exporting, and importing. Internet applications are utilized to familiarize the student with available international business and government resources. Case studies are emphasized to demonstrate the practical applications of course subject matter.

**BUS 110 PRINCIPLES OF MANAGEMENT**

Units: 3.00 - CSU 54.0 hours lecture

The fundamental functions of modern management in a changing world with an emphasis on planning, leading, organizing, and control functions with practical applications. Topical areas include: leadership in management, motivation, communication, managing cultural diversity, team decision-making, management by objectives, the organization's environment, planning and strategic management, control process, organizational structure, and managing organizational change.

**BUS 117 BUSINESS ENTREPRENEURSHIP**

Units: 3.00 - CSU 54.0 hours lecture

Comprehensive analysis of establishing, marketing, financing, promoting, insuring, developing and staffing a small business.

**BUS 126 MANAGING DIVERSITY IN THE WORKPLACE**

Units: 3.00 - CSU 54.0 hours lecture

Students will analyze and develop an understanding of the effects of increasing diversity in the workplace. Focuses on the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments.

**BUS 132 NEGOTIATION AND CONFLICT RESOLUTION**

Units: 3.00 - CSU 54.0 hours lecture

Introduces organizational conflict and strategies for effective resolution with concentration on internal and external sources of conflict. Emphasizes non-litigation resolution, including arbitration, mediation, and mini-trial.

**BUS 140 PRINCIPLES OF MARKETING**

Units: 3.00 - CSU 54.0 hours lecture

Focuses on fundamental concepts of modern marketing in a changing world. Substantive areas include: creating customer value, buying behaviors, market research, market strategy, target market analysis, global marketing, electronic marketing, and sales techniques, with particular emphasis on the marketing mix, including product, pricing, promotion, and distribution decisions.

**BUS 141 PRINCIPLES OF ADVERTISING**

Units: 3.00 - CSU 54.0 hours lecture

Provides students with an understanding of the fundamental concepts of modern advertising in the current business environment. Topics include: the role of advertising, its relation to the marketing mix, psychological and socio-cultural influences on consumer buying behavior, advertising research and strategy, target market analysis, the global marketing environment, electron-

ic advertising, media selection, creative advertising message design, and integrated marketing. Primary emphasis is on planning an advertising campaign and communicating ideas using advertising techniques.

### **BUS 142 PRINCIPLES OF SELLING**

Units: 3.00 - CSU 54.0 hours lecture

Provides students with an understanding of the basic concepts of selling in the current business environment. Topics include selling strategies in the new economy, the relation of selling to the marketing mix, the forces influencing customer buying behavior, customer prospecting, creating an effective sales presentation, the global selling environment, electronic selling, communication styles, sales servicing, and sales force management. Emphasis is on developing effective selling strategies and on helping students to build confidence in their own ability to sell and make sales decisions.

### **BUS 143 INTERNATIONAL MARKETING**

Units: 3.00 - CSU 54.0 hours lecture

Introduces the marketing of goods and services in an international environment, including the development of a comprehensive commercial marketing program. Covers topics such as market selection, effective distribution, and pricing.

### **BUS 144 BUSINESS MATHEMATICS**

Units: 5.00 - CSU 90.0 hours lecture

*Prerequisite: Satisfactory completion of MATH-025 or higher or appropriate math placement as determined by the COC assessment process.*

Basic mathematics used in typical accounting, financial, and merchandising transactions. Emphasis is on analyzing word problems, selecting appropriate mathematical procedures, and solving the requisite algebraic equation. Extensive use of real-world business problems in the areas of cash and trade discounts, markup and markdown, compound interest, annuities, loan amortizations, inventory control, depreciation, insurance, investments, and financial statement analysis. Meets the associate degree math competency graduation requirement, and prepares students entering the accounting program.

### **BUS 154 FINANCE**

Units: 3.00 - CSU 54.0 hours lecture

A comprehensive introduction to personal and financial planning. The concepts, tools, and applications of individual finance are applied within a financial planning process that covers: developing and prioritizing goals; money management; credit management; investment alternatives; retirement planning; housing decisions; tax planning; risk management/insurance and estate planning.

### **BUS 156 INTRODUCTION TO INVESTMENTS**

Units: 3.00 - CSU 54.0 hours lecture

An introduction to the principles of investing and money management. Introduces students to the various types of financial assets an investor must choose from, their institutional setting and valuation.

### **BUS 157 BUSINESS FINANCE**

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Preparation: MATH-103, 111, 120, 130, or 140*

Introduces fundamentals of commercial finance management including cost of capital, working capital management, risk and return, financial performance, and the interpretation of financial statements.

### **BUS 159 INTERNATIONAL FINANCE**

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Preparation: BUS-157*

Examines the international aspects of commercial finance. Topics include international corporate finance, foreign exchange, foreign direct investment, and multinational tax implications.

### **BUS 160 BUSINESS ETHICS**

Units: 3.00 - CSU 54.0 hours lecture

Presents different schools of ethical thought applicable in the business environment including ethical issues and methodologies used for appropriate conduct. Current cases and fact scenarios are presented along with historical examples to demonstrate their effect on contemporary ethical dilemmas.

**BUS 185 PRINCIPLES OF IMPORTING AND EXPORTING**

Units: 3.00 - CSU 54.0 hours lecture

Analyzes the basic aspects of importing and exporting providing students with a working knowledge of terms and techniques essential to operating an import/export business.

**BUS 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00 - CSU 54.0 hours lecture

Introduces the study of electronic commerce. Primary emphasis is on the fundamental theoretical and practical issues related to conducting business via the Internet. Topics include: evolving e-business models, web-based technologies, value chains, electronic marketing, payment systems, security, ethics, legal, international, and cross-cultural issues. Familiarity with navigating the Internet is assumed. Same as CIT-190.

**BUS 192 E-BUSINESS STRATEGY**

Units: 3.00 - CSU 54.0 hours lecture

Fundamental concepts of strategic planning for conducting business via the Internet. Emphasis is on case analysis of business strategies in the Internet economy, and key elements needed to develop a strategic e-business plan for competitive advantage. Topics include: strategic planning and evolving Internet business models, value chain analysis, integration of web-based technologies, security and privacy issues, and business plan creation and implementation. Students also learn to develop a strategic e-business plan. Familiarity with the Internet is assumed.

**BUS 201 PRINCIPLES OF ACCOUNTING I**

Units: 5.00 - UC:CSU 90.0 hours lecture CAN BUS 2

*Prerequisite: MATH-025 or MATH-026*

Fundamental principles, theory and application of accounting through the use of journals, ledgers, and worksheets. Covers the entire accounting cycle for both sole-proprietorships and partnerships, including the preparation and analysis of financial statements. Designed for transfer majors in business disciplines.

**BUS 202 PRINCIPLES OF ACCOUNTING II**

Units: 5.00 - UC:CSU 90.0 hours lecture CAN BUS 4

*Prerequisite: BUS-201.*

A continuation of the basic accounting theories and practices covered in BUS 201, expanding the use of financial and managerial accounting concepts used to make business decisions. Designed for transfer majors in business disciplines.

**BUS 206 COMPUTERIZED INCOME TAX ACCOUNTING**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: BUS 101 or BUS 201.*

Provides a study of federal tax laws needed to complete an individual tax return and to implement tax-planning concepts. The emphasis is on the application of the tax laws including the use of tax preparation software.

**BUS 211 BUSINESS LAW**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN BUS 8

Introduces the legal environment of business including the classification of civil actions and business crimes; examines state and federal court systems in addition to the detailed study of contracts, torts, employment, and property law among other topics.

**BUS 214 INTERNATIONAL BUSINESS LAW**

Units: 3.00 - CSU 54.0 hours lecture

Introduces the legal environment of international commerce including a study of the forms of international business, multinational enterprises, trade in goods and services, and dispute settlement.

**BUS 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: MATH-070.*

A course in descriptive statistics, elements of probability, probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required (same as ECON-291). UC credit limitation: BUS-291, ECON-291, MATH-140 combined, maximum credit, one course.

# CHEMISTRY

## CHEM 110 INTRODUCTORY CHEMISTRY

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

*Prerequisite:* MATH-060

An introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, a description of the elements, and their compounds. Nomenclature and formula writing as well as biological applications of chemistry will be emphasized. UC credit limitation: No credit if taken after CHEM-201 or 202. CHEM-110 and 151 combined, maximum credit, one course.

## CHEM 151 PREPARATORY GENERAL CHEMISTRY

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

*Prerequisite:* Appropriate Math placement as determined by the COC assessment process or Math 060.

A preparatory course for Chemistry 201. Intensive foundation in problem-solving, basic atomic theory, stoichiometry, nomenclature, states of matter, and solution chemistry. Computer applications in chemistry: scientific word processing, spreadsheets, statistical treatment of data, graphing, Internet search techniques. Laboratory experiences will enforce principles learned in lecture and will familiarize students with proper handling and maintenance of gravimetric and volumetric equipment. Non-science majors should take CHEM-110. UC credit limitation: CHEM-110 and 151 combined, maximum credit, one course.

## CHEM 201 GENERAL CHEMISTRY I

Units: 6.00 - UC:CSU 90.0 hours lecture, 54.0 hours lab  
CAN CHEM 2

*Prerequisite:* MATH-070 and CHEM-151

Required of all majors in chemistry and most other fields of science or technology. Knowledge of calculus will be useful, but is not required. Lecture: Stoichiometry and

atomic theory; molecular theory of gases and the gas laws, theoretical aspects of liquids and solids, solutions and colligative properties, electrochemistry, thermochemistry and thermodynamics. Laboratory: Use of analytical balance, stoichiometry, molecular and equivalent weights; use of volumetric equipment. Precise gravimetric and volumetric analysis and an introduction to qualitative analysis. All students are required to write a research paper and learn how to use a personal computer in statistical data treatment and present the results in graphical form. UC credit limitation: maximum credit, 5 units.

## CHEM 202 GENERAL CHEMISTRY II

Units: 5.00 - UC:CSU 54.0 hours lecture, 108.0 hours lab

CAN CHEM 4

*Prerequisite:* CHEM-201

A continuation of Chemistry 201. Lecture: Ionic equilibria, solutions of acids and bases, solubility and solubility product, and oxidation-reduction reactions; quantum mechanics, nuclear chemistry, periodic properties of elements, coordination compounds, spectroscopy, advanced qualitative analysis and an introduction to organic chemistry. Laboratory: kinetics, qualitative analysis, and an introduction to instrumental analysis.

## CHEM 221 QUANTITATIVE ANALYSIS

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

CAN CHEM 12

*Prerequisite:* CHEM-201

An introduction to the theories and techniques of gravimetric, volumetric and spectrophotometric analysis. Laboratory work consists primarily of applying principles taught in lecture to the analysis of unknown samples.

## CHEM 255 ORGANIC CHEMISTRY I

Units: 5.00 - UC:CSU 54.0 hours lecture, 108.0 hours lab

*Prerequisite:* CHEM-201

Primarily for majors in the physical and biological sciences. The study of various classes of aliphatic, aromatic and heterocyclic compounds with emphasis on modern concepts of structure and reactivity. Laboratory: study of basic physical properties of organic compound synthesis and identification of organic compounds using modern instrumentation.

**CHEM 256 ORGANIC CHEMISTRY II**

Units: 5.00 - UC:CSU 54.0 hours lecture, 108.0 hours lab

*Prerequisite: CHEM-255*

A continuation of Chemistry 255 with emphasis upon biochemical processes. The classes of compounds most important to biological functions: amino acids, carbohydrates, proteins, lipids, nucleic acids, etc. The laboratory work includes multi- step synthesis; purification and characterization of biological macromolecules; spectrophotometry; catalysis; chromatography, etc.

**CHINESE****CHINESE 101 ELEMENTARY CHINESE I**

Units: 4.00 - CSU 72.0 hours lecture

Introduces Chinese language (Mandarin) with emphasis in developing essential skills in communication. Practice in speaking and understanding as well as reading and writing Chinese characters. Introduces the geography, customs and culture of China. Corresponds to the first two years of high school Chinese. Not appropriate for native or heritage speakers.

**CINEMA****CINEMA 120 FILM AESTHETICS**

Units: 3.00 - UC:CSU 54.0 hours lecture

A critical survey of the motion picture both as a medium of mass communication and as a developing art form. Analyzes representative feature films as to genre, technique, aesthetics, and sociological impact. Designed as an introductory course. Film examples are screened in class.

**CINEMA 121 HISTORY OF AMERICAN CINEMA**

Units: 3.00 - CSU 54.0 hours lecture

Survey and critical analysis of American motion picture masterpieces. Studies the ideas and values of films as reflected and emphasized through artistic techniques.

**CINEMA 122 HISTORY OF CINEMA**

Units: 3.00 - UC:CSU 54.0 hours lecture

An historical survey and critical analysis of motion picture masterpieces from their inception to the present. A study of the ideas and values of the examined films as reflected and emphasized through artistic techniques.

**CINEMA 123 AMERICAN CINEMA: CROSSING CULTURES**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys American motion pictures that have been made by filmmakers representing a variety of American ethnic groups. Students will analyze Hollywood's treatment of ethnic cultures throughout film history.

**CINEMA 127 GREAT FILM MAKERS**

Units: 3.00 - CSU 54.0 hours lecture

Covers one film maker each semester and examines their work in artistic, social and historical terms. The selection of the film makers studied each semester will be denoted in the class schedule each semester. May be taken 2 times for credit.

**CINEMA 129 AN INTRODUCTION TO FILM GENRES**

Units: 3.00 - CSU 54.0 hours lecture

Surveys the development, artistic, social and entertainment ingredients of basic film genres. Emphasizes such genres as the science-fiction film, western, gangster, crime and detective ('film noir'), musical, comedy or horror film. Genres vary each semester. May be taken 2 times for credit.

**CINEMA 131 HISTORY OF INTERNATIONAL CINEMA**

Units: 3.00 - CSU 54.0 hours lecture

Survey and critical analysis of international motion picture masterpieces from their inception to the present. Studies the ideas and values of the examined films as reflected and emphasized through artistic techniques.

**CINEMA 198 SPECIAL TOPICS IN INTERNATIONAL CINEMA**

Units: 0.25-3.00 - CSU 4.5 – 54.0 hours lecture  
Cinema of different countries will be studied each semester, focusing on directors, cultures, social movements, gender and sexuality issues, and classic films of that countries cinema. Each offering will focus on different countries of study.

**COMMUNICATION STUDIES**

**COMS 105 SPEECH FUNDAMENTALS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN SPCH 4  
Examines the principles and practices of public speaking. Emphasis is on speech organization and development, research, audience analysis, presentation skills, listening, and the use of language and ethics for the development of informative and persuasive speeches.

**COMS 105H SPEECH FUNDAMENTALS - HONORS**

Units: 3.00 - CSU 54.0 hours lecture 4  
Examines the principles and practices of public speaking. Emphasis is on speech organization and development, research, audience analysis, presentation skills, listening, and the use of language and ethics for the development of informative and persuasive speeches. Speech analysis and rhetorical criticism skills will differentiate COMS-105H from COMS-105.

**COMS 150 ORAL INTERPRETATION**

Units: 3.00 - UC:CSU 54.0 hours lecture  
An introduction to the ways in which literature may generate, reproduce, and resist socio-cultural meanings through performance. Course focuses on theories that prepare students to interpret various pieces of literature and the practice and skills involved in the performance of that literature.

**COMS 190 FORENSICS**

Units: 2.00-4.00 - CSU 18.0 hours lecture, 54.0 hours lab  
Preparation for competitive speech team. Studies in argumentation and debate, informative and persuasive speaking, and extemporaneous and impromptu speaking. Involves research and one-on-one training. Requires participation in interscholastic competition or community speakers bureau. May be taken 4 times for credit.

**COMS 205 ESSENTIALS OF PERSUASIVE SPEAKING**

Units: 3.00 - UC:CSU 54.0 hours lecture  
*Prerequisite: COMS-105*

An advanced study of public speaking building on previously learned concepts. The focus is on advanced principles of audience adaption, analytical skills, critical thinking, and analysis of public discourse. Presentation skills are enhanced through the presentation of various types of persuasive speeches.

**COMS 223 SMALL GROUP COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Explores theories of group decision making and leadership. Preparation for the workplace is emphasized through critical thinking and problem solving, and strategies for successful group interaction are discussed.

**COMS 225 STRATEGIES OF ARGUMENTATION**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN SPCH 6  
Introduces the strategies used for rhetorical argument. Topics include finding issues, using evidence, and detecting fallacies in rhetorical communications.

**COMS 227 RHETORIC, AND CONTEMPORARY CULTURE**

Units: 3.00 - UC:CSU 54.0 hours lecture  
*Prerequisite: ENGL-101*  
Introduces principles of rhetorical theory and their application to the analysis and evaluation of formal public discourse, as well as to film, advertising, music, and television. Emphasizes theory and criticism in the public sphere through the use of effective analysis, writing, and discussion of persuasive communication.



## **COMS 246 INTERPERSONAL COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN SPCH 8

Introduces theories and principles of interpersonal communication. Examines two-person communication, especially topics of verbal and nonverbal communication, perception, self-concept, communication climate, relationship satisfaction, conflict, and self-disclosure. Theories of relationship development within committed relationships, family, and friendship will be explored.

## **COMS 250 PROCESS OF COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture

Examines the range of theoretical approaches to the field of communication studies. These approaches will provide an overview of communication contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication.

## **COMS 256 INTERCULTURAL COMMUNICATION**

Units: 3.00 - UC:CSU 54.0 hours lecture

Explores cultural communication patterns, verbal codes and nonverbal codes and their impact on intercultural interpersonal relationships. Obstacles to competent intercultural communication are explored from both a domestic and international perspective. Preparation for real world intercultural encounters will be emphasized through analysis of intercultural communication contexts such as health care, education, and business.

## **COMS 260 COMMUNICATION AND GENDER**

Units: 3.00 - UC:CSU 54.0 hours lecture

Provides an examination of communication styles of males and females in a variety of settings. Topics include male/female stereotypes and verbal/nonverbal patterns of communication. The implications for the ability to maintain effective personal and professional relationships will be addressed. Communication styles of men and women are compared and contrasted. Strategies for developing communication competence in the areas of family, friendship, courtship and marriage, education, media, and business also explored.

# **COMPUTER ELECTRONICS**

## **CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

Units: 3.00 - CSU 54.0 hours lecture

Introduces music technology, including music sampling, sequencing, synthesis, MIDI, guitar and amplifier electronics, microphones, mixing, recording, acoustics, hardware devices for music publishing, music notation software, software for music sequencing, MIDI hardware, software for creating, organizing, and edition sound, and hardware for digital sampling and recording.

## **CMPELC 130 COMPUTER ELECTRONICS I**

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

Introduces fundamental topics in electricity. An overview of physics, chemistry, and math as they pertain to electronics. Principles and theory of DC, AC, transistors, and digital electronics with heavy emphasis on basic concepts. Circuit analysis methods, test measurements, and troubleshooting will be studied in a hands on approach.

# **COMPUTER INFORMATION TECHNOLOGY**

## **CIT 010 EXPLORING COMPUTERS - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

A brief overview of computers, their usage, and how they function. Topics covered will include computer hardware, software, the Internet, as well as how to purchase, install, and maintain a personal computer.

### **CIT 011 MICROSOFT WINDOWS - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

Provides an introduction to Microsoft Windows fundamentals. Topics include the basics of using a mouse, icons, Explorer, file management, windows manipulation, and multitasking (working with multiple programs simultaneously).

### **CIT 015 BUSINESS ENGLISH - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

An introductory course in English language usage, grammar, and its applications in business communications.

### **CIT 016 BUSINESS COMMUNICATIONS - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

An introduction to writing principles and techniques, business vocabulary improvement, and practice in the composition of basic types of business communications.

### **CIT 020 OFFICE PROCEDURES FOR THE ADMINISTRATIVE ASSISTANT - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

An introduction to the modern office and the responsibilities associated with an administrative assistant position as well as other employment opportunities.

### **CIT 035 THE INTERNET - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

Covers Internet fundamentals, including how to use a browser and other software to navigate the internet using the WWW, Gopher, FTP, E-mail, and usenet. Several major service providers will be demonstrated in this hands-on class. Also covers how to research for term papers/other projects.

### **CIT 050 MICROSOFT WORD - BRIEF**

Units: 1.00 12.0 hours lecture, 12.0 hours lab

Covers basic word processing and formatting concepts, including headers, footers, page numbering, search and global replace features, and use of templates and wizards.

### **CIT 055 MICROSOFT EXCEL - BRIEF**

Units: 1.00 12.0 hours lecture, 12.0 hours lab

Covers the basic skills necessary to create and edit computerized spreadsheets using Excel. Topics include charts, graphs, formatting, and use of simple functions.

### **CIT 060 MICROSOFT ACCESS - BRIEF**

Units: 1.00 12.0 hours lecture, 12.0 hours lab

An introduction to creating and modifying computerized databases using Access. Topics covered include simple sorting, forms, reports and queries.

### **CIT 065 MICROSOFT POWERPOINT - BRIEF**

Units: 1.00 12.0 hours lecture, 12.0 hours lab

Covers the basic skills necessary to create and edit computerized slide presentations using PowerPoint. Topics included: insertion of text and graphical elements, transitions, and simple animations.

### **CIT 073 MICROSOFT FRONTPAGE - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

Demonstration and practical application of basic principles involved in creating Web pages/sites using Microsoft FrontPage Web authoring software. Introduction to Web authoring terminology and techniques. Intended for office workers, content managers, and those interested in quickly acquiring the skills required to produce effective Web sites. Proficiency with Microsoft Windows, e-mail, the Internet, and internet Explorer is assumed.

### **CIT 074 INTRODUCTION TO PHOTOSHOP - BRIEF**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

Introduces basic digital image editing using Photoshop. Topics include layers, selections, image retouching, color correction, scanning, paint tools, text tools, special effects, and application to desktop publishing and personal and projects. Familiarity with PC and the Windows operating system is assumed. (Formerly CIT-167).

**CIT 080 MICROSOFT OFFICE SPECIALIST EXAM REVIEW**

Units: 1.00 54.0 hours lab

Designed for students with a working knowledge of the various office applications, who wish to review in preparation for taking a Microsoft Specialist exam. Application choices include: Word Core or Expert, Excel Core or Expert, Access, PowerPoint or Outlook. Units do not apply to the associate degree and offered credit/no-credit only.

**CIT 101 INTRODUCTION TO COMPUTERS**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
Overview of computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and e-mail applications.

**CIT 105 MICROSOFT WINDOWS**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Provides students with hands-on instruction in Microsoft Windows, the most popular graphical user interface and operating environment for the personal computer. Topics may include using a mouse, icons, Explorer, file management, windows manipulation, multitasking (working with multiple programs simultaneously), desktop customization, use of Windows accessories, Object Linking and Embedding (OLE), virtual memory data search using Find, Help Troubleshooters, shortcuts, and screen captures.

**CIT 110 KEYBOARDING AND DOCUMENT PROCESSING**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Mastery of the computer keyboard by touch and operation of the personal computer, including skill building in producing business letters and reports, tables, etc. using Microsoft Word.

**CIT 111 ADVANCED DOCUMENT PROCESSING AND SKILL BUILDING**

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

*Prerequisite: CIT-110*

Continues skill building begun in CIT-110, Keyboarding and Document Processing. Emphasis on producing a wide range of documents using Microsoft as well as continuing to build speed and accuracy on the keyboard.

**CIT 115 BUSINESS ENGLISH**

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

Provides an extensive review of the fundamentals of English grammar, punctuation style, and usage, placing heavy emphasis on language principles and applications that promote successful communication in the business world. Importance is placed on employment skills such as proofreading, editing, and writing.

**CIT 116 BUSINESS COMMUNICATIONS**

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

Training in the development of writing principles and techniques; business vocabulary improvement; practical experience in the composition of correspondence typical of business environments. Additional emphasis on principles of business English.

**CIT 120 OFFICE PROCEDURES**

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

Study of procedures in today's modern office including: administrative responsibilities, information storage and retrieval, distribution of information using latest electronic technologies, preparation for professional employment, etc.

**CIT 130 MEDICAL OFFICE PROCEDURES**

Units: 3.00 - CSU 54.0 hours lecture

Designed to train students for employment as an Administrative Medical Assistant. Covers the role of the administrative medical assistant, office equipment, patient registration and appointment scheduling. Includes correspondence, transcription and facility management.

### **CIT 131 MEDICAL TRANSCRIPTION - BRIEF**

Units: 1.50 - CSU 18.0 hours lecture, 27.0 hours lab  
Provides the transcriptionist with entry-level skills in medical transcription including transcription of basic medical dictation, incorporating English usage and machine transcription skills, medical knowledge, and proofreading and editing skills.

### **CIT 132 MEDICAL OFFICE FINANCES**

Units: 3.00 - CSU 54.0 hours lecture  
Trains students in the various financial methods used in medical offices for insurance billing, collection of fees, etc. Also covers teaching the student how to handle various insurance claims.

### **CIT 135 THE INTERNET**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Recommended Preparation: CIT-105*  
Covers how to operate and configure browsers and other software to navigate and use the Internet. Topics include how to evaluate and select a service provider, send and receive e-mail, append attachments, use the latest productivity software to create schedules, calendars, address books, and journals, teleconferencing, distance learning, and e-commerce.

### **CIT 140 OFFICE SYSTEMS AND SOFTWARE**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Examines operating systems, Microsoft Office, word processing, spreadsheet analysis, database management, presentation software, and the application of information technologies to organizational settings.

### **CIT 145 QUICKBOOKS PRO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Provides an in-depth introduction to the basics of the popular accounting program QuickBooks Pro designed to assist in the operation of a small business. Familiarity with the Windows operating system is assumed.

### **CIT 150 MICROSOFT WORD I**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Provides an in-depth introduction to the latest version of MS Word. Topics include creating, revising, formatting,

storing, and printing a variety of business documents. Skills are developed from basic functions through utilizing features such as AutoText, columns, custom tab settings, mail merge, envelopes, labels, templates, headers/footers, footnotes, and Find/ Replace features. Designed as preparation for MS Office User Specialist (MOUS) certification core exam in Word.

### **CIT 151 MICROSOFT WORD II**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: CIT-150*

A continuation of CIT 150. Presents a comprehensive presentation of advanced features in MS Word. Topics include document modification and conversion to Web pages, formatting research papers, business letters and resumes, reports, form letters, newsletters, insertion and manipulation of graphics, creating an index and a table of contents, online forms, merging e-mail form letters using Access database, and using VBA with Word. Designed as preparation for MS Office User Specialist (MOUS) certification exam.

### **CIT 155 MICROSOFT EXCEL I**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Learn the latest version of Microsoft Excel. Topics include formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, using Excel to create static and dynamic Web pages. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification core exam in Excel.

### **CIT 156 MICROSOFT EXCEL II**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: CIT-155*  
Continuation of CIT-155. Provides students with the ability to use advanced Microsoft Excel features. Topics covered include sorting and filtering information in spreadsheets, worksheet protection, pivot tables and pivot chart reports, consolidation of data, outlines, reports using report manager, macros, guide cell entry with data validation, use of scenarios to perform what-if analysis, goal seeking, change tracking, and Web and application integration. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Excel.

**CIT 160 MICROSOFT ACCESS I**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Provides an in-depth introduction to the latest version of Microsoft Access. Topics include creating, querying, and maintaining a relational database; developing data access pages, reports, forms, combo boxes; and, using OLE fields, hyperlinks, and subforms.

**CIT 161 MICROSOFT ACCESS II**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: CIT-160*

A continuation of CIT 160. Comprehensive Microsoft Access including creating, querying, and maintaining a relational database; creating reports, forms and combo boxes, cross tab queries, mailing labels, mail merge reports, and customized menu bars; integrating Excel worksheet data into an Access database; using OLE fields, hyperlinks, and sub-forms; creating an application system using VBA, working with charts and pivotTable using data Access pages. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification expert exam in Access.

**CIT 165 MICROSOFT POWERPOINT**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Students acquire skills to create dynamic computerized slide shows and presentations using PowerPoint software, the de facto standard presentation application. Topics covered include automating slide shows, transitions, use of graphics and drawn objects, interactive presentations, OLE, and Web collaboration features. Designed as preparation for the Microsoft Office User Specialist (MOUS) certification core and expert exams in PowerPoint.

**CIT 166 DESKTOP PUBLISHING**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Taught using the latest version of Adobe InDesign desktop publishing software. Designed to provide students with the necessary skills for employment utilizing desktop publishing concepts and applications on the PC.

**CIT 170 WEB SITE DEVELOPMENT I**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Creating Web sites using XHTML coding, including basic through advanced XHTML tags, and introductory CSS. Fundamental class in the sequence leading to a certifi-

cate in Web development. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

**CIT 171 WEB SITE DEVELOPMENT II**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Creating interactive Web sites using XHTML and DHTML, including implementation of CSS, JavaScript, Java applets, audio, and video. Concepts related to large-scale development, site promotion, and e-commerce are also covered. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

**CIT 173 WEB DEVELOPMENT SOFTWARE: DREAMWEAVER**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Recommended Preparation: Proficiency with Windows, OS, PC, the Internet, and basic HTML*

Explores the process of developing Web sites through hands-on training with comprehensive authoring tools, such as Macromedia Dreamweaver. Covers concepts related to site management, database integration, form validation, scripted behaviors, stylesheet application, layers, and e-commerce.

**CIT 174 WEB DEVELOPMENT SOFTWARE: PHOTOSHOP**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Recommended Preparation: Windows, PC and basic Web authoring skills*

Hands-on training and application of theoretical concepts related to creating imagery for Web delivery with digital imaging software, such as Adobe Photoshop and ImageReady. Topics include graphic formats, image optimization, image slicing, resolution, layers, masks, channels, special effects, image maps, GIF animation, and establishment of brand identity.

**CIT 175 WEB DEVELOPMENT SOFTWARE: FLASH**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Recommended Preparation: Proficiency with Windows, and elementary HTML skills*

Develops and implements Web-based animation and interactive content using Macromedia Flash and examples of Action Script.

**CIT 190 PRINCIPLES OF ELECTRONIC COMMERCE**

Units: 3.00 - CSU 54.0 hours lecture

Surveys electronic commerce concepts and practical issues related to conducting business on the Internet, including evolving business models, value chains, marketing, strategies, payment systems, security, legal, ethical, and tax issues. Familiarity with a PC and Internet browser is assumed. Same as BUS-190.

# COMPUTER NETWORKING

**CMPNET 081L OPEN LAB - COMPUTER NETWORKING**

Units: 0.25-2.00 13.5 - 108.0 hours lab

An open networking lab for Computer Networking students who wish to increase their skills. This course does not meet eligibility requirements for MSDNAA software. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 3 times for credit.

**CMPNET 131 VOICE AND DATA CABLING**

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

Focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Develops skills on reading network design documentation, determining and purchasing cabling equipment, pulling and mounting cable, managing cable, selecting wiring closets, terminating cable at patch panels, installing jacks and testing cable.

Stresses documentation, design, and installation issues, as well as laboratory and on-the-job safety, and working effectively in group environments. Prepares students for the BICSI Level 1 Installer Exam.

**CMPNET 132 A+ CERTIFICATION**

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

Provides instruction in computer repair and upgrade

and also prepares students to take the two required exams for the Computing Technology Industry Association (CompTIA) A+ certification. (Formerly CMP-NET-136).

**CMPNET 133 SERVER+ CERTIFICATION**

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

Covers concepts in TCP/IP processes and network administration. For new users of Network Operating Systems (NOS), teaches students how to install the operating system and configure basic network services including setting up Web server, an FTP server, telnet, and basic network security and troubleshooting.

Includes fundamental command-line features of NOS environments including file system navigation, file permissions, the vi text editor, command shells and basic network use. GUI features include Applications Manager, Text Editor, printing, and mail. Also introduces basic administrative tasks using script programming. More on fundamental networking basics including LAN and WAN topologies, networking hardware placement and uses, and cabling Standards. With A+ Certification course, prepares the student for the Server+ Certification exam. With Linux/UNIX 1, course prepares the student for the LINUX+ Certification exam.

**CMPNET 134 NETWORK+ CERTIFICATION**

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

*Prerequisites: CMPNET-132 and CMPNET-133*

Covers designing, implementing, and managing vendor neutral networks. Topics include introduction to networks and their functionality, OSI model and networking standards, protocols, networking hardware, LANs & WANs technologies, various network operating systems, and network management and administration. Prepares the student for the CompTIA Network+ certification exam.

**CMPNET 140 BEGINNING NETWORK CERTIFICATION I**

Units: 2.00 - CSU 36.0 hours lecture

This is one of the eight networking fundamental courses in 3Com NetPrep program. In this course, students will learn how Local Area Networks (LANs) are built: what physical cables are used, how those cables are connected together, and how hardware platforms (such as servers and workstations) attach to LANs. Students will

also learn about the Network Operating System (NOS) software and applications that run on LANs.

### **CMPNET 141 BEGINNING NETWORK CERTIFICATION II**

Units: 2.00 - CSU 36.0 hours lecture

This is one of the eight networking fundamental courses in the 3Com NetPrep program. In this course students will learn network topics related to wide area networks (WANs). These topics include the telecommunications components and concepts used to build WANs, as well as the protocols used to transport voice and data over a wide area.

### **CMPNET 151 CCNA PREP 1**

Units: 7.00 - CSU 108.0 hours lecture, 54.0 hours lab

Design configuration and maintenance of LAN's, including cabling, routing, IP addressing, Cisco supported network technologies and network troubleshooting skills. Preparation for CCNA and Network+ certification.

### **CMPNET 152 CCNA PREP 2**

Units: 7.00 - CSU 108.0 hours lecture, 54.0 hours lab

*Prerequisite: CMPNET-151*

Extends knowledge and experience in design, configuration and maintenance of LANs. Topics include WAN technologies, VLANs, OSPF, EIGRP. Completes preparation for CCNA and Network+ certification.

### **CMPNET 153 WIRELESS LANS**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

An introduction to Wireless LANs focusing on the design, planning, implementation, operation and troubleshooting of Wireless LANs. Covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11 (a, b, and g) technologies, products and solutions; radio technologies; WLAN applications and site surveys; resilient WLAN products, design, installation, configuration and troubleshooting; WLAN security; vendor interoperability strategies; and emerging wireless technologies. Prepares the student for the Cisco WLANFE Certification exam. (Formerly CMPNET-202).

### **CMPNET 162 IP TELEPHONY**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CISCO CCNA Certification or CMPNET-157*

Introduction to the emerging technology of IP Telephony (IPT) also referred to as Voice over IP (VoIP)> Covers the planning, design, implementation, operation, and optimization of IPT networks and the associated protocols that are required. May be taken 3 times for credit.

### **CMPNET 171 SECURITY+ CERTIFICATION**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-133*

Covers basic concepts in network security including security baselines, securing the network infrastructure, web security, cryptography, operational security, security policies, and introduces computer forensics. Prepares the student for the Security+ certification exam.

### **CMPNET 174 WAN SECURITY 1**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-152 or CISCO CCNA Certification*

Introduces WAN Network Security focusing on the overall security processes with particular emphasis on applied skills. Equipment used includes Cisco routers and PIX firewalls. Prepares the student for CIS certification exam. With CMPNET-175 'WAN Security 2', prepares the student for SND, SNRS, and SNPA certification exams. May be taken 3 times for credit.

### **CMPNET 184 MS CLIENT & SERVER OS**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

Beginning course for pursuing a Microsoft MCSE certification, topics include installing Windows client and server operating systems, managing and maintaining access to resources, managing users, computers, and groups, managing and maintaining a server environment, and managing and implementing disaster recovery.

### **CMPNET 185 MS NETWORK INFRASTRUCTURE**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-184*

Second course for pursuing a Microsoft MCSE certification. Topics include planning a TCP/IP network infrastructure and topology, DHCP, server roles and baselin-

ing, server clusters and load balancing, DNS and name resolution, remote access including VPNs, and IPSec. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 186 MS ACTIVE DIRECTORY**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-185*

Third course for pursuing a Microsoft MCSE certification. Topics include planning and creating a Microsoft Active Directory enterprise infrastructure, evaluating network traffic considerations for placing global catalog servers, implementing a directory service forest and domain structure and planning and implementing user, computer, and group strategies. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 187 MS SECURITY**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-186*

Fourth and final course for pursuing a Microsoft MCSE certification. Topics include designing, implementing, and administering security in a Microsoft server network. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 188 MS SQL SERVER**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-184*

Covers designing, implementing, configuring and administering Microsoft SQL server. Topics include developing a logical data model; creating database files, objects, space management, and growth strategy; using Transact-SQL and Data Transformation Services (DTS) to manipulate data; extracting data in XML format; programming business logic using stored procedures, transactions, triggers, user-defined functions, and views; optimizing database performance by using SQL Profiler and the Index Tuning Wizard; managing security-data access, object-level security, and application roles. Prepares student for the two Microsoft certification exams for these topics.

### **CMPNET 189 MS EXCHANGE SERVER**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-184*

Covers designing, implementing, and managing Microsoft Exchange Server. Prepares the student for the two Microsoft certification exams for these topics.

### **CMPNET 191 LINUX/UNIX 1**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

Introduction to the Linux/UNIX operating systems with the primary focus on Sun Microsystem's Solaris UNIX operating system. Topics covered include how to access the system, UNIX graphical interfaces utilizing online help, user accounts, file systems, text editors, printing, backing up and restoring, UNIX processes, UNIX shells, basic shell scripting and networking concepts. Provides the foundation for the development of UNIX administration skills. (Formerly CMPNET-201).

### **CMPNET 192 LINUX/UNIX 2**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-191*

An intermediate course on the Linux and UNIX operating systems with the primary focus on Red Hat's Linux operating system. Builds on the foundation established by CMPNET-191. Topics covered include Linux installation, graphical user interfaces, printers, boot loaders, user accounts, file compression, recompiling the kernel, firewalls, routers, servers and file sharing. A hands-on, lab oriented course preparing the student for Linux/UNIX administration. (Formerly CMPNET-200).

### **CMPNET 251 CCNP-1: ADVANCED ROUTING**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-152 or Possession of a valid Cisco CCNA certificate*

Beginning course for pursuing a Cisco CCNP through the College of the Canyons Cisco Academy. Topics include advanced routing, routing protocols, routing tables, scalable routing protocols, access lists, route distribution, and configuration of advanced networks.



## **CMPNET 252 CCNP-2: REMOTE ACCESS**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-152 or Possession of a valid Cisco CCNA certificate*

Second course in a four-course series preparing the student for Cisco CCNP certification. Topics include WANs, modems, PPP, ISDN, frame relay, queuing, network address translation, and virtual private networks.

## **CMPNET 253 CCNP-3: MULTILAYER SWITCHING**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-152 or Possession of a valid Cisco CCNA certificate*

Third course in a four course series preparing the student for Cisco CCNP certification. Some topics include LAN switching, network design LAN media types, VLAN identification and spanning tree protocol.

## **CMPNET 254 CCNP-4: INTERNET TROUBLESHOOTING**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-251, CMPNET-252 and CMPNET-253 or Possession of a valid Cisco CCNP certificate*

Final course in the Cisco CCNP series. Topics include troubleshooting methodologies, management and diagnostic tools, LAN switch environment, VLANS, frame relay, ISDN, EIGRP, OSPF, and BGP protocols. Prepares students for the Cisco CCNP certification exams.

## **CMPNET 255 BGP ROUTING**

Units: 3.50 - CSU 54.0 hours lecture, 27.0 hours lab

*Prerequisite: CMPNET-251*

Advanced routing covering BGP - the Internet routing protocol. Topics include BGP: Resource requirements, path decision process and attributes, tuning performance, policy control, designing enterprise networks and service provider networks, and implementing multiprotocol extensions.

# **COMPUTER SCIENCE**

## **CMPSCI 111 INTRODUCTION TO ALGORITHMS AND PROGRAMMING/ JAVA**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Co-Requisite: CMPSCI-111L*

This course is an introduction to programming and the organization of computers. Basic programming concepts: algorithms, data and control structures, debugging, program design, documentation, structured programming. This course will use Java to demonstrate the application of software engineering methodologies.

## **CMPSCI 111L INTRODUCTION TO ALGORITHMS AND PROGRAMMING LAB**

Units: 1.00 - UC:CSU 54.0 hours lab

*Co-Requisite: CMPSCI-111*

A required laboratory to support CMPSCI-111.

## **CMPSCI 122 INTRODUCTION TO DIGITAL COMPUTERS**

Units: 3.00 - UC:CSU 54.0 hours lecture

Primitive computer architecture: internal organization and utilization of digital computers. Data representation and storage organization. Primitive instructions and operations. Illustrative instruction and practice in assembly language programming of a representative computer.

## **CMPSCI 132 INTRODUCTION TO PROGRAMMING**

Units: 3.00 - UC:CSU 54.0 hours lecture

Introduction to programming using Visual Basic. Designed for students with little or no experience in computer programming. Includes hands-on programming projects, as well as the history of computer science and theories of software development.

### **CMPSCI 182 DATA STRUCTURES AND PROGRAM DESIGN**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: CMPSCI-111 Co-requisite: CMPSCI-182L*

Object-oriented view of data structures: stacks, queues, trees, lists and hash tables and their implementation. Analysis of performance of algorithms for data structures. A second semester (intermediate) Java programming language course.

### **CMPSCI 182L DATA STRUCTURES AND PROGRAM DESIGN LAB**

Units: 1.00 - UC:CSU 54.0 hours lab

*Co-requisite: CMPSCI-182*

The lab co-requisite for CMPSCI-182. This course offers students hands-on programming experience with object oriented data structures. Abstract data types such as sets, stacks, queues, trees, and lists will be implemented using the Java programming language. This lab is a second semester (or intermediate level) Java programming language course.

### **CMPSCI 190 WEB PROGRAMMING: JAVASCRIPT**

Units: 3.00 - CSU 54.0 hours lecture

For Web site designers who need to extend their skills beyond HTML in the development of Web sites through the use of scripting. Topics include creating animated Web pages, client-side forms validation, creating and using cookies to track users, processing forms data, and generating dynamically updated Web pages. Experience creating Web pages with HTML is strongly suggested prior to taking this course.

### **CMPSCI 191 CGI PROGRAMMING: PERL**

Units: 3.00 - CSU 54.0 hours lecture

An introduction to CGI (Common Gateway Interface) programming using the Perl language. Students will go beyond writing Web pages and build programs that generate entire Web sites and create server side programs to process form input, create dynamic Web pages, and interface with databases. Experience creating Web pages with HTML is strongly recommended prior to taking this course.

### **CMPSCI 192 PHP PROGRAMMING**

Units: 3.00 - CSU 54.0 hours lecture

*Advisory: 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 54.0 hours lecture

An advanced computer architecture course. Basic addressing concepts to more advanced address ability such as base register and self- relative addressing. Computer architecture comparisons between such organizations as multiple register processors and stack machines. Introduction to the concept of microprogrammable systems. Low-level language translation process associated with assemblers.

### **CMPSCI 232 CONCEPTS OF PROGRAMMING LANGUAGES**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: CMPSCI-111/111L and CMPSCI-122*

*Recommended Preparation: CMPSCI-182/182L*

Studies the issues in the design, implementation, use and comparison of high-level computer languages. Discusses language development, syntax/semantics, bindings and scope, data types, expressions, control structures, subprograms, and exception handling. Different categories of programming languages introduces and compares: imperative (procedural), object-oriented, functional, and logic. Students will use at least one language from each category.

### **CMPSCI 235 C PROGRAMMING**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN CSC1 16

An introduction to C programming to include data types, operators and expressions, control flow logic, program structure, arrays functions and file I/O.

**CMPSCI 236 C++ OBJECT ORIENTED PROGRAMMING**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN CSCI 18

*Prerequisite: CMPSCI-235*

Object Oriented Programming (OOP) using the C++ language. Topics covered will be C++ classes/ objects, input/output streams, overloading, inheritance, templates and exception handling. This is a second semester course in C++, students entering course should already be familiar with the C programming language.

**CMPSCI 282 ADVANCED DATA STRUCTURES**

Units: 3.00 - UC:CSU 54.0 hours lecture

An exploration of advanced data structures (particularly persistent structures) using object-oriented design and an introduction to databases. Course covers main memory-based structures such as hash tables and trees. Disk-based structures such as hash-based persistent structures and indexed files. Architectural foundations for files, large-scale sorting and serialization.

# CONSTRUCTION MANAGEMENT TECHNOLOGY

**CONST 101 INTRODUCTION TO CONSTRUCTION AND CONSTRUCTION ENGINEERING**

Units: 2.00 - CSU 36.0 hours lecture

Introduction to the construction industry, the building design process, the construction project process, and roles and responsibilities of those involved: clients, architects, engineers, contractors, project managers, technicians, sub-contractors, suppliers, regulatory agencies, bankers, lawyers, and the public. Includes an overview of careers in construction.

**CONST 102 CONSTRUCTION MANAGEMENT PRINCIPLES**

Units: 3.00 - CSU 54.0 hours lecture

Principles of management as they pertain to the construction industry. Topics include licensing, insurance, con-

struction accounting, bidding, contracts, scheduling, safety, and community relations. Also covers leadership/supervisory skills and employer/employee relationships.

**CONST 103 BLUE PRINT READING FOR CONSTRUCTION**

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

Basic drafting, analysis, multi-view and isometric drawings for construction. Provides skills in reading, interpreting, analyzing, and visualizing construction drawings and specifications prepared by architects and engineers.

Emphasis is placed on reading and extracting information from detailed drawings for both residential and commercial construction.

**CONST 104 THE CONSTRUCTION PROCESS - PLANNING AND SCHEDULING**

Units: 3.00 - CSU 54.0 hours lecture

Presents the concepts used in planning, scheduling and control of construction projects. Use of graphic charts and the Critical Path Method (CPM) are featured.

Includes program evaluation and review techniques (PERT), time assignment and computation, diagramming practices, monitoring, and updating.

**CONST 105 CONSTRUCTION ESTIMATING PRINCIPLES**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: CONST-103*

Introduces methods and practices related to construction estimating, including quantities and costs of materials, labor and management as well as miscellaneous items related to construction costs. May include computer program applications.

**CONST 106 CONSTRUCTION LAW SURVEY**

Units: 3.00 54.0 hours lecture

Introduces the legal aspects of construction industry, including the issues relating to contract formation, administration, interpretation and enforcement. Provides an introduction to California Contractor's License Law and licensing requirements, mechanics lien laws, stop notices, attachment and collection techniques, and a comparison of arbitration and litigation processes.

## **CONST 108 INTRODUCTION TO CONSTRUCTION INSPECTION AND CODES**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: ARCHT-140 or CONST-103*

Introduction to construction inspection, function, responsibilities, authority and technical requirements related to construction. Includes state and building code requirements for residential and non-residential construction. Emphasis is on the provisions of the model code currently used in California, the Uniform Building Code.

# **COOPERATIVE WORK EXPERIENCE**

## **CWEXP 188 COOPERATIVE WORK EXPERIENCE EDUCATION**

Units: 1.00-4.00 - CSU

The CWEE program has been integrated into departments throughout the college. This program allows students to apply knowledge they gain in college courses to an actual work setting. In addition, internship students who qualify for this program are able to sample career choices and improve job readiness skills. This can be paid or unpaid work experience that provides college elective credit. Information is available in the counseling or CWEE offices to verify eligibility. May be taken 4 times for credit.

# **COUNSELING**

## **COUNS 010 CAREER EXPLORATION**

Units: 1.00 18.0 hours lecture

Assists students in making career decisions. Emphasis is on selecting a career based on personal interests, abilities, values, and goals through self-assessment and career research. Offered credit/no credit only.

## **COUNS 060 LIFE SKILLS AND PERSONAL GROWTH**

Units: 1.00-4.00 18.0 – 72.0 hours lecture

For re-entry students and those in transition. Offered in four modules: Enhancing Personal Effectiveness; Taking Responsibility for Yourself; Communicating Effectively; and Balancing Family, School and Self. Other topics include motivation, problem solving and decision-making. Open-entry/ open exit. Units do not apply to the associate degree and offered credit/no-credit only.

## **COUNS 070 BECOMING A SUCCESSFUL DISTANCE LEARNING STUDENT**

Units: 1.00 18.0 hours lecture

Provides skills necessary to be a successful distance learning student, including word processing, synchronous (chat) and asynchronous (email) discussion tools, and Internet research. Includes a review of personal learning styles and time MANAGEMENT. Familiarity with the Windows operating system and keyboarding is assumed. Offered credit/no-credit only.

## **COUNS 085 CAREER AND JOB SEARCH PREPARATION**

Units: 0.50 8.0 hours lecture

Through self-assessment, students discover occupations that match their interests, abilities, and values. Research labor market information, job search strategies, resume development and interview preparation. Students also attend required workshops. Offered credit/no-credit only.

## **COUNS 090 COLLEGE ORIENTATION**

Units: 0.50 8.0 hours lecture

Part of the Steps to Success program designed for educational opportunities. Assessment of skill levels (English, writing, reading, math, results interpretations), online orientation to college services, programs, policies and procedures, and pre-enrollment counseling assistance in course selection and registration. Offered credit/no-credit only.

**COUNS 095 INTENSIVE WORKSHOP FOR POSITIVE CHANGE**

Units: 0.50 8.0 hours lecture

Provides students in long term academic difficulty with the skills necessary to improve academic performance.

Topics include learning strategies, reflection and analysis of past obstacles to learning, self-assessment, and educational, career and personal planning. Emphasis is on creating action plans for achieving positive change that result in the attainment of educational and career goals. Offered credit/no-credit only.

**COUNS 098 SPECIAL TOPICS: COUNSELING**

Units: 0.25-4.00 4.5 – 72.0 hours lecture weekly

An exploration of various subjects relating to personal development issues. Topics to be announced each semester. Please see current schedule of classes for specific course descriptions. Offered credit/no-credit only.

**COUNS 110 CAREER-LIFE PLANNING**

Units: 3.00 - CSU 54.0 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 18.0 hours lecture

Focuses on achieving college planning and academic success. Career interests are examined as well as choosing a major, goal setting, learning styles, time management, college services and resources and educational planning. Sections designated for student athletes will also include academic strategies based on NCAA regulations for participation at all levels of competition.

**COUNS 120 UNIVERSITY TRANSFER PLANNING**

Units: 1.00 - CSU 18.0 hours lecture

Provides students with information and resources to facilitate a smooth transfer to 4-year colleges and universities. Topics include UC/CSU applications, major and

general education requirements, financial aide/scholarships, personalized student education plans, and analysis of factors involved in the selection and transfer schools.

**COUNS 150 STUDENT SUCCESS**

Units: 3.00 - UC:CSU 54.0 hours lecture

An orientation to the responsibilities and benefits of higher education, including educational planning, goal setting, and career choices are examined.

## CULINARY ARTS

**CULARTS 090 CALIFORNIA CERTIFIED FOOD HANDLER**

Units: 0.50 8.0 hours lecture

Provides the necessary training to become a Certified Food Handler. The certification examination will be administered during the last hour of the class (Formerly HRMGT-099A).

**CULARTS 121 CULINARY FUNDAMENTALS I**

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

*Recommended Preparation: HRMGT-225*

Principles of food selection, preparation, and evaluation. Incorporates study in meal management, various cuisines and food presentation. Discusses current industry focus concerning foods and nutrition. Lab experience applies scientific cooking principles to a variety of products. (Formerly HRMGT-121).

**CULARTS 123 CULINARY FUNDAMENTALS II**

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

*Prerequisite: CULARTS-121 Recommended*

*Preparation: HRMGT-225*

Culinary preparation techniques and modern cooking styles. Advanced sauce making, meat, poultry, fish, and shellfish cooking techniques emphasized.

### CULARTS 125 PRINCIPLES OF PANTRY AND GARDE MANGER

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

*Prerequisite:* HRMGT-225

Basic skills needed for a restaurant pantry station. The theory and practical skills required to produce quality salads, sandwiches and cold sauce emphasized.

### CULARTS 127 PRINCIPLES OF BAKING

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

*Prerequisite:* HRMGT-225 and Serv-Safe Certificate

Basic skills needed for a professional bakeshop. The theory and practical skills required to produce quality pastries and breads are emphasized.

### CULARTS 224 WINE CULTURE

Units: 3.00 - CSU 54.0 hours lecture

Provides a foundation in the subject of wine that can be used in a career in the culinary industry. Topics include the business of wine, how it is presented and managed as well as buying, cellaring, developing and maintaining a wine list. The ingredients for developing a successful and profitable wine program will also be discussed.

### CULARTS 226 FOOD AND WINE PAIRING I

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* Students must be 21 years of age to enroll.

Analyzes the relationship between food and wine with special emphasis on food and wine pairing for home and professional cooking. Topics include, cooking with wine; food and wine buying; ordering in restaurants; wine cellaring and serving; and wine and health. Pregnant women and persons with allergies to sulfites are advised not to take this class. Wine will be tasted (Formerly HRMGT-226).

### CULARTS 227 FOOD AND WINE PAIRING II

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* CULARTS-226 Students must be 21 years of age to enroll.

Provides tasting of vintages from wine producing regions where the highest quality and most popular wines are produced with an emphasis on the relationship between food and wine. Pregnant women and persons with aller-

gies to sulfites are advised not to take this class. Wine will be tasted.

## DANCE

### DANCE 100 DANCE APPRECIATION

Units: 3.00 - UC:CSU 54.0 hours lecture

A non-performance course which examines dance through viewing films, dance performances, and lecture-discussions, artistically, athletically, and scientifically, with regard to its broad spectrum of development and the factors which have influenced change in dance historically, culturally, and as an art form. Does not satisfy the Physical Education activity requirement for the associates degree.

### DANCE 101 INTRODUCTION TO WORLD DANCE

Units: 1.00 - UC:CSU 54.0 hours lab

An introductory course designed to survey dances of selected world dance cultures. Through movement experiences and discussion, students will gain the techniques and understanding necessary to perform selected dances. May be taken 4 times for credit.

### DANCE 107 DANCE CONDITIONING

Units: 1.00 - UC:CSU 54.0 hours lab

Focuses on dance conditioning including practice of dance exercises to build muscle development conditioning, strength and flexibility. May be taken 4 times for credit.

### DANCE 108 PILATES

Units: 2.00 - CSU 54.0 hours lab, 18.0 hours lecture

Introduction to exercises designed for non-dancers and dancers to improve on the bio-mechanical and neuromuscular aspects of the body. May be taken 4 times for credit.

**DANCE 111 FUNDAMENTALS OF DANCE MOVEMENT**

Units: 1.00 - UC:CSU 54.0 hours lab

Introduces ballet, modern and jazz techniques, focusing upon basic skill development in all three styles of dance. It also includes development of strength, flexibility, coordination and rhythm for all movement techniques. This class is preparation for all other movement dance courses. May be taken 4 times for credit.

**DANCE 121 MODERN DANCE I**

Units: 1.00 - UC:CSU 54.0 hours lab

An introduction to the basic movements, patterns and style of modern dance, emphasizing elementary skills and techniques while conferring an appreciation of modern dance and increasing understanding of body structure and movement.

**DANCE 122 MODERN DANCE II**

Units: 1.00 - UC:CSU 54.0 hours lab

A continuation of Modern Dance I. A more intense study of modern dance technique and expanded movement experience. Exploration of rhythmic structure and patterns, expanded choreographic experiences and a more refined use of music in modern dance composition. May be taken 4 times for credit.

**DANCE 131 INTRODUCTION TO JAZZ TECHNIQUES**

Units: 1.00 - UC:CSU 54.0 hours lab

An introduction to jazz dance, emphasizing elementary skills and techniques while conferring an appreciation of jazz dance and increasing understanding of body structure and movement.

**DANCE 132 INTERMEDIATE JAZZ**

Units: 1.00 - UC:CSU 54.0 hours lab

*Prerequisite: DANCE-131*

A progressive refinement of jazz dance technique, building upon skills and techniques covered in Dance-131. May be taken 4 times for credit.

**DANCE 133 INTRODUCTION TO AFRICAN DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab

A movement course focusing on the learning of traditional dances of various West African cultures. Students will learn the fundamental elements of African dances including polyrhythms, call and response, integration of movement to the music, as well as the social/religious aspects of African culture. May be taken 4 times for credit.

**DANCE 134 BALLROOM AND SOCIAL DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab

Introduces students to selected social dance styles and performance techniques. Dances taught include ballroom, salsa, tango, rumba and swing. Dance styles may vary by semester. May be taken 4 times for credit.

**DANCE 135 BEGINNING TAP DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab

This is a beginning course introducing basic and elementary tap techniques, as well as various routines and rhythmic structures. The history and development of tap is also discussed. May be taken 4 times for credit.

**DANCE 137 FLAMENCO AND SPANISH DANCE**

Units: 1.00 - UC:CSU 54.0 hours lab

Introduces the fundamental steps, movements, rhythms and music of flamenco and Spanish dance. Various choreographies in these dance forms are presented. May be taken 4 times for credit.

**DANCE 141 INTRODUCTION TO BALLET TECHNIQUES**

Units: 1.00 - UC:CSU 54.0 hours lab

The fundamentals of ballet dance technique. Students will learn and practice ballet barré exercises, center floor technique and traveling movement.

**DANCE 142 INTERMEDIATE BALLET**

Units: 1.00 - UC:CSU 54.0 hours lab

A continuation of the skills introduced in Dance 141, with additional emphasis on the rhythm, design, and dynamics. May be taken 4 times for credit.

## DANCE • EARLY CHILDHOOD EDUCATION

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### DANCE 159 COMMERCIAL DANCE

Units: 2.00 - CSU 54.0 hours lab, 18.0 hours lecture

Movement technique for the dance entertainment industry including dance for feature films, videos, television, industrial shows, musicals, and other commercial applications. May be taken 4 times for credit.

### DANCE 160 BEGINNING DANCE ENSEMBLE

Units: 2.00 - UC:CSU 108.0 hours lab

*Prerequisite: Successful audition.*

*Recommended Preparation: DANCE-111 and concurrent enrollment in DANCE 121-122 or 131-132 or 141-142.*

Provides practical experience in utilization of knowledge and understanding of dance as an art form.

Opportunities are provided for student participation in dance productions choreographed by COC faculty, guest artists and students. May be taken 4 times for credit.

### DANCE 161 COLLEGE OF THE CANYONS DANCE COMPANY

Units: 0.50-3.00 - UC:CSU 27.0 – 162.0 hours lab

*Prerequisite: Successful Audition. Co-requisite: DANCE 121-122 or 131-132 or 141-142*

*Recommended Preparation: DANCE-160*

Functions as the resident dance company of COC.

Offers students the opportunity to study with COC dance faculty and guest artists on specific dance performance projects and to perform these dance projects in major on-campus and off-campus dance productions. Course requires successful audition. May be taken 4 times for credit.

### DANCE 170 INTRO TO CHOREOGRAPHY

Units: 1.00 - UC:CSU 54.0 hours lab

Designed to introduce the fundamental skills and concepts necessary to begin to choreograph. Through assignments, exercises and improvisations, the fundamental concepts of dance composition will be explored. May be taken 4 times for credit.

### DANCE 180 INTRO TO YOGA/DANCE STRETCHING

Units: 1.00 - UC:CSU 54.0 hours lab

An introduction to basic yoga concepts including poses, postures, breathing, and meditation techniques. Also covers dance stretches to increase flexibility. May be taken 4 times for credit.

### DANCE 181 INTERMEDIATE YOGA/DANCE STRETCHING

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab

*Prerequisite: DANCE-180*

A continuation of DANCE-180 and includes a discussion component as well as practice of intermediate to advanced yoga postures. May be taken 4 times for credit.

## EARLY CHILDHOOD EDUCATION

### ECE 098 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION

Units: 0.25-1.00 18.0 hours lecture

Addresses current preservice/in-service training topics relevant to the community of early childhood educators and parents. Suggested topics may include parenting issues, expanding ECE curriculum, discipline/guidance, parent/teacher conference, the parent/teacher relationship, observation techniques and application, developing a professional portfolio, prekindergarten guidelines and other topics as needed. See current class schedule for topics offered each term.

### ECE 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Co-Requisite: ECE-116A*

Includes an overview of the history and development of the field of early childhood education as well as educational philosophy, developmental issues, teacher roles, partnerships with parents, and the current issues and trends in the field of early childhood. Field observation



at sites designated by the instructor will be required. Meets the partial core requirement to teach in a Title XXII or Title V program. This course is the prerequisite for ECE-115.

### **ECE 115 CURRICULUM AND CLASSROOM MANAGEMENT OF EARLY CHILDHOOD EDUCATION PROGRAMS**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: ECE/CHLDEV-110*

Includes teacher's role and goals in facilitating a developmentally appropriate preschool learning environment for children. Covers planning for the physical, temporal, and interpersonal environment; including activity plans, scheduling, routines, transitions, group time, as well as techniques in implementation.

### **ECE 116A CURRICULUM AND CLASSROOM MANAGEMENT LAB A**

Units: 1.00 - CSU 54.0 hours lab

*Co-requisite: Previous completion or concurrent enrollment in ECE/CHLDEV-110.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children.

### **ECE 116B CURRICULUM AND CLASSROOM MANAGEMENT LAB B**

Units: 1.00 - CSU 54.0 hours lab

*Prerequisite: CHLDEV-116A or ECE 116A*

*Co-requisite: Concurrent or previous enrollment in ECE-115*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children.

### **ECE 116C CURRICULUM AND CLASSROOM MANAGEMENT LAB C**

Units: 1.00 - CSU 54.0 hours lab

*Prerequisite: ECE/CHLDEV-116A and 116B.*

Three hours supervised field work/lab weekly per unit. Supervised experience working with children relating previous or concurrent course work to practical application in the on-campus ECE toddler and preschool program or in a certified ECE mentor site in the community. Emphasis is on observation, implementation and evaluation of classroom experience for young children.

### **ECE 120 CHILD GROWTH AND DEVELOPMENT**

Units: 3.00 - UC:CSU 54.0 hours lecture

Covers the process of growth and change, which occurs in human development spanning conception through late childhood. Current theories and issues related to the field of Early Childhood Education are reviewed extensively.

### **ECE 125 CHILD, FAMILY AND COMMUNITY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Studies the child in various contexts, where the interrelationships between family, school, and community are seen as the foundation for human development. Emphasis is on societal issues that impact children and their families, and how that impact affects the roles of the early childhood educator. Meets the requirement for licensing and the Child Development Permit.

### **ECE 130 INFANT/TODDLER DEVELOPMENT AND CURRICULUM**

Units: 3.00 - CSU 54.0 hours lecture

An overview of infant/toddler development and its implications for group child care settings. Principles of infant/toddler philosophy and caregiving will be emphasized.

### **ECE 135 SCHOOL AGE CHILD CARE PROGRAMS AND CURRICULUM**

Units: 3.00 - CSU 54.0 hours lecture

Examines the need for and design of school age child care programs. Emphasis on development stages of the child ages 5-13 and curriculum development. The relationship of the family to the community and the special needs of the school age child will be discussed.

## EARLY CHILDHOOD EDUCATION

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### **ECE 140 RECREATIONAL LEADERSHIP IN SCHOOL AGE CHILD CARE**

Units: 3.00 - CSU 54.0 hours lecture

Presents different leadership techniques and styles as they apply in leading various recreational activities for school age children. An overview of the development of the child ages 5-13 will be covered. Emphasis is on behavioral management skills and recreational activities for large groups of children.

### **ECE 144 MUSIC AND MOTOR DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00 - CSU 36.0 hours lecture

Provides the basic skills, methods and theory in music and motor activities as related to the young child. Students develop a portfolio of materials, design lesson plans, and participate in classroom demonstrations.

### **ECE 151 ART AND CREATIVITY FOR YOUNG CHILDREN**

Units: 2.00 - CSU 36.0 hours lecture

Designed to explore art and creativity in young children. Students plan and implement art activities for young children including selection of developmentally appropriate media, motivational techniques and classroom arrangements. A creative art curriculum resource file will be developed.

### **ECE 155 SCIENCE AND MATH FOR THE YOUNG CHILD**

Units: 2.00 - CSU 36.0 hours lecture

Provides an experiential and discovery approach to learning in the areas of science and math. Students plan and implement developmentally appropriate math and science experiences for young children and apply theoretical concepts in a variety of ways

### **ECE 156 LITERATURE AND LANGUAGE DEVELOPMENT FOR THE YOUNG CHILD**

Units: 2.00 - CSU 36.0 hours lecture

Emphasizes a basic understanding of how children learn language skills, including developing techniques to promote and establish a language and literature program in the preschool setting through the use of flannel board activities, stories, puppets, drama, finger plays and circle activities.

### **ECE 157 LITERACY IN EARLY CHILDHOOD**

Units: 3.00 - CSU 54.0 hours lecture

Reflects the most current knowledge about how young children learn to read and write coupled with practical, developmentally appropriate strategies to use with children, birth through eight years of age.

### **ECE 160 UNDERSTANDING AND EDUCATION OF EXCEPTIONAL CHILDREN**

Units: 3.00 - CSU 54.0 hours lecture

Introduces the field of special education, emphasizing the developmental theories as they apply to the understanding and education of exceptional children through age eight. Overview of special needs categories as defined by PL94-142 (IDEA), inclusion, and preparation of Individual Education Plan (IEP). **ECE 165 TEACHING CHILDREN IN A DIVERSE COMMUNITY**

Units: 3.00 - CSU 54.0 hours lecture

Covers the impact of social, political, economic and cultural issues that shape values, beliefs, and behaviors. Students explore their own experiences to increase their understanding of the impact these issues have on teaching children in a multicultural, multilingual, diverse community.

### **ECE 173 CHILDHOOD NUTRITION**

Units: 2.00 - CSU 36.0 hours lecture

Examines the nutritional needs of children, from infancy through school-age, in theory and in practice. Includes techniques for applying sound nutritional principles for parents and professionals at home and in the curriculum of early childhood programs. Techniques for involving children in planning and preparing healthy snacks will be covered.

### **ECE 175 CHILDHOOD HEALTH AND SAFETY**

Units: 1.00 - CSU 18.0 hours lecture

Introduction to symptoms and care for common childhood illnesses (birth through adolescence). Emphasis is on the prevention of illness in children's programs through hygiene and maintenance of healthy environments. Safety issues, licensing regulations and health

codes pertaining to children and children's programs are covered. American Red Cross certification for First Aid and Community CPR is included.

### **ECE 198 SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION**

Units: 0.25-1.00 - CSU 18.0 hours lecture

Addresses current pre/in-service training topics relevant to the community of early childhood educators and parents. Suggested topics include: parenting issues, expanding ECE curriculum, discipline/guidance, parent/teacher conferences, the parent/teacher relationship, observation techniques and application, developing a professional portfolio, prekindergarten guidelines and other topics as needed. See current class schedule for topic offered each term.

### **ECE 201 SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisites: ECE-110, ECE-120 or PSYCH-172, & ECE-125*

Principles and practices of supervision and administration of children's programs. Content includes Title XXII and Title V requirements regarding organizational structure, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents. Also reviews social and public policy and professional groups influencing child development today.

### **ECE 202 ADVANCED SUPERVISION AND ADMINISTRATION OF CHILDREN'S PROGRAMS**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: ECE-201*

Provides opportunities for administrators of children's programs to learn techniques in hiring and training staff. Covers philosophies of management and staff relations including team building and human resource development. Course meets one of the requirements of the Child Development Permits for Site Supervisor or Program Director as needed for Title V programs.

### **ECE 220 ADULT SUPERVISION IN EARLY CHILDHOOD EDUCATION: THE MENTORING PROCESS**

Units: 2.00 - CSU 36.0 hours lecture

Covers all aspects of supervising the adult learner in a child care setting, as well as the use of the Early Childhood Environmental Rating Scale (Harmes and Clifford), an instrument used to evaluate the quality of early childhood environments. Satisfies the adult supervision requirement for the Master Teacher level of the Child Development Permit from the Commission on Teacher Credentialing. Required for candidates of the Mentor Teacher Program.

### **ECE 226 THE IMPACT OF VIOLENCE ON CHILDREN**

Units: 3.00 - CSU 54.0 hours lecture

Explores violent and aggressive behavior and its impact on the physical and psychological well-being of children and families. Examines the diverse perspectives on violence, be it in the home or in the community, and their impact on the stages of child development. Emphasis placed on the early childhood educator's role in teaching young children alternatives to violent behavior.

### **ECE 227 VIOLENCE INTERVENTION: BEHAVIOR MANAGEMENT STRATEGIES**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: ECE-226*

Provides early childhood educators with the skills to work with children and families that have been exposed to violence and aggression. Educators will identify specific characteristics that children exhibit from this exposure. Techniques for classroom and behavior management will be presented including the power of play and play materials in helping children resolve conflict and find alternatives to violent behavior

### **ECE 299 DIRECTED STUDY IN EARLY CHILDHOOD DEVELOPMENT**

Units: 1.00-3.00 - CSU 54.0 hours lecture

Directed study addressing specific subject matter relevant to early childhood education. May be taken 4 times for credit.

## **ECONOMICS**

### **ECON 098 SPECIAL TOPICS: ECONOMICS INSTITUTE**

Units: 0.25-4.00 4.5 – 72.0 hours lecture

Special topics courses. This course will consist of a variety of topics depending on the needs of students and will vary each term. Content of the course will include theoretical economic concepts as well as real world topics. Check the current schedule of classes for the special topics offered each semester. Offered credit/no-credit only.

### **ECON 130 CONSUMER ECONOMICS**

Units: 3.00 - CSU 54.0 hours lecture

Focuses on how the consumer functions in the marketplace, while identifying the social, economic and political forces that shape consumer demands. Examines the roles of the consumer, government, and society in understanding the factors influencing consumer decision making processes and their impact on individuals, families, and communities.

### **ECON 170 ECONOMIC HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture

Survey of the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation; manufacturing, tariffs, slavery, big business, labor, government regulations and deregulation leading to a modern industrial nation. (Same as HIST-170). Fulfills the Title V American Institutions requirement in U.S. History.

### **ECON 201 MACROECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ECON 2

*Prerequisite: MATH-060*

Studies economic problems facing the nation such as unemployment, inflation, aggregate demand and supply, Gross Domestic Product (GDP), fiscal policy, monetary policy, and supply-side economics, debts-deficits-sur-

pluses, money and banking, and the Federal Reserve System.

### **ECON 202 MICROECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ECON 4

*Prerequisite: ECON-201*

Studies how the individual, the firm and industries perform in our economy by looking at supply and demand, perfect competition, monopolies, oligopolies, monopolistic competition, wages, prices and profits.

### **ECON 230 COMPARATIVE ECONOMIC SYSTEMS**

Units: 3.00 - CSU 54.0 hours lecture 4

Examines economic institutions and decision-making systems. Emphasis is given to theories of capitalism, and the various types of socialism. Cross-cultural comparisons between the United States and Russia, Japan, China, Latin America, and Western Europe are analyzed.

### **ECON 291 STATISTICAL METHODS IN BUSINESS AND ECONOMICS**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: MATH-070*

A course in descriptive statistics, elements of probability distributions, sampling estimation, confidence intervals, tests of hypothesis, linear regression and correlation. Applications to problems in business and economics. Writing and the use of spreadsheet software are required (same as BUS-291). UC credit limitation: ECON-291, BUS-291 and MATH-140 combined, maximum credit one course.

## **EDUCATION**

### **EDUC 105 LITERACY TUTORING AND EARLY FIELD EXPERIENCE**

Units: 2.00 - UC:CSU 36.0 hours lecture

Provides early field experience to develop fluency with the fundamental skills of literacy development, classroom management, and other routine teaching skills

required in the public schools. Students work one-on-one and in group settings with school children.

Recommended for students interested in teaching. CSU credit limitations, consult a counselor.

### **EDUC 200 INTRODUCTION TO SPECIAL EDUCATION**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: PSYCH-172 or ECE-120*

A history of special education with a focus on educational practice and scientific research. Specific categories and educational needs of students with disabilities and the laws affecting their rights are presented. Fieldwork observation is required. CSU credit limitations, consult a counselor.

### **EDUC 203 EDUCATION IN A DIVERSE SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Provides an introduction to the American educational system, focusing on multicultural issues in urban schools. Concepts and methods from the fields of sociology, philosophy, and the politics of education will be covered. CSU credit limitations, consult a counselor.

## **ENGINEERING**

### **ENGR 096 DISCOVER ENGINEERING**

Units: 2.00 18.0 hours lecture, 54.0 hours lab

Develop essential study techniques for success in subsequent engineering courses and become oriented to relevant computer-based technologies. Explore the various engineering disciplines and examine engineering problems and their solutions.

### **ENGR 101 INTRODUCTION TO SCIENCE, ENGINEERING AND TECHNOLOGY**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab

*Prerequisite: MATH-102 or ENGR-096*

An introduction to engineering and engineering technology. Topics include history, careers, ethics and responsi-

bilities, and engineering calculations and problem-solving - examples from mechanics, dynamics and fluids. Various engineering systems are modeled and the design process is examined. Develops written and oral communication skills. Guest speakers from various engineering fields are invited to speak.

### **ENGR 112 MECHANICAL DRAFTING II**

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

Covers working, assembly, detail and exploded view drawings with emphasis on dimensioning practice using ASME Geometric Dimensioning and Tolerancing Standards. Assignments will be done on the board and on the computer (Formerly DRFT-252).

### **ENGR 114 SOLIDS MODELING FOR MECHANICAL DRAFTING**

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

Covers topics relating to design and development of mechanical parts with solids modeling programs such as Mechanical Desktop, Ironcad, and/or Solidworks. Parts development will involve practices used in current engineering environment. (Formerly DRFT-253). May be taken 3 times for credit.

### **ENGR 120 ADVANCED AUTOCAD - 2D**

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

Commands for complex 2-D working drawings will be covered along with blocks, attributes and AutoCAD® system variables for improved user efficiency. (Formerly DRFT-282).

### **ENGR 122 ADVANCED AUTOCAD - 3D**

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

3-D drawings will be generated on the computer using parametric and solid modeling techniques. (Formerly DRFT-283).

### **ENGR 125 MECHANICAL DRAFTING PORTFOLIO**

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

Students learn to prepare and present a professional mechanical drafting portfolio. Emphasis will be on appropriate selection of work, concept improvement, and methods of presentation. (Formerly DAT-259).

**ENGR 150 INTRODUCTION TO MECHANICAL DRAFTING AND AUTOCAD**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
This entry-level course emphasizes the theory of mechanical drafting and includes drawings done on the board featuring line quality, lettering, orthographic projection and isometric sketching. AutoCAD®'s structure, draw and edit commands will be introduced. Some drawings will be computer-generated.

**ENGR 151 MATERIALS OF ENGINEERING**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGR 4  
*Prerequisite: CHEM-201.*

Covers properties of materials as they relate to atomic and crystal structure. Topics include: atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; electrical and magnetic properties. Additional topics include optical properties, corrosion and process methods.

**ENGR 152 STATICS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGR 8  
*Prerequisite: MATH-211 and PHYSIC-220*

Applications of the principles of mechanics to rigid bodies in two- and three-dimensional equilibrium. Analytical and graphical solutions using force vectors and equivalent force systems to solve problems pertaining to friction, centroids, center of gravity, and moments of inertia for areas.

**ENGR 153 ELECTRICAL CIRCUITS I**

Units: 4.00 - UC:CSU 54.0 hours lecture, 54.0 hours lab  
CAN ENGR 6  
*Prerequisite: MATH-212 and PHYSIC-221.*

Electric circuit analysis in both time and frequency domains, transient and steady state solutions. Topics include linear circuit analysis techniques, Kirchoff's laws, Network theorems, mesh and nodal analysis, OP amps and amplifiers, Thevenin/Norton equivalents, natural-forced- complete response of RLC circuits, AC circuits, phasors, three-phase power, frequency response, and resonance.

**ENGLISH****ENGL 063 STUDY SKILLS/LISTENING AND NOTETAKING**

Units: 1.00 18.0 hours lecture  
Skills necessary for college study: reading textbooks, time management, concentration techniques, test preparation, marking textbooks, memory improvement, listening skills, note-taking, capturing the main idea and organization. Units do not apply to the associate degree and offered credit/no-credit only.

**ENGL 071 BEGINNING READING AND WRITING SKILLS**

Units: 3.00 54.0 hours lecture  
Improves writing at the sentence level by focusing on word usage, grammar, punctuation, and mechanics. Introduces the basics of the composition process. Improved reading comprehension through study of the elements of fiction and nonfiction. Units do not apply to the associate degree and offered credit/no-credit only.

**ENGL 081 INTERMEDIATE READING AND WRITING SKILLS**

Units: 3.00 54.0 hours lecture  
*Prerequisite: ENGL-071 or appropriate assessment as determined by the COC placement process.*

Improves writing at the paragraph level by focusing on structure, mechanics, and editing. Familiarizes students with source-based compositions. Emphasizes pre-college level reading of fiction and nonfiction with attention to formal responses to reading. Units do not apply to the associate degree and offered credit/no-credit only.

**ENGL 091 INTRODUCTION TO COLLEGE READING AND WRITING**

Units: 3.00 54.0 hours lecture  
*Prerequisite: ENGL-081 or appropriate placement as determined by the COC assessment process.*

Prepares students to write coherent, unified short essays for a college audience and teaches critical reading skills for college-level reading material. No credit if taken after ENGL-094.

## ENGL 093 COLLEGE READING AND WRITING WORKSHOP

Units: 1.00 18.0 hours lecture

Provides academic support for students enrolled on ENGL-091, emphasizing enhanced instruction through supplemental composition and critical reading classroom activities. Units do not apply to the associate degree and offered credit/no-credit only.

## ENGL 094 INTRODUCTION TO TECHNICAL READING AND WRITING

Units: 3.00 54.0 hours lecture

*Prerequisite: ENGL-081 or placement as determined by the COC English assessment process.*

Develops the reading and writing skills needed to be successful in the workplace including the rhetorical principles and compositional practices necessary for writing effective business letters, memos, resumes, instructions, proposals, annotated bibliographies and reports. No credit if taken after ENGL-091.

## ENGL 101 ENGLISH COMPOSITION AND LITERATURE

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL 2

*Prerequisite: ENGL-091, ENGL-094 or both ENGL-080 and ENGL-090*

Principles and methods of expository writing, with reading and analysis of expository prose, plus limited exposure to creative literature. Note: Some majors at UC Berkeley require completion of ENGL 101H. Consult with a counselor.

## ENGL 101H HONORS ENGLISH COMPOSITION AND LITERATURE

Units: 4.00 - UC:CSU 72.0 hours lecture

*Prerequisite: Appropriate placement as determined by the COC English assessment process or successful completion of ENGL-080 and ENGL-090 or ENGL-080 and ENGL-092, or ENGL-091 or ENGL-094 or ESL-100.*

Principles and methods of expository writing, with reading and analysis of expository prose and creative literature. The honors component requires expanded and more complex reading and writing assignments.

## ENGL 102 INTERMEDIATE COMPOSITION, LITERATURE AND CRITICAL THINKING

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL 4

*Prerequisite: English 101*

Builds on the critical thinking, reading, and writing practice begun in English 101. Critical analysis, interpretation, and evaluation of literary works, along with writing of argumentative essays about literary works.

## ENGL 103 CRITICAL READING, WRITING AND THINKING

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: ENGL-101.*

Focuses on close textual analysis, argumentative/ persuasive writing, and critical thinking skills. Students apply critical thinking skills in writing essays on topics from various academic disciplines. Non-fiction from various fields provides the content for developing these thinking and writing skills. Designed to develop critical thinking, reading, and writing skills beyond the level attained in ENGL-101.

## ENGL 105 INTRODUCTION TO CREATIVE WRITING

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL6

*Prerequisite: ENGL-101*

The study and writing of imaginative poetry, short fiction, and drama. Students learn to develop ideas with an awareness of style and the manipulation of formal elements.

## ENGL 106 CREATIVE WRITING - NONFICTION

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: ENGL 101*

Students study and write nonfiction prose, emphasizing description and narration through the composition of memoirs and personal essays. Writing practice stresses the writer's awareness of his or her own style and the manipulation of stylistic elements. May be taken 2 times for credit.

**ENGL 107 INTRODUCTION TO PLAYWRITING**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite:* ENGL-101

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. (Same as THEATRE-230). May be taken 2 times for credit.

**ENGL 108 CREATIVE WRITING - POETRY**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite:* ENGL-101

*Recommended Preparation:* ENGL-105

A study of the elements of poetry and advanced practice in the writing of poems. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements.

Includes analysis of selected published writings. May be taken 2 times for credit.

**ENGL 109 CREATIVE WRITING - SHORT STORIES**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite:* ENGL-101

*Recommended Preparation:* ENGL-105

A study of the elements of fiction and advanced practice in writing short stories. Writing practice will emphasize the writer's awareness of his or her own style and the manipulation of formal and stylistic elements.

Includes analysis of selected published writings. May be taken 2 times for credit.

**ENGL 111 INTRODUCTION TO LINGUISTICS**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite:* ENGL-101

An introduction to the theory and methods of linguistics, with an emphasis on the structure, function, and history of language. Includes a study of language acquisition, language change, and the sociology and psychology of language.

**ENGL 122 LITERARY MAGAZINE PRODUCTION**

Units: 3.00 - CSU 54.0 hours lecture

Introduces literary magazine production, culminating in the publication of a creative arts magazine. Includes reading, evaluating, and editing literary manuscripts and artistic submissions for publication in a variety of forms. May be taken 2 times for credit.

**ENGL 135 LITERATURE AND FILM**

Units: 3.00 - UC:CSU 54.0 hours lecture

An introduction to literature through the comparative study of selected short stories, novels, and plays and the films based on these literary works.

**ENGL 195 ENGLISH COMPOSITION AND LITERATURE WORKSHOP**

Units: 1.00 - CSU 18.0 hours lecture

Individual and group learning workshop to support the academic activities of English 101. Emphasis is on critical reading skills as well as argument development and structural analysis. Offered credit/no credit only. May be taken 2 times for credit.

**ENGL 204 TECHNICAL REPORT WRITING**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* ENGL-101

Focuses on the writing of reader-centered research reports and accompanying documents required in business and industry, including proposals, summaries, letters, and memoranda. Develops research skills and includes fieldwork.

**ENGL 225 CHILDREN'S LITERATURE**

Units: 3.00 - CSU 54.0 hours lecture

Introduces literature written for children, with emphasis on analysis and evaluation, including cultural, psychological, and literary content.

**ENGL 250 BRITISH LITERATURE I**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL 8

Surveys British literature from Anglo-Saxon period to the end of the Neoclassic era. CAN ENGL 8, and along with ENGL-251 fulfills CAN SEQ B.



**ENGL 251 BRITISH LITERATURE II**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL 10  
A survey of British literature from 1800 to the present.

**ENGL 260 AMERICAN LITERATURE I**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL 14  
A survey of the major movements and genres of American literature from its beginnings through the Civil War.

**ENGL 261 AMERICAN LITERATURE II**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN ENGL 16  
A survey of American literature from 1860 to the present.

**ENGL 262 AMERICAN MULTICULTURAL LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A survey of various genres of multicultural literature of the United States, addressing issues of voice, agency and the construction of American identity across racial, ethnic, regional, and gender boundaries in the cultural context of a diverse country.

**ENGL 263 INTRODUCTION TO POETRY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A study of the elements of poetry in selected American, British, and Continental poems, with emphasis on discovery of meaning by reading analytically. Major poetic forms are examined, along with aspects of imagery, figurative language, rhythms, and sounds.

**ENGL 264 STUDY OF FICTION**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Study of selected prose fiction from different times and places in Western civilization. Emphasis on short fiction of the 19th and 20th centuries plus one novel. Through close reading and discussion, students learn to analyze and interpret prose narratives.

**ENGL 265 INTRODUCTION TO DRAMA**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Reading, analysis and discussion of selected plays from Greek tragedy to contemporary drama. Emphasis will be placed on significant works of British and American playwrights.

**ENGL 270 INTRODUCTION TO AFRICAN-AMERICAN LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A survey of African American literature from the 1700s to the present, including poetry, fiction, autobiography, essays, drama, and oral literature.

**ENGL 271 MYTHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A multicultural look at basic themes in mythology-creation, origin, fertility, heroic quest, natural phenomena, death and afterlife, and others to show their significance and relevance to individuals and cultures.

**ENGL 272 THE BIBLE AS LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Reading and discussion of selected books of the Old and New Testaments: saga, myth, epic, story, historical writing, poetry, wisdom literature, prophecy, parables, letters, and proverbs.

**ENGL 273 WORLD LITERATURE I**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A survey of world literature in translation from ancient times to the Middle Ages, including literature of China, Japan, India, Greece, Rome, and Africa.

**ENGL 274 WORLD LITERATURE II**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A survey of world literature in translation from the Renaissance to modern times, including the literature of Europe, Russia, China, Japan, Africa and Latin America.

**ENGL 275 SHAKESPEARE**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A survey of the principles of Shakespearean poetry and drama. Detailed reading and selected poems, comedies, tragedies, and histories.

**ENGL 280 WOMEN'S LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A study of women's literature, and women in short fiction, novels, poetry, drama and the essay. Focus is on how literature by women writers reflects women's roles in various cultural settings.

**ENGL 281 INTRODUCTION TO SCIENCE FICTION**

Units: 3.00 - CSU 54.0 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**

**ESL 040 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - I**

Units: 4.00 72.0 hours lecture

Development of English reading, writing, and grammar skills for non-native speakers. Intensive practice in writing sentences, letters, and forms, building vocabulary and mastering essential grammatical structures. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 045 VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

Units: 3.00 54.0 hours lecture

Extensive introduction to and reinforcement of specific vocational concepts and language. Practice in pronunciation, grammar, and vocabulary relevant to the work setting.

Restricted to students whose native language is not English. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 3 times for credit.

**ESL 050 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - II**

Units: 4.00 72.0 hours lecture

*Prerequisite: ESL-040 or appropriate placement as determined by the COC ESL placement process.*

Development of English, reading, writing and grammar skills for non-native speakers. Students build vocabulary, and master writing formal e-mails, memos, and business letters. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 060 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - III**

Units: 3.00 54.0 hours lecture

*Prerequisite: ESL-050 or appropriate placement as determined by the COC ESL placement process.*

Development of reading, writing, and grammar skills designed to move non-native speakers of English toward college-level work. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 061 LOW INTERMEDIATE LISTENING AND SPEAKING**

Units: 3.00 54.0 hours lecture

For low-intermediate to intermediate students focusing on listening comprehension and oral communication in a college environment and common social situations. Stresses listening, notetaking, speaking, and pronunciation skills and begins to prepare students for content-based college courses. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 2 times for credit.

**ESL 070 READING, WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS - IV**

Units: 3.00 54.0 hours lecture

*Prerequisite: ESL-060 or appropriate placement as determined by the COC placement process.*

Intensive practice in writing at the personal paragraph level. Focuses on reading skills through a variety of intermediate-level materials. Grammar and vocabulary focus for the development of curricular demands of a college setting. Units do not apply to the associate degree and offered credit/no-credit only.

**ESL 071 INTERMEDIATE LISTENING AND SPEAKING**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: ESL-061*

For intermediate students and focuses on listening comprehension and oral communication in a college environment and common social situations. It stresses extended listening, notetaking, speaking, and pronunciation skills and begins to prepare students for content-based courses. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 2 times for credit.

**ESL 075 ESL COMPUTER COMPOSITION**

Units: 2.00 36.0 hours lecture, 36.0 hours lab  
Computer Writing: Use of the computer to improve composition, grammar, and editing skills covered in the English as a Second Language writing classes. Units do not apply to the associate degree. May be taken 2 times for credit.

**ESL 080 WRITING AND GRAMMAR FOR NON-NATIVE SPEAKERS**

Units: 3.00 54.0 hours lecture  
*Prerequisite: ESL-070 or appropriate placement as determined by the COC placement process.*  
*Recommended Preparation: ESL-083*  
Intensive written practice in non-personal paragraph writing. Focuses on incorporating more complex English grammatical structures into writing.

**ESL 081 ADVANCED LISTENING AND SPEAKING**

Units: 3.00 54.0 hours lecture  
*Recommended Preparation: ESL-071*  
Focuses on listening comprehension and oral communication in a college environment and common social situations. Stresses extended listening, notetaking, speaking, and pronunciation skills and gives students skills for succeeding in content-based college courses. Students make presentations, conduct interviews and surveys, hold small group discussions, and prepare recordings of their speech. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 2 times for credit.

**ESL 083 READING, VOCABULARY AND DISCUSSION FOR NON-NATIVE SPEAKERS**

Units: 3.00 54.0 hours lecture  
*Prerequisite: ESL-070 or appropriate placement by the COC ESL placement process.*  
*Recommended Preparation: ESL-080*  
Intensive development of reading skills, vocabulary building skills, and discussion techniques through analysis of fiction and non-fiction materials.

**ESL 085 ACCENT REDUCTION**

Units: 3.00 54.0 hours lecture  
Focus on breaking the accent barrier. English language stress, intonation, and phoneme patterns including oral practice of English. Aural discrimination and sound patterns reproduction. Units do not apply to the associate degree. May be taken 3 times for credit.

**ESL 092 MEDICAL TERMINOLOGY FOR NON-NATIVE SPEAKERS**

Units: 3.00 54.0 hours lecture  
Introduces, reinforces and provides practice in the recognition, pronunciation and use of medical terminology through intensive listening and speaking exercises. For non-native speakers who can benefit from intensive aural/oral practice. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 3 times for credit.

**ESL 100 ADVANCED READING AND COMPOSITION**

Units: 4.00 - UC:CSU 72.0 hours lecture  
*Prerequisite: ESL-080 and 083 or appropriate placement by the COC ESL placement process.*  
Reading, composition, and grammar for advanced non-native speakers, designed to prepare students for transfer-level English composition courses. Emphasis on reading of college-level material and on writing complex sentence patterns and researched multi-paragraph essays.

## **FIRE TECHNOLOGY**

**FIRETC 095 OCEAN LIFEGUARD TRAINING ACADEMY**

Units: 12.00 210.0 hours lecture, 90.0 hours lab  
An introductory course to prepare 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.

## **FIRE TECHNOLOGY**

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REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 095A EMERGENCY MEDICAL TECHNICIAN 1 FOR LIFEGUARDS**

Units: 7.50 126.0 hours lecture, 36.0 hours lab

Covers techniques of emergency medical care presently within the scope of practice of the EMT-1 technician. 13.5 hrs. weekly lecture and lab followed by 10 hours emergency department observation and 20 hrs. life-guard call car or rescue boat ride along. Health clearance required prior to the start of clinical rotations. Eligible for L.A. County Certification exam upon successful completion of the course. Emphasizes the unique aspects of emergency response in and around the marine environment and addresses the role of lifeguards in the EMS community.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 096 SPECIAL TOPICS: OCEAN LIFEGUARD IN-SERVICE TRAINING**

Units: 0.25-3.00 4.5 – 54.0 hours lecture, 13.5 – 162.0 hours lab

Special Topics for Ocean Lifeguards to complete required in-service training.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 098 FIREFIGHTER IN-SERVICE TRAINING**

Units: 0.25-4.00 4.5 – 72.0 hours lecture, 13.5 – 216.0 hours lab

Provides instruction in various contemporary fire fighting techniques and subjects related to Fire Technology. Topics to be announced per semester, consult current schedule of classes. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations.

REGISTRATION IS LIMITED TO STUDENTS WHO

HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 101 FIRE PROTECTION ORGANIZATION**

Units: 3.00 - CSU 54.0 hours lecture

An introduction to fire service and fire protection careers in fire departments and related fields. History of fire protection, fire loss, and public and private protection services. Includes fire department organization, firefighting tactics, fire prevention, tools and equipment, apparatus, alarm systems and water systems.

### **FIRETC 102 FIRE PREVENTION TECHNOLOGY**

Units: 3.00 - CSU 54.0 hours lecture

Covers organization and function of fire prevention, inspections, surveying and mapping procedures, recognition of fire and life hazards, engineering a solution of a fire hazard, enforcing solutions to a fire hazard, and public relations as affected by fire prevention.

### **FIRETC 103 FIRE PROTECTION EQUIPMENT AND SYSTEMS**

Units: 3.00 - CSU 54.0 hours lecture

The study of fire protection and detection systems, alarm systems, fire pumps, extinguishing systems for special hazards, and automatic sprinkler systems.

### **FIRETC 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Units: 3.00 - CSU 54.0 hours lecture

Fundamentals of building construction as it relates to fire protection. Covers classification of occupancy and types of construction with emphasis on fire protection features including building equipment, facilities, fire resistant materials and high-rise considerations.

### **FIRETC 105 FIRE BEHAVIOR AND COMBUSTION**

Units: 3.00 - CSU 54.0 hours lecture

Fundamentals and scientific principles of fire-behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy and fire prevention/suppression techniques.

**FIRETC 106 FIRE COMPANY ORGANIZATION AND PROCEDURES**

Units: 3.00 - CSU 54.0 hours lecture

Reviews fire department organization and offers instruction in the organization, management, and supervision of fire companies. Topics include the relationship of the company officer to the organizational structure, as well as responsibilities with regard to personnel supervision, evaluation, discipline, training, communication, fire apparatus, equipment maintenance, fire prevention, incident response and command, strategy and tactics, records and reports.

**FIRETC 107 FIRE APPARATUS AND EQUIPMENT**

Units: 3.00 - CSU 54.0 hours lecture

A study of fire apparatus design including mobile and fixed apparatus, a review of construction specifications and performance capabilities, and the effective deployment, utilization and performance of equipment under emergency conditions.

**FIRETC 108 FIRE HYDRAULICS**

Units: 3.00 - CSU 54.0 hours lecture

A study of fire service hydraulic's theory, formulas, and water supply. Reviews applied mathematics including hydraulics laws as applied to the fire service application formulas and mental calculations to hydraulics and water supply problems.

**FIRETC 109 FUNDAMENTALS OF PERSONAL FIRE SAFETY**

Units: 3.00 - CSU 54.0 hours lecture

Provides career directed students, and/or volunteers, firefighters, and fire brigade members demonstrations on current techniques in the prevention of injuries and promotion of safety while conducting routine and emergency fire operations.

**FIRETC 110 WILDLAND FIRE BEHAVIOR**

Units: 3.00 - CSU 54.0 hours lecture

Covers topics related to wildland fire behavior such as weather, fuel and topographic factors.

**FIRETC 120 HAZARDOUS MATERIALS**

Units: 3.00 - CSU 54.0 hours lecture

Basic fire chemistry and problems of flammability as

encountered by emergency services personnel when dealing with fuels, flammable solids, combustible metals, plastics and oxidizers. Basic hazardous material response elements will also be discussed in regards to EMS personnel and their role as first responders.

**FIRETC 123 FIRE INVESTIGATION**

Units: 3.00 - CSU 54.0 hours lecture

Covers methods of determining cause and origin of fire (accidental, suspicious, and incendiary), types of fires, related laws, introduction to arson and incendiaries, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, court procedures, and giving testimony.

**FIRETC 125 FIREFIGHTING TACTICS AND STRATEGY**

Units: 3.00 - CSU 54.0 hours lecture

Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

**FIRETC 198 FIREFIGHTER INSERVICE TRAINING**

Units: 0.25-4.00 - CSU 4.5 – 72.0 hours lecture, 13.5 – 216.0 hours lab

Provides instruction in various contemporary fire fighting techniques and subjects related to Fire Technology. Topics to be announced per semester, consult current class schedule. Major topics may include organizational development, fire service appliances, fire chemistry, automatic fire extinguishers and agents, ladders, and hose operations. Offered credit/no-credit only.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

**FIRETC 201 INCIDENT COMMAND SYSTEM 200**

Units: 1.00 - CSU 18.0 hours lecture

Intended for fire personnel who understand the Incident Command System. Develops the necessary foundation for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities.

## **FIRE TECHNOLOGY**

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

### **FIRETC 202 I-300 INTERMEDIATE (ICS) INCIDENT COMMAND SYSTEM**

Units: 0.25-4.00 - CSU 4.5 – 72.0 hours lecture, 13.5 – 216.0 hours lab

ICS 300 is intended for fire personnel assigned to an incident or event to have an intermediate requirement for understanding Incident Command System.

Intermediate Incident Command System 300 consists of five modules and has been determined by National Wildfire Coordinating Group as meeting the training needs of wildland fire personnel for ICS.

### **FIRETC 231A FIRE PREVENTION OFFICER 1A**

Units: 2.00 - CSU 40.0 hours lecture

Skills and knowledge necessary for entry into the fire prevention field. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1A. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 231B FIRE PREVENTION OFFICER 1B**

Units: 2.00 - CSU 40.0 hours lecture

Continuation of Fire Technology 231-A. Meets NFPA 1031 Fire Inspector Professional Qualifications and California State Board of Fire Services Standards for Fire Prevention Officer 1B. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 241A FIRE INSTRUCTOR 1A**

Units: 2.00 - CSU 40.0 hours lecture

An introduction to fire service training methods with emphasis on using the occupational analysis, identifying training needs and training others to perform manipulative skills.

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

### **FIRETC 241B FIRE INSTRUCTOR 1B**

Units: 2.00 - CSU 40.0 hours lecture

Continuation of Fire Technology 241A with an emphasis on preparation to train others in technical skills. Not offered every semester.

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

### **FIRETC 251A FIRE INVESTIGATION 1A**

Units: 2.00 - CSU 40.0 hours lecture

Fire origin and cause, evidence preservation, prosecution, maintaining records, and handling special arson and investigation problems. Required for Fire Officer 1 candidates.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 251B FIRE INVESTIGATION 1B**

Units: 2.00 - CSU 40.0 hours lecture

Provides advanced training in fire/explosion investigative techniques, evidence preservation, courtroom testimony, interview and interrogation techniques and fire cause/origin determination. This is a State Fire Marshal certified course.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

### **FIRETC 261A FIRE MANAGEMENT I**

Units: 2.00 - CSU 40.0 hours lecture

Assists future fire officers with the changing role of fire managers and helps fire officers develop management techniques and skills.

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

## **FIRETC 271A FIRE COMMAND 1A**

Units: 2.00 - CSU 40.0 hours lecture

Command and control techniques emphasizing decision-making, authority, organizational structure, and pre-planning. Meets Fire Officer 1 requirements established by California State Board of Fire Services. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

## **FIRETC 271B FIRE COMMAND 1B**

Units: 2.00 - CSU 40.0 hours lecture

A continuation of Fire Technology-271A dealing specifically with hazardous materials and emergency incident procedures. Meets Fire Officer 1 command training requirements established by California State Board of Fire Services. Not offered every semester.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

## **FIRETC 271C FIRE COMMAND 1C**

Units: 2.00 - CSU 40.0 hours lecture

State Board of Fire Services accredited course in I-Zone firefighting and elements of the Incident Command System (ICS) for Company Officers. Covers the three elements of wild land fire behavior including fuel, weather and topography and fundamental elements of size-up as they relate to I-Zone firefighting.

REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. May be repeated if used for legally mandated training.

# **FRENCH**

## **FRNCH 101 ELEMENTARY FRENCH I**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN FREN 2

Pronunciation, oral practice, study of French cultures and civilization and basic grammar of the French language. Corresponds to the first two years of high school French.

## **FRNCH 102 ELEMENTARY FRENCH II**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN FREN 4

*Prerequisite: FRNCH-101 or 2 years of high school French with a grade of C or better or equivalent.*

Continuation of French 101. Pronunciation, oral practice, study of French culture and civilization and basic grammar of the French language. Corresponds to the third year of high school French.

## **FRNCH 150 BEGINNING CONVERSATIONAL FRENCH**

Units: 3.00 - CSU 54.0 hours lecture

For students with little or no background in French.

Emphasis is on understanding and speaking French in everyday situations, including phrases useful for studying and working in French-speaking countries.

## **FRNCH 198 SPECIAL TOPICS IN FRENCH LANGUAGE, LITERATURE AND CULTURE**

Units: 0.25-3.00 - CSU 54.0 hours lecture

Special topics in French language, literature and culture. Presents students with an opportunity for conversation and discussion relating to the French language and to the literatures and cultures of the French-speaking world. Courses are offered in variable formats and for variable units. Consult the current schedule of classes for topics being offered each term.

## **FRNCH 201 INTERMEDIATE FRENCH I**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN FREN 8

*Prerequisite: FRNCH-102 or three years of high school French with a grade of C or better or equivalent.*

Comprehensive review of French grammar with special emphasis upon practical and idiomatic usage. Reading

short stories in French by well-known French authors. Discussions and written and oral reports in French based upon reading selections. Corresponds to the fourth year of high school French.

### **FRNCH 202 INTERMEDIATE FRENCH II**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN FREN 10  
*Prerequisite: FRNCH-201 or four years of high school French with a grade of C or better.*

Complete review of French grammar. Oral discussion and written composition, dealing with assigned readings of current French prose. Intensive reading of outstanding French literature.

## **GENERAL STUDIES**

### **GENSTU 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES**

Units: 0.50 8.0 hours lecture

Consists of 4 to 5 individual sessions, the first informational, covering different types of disabilities, the assessment process, and the community college eligibility model. Subsequent sessions cover: achievement and cognitive testing to determine student eligibility for services. The final session is an instructional component covering: learning disability eligibility, academic strengths and weaknesses, learning strategies, and possible accommodations. Provides verbal and written feedback to better understand learning styles for improved academic performance. Units do not apply to the associate degree and offered credit/no-credit only.

### **GENSTU 051 INDIVIDUAL PRESCRIPTIVE LEARNING ASSESSMENT**

Units: 0.50

*Prerequisite: Documentation of an acquired brain injury or other communication impairment.*

Basic cognitive-linguistic assessment for students with communication disabilities or acquired brain injuries. This assessment evaluates the cognitive processes of immediate auditory memory, recent temporal memory, remote memory, to develop an individual student educa-

tion program for cognitive retraining by use of computer-assisted instruction. Units do not apply to the associate degree and offered credit/no-credit only.

### **GENSTU 081 COGNITIVE BASIC SKILLS - COMPUTER ASSISTED INSTRUCTION - ADAPTED COMPUTER TECHNOLOGY**

Units: 1.00-5.00 54.0 – 270.0 hours lab

Strengthens and retrains cognitive skills in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer assisted instruction and adaptive technology. Designed specifically for students with a verifiable acquired brain injury. May be repeated. Units do not apply to the associate degree and offered credit/no-credit only.

### **GENSTU 082 INDIVIDUAL COMPUTER APPLICATIONS**

Units: 1.00-5.00 54.0 – 270.0 hours lab

Designed to be a computer assisted support for students with disabilities enrolled in coursework other than English and math. Students are able to utilize computer programs, assistive technology, and the Internet in order to complete course assignments. Topics are taken from the students regular course load, or from subject matter appropriate to the students current or future employment. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Unlimited repeats allowed. Units do not apply to the associate degree and offered credit/no-credit only.

### **GENSTU 091 INDIVIDUAL STUDIES - LANGUAGE SKILLS**

Units: 1.00-5.00 54.0 – 270.0 hours lab

Designed for DSPS students as a support in mainstream English and language-related courses other than mathematics. It is tutorial in nature and focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Computer applications are taken from topics based on the student's coursework to provide additional computer support or enhance basic skills. Unlimited repeats allowed. Units do not apply to the associate degree and offered credit/no-credit only.



## GENSTU 092 INDIVIDUAL STUDIES - MATHEMATICS SKILLS

Units: 1.00-4.00 54.0 – 216.0 hours lab

Designed for DSPS students who are enrolled in main-stream college math classes and whose disabilities result in educational limitations in math. The course offers small group tutoring for students. Students must be concurrently enrolled in either MATH-025, Arithmetic, MATH-026 Arithmetic-Computer Assisted, MATH-058 Algebra Preparation I, MATH-059 Algebra Preparation Computer Assisted, MATH-060 Elementary Algebra, MATH-070 Intermediate Algebra, or BUS-144 Business Math. Students will learn strategies to enhance math concepts and computation skills. Unlimited repeats allowed. Units do not apply to the associate degree and offered credit/no-credit only.

## GENSTU 096 LITERACY TUTOR PRACTICUM

Units: 2.00 18.0 hours lecture, 54.0 hours lab

Trains students to serve as children's literacy tutors. Student tutors are placed at local elementary schools and practice tutoring strategies while assisting beginning and emerging readers. Offered credit/no-credit only.

## GENSTU 104 TUTORING METHODS

Units: 1.00-3.00 - CSU 9.0 – 27.0 hours lecture, 27.0 – 81.0 hours lab

Techniques of tutoring individuals and small groups. Techniques to improve the tutees' problem-solving, writing, computational, listening, note-taking, and test-taking skills. Practice in individual tutoring under supervision. Offered credit/no credit only.

## GENSTU 299 HONORS COLLOQUY

Units: 3.00 - CSU

The Honors Colloquy is provided primarily for students in the HITE and Honors program to encourage independent thinking and research on topics related to the Phi Theta Kappa Annual Honors Essay Theme. It is desirable that students taking the class be members of Phi Theta Kappa, a national community college honor society. Unlimited repeats allowed.

# GEOGRAPHY

## GEOG 101 PHYSICAL GEOGRAPHY

Units: 3.00 - UC:CSU 54.0 hours lecture CAN GEOG 2

A study of the basic physical elements of the natural environment: the earth and its astronomical relationship to the sun and moon, in particular, a study of the fundamentals of the form and dimensions of the earth, maps, atmosphere weather, climates, soils, water resources, vegetation, ecology, physical oceanography, mineral resources, geology and landforms.

## GEOG 101L PHYSICAL GEOGRAPHY LAB

Units: 1.00 - UC:CSU 54.0 hours lab

*Co-requisite: GEOG-101*

Focuses on observations, experiments, and demonstrations designed to familiarize students with techniques utilized by physical geographers. Valuable for all geography, science, natural resource planning majors, future teachers and anyone interested in our natural environment. Field trips are required.

## GEOG 102 CULTURAL GEOGRAPHY

Units: 3.00 - UC:CSU 54.0 hours lecture CAN GEOG 4

Studies the common denominators found in human populations that allow cultures to exist including patterns of natural resources, languages, economics, politics, religions and succinctly analyzes these patterns as expressed within selected regions and countries which are prominent or pivotal in world affairs today.

## GEOG 151 INTRO TO GEOGRAPHIC INFORMATION SYSTEMS

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

*Recommended Preparation: Basic knowledge of Windows 2000 and/or Windows XP.*

Introduces the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping and a review of the hardware and software elements used in GIS. Demonstration of various applications of GIS technology used in the natural and social

sciences, business and government are included along with hands-on experience in using the hardware and software elements of GIS. Specific topics include: use of map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map features and attributes, map overlays, manipulation of data base, creation of charts and graphs and presentation of data in map layouts.

### **GEOG 198 SPECIAL TOPICS IN GEOGRAPHY**

Units: 0.25-3.00 - CSU 54.0 hours lecture

Special Topics Courses: Consists of a variety of common themes in cultural geography and/or physical geography. Content may include, religion, business occupations, demographics and river systems, lakebeds, soils, climate, and air quality. Field trip may be required.

## **GEOLOGY**

### **GEOLOGICAL PHYSICAL GEOLOGY LAB**

Units: 1.00 - UC:CSU 54.0 hours lab

*Co-requisite of GEOL-101*

Megascopic and microscopic laboratory study and determination of selected elements, minerals and rocks. Includes study and use of topographic maps, geologic tools, geologic maps, cross-sections and columns. Fieldwork may be undertaken from time-to-time to collect earth materials and to recognize and study existing or ongoing geologic processes, landforms and structures.

### **GEOLOGICAL PHYSICAL GEOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN GEOL 6

Study and interpretation of the basic features of the exterior and interior of the earth's crust, the materials of which those features are composed, and the geologic processes which produced them. Includes specific consideration of minerals, rocks, volcanic activity, running water erosion, soils, ground water activity, landsliding, glaciation, coastlines, wind activity, deserts, plate tectonics, mountains, faults and earthquakes, metamorphism, geologic time etc.

### **GEOLOGICAL HISTORICAL GEOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Study of the evolution of the earth's crust and the earth's plant and animal life from the beginnings to the present as revealed in geologic strata and in the fossil record. Emphasizes the evolution of the North American continent, its landforms, contiguous oceans, animals and plants. Includes some study of the principles of paleontology.

### **GEOLOGICAL GEOLOGY OF CALIFORNIA**

Units: 3.00 - UC:CSU 54.0 hours lecture

Study of major geomorphic provinces of California, including their topography, basic geologic landforms and structures, geologic history, main rock units and mineral resources. Some discussion of fossil assemblages.

### **GEOLOGICAL GEOLOGY OF NATIONAL PARKS AND MONUMENTS**

Units: 3.00 - CSU 54.0 hours lecture

Study of the key geologic features found at selected national parks and monuments with emphasis on California and the west. Includes specific study of major landforms and geologic structures, the basic origin and evolution of those landforms and structures, the kind of rock of which they are composed, the main geologic agent, the age of the rock and the principal minerals associated with each park or monument.

### **GEOLOGICAL MINERALS, ROCKS AND FOSSILS**

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

Megascopic and microscopic laboratory study and determination of selected elements, minerals, gems, igneous rocks, sedimentary rocks, metamorphic rocks and fossils. Primary emphasis placed on the study of minerals and the individual properties by which minerals are identified, although a student may emphasize one of the other earth materials. Collecting fieldwork may be undertaken from time-to-time.

### **GEOLOGICAL EARTH SCIENCE**

Units: 3.00 - CSU 54.0 hours lecture

Surveys the terminology and basic concepts of the fields of earth science, including astronomy, geology, meteorology, and oceanography. Examines the earth's changing geologic systems and the importance of earth science phenomenon to daily life.

## GERMAN

### GERMAN 101 ELEMENTARY GERMAN I

Units: 4.00 - UC:CSU 72.0 hours lecture CAN GERM 2

An introduction to understanding, speaking, reading and writing simple German, using a basic vocabulary and stressing idiomatic expressions. Intensive drill in pronunciation and the fundamentals of German. Corresponds to the first two years of high school German.

### GERMAN 102 ELEMENTARY GERMAN II

Units: 4.00 - UC:CSU 72.0 hours lecture CAN GERM 4

*Prerequisite: GERMAN-101 or two years of high school German with a grade of C or better.*

Review and further study of the fundamentals of the German language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. Corresponds to the third year of high school German.

### GERMAN 111 ADVENTURE IN GERMAN

Units: 4.00 - CSU 72.0 hours lecture

A beginning course for students with little or no background in German. Intensive practice in understanding, speaking and writing German in everyday situations. Emphasis on building a usable vocabulary and knowledge of basic idioms in German. Class is taught in the Lozanov method.

### GERMAN 201 INTERMEDIATE GERMAN I

Units: 4.00 - UC:CSU 72.0 hours lecture CAN GERM 8

*Prerequisite: GERMAN-102 or three years of high school German with a grade of C or better or equivalent.*

Comprehensive review of German grammar with special emphasis upon practical and idiomatic usage. Readings of short stories in German by well-known German authors. Discussions and written and oral reports in German based upon reading selections. Corresponds to the fourth year of high school German.

### GERMAN 202 INTERMEDIATE GERMAN II

Units: 4.00 - UC:CSU 72.0 hours lecture, 18.0 hours lab

CAN GERM 10

*Prerequisite: GERMAN-201 or four years of high school German with a grade of C or better or equivalent.*

Complete review of German grammar. Oral discussion and written composition, dealing with assigned readings of current German prose. Intensive reading of outstanding German literature.

## GRAPHIC AND MULTIMEDIA DESIGN

### GMD 041 INTRODUCTION TO QUARK XPRESS

Units: 1.00 18.0 hours lecture

An introductory course in page layout design through the popular tool Quark Xpress for print media. Students learn how to utilize layout features for both text and images, along with exploring Quark's powerful tools to control elements and format images. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-041).

### GMD 044 INTRODUCTION TO ILLUSTRATOR

Units: 1.00 18.0 hours lecture

An intro to computer illustration using the popular tool Adobe Illustrator. Students learn how to create images, use type and layout features, use filters, and format images for print, web and multimedia mediums. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-044).

### GMD 047 INTRODUCTION TO PHOTOSHOP

Units: 1.00 18.0 hours lecture

An introduction to digital imaging for designers using Adobe PhotoShop. Students learn to scan, composite, work with layers, select pixels, image adjustment, change image modes, change file formats, and print. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-047).

### **GMD 070 INTRODUCTION TO WEB GRAPHICS**

Units: 1.00 18.0 hours lecture

An introductory course in designing Web graphics through the popular tools Adobe Photoshop and Image Ready. Students learn how to composite and create images, and then use the specialized effects to create and optimize dynamic graphics for the Web. Basic computer knowledge and basic Adobe Photoshop experience are assumed. Offered credit/no-credit only. (Formerly DAT-073 and 070).

### **GMD 071 INTRODUCTION TO DREAMWEAVER**

Units: 1.00 18.0 hours lecture

An introduction to dynamic Web page design using Dreamweaver. Students learn how to insert images, create frames, make links, use forms, and how to manage Web sites by creating actual DHTML sites. Offered credit/ no-credit only. Knowledge of basic computer operations and Adobe PhotoShop is assumed. (Formerly DAT-071).

### **GMD 074 INTRODUCTION TO FLASH**

Units: 1.00 18.0 hours lecture

An introductory course in vector-based animated graphics for multimedia through Macromedia's Flash. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-074).

### **GMD 075 INTRODUCTION TO PREMIERE**

Units: 1.00 18.0 hours lecture

An introduction to digital editing using Adobe Premiere. Students learn how to digitize video, combine clips, use transitions and filters to edit video for the web and multimedia mediums. Basic computer knowledge is assumed. Offered credit/no-credit only. (Formerly DAT-075).

### **GMD 077 INTRODUCTION TO AFTER EFFECTS**

Units: 1.00 18.0 hours lecture

An introduction to animated motion graphics using Adobe After Effects. Students learn how to sweeten video, by introducing specialized effects applied to video, graphics and text. Basic computer skills assumed. Offered credit/no-credit only. (Formerly DAT-077).

### **GMD 078 INTRODUCTION TO DIRECTOR**

Units: 1.00 18.0 hours lecture

An introduction to multimedia production using Macromedia Director. Students learn how to use the program's multimedia importing techniques, basic type, and paint tools to synthesize sound, video and graphics for use in Web and CD-ROM presentations. Knowledge of basic computer skills is assumed. Offered credit/no-credit only. (Formerly DAT-078).

### **GMD 090L OPEN GMD SHORT-TERM LAB**

Units: 0.50 27.0 hours lab

A short-term computer lab for students who are currently enrolled in any graphics or multimedia course using the Macintosh computer. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly DAT-090L). May be taken 4 times for credit.

### **GMD 094L OPEN GRAPHICS LAB**

Units: 1.00 54.0 hours lab

A computer graphics lab for students who are enrolled in any graphic design course, which uses the Macintosh computer. Students may use the lab hours to increase their skills using Adobe Photoshop, Adobe Illustrator, and/or Quark XPress. Units do not apply to the associate degree and offered credit/no-credit only. (Formerly DAT-094L). May be taken 4 times for credit.

### **GMD 097L OPEN MULTIMEDIA LAB**

Units: 1.00 54.0 hours lab

An open lab for the currently enrolled multimedia student who wishes to increase skills through the use of the multimedia lab facility. Units do not apply to the associate degree. Offered credit/no-credit only. (Formerly DAT-097L). May be taken 4 times for credit.

### **GMD 101 INTRODUCTION TO DIGITAL MEDIA**

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

An introduction to digital media from computer operations and fundamentals of graphics software to basics of computer hardware. Other topics covered are careers in digital media and general computer terminology. (Formerly DAT-101).

**GMD 105 DIGITAL PHOTOGRAPHY I**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
An introduction to digital cameras and digital photographic manipulation. Through application of theory, students explore the digital image workflow, including the following: Adobe PhotoShop software, image compositing, color correction, acquisition techniques and output technologies. Other topics include a brief history of digital imaging and its application within commercial and fine arts. Same as PHOTO-165. (Formerly DAT-105).  
May be taken 4 times for credit.

**GMD 142 2D COMPUTER ILLUSTRATION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Introductory course in the methods, materials and techniques used for commercial illustration. Emphasis is placed on 2-dimensional aspects of computer illustration using Adobe Illustrator and Adobe Photoshop on the Macintosh computer to develop textures, lines, shapes, colors while creating forms to illustrate books, editorials, and graphic communications. Students will develop illustrations from concept to completion and understand the use of commercial illustration as a career path. Basic computer knowledge is assumed. (Formerly DAT-142).

**GMD 144 GRAPHIC DESIGN I**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
A survey in basic design of print graphics that covers both beginning page layout and logo design. Includes instruction in several computer applications. Basic computer knowledge is assumed. (Formerly DAT-144).

**GMD 145 TYPE AND TYPOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
Introductory course in the history, development and creation of western letter forms and typography for use in advertising, print media, publications and other areas of communication and graphic design. Emphasis is placed on the ability to understand the nature of letter forms and the importance of typography in society, and the use of visual techniques to develop typographical sensitivity. Traditional hand lettering and the use of the computer will enable students to explore a variety of typographical characteristics such as kerning, tracking and leading. (Formerly DAT-145).

**GMD 172 DESKTOP VIDEO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
An introduction to digital video media using desktop computer-based technologies. Through the operation of digital video cameras, video editing software and interactive media publishing software, students apply non-linear editing techniques to create short-video projects for multimedia. Same as RTVF-172. (Formerly DAT-172).  
May be taken 2 times for credit.

**GMD 173 AUDIO AND MOTION GRAPHICS**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Introduction to the concepts and procedures of multimedia audio and video production emphasizing the creation, editing, and retooling of audio and video files for multimedia projects; fundamentals of camera operation, lighting, non-linear audio and video editing software, and storyboarding for interactive media. The course will utilize recording software, samplers, computers, video recorders and digital editing equipment. (Formerly DAT-173).

**GMD 175 MULTIMEDIA PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Students work collaboratively to design and produce small-scale, multimedia products such as web sites and presentations. Working with instructor, students design projects, create storyboards, write scripts, and create media including interfaces. Includes the production cycle for multimedia projects and how to communicate effectively in multimedia teams. (Formerly DAT-175).  
May be taken 4 times for credit.

**GMD 177 WEB PAGE DESIGN**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
An introduction to Web page design through the production of Web sites. Covers fundamental aspects of Web page design including, informational architecture, usability, color theory, Web graphics, file formats, animation, sound, hosting, 'WYSIWYG' software and an introduction to HTML as a creative tool. (Formerly DAT-177).  
May be taken 4 times for credit.

**GMD 242 GRAPHIC DESIGN II**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
An advanced course to further develop visual communication skills in print graphics. Utilizes several computer appli-

cation programs in page layout, illustration and digital imaging to explore brochure, advertising and logo design. (Formerly DAT-242). May be taken 2 times for credit.

### **GMD 244 GRAPHIC DESIGN PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
An introductory course in output and creation of mechanicals for printed communications. Students develop an understanding of the use of camera-ready art such as 4-color and spot color separations, negatives and positives. Emphasis on the language of print production and of printers, printer specifications, and the appropriateness of traditional and digital camera-ready art methods. Creation of mechanicals for specific assignments develops the student's understanding of the production process. Discussions of greyscale, color, and digital and traditional halftone images, will complete the understanding of document and image handling, scanning and production. (Formerly DAT-244).

### **GMD 249 GRAPHIC DESIGN PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Students prepare and present a graphic design portfolio in a professional manner. Emphasis is on appropriate selection of work, concept improvement, and methods of presentation. (Formerly DAT-249).

### **GMD 271 ADVANCED DIGITAL PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Covers advanced skills in digital imaging software and hardware. Topics include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation. Same as PHOTO-205. (Formerly DAT-271).

### **GMD 277 WEB INTERFACE: FLASH**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Covers topics of Web interface through the exploration of Macromedia Flash. A variety of methods and theory will be reviewed in order to incorporate expert techniques in interactive media using animation, sound, and graphics. Emphasis is on the importance of aesthetics and interactive design principles in multimedia. (Formerly DAT-277).

### **GMD 279 MULTIMEDIA PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Students learn to prepare and present a professional multimedia portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. (Formerly DAT-279).

## **HEALTH SCIENCES**

### **HLHSCI 051 AHA BLS FOR HEALTH-CARE PROVIDERS (CPR)**

Units: 0.50 8.0 hours lecture  
This course is the American Heart Association Basic Life Support (CPR) for Healthcare Provider Course. Includes adult, child, and infant CPR as well as AED training. Upon successful completion of this course, the student will be eligible to apply for an AHA Healthcare Provider completion card. This course may be repeated if used for legally mandated training. May be taken 4 times for credit.

### **HLHSCI 053 AHA BLS FOR HEALTH-CARE PROVIDERS (CPR) RECERTIFICATION**

Units: 0.25 4.5 hours lecture  
American Heart Association Basic Life Support (CPR) for the Healthcare Provider Recertification Course. Includes adult, child, and infant CPR as well as AED training. Upon successful completion of this course, the student will receive an American Heart Association - BLS Healthcare Provider completion card. This course may be repeated if used for legally mandated training.

### **HLHSCI 097 SPECIAL TOPICS IN HEALTH SCIENCE**

Units: 0.25-4.00 4.5 - 72.0 hours lecture  
Provides instruction in various skills and subjects related to Health Sciences. Variable format depending on subject matter. Check the current schedule of classes for the special topics offered each semester. Units do not apply to the associate degree and offered credit/no-credit only.

**HLHSCI 100 HEALTH EDUCATION**

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey of the physical, emotional and social dimensions of health. Topics of study include physical fitness, nutrition, weight management, substance abuse, tobacco and alcohol use, diseases, sexuality, mental health, stress management, consumerism, environmental health, dying and death. UC credit limitation: HLHSCI-243, and HLHSCI-100 combined, maximum credit one course. (Formerly PHYSED-100).

**HLHSCI 149 NUTRITION FOR FITNESS AND BALANCED LIVING**

Units: 2.00 - UC:CSU 36.0 hours lecture

Examines the physiological, social, psychological, and environmental factors that influence a person's eating habits and physical activity behaviors. Evaluates current public health approaches, popular diets and supplements, stress and disordered eating, weight and body ideals, food industry practices, messages from peers, family and the media, and self-destructive thoughts. Empowers students to develop and promote healthy eating and physical activity attitudes and behaviors for self and others. UC credit limitation: HLHSCI 149 and 150 combined, maximum credit, one course.

**HLHSCI 150 NUTRITION**

Units: 3.00 - UC:CSU 54.0 hours lecture

A comprehensive study of nutrition, which includes the nutritional needs of the human life cycle. Examines the biological function and chemical classification of nutrients and relates nutrition concepts to health and disease. Also designed to increase awareness of food, nutrition, physical activity, and their interrelationships. UC credit limitation: HLHSCI 149 and 150 combined, maximum credit, one course.

**HLHSCI 151 EMERGENCY MEDICAL TECHNICIAN I**

Units: 7.50 - CSU 135.0 hours lecture

*Prerequisite: Must be 18 years of age or older and have completed a 'CPR for the Professional Rescuer' Red Cross course or American Heart Association 'Healthcare Provider' course*

Course covers techniques of emergency medical care presently within the scope of practice of the EMT-1

technician. Seven and one-half hours weekly lecture/skills lab plus 16 hours emergency department observation and 16 hours ambulance ride along. Health clearance required prior to start of clinical rotations. Eligible for L.A. County Certification exam upon successful completion of the course. May be repeated if used for legally mandated training.

**HLHSCI 153 EMERGENCY MEDICAL TECHNICIAN REFRESHER**

Units: 2.00 - CSU 27.0 hours lecture

*Prerequisite: Must have current CPR Certification (American Heart or American Red Cross) and current EMT Certification.*

The Emergency Medical Technician Refresher Course offers 24 hours of classroom lecture as required by the County of Los Angeles for EMT recertification. The lecture portion of the course includes a review of all topics covered in the Emergency Medical Technician-Basic course and any new subject material required by the County of Los Angeles. The final Class session provides skills testing for those Emergency Medical Technicians in a skills testing cycle. May be repeated if used for legally mandated training. Offered credit/no-credit only.

**HLHSCI 243 WOMEN AND HEALTH**

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey of health care issues relating to women. Explores past and current health care issues including philosophical, historical, cross cultural, ethical, and political. The unique role of women in the health care system is also discussed in terms of current and future trends. Specific topics include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers. (Same as NURSNG-243) UC credit limitation: HLHSCI-243, NURSNG-243, and PHYSED-100 combined, maximum credit one course.

**HLHSCI 249 MEDICAL TERMINOLOGY**

Units: 3.00 - CSU 54.0 hours lecture

A comprehensive study of medical terminology with an emphasis on determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

# HISTORY

## **HIST 101 HISTORY OF WESTERN CIVILIZATION: THE PRE-INDUSTRIAL WEST**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN HIST 2  
A general survey of the history of western civilization from earliest times to the 16th century. Emphasis is placed upon the development of economic, socio-political, and cultural institutions from pre-history, riverine cultures of the Near East, the Greco-Roman world, and medieval and early modern Europe.

## **HIST 102 HISTORY OF WESTERN CIVILIZATION: THE MODERN ERA**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN HIST 4  
A general survey of the history of western civilization from the 16th century to the present period. Emphasis is placed upon economic, socio-political, and cultural developments in Europe, the Americas, and the emergent nations of the modern era.

## **HIST 111 UNITED STATES HISTORY I**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN HIST 8  
Surveys American civilization, from the Pre-Columbian era through Reconstruction. Emphasizes the political, cultural, economic, and social history of the United States. Meets Title V American Institutions United States history requirement for the associate degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

## **HIST 112 UNITED STATES HISTORY II**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN HIST 10  
Surveys the political, economic, and social history of the United States from Reconstruction to the present, while analyzing the challenges met by under-represented groups. Meets Title V American Institutions United States History requirement for the associate degree. UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

## **HIST 115 US HISTORY SINCE 1945**

Units: 3.00 - CSU 54.0 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. Specifically reviews the cold War, feminism, and major social changes from 1945 to present.

## **HIST 116 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1619-1877**

Units: 3.00 - UC:CSU 54.0 hours lecture  
*Recommended Preparation: Eligibility for ENGL-101*  
Surveys the development of the African American community in the United States from the colonial period to 1877. Emphasizes the historical, cultural, social, economic and political experience of the African American as well as examines the historical content of the American society as a whole.

## **HIST 117 THE AFRICAN AMERICAN EXPERIENCE IN THE UNITED STATES, 1870-PRESENT**

Units: 3.00 - UC:CSU 54.0 hours lecture  
*Recommended Preparation: Eligibility for ENGL-101*  
Surveys the African American experience in the United States from 1877 to present. Emphasizes historical, cultural, social, economic, and political factors that have shaped African Americans. Contributions by African Americans to the American society will also be examined.

## **HIST 120 THE ROLE OF WOMEN IN THE HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Explores the political, economic, and intellectual history of women in the development of the United States from the early colonial era to the present day. Special emphasis on their contributions as well as their problems. (Meets Title V American Institutions US History requirement for the Associate Degree).



**HIST 130 SOCIAL AND CULTURAL HISTORY OF THE U.S.**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys the social, ethnic, and cultural history of the United States, from the 15th Century to the present, including consideration of changes in society, immigration, ethnicity, race, gender, and culture. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 150 INTRODUCTION TO HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture

An introduction to the major issues in American history from the 15th through 20th centuries. Topics include colonization, the Revolutionary War, the U.S. Constitution, causes and results of the Civil War, western settlement, progressivism, World War I and World War II, various civil rights movements, America's participation in Vietnam, Watergate, and the administrations of Nixon and Clinton. (Meets the Title V American Institutions US History requirement for the Associate Degree). UC credit limitation: HIST-111, 112 and 150 combined, maximum credit, two courses.

**HIST 161 WORLD HISTORY I**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN HIST 14

Examines world civilization from prehistory through the 1500's, including Greek and Roman philosophies, Confucianism, Hinduism, Buddhism, Christianity, Islam, political institutions, social practices, literature, women's status, and cross-cultural influences.

**HIST 170 ECONOMIC HISTORY OF THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture

Survey of the economic development of the U.S. emphasizing a topical approach, including the development of business cycles, trade, banks in the new nation; manufacturing, tariffs, slavery, big business, labor, government regulation and deregulation leading to a modern industrial nation. Same as ECON-170. Meets Title V American Institutions U.S. History requirement for the associate degree.

**HIST 191 HISTORY OF EASTERN CIVILIZATION I**

Units: 3.00 - UC:CSU 54.0 hours lecture

Survey of Asian civilizations from antiquity to the nineteenth century. The multifaceted nature of China and Japan will be addressed, from philosophical and social environments, to cultural and political trends. Neighboring areas, such as Korea, India, and Southeast Asia, will also be discussed.

**HIST 192 HISTORY OF EASTERN CIVILIZATION II**

Units: 3.00 - UC:CSU 54.0 hours lecture

Survey of Asian civilizations from the nineteenth century to the present. The multifaceted nature of modern China and Japan will be addressed, as will Korean, India, and Southeast Asia. Among the phenomena to be addressed are western imperialism, nationalist movements, Asian affairs during World War II, communist regimes, economic modernization, and cultural trends.

**HIST 193 HISTORY OF INDIA**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN HIST 4

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 54.0 hours lecture

Surveys California from its pre-Columbian past to the present. Emphasizes the economic, political, social, and natural history utilizing a cross-cultural emphasis.

**HIST 212 HISTORY OF THE MIDDLE EAST**

Units: 3.00 - CSU 54.0 hours lecture

Surveys the Middle East, ancient civilizations in the Fertile Crescent leading up to the rise of Islam. Examines the region's economic, political, ethnic, religious, and national differences. Compares and contrasts the artistic contributions of the Middle Eastern cultures with Western cultures. Special attention is given to the concepts of democracy and liberty.

## HISTORY

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### **HIST 230 HISTORY OF AMERICAN INDIANS**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys American Indian history from the pre-Columbian past through the modern era, with emphasis on the intersection of American Indian history and United States history. Meets Title V American Institutions U.S. History requirement for the associate degree.

### **HIST 240 LATIN AMERICAN CIVILIZATION**

Units: 3.00 - UC:CSU 54.0 hours lecture

A general survey of the geography, history, customs, economic and political development of Latin America from the late pre-Colombian times to the present. This course is especially recommended for Spanish and history majors.

### **HIST 241 HISTORY OF EARLY LATIN AMERICA**

Units: 3.00 - UC:CSU 54.0 hours lecture

A general survey of Latin American history from the late pre-Columbian era (c. 15th century) to independence (c. 1830). Examines the major indigenous politics, European expansion and exploration, the implantation of Iberian civilization and culture, Ibero-American socio-economic and socio-political infrastructures, the Catholic Church's role and impact on colonial Ibero-America, the international competition for political and economic control of the Western Hemisphere and the Ibero-American wars for independence and their aftermath.

### **HIST 242 HISTORY OF MODERN LATIN AMERICA**

Units: 3.00 - UC:CSU 54.0 hours lecture

Survey's 19th and 20th Century Latin America, while focusing on its socio-political and socio-economic development from 1800 to the present. Provides an historical analysis and review of U.S.-Latin American relations and introduces the internal and external forces that have shaped and continue to influence contemporary Latin American societies.

### **HIST 243 HISTORY OF MEXICO AND THE MEXICAN AND CHICANO PEOPLES**

Units: 3.00 - UC:CSU 54.0 hours lecture

Evaluates the history of Mexico and the Mexican and Chicano peoples from 1519 to the present and is designed to introduce students to the Mexican and Chicano historical heritage. Topics to be evaluated include: the Aztec, Maya and lesser Mexican pre-Conquest societies, the conquest of Mexico, Mexico under Spanish rule, the Mexican Independence Movement, the Age of Santa Anna and the war of the North American Invasion, creation of the Constitution of 1857, the Porfiriato, the Mexican Revolution and the development of the PRI, Mexican migration into the United States, the rise and impact of the Chicano movement in the United States and the North American Free Trade Agreement's impact on the Mexican and Chicano peoples. Also provides a historical overview and analysis of U.S.-Mexican relations from 1820 to the present.

### **HIST 245 HISTORY OF THE AMERICAS**

Units: 3.00 - UC:CSU 54.0 hours lecture

Emphasizes the interrelationship between the history of North and South America and examines the social, political, economic, and diplomatic impact that the peoples of both continents have had on each other. Meets Title V American Institutions U.S. History requirement for the associate degree.

### **HIST 299 DIRECTED STUDY IN HISTORY**

Units: 1.00-3.00 – CSU 18.0 – 54.0 hours lecture

An independent study course with the topic to be determined between the student and the instructor. May be taken 3 times for credit.

# **HOTEL AND RESTAURANT MANAGEMENT**

## **HRMGT 098 HOTEL AND RESTAURANT MANAGEMENT: SPECIAL TOPICS**

Units: 1.00 18.0 hours lecture

Special Topics with a variable format depending on the subject matter. Content of the courses will include hotel and restaurant operational tasks and components.

Offered credit/no-credit only.

## **HRMGT 101 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

Units: 3.00 - CSU 54.0 hours lecture

Surveys the careers, responsibilities and trends in the hotel, restaurant, tourism, and recreation industry, including social and economic forces that interrelate and influence various industry components.

## **HRMGT 102 INTRODUCTION TO THE TRAVEL INDUSTRY**

Units: 3.00 - CSU 54.0 hours lecture

Comprehensive analysis of the operations, principles and trends in the emerging tourism industry with an emphasis on the marketing and the competitive service strategies of major tourist attractions.

## **HRMGT 150 INTRODUCTION TO HOTEL/RESORT OPERATIONS**

Units: 3.00 - CSU 54.0 hours lecture

An introduction to the operating systems and components of the lodging industry, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

## **HRMGT 210 HOTEL AND RESTAURANT LAW**

Units: 3.00 - CSU 54.0 hours lecture

Provides fundamental legal principles and concepts that apply to issues requiring appropriate response and action by hospitality personnel. Students gain the fun-

damental legal understanding to limit their exposure to liability for themselves as well as their establishment's. Also includes proactive actions and programs to limit legal exposure.

## **HRMGT 220 RESTAURANT OPERATIONS**

Units: 3.00 - CSU 54.0 hours lecture

Comprehensive study of the operations, management, policy, development and related aspects for the retail restaurant establishment. Emphasis on the development of management careers in the industry and entrepreneurial issues for start-up operations.

## **HRMGT 225 FOOD SERVICE SANITATION AND SAFETY**

Units: 3.00 - CSU 54.0 hours lecture

Presents the concepts and related practices that assure a safe and sanitary food service facility. Emphasis is on the maintenance of sanitary standards through the application of the HACCP (Hazard Analysis of Critical Control Point) system of prevention. Areas covered include the following: food handling and processing, food borne illness and prevention, and accident and fire prevention.

## **HRMGT 235 HOTEL AND RESTAURANT SALES AND MARKETING**

Units: 3.00 - CSU 54.0 hours lecture

Examines how marketing plans are conceived, designed and implemented for a variety of hotel, restaurant and related service industry products with a focus on related sales and promotional strategies, merchandising, public relations and advertising.

## **HRMGT 245 HOTEL AND RESTAURANT SUPERVISION AND GUEST RELATIONS**

Units: 3.00 - CSU 54.0 hours lecture

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

**HRMGT 275 HOSPITALITY INDUSTRY ACCOUNTING**

Units: 3.00 - CSU 54.0 hours lecture

Specialized accounting for hotel and operations with emphasis on revenue and expenses, payroll, inventory, and food and beverage. Develops analysis of financial statements used for operations of hotels and restaurants.

**HRMGT 299 HOTEL AND RESTAURANT MANAGEMENT INTERNSHIP**

Units: 1.00-3.00 – CSU 18.0 – 54.0 hours lecture

On-the-job training within the hotel or restaurant industry. Coordination occurs between the faculty, the student and the work supervisor. The classroom component serves as a problem-solving center. Course material covers professionalism, career enhancement and job obtainment skills. May be taken 3 times for credit.

## HUMANITIES

**HUMAN 100 THEATRE OF THE MIND**

Units: 3.00 - UC:CSU 54.0 hours lecture

An interdisciplinary course using classical and significant works to introduce the student to themes and methods of inquiry of the humanities. The perspectives and concerns of philosophy, history, and literature will be developed and applied to the study and analysis of written texts and visual images. Students will develop an understanding of the values and ideas of western civilization and their comparison to the ideals and cultural expressions of non-western civilization. Themes will vary and be listed in the class schedule.

**HUMAN 101 FORMS AND IDEAS IN HUMANITIES**

Units: 3.00 - UC:CSU 54.0 hours lecture

An introductory course, which provides instruction in interdisciplinary analysis and interpretation of meaning in art, music and literature and in the understanding of philosophical ideas in their own right and as they influence the world civilizations. UC credit limitation: HUMAN-101, 105, and 106 combined, maximum credit 6 units. No credit for 101 if taken after 105 or 106.

**HUMAN 105 CULTURAL ERAS IN HUMANITIES I**

Units: 3.00 - UC:CSU 54.0 hours lecture

Recommended Preparation: Eligibility for ENGL-101.

Interdisciplinary, multi-cultural study of major eras of humanistic development from the ancient world to the fifteenth century through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation: HUMAN-101, 105 and 106 combined, maximum credit 6 units.

**HUMAN 106 CULTURAL ERAS IN HUMANITIES II**

Units: 3.00 - UC:CSU 54.0 hours lecture

Interdisciplinary, multi-cultural study of eras of humanistic development from the sixteenth century to the present through representative works of visual art, architecture, music, philosophy, religion, and oral and written literature. UC credit limitation: HUMAN-101, 105 and 106 combined, maximum credit 6 units.

**HUMAN 150 GREAT BOOKS, GREAT IDEAS**

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey of classical works of literature, philosophy, history, and the visual arts. Studies themes of the humanistic study of human nature and the contemporary significance of the values and ideas expressed in the works of this course. Covers the time period of Greek Antiquity to the end of the Medieval period.

## INTERDISCIPLINARY

**INTERD 096 MESA RESEARCH DISCUSSIONS**

Units: 1.00 18.0 hours lecture

Explores the most recent research in the sciences and engineering disciplines including biology, chemistry, engineering (all fields), geology, mathematics, medicine, physics, and astronomy. Recently published research articles will be studied with respect to the quality of the research, its relevance to the college curriculum and its potential impact on society. Offered credit/no-credit only. May be taken 4 times for credit.

# INTERIOR DESIGN

## ID 091 ART AND ACCESSORIES IN INTERIOR DESIGN

Units: 1.00 18.0 hours lecture

Covers the use and application of fine collectibles, art, serigraphs, lithographs, posters, framing methods, portable light fixtures, linens, and tableware in interior design. This course may include a field trip. (Formerly DAT-061).

## ID 092 MERCHANDISING FOR INTERIOR DESIGN

Units: 1.00 18.0 hours lecture

Covers retailing concepts and strategies used by contemporary merchandisers. Special attention given to the practice of activities such as sales transactions, customer service, store operations, store policies, advertising and display. May include a field trip to a notable retail store. (Formerly DAT-062).

## ID 096L OPEN INTERIOR DESIGN LAB

Units: 1.00 54.0 hours lab

An open lab for the interior design student; concurrent enrollment with another interior design course is required. Units do not apply to the associate degree and offered credit/no-credit only (Formerly DAT-096L). May be taken 4 times for credit.

## ID 097 SPECIAL TOPICS: INTERIOR DESIGN

Units: 0.50-4.00 9.0 – 72.0 hours lecture, 27.0 – 216.0 hours lab

An exploration of various topics, techniques and/or subjects related to interior design. Topics to be announced per semester. See current schedule of classes for specific course description. Units do not apply to the associate degree and offered credit/no-credit only.(Formerly ID-098 and DAT-098).

## ID 097L ADVANCED INTERIOR DESIGN LAB

Units: 1.00 54.0 hours lab

An open lab for the currently enrolled advanced interior design student who wishes to increase skills through the use of the interior design facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

## ID 100 CAREERS IN INTERIOR DESIGN

Units: 2.00 - CSU 36.0 hours lecture

Examines the interior design profession, industry, related occupations, and work sites. Emphasizes personal, educational, and professional qualifications required for entry into the field. May require field trips. (Formerly DAT-060).

## ID 101 INTRODUCTION TO INTERIOR DESIGN

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

A study of the principles and elements of interior design based on function and aesthetics. Creative expression and the design process will be developed through the use of presentation skills. (Formerly DAT-160).

## ID 102 APPLIED COLOR FOR DESIGNERS

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

Focuses on color concepts through two and three-dimensional design problems and theory and application of color in design and digital media. Hands-on experience with the elements of color as they change backgrounds and environments by applying pigmented and/or digital color. Concentrates on color systems and psychology, and appropriate color choices for various projects such as architecture, interior design, set decoration, advertising and marketing. Field trips may be required. (Formerly DAT-102).

## ID 103 PERSPECTIVE AND INTERIOR ILLUSTRATION

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

Introduction to basic black and white interior graphic communication techniques focusing on one and two-point perspective sketch techniques, graphic charts, material representation, plan and elevation graphics; emphasis on composition, shade, shadow, lighting, and texture. May be taken 2 times for credit.

## INTERIOR DESIGN

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### **ID 104 RAPID VISUALIZATION AND ILLUSTRATION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Recommended Preparation: ID-103*

Covers techniques for freehand drawing and illustration necessary for visual communication and presentation. Rapid sketching techniques in addition to perceptual skills and an understanding of line, tone, proportion, composition, and rendering will be included. Illustration techniques include projects in pencil, pen, shading, marker, and water color. (Formerly DAT-104, or DAT-164).

### **ID 105 INTRODUCTION TO PRODUCTION DESIGN**

Units: 3.00 - CSU 54.0 hours lecture

Examines the process of production design in TV, film and theatre. Emphasis is placed on the design process of the production designer, art director, set director, set designer, scenic designer, and prop master. Educational and professional qualifications for entry into the industry are reviewed.

### **ID 106 TRADE RESOURCES FOR TV, FILM, AND THEATRE**

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab  
An exploration of trade resources for set decorators working in TV, film, and theatre.

### **ID 108 KITCHEN DESIGN**

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab  
Analysis and application of the design process to the space planning, materials and finish choices, codes application, and selection of specialized equipment unique to the planning of kitchens. Design solutions for kitchens will be developed in the studio.

### **ID 109 BATHROOM DESIGN**

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab  
Analysis and application of the design process to the space planning, materials and finish choices, codes application, and selection of specialized equipment fixtures unique to the planning of baths. Design solutions for bathrooms will be developed in the studio.

### **ID 110 ARCHITECTURAL DRAFTING I**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Provides the student with information concerning current practices in architectural drafting and construction tech-

nology sufficient for the student to produce a set of working drawings for a small single family residence. Drafting techniques will emphasize clarity, line weight expression and accuracy (Formerly ID-163 and DRFT-163). Same as ARCHT-110.

### **ID 113 INTERIOR DESIGN MATERIALS AND SPECIFICATIONS**

Units: 4.00 - CSU 54.0 hours lecture, 54.0 hours lab  
Selection, specifications, and computations for interior design materials and textiles available for residential, commercial and institutional design. Lecture, small group research, product display, and field trips. (Formerly DAT-161).

### **ID 114 HISTORY OF ARCHITECTURE AND INTERIORS: ANCIENT WORLD TO CLASSICAL REVIVAL**

Units: 3.00 - CSU 54.0 hours lecture

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from Ancient World to Classical Revival. Emphasis is placed on style development as it relates to social, economic, and political influences. Course includes field trips. (Formerly DAT-162A).

### **ID 115 HISTORY OF ARCHITECTURE AND INTERIORS: CLASSICAL REVIVAL TO PRESENT**

Units: 3.00 - CSU 54.0 hours lecture

The historical relationship between the decorative arts, architecture and interior furnishings is covered in this overview of periods from the Classical Revival period through the present. Emphasis is placed on style development as it relates to social, economic and political influences. (Formerly DAT-162B).

### **ID 190 DESIGN II - SPACE PLANNING**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: ID-110 or ARCHT-110*

*Recommended Preparation: ARCHT-120 and ID-103*

Includes the design process, methods, and presentations of interior commercial spaces. Schematic planning, code application, and human dimensions are related to anthropometrics and proxemics and the use of space for special populations will be applied to student projects. (Formerly ID-212 and DRFT-263). Same as ARCHT-190.

**ID 207 RESIDENTIAL DESIGN**

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

*Prerequisites: ID-101 and ID-107*

Addresses programming, living space, kitchens, baths, and support spaces explored through creative expression related to theme design and lighting application. Includes critiques and design presentations.

**ID 217 ADVANCED INTERIOR DESIGN STUDIO I**

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

*Prerequisites: ID-104, 113, 114, and 207*

Problem solving is emphasized through creative design solutions for residential environments including new construction and/or remodeling for diverse clients and budgets. Field trips will be included. (Formerly DAT-266).

**ID 218 ADVANCED INTERIOR DESIGN STUDIO II**

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

*Prerequisites: ID-102, 103, 104, 113, 115, and 212*

Create a commercial interior design studio project. The design is carried from initial concepts, through programming to the finished design.

**ID 219 INTERIOR DESIGN PORTFOLIO**

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

*Recommended Preparation: ID 217 and 218*

Students learn to prepare and present a professional interior design portfolio. Emphasis is on appropriate selection of work, concept improvement and methods of presentation. (Formerly DAT-269A).

**ID 295 PROFESSIONAL PRACTICES FOR INTERIOR DESIGN**

Units: 3.00 - CSU 54.0 hours lecture

Basic principles, procedures, and office systems necessary to professionally organize and carry through a creative interior design project from the original client contract to final billing and collecting. (Formerly DAT-295).

# ITALIAN

**ITAL 098 ITALIAN LANGUAGE AND CULTURE**

Units: 0.25-3.00 54.0 hours lecture

Presents students with an opportunity for conversation and discussion relating to the Italian language and culture. Topics to be announced per semester, consult current schedule of class. Offered credit/no-credit only.

**ITAL 101 ELEMENTARY ITALIAN I**

Units: 4.00 - UC:CSU 72.0 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. Corresponds to the first two years of high school Italian. Not appropriate for native or heritage speakers.

**ITAL 150 CONVERSATIONAL ITALIAN**

Units: 3.00 - CSU 54.0 hours lecture

Essentials of Italian for conversational and practical usage. Intensive practice in the expression and comprehension of spoken Italian. May be taken 2 times for credit.

# JOURNALISM

**JOURN 100 MEDIA AND SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN JOURN 4

Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. An historical and theoretical perspective is provided to better understand the rela-

tionship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media as well as topics of current interest are also discussed. (Same as RTVF-100).

### **JOURN 105 BEGINNING NEWS WRITING**

Units: 3.00 - CSU 54.0 hours lecture CAN JOUR 2  
Teaches the basic styles of journalistic writing including news, feature, sports and column writing as well as the fundamentals of headline writing, cutline writing, and layout and design. Also includes the basics of interviewing sources, news judgment and legal and ethical aspects of the profession.

### **JOURN 115 FEATURE ARTICLE WRITING**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: JOURN-105*

Focuses on the analysis, planning, and writing of the articles for publication in the mass communications media including student newspaper, Canyon Call. Includes story types, methods and market trends in popular trade, and other types of publication. This writing course details interview techniques, research, organization, style and editing.

### **JOURN 205 ADVANCED NEWS REPORTING AND PRODUCTION**

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

*Prerequisite: JOURN-105*

Students gather and organize information, write and proofread articles for the school newspaper, Canyon Call. Legal standards for journalism are introduced.

### **JOURN 220 NEWSPAPER EDITING AND PRODUCTION**

Units: 3.00 - CSU 18.0 hours lecture, 108.0 hours lab

*Prerequisite: JOURN-205 or PHOTO-260*

Production course for the Canyon Call student newspaper. Canyon Call editorial staff assign stories and photos, copyedit, construct layout and design the school newspaper. Canyon Call staff members gather information, evaluate, write, and edit the news for production while working on a production deadline. May be taken 4 times for credit.

### **JOURN 299 DIRECTED STUDIES IN JOURNALISM**

Units: 1.00-3.00 - CSU 54.0 - 162.0 hours lab

Intended to provide journalism students with further work and experience when needed courses are not available. A study of the major aspects of newspaper editorial responsibilities. Taught in a laboratory setting and will be of particular value to campus newspaper editors.

## **LIBRARY/MEDIA TECHNOLOGY**

### **LMTECH 098 SPECIAL TOPICS IN LIBRARY/MEDIA TECHNOLOGY**

Units: 0.50 8.0 hours lecture

Provides a forum in which topics of current interest can be presented to Library/Media Technology students and library technicians working in the community. For some topics, basic computer keyboard and/or Internet usage skills are assumed. Offered credit/no-credit only.

### **LMTECH 100 INTRODUCTION TO RESEARCH**

Units: 1.00 - UC:CSU 18.0 hours lecture

Introduces students to libraries and basic research techniques with emphasis on materials and services of the College library. Students learn to use the online public catalog, periodical indexes, Library of Congress classification system, selected reference tools and the locations of special services. Also includes an introduction to research on the Internet with hands-on practice. Students also learn to write research papers in the widely-accepted MLA style. (This course is not designed for LMT majors). May be taken 2 times for credit.

### **LMTECH 101 INTRODUCTION TO LIBRARY SERVICES**

Units: 1.00 - CSU 18.0 hours lecture

Surveys the history, mission, and organization of libraries and information centers. Emphasis on community analysis of library clientele, diversity of information formats, and current issues and trends. Provides beginning library/media technology students with an introduction and overview and identifies job opportunities in the field.



**LMTECH 102 REFERENCE SKILLS AND SERVICES**

Units: 1.00 - CSU 18.0 hours lecture

Enables the student to use a library and its resources effectively. Covers the use of online/Web library catalogs, print periodical indexes, online periodical databases, major print reference resources, Internet resources, and the evaluation of print and electronic information sources. Discusses basic research methodology, search strategies, and standard bibliographic format.

**LMTECH 103 LIBRARY CIRCULATION SYSTEMS**

Units: 1.00 - CSU 18.0 hours lecture

Surveys types of circulation and patron registration systems, loan policies, and circulation procedures for print and audiovisual materials. Covers statistics, inventory and shelving operations, interlibrary loan services, theft detection systems, and bibliographic checking through OCLC, and Melvyl databases.

**LMTECH 104 CATALOGING AND TECHNICAL SERVICES**

Units: 3.00 - CSU 54.0 hours lecture

Introduces basic tenets of descriptive and subject cataloging, Library of Congress and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of materials in MARC format, using cataloging tools in both online and print. Discusses minimal-level and full-level cataloging, and vendor-supplied catalog records. Surveys and evaluates selected online/Web catalogs. Discusses various aspects of technical service operations in the context of overall library services.

**LMTECH 106 LIBRARY COLLECTIONS: PRINT**

Units: 1.00 - CSU 18.0 hours lecture

Provides an overview of book, government document, periodical, pamphlet, microform collections, and print resources available in electronic format. Introduces the skills necessary to select, order, organize and maintain these library materials.

**LMTECH 109 LIBRARY AUDIOVISUAL RESOURCES**

Units: 2.00 - CSU 36.0 hours lecture

Survey's non-print resources and equipment in libraries and media centers. Covers the selection, organization, use and preservation of non-print resources and the operation and maintenance of equipment, including VCR's, DVD players, computers, projection equipment, and peripherals. (Formerly LMTECH-107 and LMTECH-108).

**LMTECH 110 LIBRARY/MEDIA CENTER INTERNSHIP**

Units: 2.00 - CSU 8.0 hours lecture, 81.0 hours lab

*Prerequisite: Completion of at least (3) library/ media technology units with a minimum grade of C or better. Enrollment in library/media technology courses within the past five years.*

Provides structured on-the-job experience in one or more libraries.

**LMTECH 112 SCHOOL LIBRARY/MEDIA CENTER SERVICES**

Units: 1.00 - CSU 18.0 hours lecture

Survey of library/media services for elementary, junior and senior high schools. Topics include public relations, promotional programming, storytelling, book talks, student behavior, appropriate use of technology, and collection development.

**LMTECH 114 LIBRARY SUPERVISORY SKILLS**

Units: 1.00 - CSU 18.0 hours lecture

Introduces supervisory skills within the context of a library/media center department or branch. How to train, motivate, counsel and evaluate employees; time management, delegation of work, preparation of memos, and statistical reports will be covered. Discussion of stress factors, problem patrons, and disaster preparedness.

**LMTECH 115 INTERNET IN LIBRARIES**

Units: 1.00 - CSU 18.0 hours lecture

Introduces the Internet, its use in libraries, and the role of libraries in the digital age. Topics include using the Internet as a research tool, evaluating and selecting

appropriate electronic resources for the library's virtual collection. Students will learn how to: use a Web browser, use a variety of search tools, and assess the value of different free and proprietary databases on the World Wide Web. Additional topics will include managing public access, filtering and privacy.

## **MANUFACTURING TECHNOLOGY**

### **MFGT 010 PRECISION ASSEMBLY**

Units: 13.00 214.0 hours lab, 36.0 hours lecture  
Trains individuals with the necessary skills for precision assembly. Topics covered include: shop mathematics, measurement tools, MSDS sheets, management principles, microscopy, micro-soldering, basic chemistry, clean room gowning procedures, effective communication skills, and problem-solving techniques. Individuals who complete this course will be prepared for entry-level technician positions within the electronics and biomedical device industry. Units do not apply to the associate degree and offered credit/no-credit only.

### **MFGT 021 CNC SETUP AND OPERATIONS**

Units: 2.00 24.0 hours lecture, 36.0 hours lab  
Provides skills to prepare students for entry level positions as CNC operators. Includes basic interpretation of work orders, set up, operations, tool offsets and compensation, and CNC mill lathe practice. Units do not apply to the associate degree and offered credit/no-credit only.

### **MFGT 030 FACILITIES MAINTENANCE**

Units: 9.00 200.0 hours lab, 100.0 hours lecture  
Provides necessary skills for facilities maintenance. Topics covered include: industrial safety, building code and blueprint reading, electricity and electronics, motors, soldering, brazing, welding, hydraulics and pneumatics, HVAC, computer basics, and communication and career transition skills. Individuals who complete this course will be prepared for entry-level facilities maintenance posi-

tions within a host of local industries. Units do not apply to the associate degree and offered credit/no-credit only.

### **MFGT 060 INTRODUCTION TO RAPID PROTOTYPING**

Units: 3.00 36.0 hours lecture, 54.0 hours lab  
Introduces emerging technologies of Rapid Prototyping (RP) including: prototype fundamentals, terminology, main categories and RP machine technology types, advantages vs. disadvantages of varied RP technologies, materials and finishing for RP model making. The course features applied laboratory activities in RP model making and post-production finishing on several different 'state-of-the-art' rapid prototyping machines.

### **MFGT 093 INTRODUCTION TO ROBOTICS**

Units: 3.00 36.0 hours lecture, 54.0 hours lab  
As a first course in robotics, emphasis is placed on building a basic Robot, understanding basic robotic computer programming, and integrating switches, sensors, actuators, servo motors, programmable logic controllers to form a working robotic unit. Includes wiring, soldering putting together electronic components and reading digital volt-ohm meters.

### **MFGT 094L OPEN MANUFACTURING LAB**

Units: 1.00 54.0 hours lab  
Open lab for the currently enrolled manufacturing student who wishes to increase skills through the use of the manufacturing equipment within the lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### **MFGT 095 COMPUTER-AIDED DESIGN WITH UNIGRAPHICS**

Units: 3.00 36.0 hours lecture, 54.0 hours lab  
*Recommended Preparation: MFGT 121, 131or 141.*  
The basics of Unigraphics design capabilities including file management, layer management, solid modeling, 3D modeling, sketching, curve creation, part families, editing assemblies, and drafting.

**MFGT 096 COMPUTER-AIDED MANUFACTURING WITH UNIGRAPHICS**

Units: 3.00 36.0 hours lecture, 54.0 hours lab

*Recommended Preparation:* MFGT-121, 131 or 141.

The basics of Unigraphics manufacturing capabilities including tools and libraries, machine control operations, tool paths and post processing, and milling as well as lathe operations.

**MFGT 097 ADVANCED CNC MACHINING - FIVE-AXIS PRACTICUM**

Units: 2.00 18.0 hours lecture, 54.0 hours lab

*Prerequisite:* MFGT-121

*Recommended Preparation:* MFGT 131 and 141

Teaches students to utilize CAD/CAM computer software to develop design and machine a part using fourth and fifth-axis machining capabilities. Students work in teams and utilize team communication and problem-solving skills to complete projects.

**MFGT 098 SPECIAL TOPICS IN MANUFACTURING**

Units: 0.50-5.00 9.0 - 90.0 hours lecture, 27.0 – 270.0 hours lab

Provides instruction to experienced CAD/CAM users to upgrade skills in the latest software versions. Major topics may include 2D projection, 3D solid modeling and surface modeling. Topics are announced each term. Consult current class schedule.

**MFGT 100 MEASUREMENTS AND COMPUTATIONS**

Units: 3.00 - CSU 54.0 hours lecture

This occupational application of measurements and computations is used by manufacturing technology students. The topics include: fractions, decimals, percents, ratio, proportions, English and Metric measuring systems, applied algebra, plane geometry and practical trigonometry as it pertains to a machine shop. Emphasis will be on the use of a scientific calculator when applicable. Applications such as current measuring tools (micrometer, caliper, and protractor), geometric constructions, blue print reading, computer numerical control, and the binary numeration system may be included.

**MFGT 101 MATERIALS AND PROCESSES IN MANUFACTURING**

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

A survey of methods to process various raw materials into finished products. Materials include metals, plastics, ceramics, and composites. Processes include machining, casting, forming, joining and nontraditional methods. Emphasis is placed on the relationship between materials and processes and the manufacture of finished products. Each student receives a hands-on introduction to machining operations and manual high-speed machine tools, capabilities and use of metrology equipment, and shop safety. Laboratory production processes include grinding, milling, drilling, turning, deburring, and use of a variety of layout and metrology equipment.

**MFGT 102 ENGINEERING DRAWING INTERPRETATION**

Units: 3.00 - CSU 54.0 hours lecture

Covers basic engineering drawings widely used in contemporary manufacturing industries. Both the visualization and interpretation facets of reading are given extensive coverage including geometric dimensioning and tolerancing. Exposure to analysis of common drawing types, views, lines, dimensions, tolerances, call-outs, notes, symbology, and revision procedures are included.

**MFGT 103 INTRODUCTION TO AUTOMATED MANUFACTURING**

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

As a first course in manufacturing automation, emphasis is placed on the building blocks of automation, application of robotics and various types of automated manufacturing systems. Students gain experience and understanding of the basic components of automated manufacturing systems including sensors, switches, actuators, drive systems, vision systems, robots, and programmable logic controllers. Application of such systems in industry is also explored.

**MFGT 111 MACHINE TECHNOLOGY**

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

Provides students with the introductory knowledge to understand and operate conventional machine tools. Course format includes discussion, demonstrations, hands-on practice, and manufacturing plant visitations.

### **MFGT 121 CNC 1: OPERATION AND MANUAL PROGRAMMING**

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

Students learn the necessary skills to set up, operate, and produce mill and lathe parts on computer numerical control machine tools (3-axis). This course explores the history of NC/CNC, elementary CNC programming conventions, cutting tool types, automatic tool changing, tool offsets and compensation, CNC set up procedures, and CNC mill and lathe practice.

### **MFGT 122 CNC 2: CONCEPTS AND PROGRAMMING**

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

*Prerequisite: MFGT-121*

An advanced computer numerical control course to cover the study of CNC programming, industrial machine controllers, and CNC production applications. Students learn the necessary skills to program and set up for mill and lathe parts on computer numerical control machine tools (3-axis). Course content includes programming standards and format, feedback interface, cutting tool selection and sequencing, automatic tool changing, tool offsets and cutter compensation, and CNC mill and lathe practice.

### **MFGT 131 CAD/CAM I**

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

An introduction to computer-aided design and manufacturing using MASTERCAM as a CAD/CAM environment. Intended for manufacturing technology students and industrial practitioners who are new to MASTERCAM. Includes a review of machining and CNC programming fundamentals, the MASTERCAM environment and process overview, basic 2D geometry construction and modification, process and tool path planning, 2-axis tool path generation and editing.

### **MFGT 132 CAD/CAM II**

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

*Prerequisite: MFGT-131*

Provides intermediate level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have some experience with MASTERCAM. includes construction of 3D wire frame models, surface modeling

fundamentals and creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis programming.

### **MFGT 133 CAD/CAM III**

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

*Prerequisite: MFGT-132.*

Provides advanced level CAD/CAM training using MASTERCAM. Intended primarily for manufacturing technology students and industrial practitioners who have intermediate experience with MASTERCAM. Course content includes construction of 3D wire frame models, complex surface modeling creation, derived and composite surfaces, 3-axis surface modeling, and 4-axis and 5-axis simultaneous programming.

### **MFGT 141 CATIA I**

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

Emphasis on 2D projection from a 3D solid model on a Dessault system computer-aided three-dimensional interactive application CATIA software.

### **MFGT 142 CATIA II**

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

*Prerequisite: MFGT-141*

Students learn to utilize CATIA solid and surface modeling in advanced 3-dimensional design.

### **MFGT 143 CATIA III**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: MFGT-142*

Students learn to utilize CATIA basic manufacturing Fixed and Multi-axis CNC milling for various manufacturing environments.

# MATHEMATICS

## MATH 010 MATH LAB FOR MEDIATED LEARNING

Units: 1.00

*Co-requisite: MATH-026 or MATH-059.*

A laboratory where students work on materials that accompany the mediated math course in which they are enrolled. Computers and assistance will be available. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

## MATH 025 ARITHMETIC - LECTURE

Units: 5.00 90.0 hours lecture

Reviews fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, and techniques in solving word problems. Includes an introduction to algebra. Units do not apply to the associate degree.

## MATH 026 ARITHMETIC - COMPUTER ASSISTED

Units: 4.00 72.0 hours lecture

*Co-Requisite: MATH-010*

A computer-assisted alternative to MATH 025. Reviews fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percentages, area, volume, perimeter, metric system, graphs, and techniques in solving word problems. Includes an introduction to algebra. Units do not apply to the associate degree.

## MATH 058 ALGEBRA PREPARATION - LECTURE

Units: 5.00 90.0 hours lecture

*Prerequisite: MATH-025 or MATH-026 or appropriate placement as determined by the COC assessment process.*

A lecture-based introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. Units do not apply to the associate degree. An alternative to the MATH-059 computer-assisted course.

## MATH 059 ALGEBRA PREPARATION - COMPUTER-ASSISTED

Units: 4.00 72.0 hours lecture

*Prerequisite: MATH-025 or MATH-026*

*Co-requisite: MATH-010*

A computer-assisted introduction to the basic elements of algebra for those who need a preparatory course before enrolling in elementary algebra. Units do not apply to the associate degree. An alternative to the MATH-058 lecture course.

## MATH 060 ELEMENTARY ALGEBRA

Units: 5.00 90.0 hours lecture

*Prerequisite: Satisfactory completion of MATH-058 or MATH-059, or appropriate math placement as determined by the COC assessment process.*

A beginning course in elementary algebra, designed to develop the manipulative skills of algebra. An intro to the fundamental concepts of operating within the real number system, to working with first degree equations in one unknown, to factoring of and multiplication of polynomials and dealing with algebraic fractions. Linear functions and graphs, systems of linear equalities, exponents and radicals, quadratic equations, and applications are studied. Units do not apply to the associate degree.

## MATH 063 GEOMETRY

Units: 5.00 90.0 hours lecture

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Geometric theory and concepts, and their application to the solutions of practical geometric problems.

## MATH 070 INTERMEDIATE ALGEBRA

Units: 5.00 90.0 hours lecture

*Prerequisite: MATH-060 or appropriate math placement as determined by the COC assessment process.*

Review of properties of real numbers, operations, linear equations and inequalities. Higher degree and rational equations and inequalities, functions and graphs, systems of equations, exponential and logarithmic functions, binomial theorem, introduction to sequences and series, and applications. Designed to prepare the student for college-level mathematics and professional courses.

# MATHEMATICS

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## MATH 102 TRIGONOMETRY

Units: 3.00 - CSU 72.0 hours lecture CAN MATH 8

*Prerequisite: MATH-063 and MATH-070 or appropriate math placement as determined by the COC assessment process.*

Circular and trigonometric functions, inverse trigonometric functions, identities, trigonometric equations, solutions of triangles, complex numbers, vectors, and applications.

## MATH 103 COLLEGE ALGEBRA

Units: 4.00 - UC:CSU 90.0 hours lecture CAN MATH 10

*Prerequisite: MATH-070*

Linear and non-linear algebraic relations and functions, conic sections, exponential and logarithmic functions, matrices and determinants, complex numbers and selected topics from theory of equations, sequences and series.

## MATH 104 PRECALCULUS

Units: 5.00 - CSU 90.0 hours lecture

*Prerequisite: MATH-102*

Topics include but are not limited to: equations, inequalities, functions, systems of equations, conic sections, roots of polynomial equations and an introduction to limits.

## MATH 111 FINITE MATH

Units: 4.00 - UC:CSU 90.0 hours lecture

*Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process.*

Applications of mathematics for students majoring in business, social sciences or behavioral sciences including systems of linear equations, matrices, linear programming, logic, sets, combinatorics, the mathematics of finance and an introduction to probability and statistics.

## MATH 120 MATH FOR LIBERAL ARTS STUDENTS

Units: 4.00 - UC:CSU 90.0 hours lecture

*Prerequisite: MATH-070 or appropriate placement as determined by the COC assessment process*

Examines the nature of mathematics and its role in society, stressing the history of mathematical ideas and methods and the use of mathematics in problem solving and communication. Major categories of mathematics are studied including inductive and deductive rea-

soning, set theory, sequences and series, geometry, probability theory and statistics. Emphasis on the application of mathematics to various disciplines in the liberal arts.

## MATH 130 MATH FOR ELEMENTARY SCHOOL TEACHERS

Units: 3.00 - UC:CSU 54.0 hours lecture CAN MATH 4

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.*

Language of sets, systems of numeration, nature of numbers and fundamentals of operations, domain of integers, fields of rational, real, and complex numbers.

## MATH 140 INTRODUCTORY STATISTICS

Units: 4.00 - UC:CSU 90.0 hours lecture CAN STAT 2

*Prerequisite: MATH-070 or appropriate math placement as determined by the COC assessment process.*

Includes a study of probability and counting techniques. Emphasis is placed on the understanding of statistical methods. Topics include empirical and theoretical frequency distributions, sampling, estimation, hypothesis testing, correlation, and regression. UC credit limitation: MATH-140, BUS-291 and ECON-291 combined, maximum credit one course.

## MATH 211 CALCULUS I

Units: 5.00 - UC:CSU 90.0 hours lecture CAN MATH 18

*Prerequisite: MATH-102 and 103 or appropriate math placement as determined by the COC assessment process.*

Introduction to limits, derivatives and integrals. Applications including rate of change, maxima-minima, curve sketching, and area problems.

## MATH 212 CALCULUS II

Units: 5.00 - UC:CSU 90.0 hours lecture CAN MATH 20

*Prerequisite: MATH-211*

Covers differentiation and integration of transcendental functions, techniques of integration, improper integrals, infinite series, and applications.

## MATH 213 CALCULUS III

Units: 5.00 - UC:CSU 90.0 hours lecture CAN MATH 22

*Prerequisite: MATH-212*

Vectors and vector calculus, functions of several vari-

ables, partial derivatives, multiple integrals, line and surface integrals, Green's Theorem, the Divergence Theorem, Stoke's Theorem.

### **MATH 214 LINEAR ALGEBRA**

Units: 3.00 - UC:CSU 72.0 hours lecture CAN MATH 26

*Prerequisite: MATH-211*

Linear algebra including real vector spaces, inner product spaces, linear transformations, matrices, determinants and eigenvalues.

### **MATH 215 DIFFERENTIAL EQUATIONS**

Units: 3.00 - UC:CSU 72.0 hours lecture CAN MATH 24

*Prerequisite: MATH-213*

A course in ordinary differential equations, systems of linear differential equations, the Laplace transforms, numerical methods, series solutions and applications.

### **MATH 240 MATH ANALYSIS FOR BUSINESS AND SOCIAL SCIENCE**

Units: 5.00 - UC:CSU 90.0 hours lecture CAN MATH 34

*Prerequisite: MATH-103*

Covers main topics of calculus as applied to business and social science. Topics include limits of functions, derivatives of functions, and integrals of functions.

## **MUSIC**

### **MUSIC 080 PRELUDE STRINGS ENSEMBLE**

Units: 0.50 9.0 hours lecture, 9.0 hours lab

Beginning class and introduction to orchestral performance for string players. Intended for both Suzuki and traditional students with no previous orchestral experience. Emphasis is placed on note reading and ensemble skills. Repertoire consists of short pieces of easy to moderate difficulty. Offered on a credit/no credit basis. Units do not apply to the associate degree. May be taken 4 times for credit.

### **MUSIC 081 SANTA CLARITA VALLEY YOUTH ORCHESTRA**

Units: 1.00 18.0 hours lecture, 36.0 hours lab

A performing experience in instrumental ensembles, it aims to survey the evolution of orchestral forms from the baroque to the 20th Century. Emphasis on the theory and practice of music. Offered on a Credit/No Credit basis. Units do not apply to the associate degree. May be taken 4 times for credit.

### **MUSIC 082 SANTA CLARITA VALLEY YOUTH PHILHARMONIC**

Units: 1.50 18.0 hours lecture, 36.0 hours lab

Offered to students able to demonstrate more advanced musical skills performing on any orchestral instrument as a progressive step above the level of proficiency required by those playing in the Santa Clarita Valley Youth Orchestra. As a prerequisite, students are expected to present an audition to showcase their sight-reading abilities, technical expertise on the instrument of choice, and musical sensibility. Offered on a credit/no credit basis. Units do not apply to the associate degree. May be taken 4 times for credit.

## MUSIC

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### **MUSIC 090L OPEN ELECTRONIC MUSIC LAB**

Units: 1.00 54.0 hours lab

An open lab for the music student who wishes to increase skills through the use of the Electronic Music Lab and the Media Library. Students must complete 48 hours per semester to earn one unit of credit. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### **MUSIC 100 FUNDAMENTALS OF MUSIC**

Units: 3.00 - UC:CSU 54.0 hours lecture

Introduces the elements of music and musical notation; music reading and sight-singing; scales and intervals.

### **MUSIC 101 MUSICIANSHIP SKILLS I**

Units: 1.00 - UC:CSU 54.0 hours lab

First level in a series of four comprehensive training workshops for musicians. Includes intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

### **MUSIC 102 MUSICIANSHIP SKILLS II**

Units: 1.00 - UC:CSU 54.0 hours lab

*Prerequisite: MUSIC-101*

Second in a series of four comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chords, recognition as well as applied music theory exercises.

### **MUSIC 103 MUSICIANSHIP SKILLS III**

Units: 1.00 - UC:CSU 54.0 hours lab

*Prerequisite: MUSIC-102*

Third level in a series of four comprehensive training workshops that provide musicians with intensive practice in sight-singing, melodic and rhythmic dictations, chords recognition and applied music theory exercises.

### **MUSIC 104 MUSICIANSHIP SKILLS IV**

Units: 1.00 - UC:CSU 54.0 hours lab

*Prerequisite: MUSIC-103*

Fourth in a series of four comprehensive training workshops for musicians through the intensive practice of sight-singing, melodic and rhythmic dictations, chord recognition as well as applied music theory exercises.

### **MUSIC 105 MUSIC APPRECIATION**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys musical masterpieces through all eras of musical evolution. Development of the appreciation and understanding of music in relation to culture and other art forms through listening experiences, lecture, and discussion.

### **MUSIC 106 DEVELOPMENT OF JAZZ**

Units: 3.00 - UC:CSU 54.0 hours lecture

The study of jazz as a cultural medium, its historical background, and its development in the United States.

### **MUSIC 107 SOCIETY AND ROCK AND ROLL**

Units: 3.00 - UC:CSU 54.0 hours lecture

Explores the rise of rock and roll as a modern musical genre and examines its influence on modern society.

### **MUSIC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

Units: 3.00 - CSU 54.0 hours lecture

An introduction to the production of electronic music. Topics covered include operating systems and system software; data structures for computer information; the hardware mechanics of a computer; instructional software for musicians; acoustics; data structures for sampling and MIDI; data structures for laser audio and video; hardware devices for music publishing; music notation software; software for music sequencing; MIDI hardware; software for creating, organizing, and editing sound; hardware for digital sampling and recording; software for communication; networking hardware; and multimedia hardware. May be taken 4 times for credit.

### **MUSIC 112 MUSIC HISTORY**

Units: 3.00 - UC:CSU 54.0 hours lecture

An in-depth study of the main periods and styles of western music, from the Middle Ages to the present. Includes the most important composers as well as the cultural context in which their music was created.

### **MUSIC 113 OPERA APPRECIATION**

Units: 3.00 - CSU 54.0 hours lecture

Analysis of representative operas by the major composers of each period from the seventeenth through twentieth centuries in Europe and the United States.



Origin and development of related musical genres, forms, and styles. Emphasis on critical listening skills.

### **MUSIC 114 LATIN PERCUSSION TECHNIQUES**

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab  
Introduces the theory and technique of performing Latin percussion. Including Afro-Cuban and Brazilian rhythms, Latin, Latin-jazz, Latin-rock, and Latin-soul styles. Presents technique and rhythm patterns on Latin percussion instruments including congas, bongos, timbales, claves, cowbell, guiro, and shekere. May be taken 4 times for credit.

### **MUSIC 116 PERFORMANCE ENSEMBLES FOR MUSIC THEATER**

Units: 1.00-4.00 - UC:CSU 54.0 – 216.0 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 credit/no-credit only. May be taken 4 times for credit.

### **MUSIC 117 LATIN JAZZ ENSEMBLE**

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab  
Introduces the theory, history, rehearsal, and performance of music in the Latin-Jazz idiom. Playing in a conjunto (small band) typically consisting of 3-4 horns, rhythm section, timbales, congas, bongos, hand percussionists, and optional vocalist. May be taken 4 times for credit.

### **MUSIC 118 POPULAR SONGWRITING**

Units: 3.00 - CSU 54.0 hours lecture  
*Recommended Co-Requisite: MUSIC-090L*

Introduces the theory and practice of popular songwriting. Music fundamentals and lyric construction for the commercial music industry.

### **MUSIC 120 TONAL HARMONY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A comprehensive study of the theory and practice of western harmony from the 17th century to the beginning of the 20th century. Major topics include diatonic triads, seventh chords, principles of voice leading, non-chordal tones and harmonic analysis of music from the classical period.

### **MUSIC 121 CHROMATIC HARMONY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Emphasis on modulatory techniques, altered chords, formal analysis of romantic, impressionist and modern music literature. Introduction to late 20th century compositional techniques.

### **MUSIC 122 TONAL COUNTERPOINT**

Units: 3.00 - UC:CSU 54.0 hours lecture  
A study of the forms of counterpoint with emphasis placed on the tonal concept. Composition and analysis of contrapuntal forms in the 18th century style of J.S. Bach, including imitative forms, canon, invention, and fugue.

### **MUSIC 123 MODAL COUNTERPOINT**

Units: 3.00 - UC:CSU 54.0 hours lecture  
The study of composition practices of the 16th century with emphasis on species counterpoint. Analysis and emulation of motet and mass, fugue, and other musical forms using imitative techniques.

### **MUSIC 125 STUDIES IN MUSIC COMPOSITION**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
Technical and historical analysis of works in various music languages. Students will compose individual pieces to be performed by college-based music ensembles. May be taken 2 times for credit.

### **MUSIC 126 POP AND JAZZ THEORY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Directed towards the contemporary music student interested in contemporary popular music, this course focuses on the theoretical principles found within the styles of jazz and pop. Students will be encouraged to compose original music utilizing techniques taught in class.

### **MUSIC 127 ORCHESTRATION I**

Units: 3.00 - UC:CSU 54.0 hours lecture  
*Prerequisite: Ability to read music.*  
A study of orchestration as it applies to the instruments of the standard symphonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from

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non-European traditions. Music 127 and 128 do not need to be taken in sequence.

### MUSIC 128 ORCHESTRATION II

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: Ability to read music.*

One of two courses devoted to the study of orchestration as it applies to the instruments of the standard symphonic ensemble. Course will also deal with the use of computers, samplers and synthesizers as tools for the contemporary composer and arranger as well as with the use of instruments from non-European traditions. Music 127 and 128 do not need to be taken in sequence.

### MUSIC 129 MUSIC PRODUCTION FOR FILM AND TELEVISION

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

Designed to provide the technical and aesthetic tools needed for the production of music for motion pictures and video. Focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart. (Same as RTVF-129). May be taken 2 times for credit.

### MUSIC 131 KEYBOARD INSTRUCTION I

Units: 2.00 - UC:CSU 18.0 hours lab, 54.0 hours lab

Fundamentals of piano playing; includes scales, chords, sight reading, technical exercises, transposition, improvisation, keyboard theory and beginning piano literature.

### MUSIC 132 KEYBOARD INSTRUCTION II

Units: 2.00 - UC:CSU 18.0 hours lab, 54.0 hours lab

Level two piano playing, music reading, technique, scales, transposition, keyboard harmonization and simple to intermediate piano literature. May be taken 4 times for credit.

### MUSIC 140 STUDIO SINGING

Units: 1.00 - CSU 54.0 hours lab

An intensive study of all music-reading and vocal skills required of professional studio singers. Many styles of commercial music will be explored and public performances will be scheduled. This course is intended for the serious professionally-oriented student who is willing to devote time and energy to developing talent. A demo tape will be produced. May be taken 4 times for credit.

### MUSIC 141 VOICE DEVELOPMENT

Units: 1.00 - UC:CSU 54.0 hours lab

Techniques and concepts for mastering the art of singing. Emphasis on posture, breathing, tone production, musicianship and interpretation. May be taken 4 times for credit.

### MUSIC 142 ELECTRONIC MUSIC COMPOSITION

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

Composition and production of in-studio music in a variety of contemporary idioms utilizing digital technology. May be taken 2 times for credit.

### MUSIC 146 ELECTRONIC MUSIC FOR THE STAGE

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

The techniques and aesthetics of music created with the computer as a tool for on-stage applications such as theatre, and dance, in conjunction with traditional musicians, as well as a self-contained art form. Course will emphasize the techniques of live-electronic manipulation of audio and synthetic sounds. May be taken 2 times for credit.

### MUSIC 151 JAZZ IMPROVISATION

Units: 1.00 - UC:CSU 54.0 hours lab

Designed to assist the jazz-oriented musician in improving ability to improvise. Other emphasis on organization of and participation in small combo groups. May be taken 4 times for credit.

### MUSIC 153 STUDIO JAZZ ENSEMBLE

Units: 1.00 - UC:CSU 54.0 hours lab

Development of performance standards in Big Band jazz. Investigation of new concepts in the field of jazz music. Workshop experience for composers and arrangers. May be taken 4 times for credit.

### MUSIC 160 GUITAR STUDIES I

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab

The study and application of basic skills on the guitar. Course focuses on the introduction of chord structures, sight reading (open strings and first position), as well as rhythm techniques.

**MUSIC 161 GUITAR STUDIES II**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
A continuation course concentrating on the study and application of basic skills on the guitar. Emphasis on chord structures, sight reading (open strings through 5th position), as well as rhythm techniques. May be taken 4 times for credit.

**MUSIC 165 SYMPHONY OF THE CANYONS**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
The study of musical styles and rehearsal techniques as they relate to performance of symphonic literature, as well as orchestra accompaniment of operatic and major choral works. May be taken 4 times for credit.

**MUSIC 167 JAZZ GUITAR STUDIES I**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
A study of position-playing for jazz guitar. Topics include: jazz chordal structures; rhythm comping and structural analysis of jazz forms. May be taken 4 times for credit.

**MUSIC 168 JAZZ GUITAR STUDIES II**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
An intermediate level study of position-playing for jazz guitar. Topics include jazz chordal structures, rhythm comping and structural analysis of jazz forms. May be taken 4 times for credit

**MUSIC 169 IMPROVISATION FOR GUITARISTS**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
Primarily designed for guitarists (other instrumentalists are welcomed), this course focuses on the many facets of improvising including usage of pentatonic, major, minor, and harmonic minor scales along with relative harmonic chord progressions. Performances by soloists from different eras in various styles ranging from the 20's through the 90's in jazz, rock, fusion, country, and Latin will be analyzed. Students will develop techniques to enhance natural abilities of playing by ear by utilizing scales and positions on the instrument. May be taken 4 times for credit.

**MUSIC 170 BASS GUITAR STUDIES I**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
The study and application of basic skills on the electric bass guitar. Course focuses on the construction and performance of bass lines through chord changes in standard popular and jazz repertoire. Students will learn note-reading skills on the instrument.

**MUSIC 171 BASS GUITAR STUDIES II**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab  
Second in the series on the application of skills on the electric bass guitar, this course focuses on the construction of complex bass lines through chord changes in standard popular and jazz repertoire. Students will learn advanced note-reading skills on the instrument. May be taken 4 times for credit.

**MUSIC 173 JAZZ VOCAL ENSEMBLE**

Units: 1.00 - UC:CSU 54.0 hours lab

*Prerequisite: Audition*

Provides the advanced singer an opportunity to learn and develop jazz vocal technique. The repertoire consists of vocal arrangements from standard and progressive jazz schools. This group refines individual selections to high performance standards and represents the college at intercollegiate festivals, on-campus performances, and in the community. Appropriate sight-singing proficiency and ability to follow a conductor are assumed. Audition through the Department of Music; contact for time, date and other details. May be taken 4 times for credit.

**MUSIC 174 COLLEGE CHORUS**

Units: 1.00 - CSU 54.0 hours lab

Study and interpretation of music for the vocal chamber group from all eras in music history. May be taken 4 times for credit.

**MUSIC 175 FESTIVAL CHOIR: VOICES OF THE CANYONS**

Units: 1.00 - UC:CSU 54.0 hours lab

A study of musical styles, performance practices and rehearsal techniques through rehearsal and performance of selected choral literature suitable to festival participation. This choral group refines individual selections to high performance standards and represents the

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College at intercollegiate festivals, on-campus performances, and in the community. May be taken 4 times for credit.

### **MUSIC 176 CHAMBER SINGERS**

Units: 1.00 - UC:CSU 54.0 hours lab

Study and performance of sacred and secular chamber choral repertoire from the 15th to the 20th centuries.

Emphasis on the cultivation of skills needed to sing from a variety of choral styles and historical periods.

Attendance at all scheduled performances is required.

May be taken 4 times for credit.

### **MUSIC 177 LES CHANTEUSES: WOMEN'S CHOIR**

Units: 1.00 - UC:CSU 54.0 hours lab

A study of musical styles, performance practices and rehearsal techniques through the learning of selected choral literature written specifically for the female voice.

This choral group refines individual selections to high performance standards and represents the college at intercollegiate festivals, on-campus events, and within the community. May be taken 4 times for credit.

### **MUSIC 180 MUSIC BUSINESS**

Units: 3.00 - CSU 54.0 hours lecture

A study of the music industry as it relates to production, recording, manufacturing, publishing and copyrights, performing rights and marketing.

### **MUSIC 181 APPLIED MUSIC STUDIES I**

Units: 2.50 - UC:CSU 18.0 hours lecture, 90.0 hours lab

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

First in a series of four applied music workshops on a specific instrument, voice, or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week on-campus in a practice room. Emphasis on technical development and the learning of musical repertoire and the development of concert presentation skills.

### **MUSIC 182 APPLIED MUSIC STUDIES II**

Units: 2.50 - UC:CSU 18.0 hours lecture, 81.0 hours lab

*Prerequisite: MUSIC-181 Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185.*

Second in a series of four applied music workshops. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week on-campus in a practice room. Provides studio lessons on a specific instrument, voice, or conducting with an emphasis on technical development and the learning of musical repertoire.

### **MUSIC 183 APPLIED MUSIC STUDIES III**

Units: 2.50 - UC:CSU 18.0 hours lecture, 81.0 hours lab

*Prerequisite: MUSIC-182*

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177, or 185*

Third in a series of four applied music workshops on a specific instrument, voice, or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week in an on-campus practice room. Emphasis is on the learning of musical repertoire and the development of concert presentation skills.

### **MUSIC 184 APPLIED MUSIC STUDIES IV**

Units: 2.50 - UC:CSU 18.0 hours lecture, 81.0 hours lab

*Prerequisite: MUSIC-183*

*Co-requisites: MUSIC-190 and one of the following ensemble courses: MUSIC-116, 153, 165, 173, 175, 176, 177 or 185.*

Fourth in a series of applied music workshops on a specific instrument, voice or conducting. Class meets one hour a week as arranged with the instructor and students practice a minimum of five hours a week in an on-campus practice room. Emphasis on the learning of musical repertoire and the development of concert presentation skills. Students must concurrently enroll in a COC major performing ensemble and MUSIC-190. May be taken 4 times for credit.

### **MUSIC 185 SYMPHONIC BAND**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab

*Prerequisite: Audition*

*Recommended Preparation: Ability to play a wind, percussion, or brass instrument is assumed.*

Emphasizes the performance of college level wind and percussion standards literature including proper playing and performance technique. Extensive warm-up skills

will be developed, along with scale studies and rhythmic refinement exercises. Public performances with the symphonic band are required. Audition through the Music Department; contact for time, date and other details. May be taken 4 times for credit.

### **MUSIC 186 MUSIC ENSEMBLE**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab

*Co-requisite: MUSIC-185*

Explores chamber music literature and practices. Specific technical skills will be addressed including breathing, phrasing, tonguing, bow technique, embouchure development and rehearsal standards. Public performance required. May be taken 4 times for credit.

### **MUSIC 190 APPLIED PERFORMANCE**

Units: 0.50-1.00 - UC:CSU 27.0 – 54.0 hours lab

*Co-Requisite: Requires concurrent enrollment with one of the Applied Music courses (MUSIC-181 through 184).*

Preparation and presentation of music literature to be performed before the class with a subsequent critique by the other students and instructor. Offered credit/no-credit only. May be taken 4 times for credit.

## **NURSING**

### **NURSN 045 BASIC EKG INTERPRETATION**

Units: 1.50 27.0 hours lecture

Provides basic EKG interpretation including basic principles, normal sinus rhythm, dysrhythmias of focal origin and rhythm blocks. Designed for practicing nurses, student nurses, and those seeking to become a monitor technician. Offered credit/no-credit only.

### **NURSN 050 NURSE ASSISTANT TRAINING**

Units: 5.00 54.0 hours lecture, 108.0 hours lab

*Prerequisite: TB test and physical exam within the last six months. College placement at English 090 level recommended. Proof of vaccination for Hepatitis B (or signed waiver), rubeola, rubella, mumps, polio, diphtheria,*

*and tetanus required. In order to register, a packet must be picked up in the Nursing Office. Forms must be completed and submitted prior to the first class.*

Selected fundamental nursing skills needed to care for the hospitalized patient. Includes clinical practice in a skilled nursing facility with emphasis on the role and responsibilities of the nurse assistant, safety principles and infection control, basic patient care skills, and emotional, social, and spiritual needs of the patient. This is the first level of the nursing career ladder. Upon completion, the student will be eligible to take the California test for certification. May be repeated if used for legally mandated training.

### **NURSN 051 HOME HEALTH AIDE**

Units: 1.50 18.0 hours lecture, 27.0 hours lab

*Prerequisite: CNA or Nurse Aide Training course, required immunizations and titres, and a CPR for Health Care Workers card. In order to register, all students must pick up a pre-enrollment packet in the Nursing Office. These forms must be completed and submitted prior to the first class.*

Provides theory and practical application of knowledge and skills needed to function as a home health aide. Emphasis is on the role of the home health aide, interpretation of client needs, personal care services, nutrition, and cleaning and care tasks in the home. Upon completion, students are eligible for California certification. May be repeated if used for legally mandated training.

### **NURSN 052 INTRODUCTION TO MEDICAL ASSISTING**

Units: 3.00 54.0 hours lecture

Introduces the role of the medical assistant and the history of medical assisting. Principles of law and ethics, critical thinking, study skills, multicultural issues, performance evaluation, nutrition, patient education, and customer service are presented. Includes theory, demonstration, application of asepsis, safety, obtaining a history, and assisting with a patient examination.

### **NURSN 053 BEGINNING MEDICAL ASSISTING**

Units: 3.00 54.0 hours lecture

Anatomy and physiology of sense organs, musculoskeletal, reproductive, and digestive systems are presented. Assisting the physician with related clinical pro-

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cedures such as ear irrigation, laser treatments, orthopedic appliances and colon procedures are practiced in a clinical simulation. Client screening procedures including vital signs, vision and hearing are also learned.

### **NURSNG 054 INTERMEDIATE MEDICAL ASSISTING**

Units: 3.00 54.0 hours lecture

Anatomy and physiology of the urinary, respiratory and endocrine systems are presented. Theory, demonstration and practice performing routine lab procedures in clinical simulation. Also included are the role of the medical assistant in minor surgery, skin preparation, wound care, and maintaining a sterile field.

### **NURSNG 055 ADVANCED MEDICAL ASSISTING**

Units: 3.00 54.0 hours lecture

Anatomy and physiology of circulatory, neurological, and immune systems are presented, as well as theory and practice in obtaining an electrocardiogram. Basic mathematics and principles of pharmacology including drug classifications, safety, preparation and administration of medications are demonstrated and practiced in clinical simulation. Office emergencies and CPR are also covered.

### **NURSNG 056 PHLEBOTOMY**

Units: 4.50 45.0 hours lecture, 108.0 hours lab

*Prerequisite: CPR for Health Care Workers card. Need high school diploma or GED. Also required are a physical and immunizations as required by the clinical facilities. In order to register, a packet must be picked up in the Nursing Office. These forms must be completed and submitted prior to the first class.*

Designed to prepare personnel who collect blood samples for medical laboratory analysis. Technique, equipment, and proper patient preparation will be stressed. Successful completion of course results in a Phlebotomy Technician Proficiency Certificate. Phlebotomists work in hospitals, medical clinics, commercial laboratories and in other settings where blood is collected from patients. Includes learning experiences both in on-campus skills laboratories and at affiliated clinical sites. Units do not apply to the associate degree. May be repeated if used for legally mandated training. May be taken 2 times for credit.

### **NURSNG 057 ADVANCED PHLEBOTOMY**

Units: 1.00 18.0 hours lecture

*Prerequisite: Students must be currently employed as a phlebotomist.*

Designed to meet the California Department of Health Services requirement for practicing phlebotomists who need certification. Upon completion, students will have met the necessary hours to apply for their certificate. Units do not apply to the associate degree.

### **NURSNG 080L BEGINNING NURSING LABORATORY**

Units: 0.50 27.0 hours lab

*Co-Requisite: NURSING-110, 111, 120, 122 or 103*

Open lab for currently enrolled first or second semester nursing students who wish to increase skills through the use of the nursing lab facility. May be taken 3 times for credit.

### **NURSNG 082L ADVANCED NURSING LABORATORY**

Units: 0.50 27.0 hours lab

*Co-Requisite: NURSING-103, 222 or 223*

Open lab for currently enrolled third or fourth semester nursing students who wish to increase skills through the use of the nursing lab facility. Students must complete a minimum of 20 hours to earn credit. May be taken 3 times for credit.

### **NURSNG 089 SUCCESS IN FUNDAMENTAL NURSING**

Units: 1.00 18.0 hours lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 101A. Units do not apply to the associate degree and offered credit/no-credit only.

### **NURSNG 090 CRITICAL THINKING IN NURSING**

Units: 1.00 18.0 hours lecture

Covers the basic concepts of critical thinking: definitions, characteristics, barriers and strategies which are then

applied through the use of case studies, scenarios, and critical thinking questions. Prepares the student nurse for state board exams or the working nurse with better critical thinking skills.

### **NURSNG 091 PEDIATRIC NURSING**

Units: 3.00 54.0 hours lecture

Focuses on the differences in children and adults. Includes assessment, growth and development according to Erickson and Piaget, disease process and treatment pertinent to the different age groups of children from newborn to the adolescent, pediatric procedures, and calculation of dosage for children. Discusses the hospitalized child and pediatric variations of nursing interventions, including immunizations, and the role of the pediatric nurse. Incorporates cultural aspects of pediatric care, communication with various aged children and critical thinking when caring for the pediatric client.

### **NURSNG 092 SUCCESS IN BEGINNING MEDICAL-SURGICAL NURSING**

Units: 1.00 18.0 hours lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 102. Units do not apply to the associate degree and offered credit/no-credit only.

### **NURSNG 093 SUCCESS IN MATERNAL NEWBORN & PEDIATRIC NURSING**

Units: 1.00 18.0 hours lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 106. Units do not apply to the associate degree and offered credit/no-credit only.

### **NURSNG 094 SUCCESS IN PSYCHIATRIC NURSING**

Units: 1.00 18.0 hours lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 200. Units do not apply to the associate degree and offered credit/no-credit only.

### **NURSNG 095 SUCCESS IN INTERMEDIATE MEDICAL-SURGICAL NURSING**

Units: 1.00 18.0 hours lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 202. Units do not apply to the associate degree and offered credit/no-credit only.

### **NURSNG 096 SUCCESS IN ADVANCED MEDICAL-SURGICAL NURSING**

Units: 1.00 18.0 hours lecture

Expands on the students' critical thinking abilities related to pathophysiology, nursing process, medications, lab values, answering test questions, dosage calculations, communication skills and ethical and professional issues focusing on content from Nursing 204. Units do not apply to the associate degree and offered credit/no-credit only.

### **NURSNG 097 PRINCIPLES AND TECHNIQUES FOR INTRAVENOUS THERAPY**

Units: 1.50 24.0 hours lecture, 6.0 hours lab

*Prerequisite: VOCNSG-107*

Principles and techniques of intravenous therapy. Students learn theory, the management of clients receiving I.V. Therapy and the complications and risks involved with this therapy. Course complies with the State Board of Vocational Nurse Guidelines; upon successful completion, participants receive a state-issued certificate in I.V. Therapy. May be taken 2 times for credit.

### **NURSNG 098 SPECIAL TOPICS IN HEALTHCARE**

Units: 0.50-3.00 9.0 - 54.0 hours lecture

Designed to provide a forum in which different topics of interest can be presented for nursing students and nurses working in the community.

### **NURSNG 103 NURSING BRIDGE**

Units: 2.00 - CSU 27.0 hours lecture, 27.0 hours lab

*Prerequisite: Admission to the Nursing Program.*

A transition course designed to assist students to successfully integrate into the Registered Nursing Program. Includes conceptual framework, nursing process, communication, RN role, critical thinking, physical assessment, and assessment of student skills. Course is required for all transfer and LVN to RN students. Course is offered credit/no-credit only.

### **NURSNG 110 FUNDAMENTALS**

Units: 8.00 - CSU 72.0 hours lecture, 192.0 hours lab

*Co-requisite: NURSNG-111*

The first in a series of medical/surgical nursing courses. Focuses on foundational skills as well as the care of adult and elderly patients with musculoskeletal disorders. Introduces the concept of patients as integrated beings with physiological, psychological, socio-cultural, developmental, and spiritual dimensions. The nursing process is applied at the basic level to help patients achieve self-care. (Formerly NURSNG-101A & NURSNG-101AL).

### **NURSNG 111 PHARMACOLOGY**

Units: 2.00 - CSU 8.0 hours lecture, 81.0 hours lab

*Co-requisite: NURSNG-110*

Introduces the pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of medications related to selected health disorders. Examines the multifaceted needs of patients as well as changing needs across the life span. Medication administration skills are taught. (Formerly NURSNG-101B and NURSNG-101BL).

### **NURSNG 120 BEGINNING MEDICAL-SURGICAL NURSING**

Units: 4.50 - CSU 45.0 hours lecture, 108.0 hours lab

*Prerequisite: NURSNG-110 and NURSNG-111*

The second in a series of medical/surgical nursing courses. Examines the care of adult and elderly patients with diabetes, gastrointestinal disorders, genitourinary disorders, and disorders of the reproductive system. Expands the understanding of the impact of physiological, psychological, socio-cultural, developmental, and spiritual dimensions on patients' ability to provide self-care. Students apply the nursing process at a beginning level to the multifaceted needs of patients. (Formerly NURSNG-102 and NURSNG-102L).

### **NURSNG 122 MATERNAL NEWBORN PEDIATRIC NURSING**

Units: 5.50 - CSU 54.0 hours lecture, 135.0 hours lab

*Prerequisite: NURSNG-120*

An integrated course in the care of mother/baby dyads and pediatric patients. Content covers normal and high risk pregnancies, normal growth and development, and common pediatric disorders. The developmental dimension of individuals is more heavily emphasized in the application of the nursing process. The role of the family in enhancing self-care is explored. (Formerly NURSNG-106 and NURSNG-106L).

### **NURSNG 145 ADVANCED CARDIAC DYSRHYTHMIAS, RECOGNITION AND MANAGEMENT**

Units: 1.50 - CSU 27.0 hours lecture

*Prerequisite: NURSNG-045*

*Recommended Preparation: Licensed RN, LVN or RN Nursing Student*

Examines intermediate through advanced cardiac dysrhythmias and takes the learner beyond the basic ECG interpretation. Explores the manifestations of each rhythm disturbance, to enhance the learners' application of nursing management. Expands the understanding of the impact of pathophysiologic consequences of lethal dysrhythmias while applying diagnostic, pharmacologic and therapeutic interventions including updates on interventional technologies. Designed for nursing professionals or student registered nurse.

### **NURSNG 206 OPERATING ROOM NURSING**

Units: 5.00 - CSU 90.0 hours lecture

Theory of operating room nursing. Encompasses three areas of perioperative nursing care: preoperative assessment and planning, intraoperative implementation, and postoperative evaluation.

### **NURSNG 210 NURSING INTERNSHIP**

Units: 3.00 - CSU 162.0 hours lab

*Prerequisite: NURSNG-120*

Clinical internship giving students the opportunity to apply skills and knowledge learned in the nursing program in a sponsoring acute care facility with an assigned preceptor. Students must attend scheduled clinical con-



ferences held by the assigned College of the Canyons nursing faculty member. Students must work 153 hours to receive credit. Offered credit/no-credit only. May be taken 4 times for credit.

### **NURSNG 212 PHYSICAL ASSESSMENT**

Units: 1.00 - CSU 18.0 hours lecture

Designed to develop an in-depth review and synthesis of physical assessment skills and knowledge covering the life span. Integration of the health history, physical examination techniques, and the nursing process is emphasized. Offered credit/no-credit only. May be taken 2 times for credit.

### **NURSNG 214 GERONTOLOGICAL NURSING**

Units: 1.00 - CSU 18.0 hours lecture

*Recommended Preparation: Designed for RN's, LVN's, or student nurses*

Introduces the physical and psychosocial issues of aging pertinent to gerontological nursing. Examines medication, nutrition and sleep issues facing the older adult. The effects of external influences placed on the elderly are also addressed. The role of nurse is highlighted by identifying assessment, diagnosis, and interventions for issues presented in class.

### **NURSNG 220 PSYCHIATRIC NURSING**

Units: 3.50 - CSU 45.0 hours lecture, 54.0 hours lab

*Prerequisite: NURSNG-122 and PSYCH-101*

Focuses on the dynamics of children, adolescents, and adults undergoing psychological stress. Presents a comprehensive overview of psychiatric diseases as well as the applicable nursing care. The multifaceted needs of patients are examined, but the psychological dimension is more heavily emphasized when applying the nursing process to help patients achieve self-care. (Formerly NURSNG-200 and NURSNG-200L).

### **NURSNG 222 INTERMEDIATE MEDICAL-SURGICAL NURSING**

Units: 6.00 - CSU 54.0 hours lecture, 162.0 hours lab

*Prerequisite: NURSNG-122*

The third in a series of medical/surgical nursing courses. Examines the care of patients with cardiac, respiratory, and neurological diseases. The dynamic interrelationship

between the physiological, psychological, socio-cultural, developmental, and spiritual dimensions is more fully explored than in previous courses. Use of the nursing process emphasizes focusing and prioritizing care to help patients achieve self-care. (Formerly NURSNG-202 and NURSNG-202L).

### **NURSNG 232 ADVANCED MEDICAL-SURGICAL NURSING**

Units: 9.50 - CSU 99.0 hours lecture, 216.0 hours lab

*Prerequisite: NURSNG-222*

The fourth in a series of medical/surgical nursing courses. Examines the care of patients with complex multi-system issues. Also examines renal, immune, endocrine, and oncology disorders. Management and leadership skills are used to meet the physiological, psychological, socio-cultural, developmental, and spiritual needs of patients in a variety of settings. Students apply the nursing process to help a wide range of patients achieve self-care. (Formerly NURSNG-204 and NURSNG-204L).

### **NURSNG 242 CRITICAL CARE NURSING II**

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Preparation: For RN or LVN students.*

A study of current concepts of critical care nursing of disease processes for each of the major body systems: pulmonary, cardiovascular, neurologic, renal, endocrine, hematologic, immunologic, gastrointestinal and multisystem. Critical care equipment and procedures related to the care of these clients will be discussed. Psychosocial and ethical and legal aspects of critical care nursing will be addressed.

### **NURSNG 243 WOMEN & HEALTH**

Units: 3.00 - CSU 54.0 hours lecture

Provides a broad perspective of women relating as providers and consumers to the health care system. Explores past and current health care, philosophical, historical, cross cultural, ethical, and political issues surrounding women's health. The unique role of women in the health care system will also be discussed in terms of current and future trends. Also, there will be specific topics which will include sexuality, mental health, reproductive health, women in the health profession, and men in non-traditional careers (same as NURSNG-243). UC credit limitation: HLHSCI-243, NURSNG-243, and PHYSED-100 combined, maximum credit one course.

# **NURSING COLLABORATIVE**

## **NSCOL 250 COLLABORATIVE NURSING SEMINAR I**

Units: 1.00 - CSU 54.0 hours lab

*Prerequisite: NSCOL-260 and 270 or equivalent coursework.*

Provides additional practice and reinforcement for basic nursing skills for all level one nursing students.

Designed to promote the application of medical-surgical, fundamentals, and pharmacologic classroom content to the clinical situation. Includes discussion, demonstration, computer simulation, guided practice and audiovisual presentations.

## **NSCOL 252 COLLABORATIVE NURSING SEMINAR II**

Units: 1.50 - CSU 18.0 hours lecture, 27.0 hours lab

*Co-requisite: NSCOL-290*

Provides an enrichment opportunity for all level two nursing students to further explore the application of medical-surgical, psychiatric, and pharmacologic classroom content to the clinical situation. Includes discussion, demonstration, computer simulation, guided practice, and audiovisual presentation. Course presented in a live interactive video teleconferencing format.

Note: This is an optional, but highly recommended class in the Registered Nursing curriculum.

## **NSCOL 260 COLLABORATIVE NURSING PERSPECTIVES AND SCHOLARSHIP**

Units: 1.50 - CSU 27.0 hours lecture

*Co-requisite: NSCOL-270*

Presents an overview of current health and nursing practice issues with their historical influences. Topics provide the entry-level nursing student with an overview of historical and philosophical viewpoints regarding regulatory scopes of practice, critical thinking, ethics and law, interdisciplinary roles, health, and healthcare delivery trends. Student is introduced to methods of contemporary library and database research and its application to nursing scholarship. Presented in a live interactive video teleconferencing format.

## **NSCOL 270 COLLABORATIVE ESSENTIALS OF MEDICATION ADMINISTRATION**

Units: 0.50 - CSU 8.0 hours lecture

*Co-requisite: NSCOL-260 or equivalent coursework.*

Presents the basic knowledge required for safe medication administration. A foundation for the subsequent pharmacology coursework and emphasizes the ability of students to calculate correct drug doses. The role of the nurse in pharmacologic therapy is presented, stressing individual accountability in the administration of medication, the way drugs work, their absorption, routes of administration, and rationale for uses are thoroughly studied. Federal and state regulations that pertain to the administration of medications and regulation of controlled substances are examined. Taught in a video teleconferencing format.

## **NSCOL 275 COLLABORATIVE PHARMACOLOGY FOR NURSING**

Units: 2.50 - CSU 45.0 hours lecture

*Prerequisite: NSCOL-270*

Basic knowledge of pharmacology required to administer medications. The nursing process and unmet human needs provide a framework for the study of selected classes of medications. The nurse's role in promoting safe and effective pharmacologic therapy is stressed. The importance of health team communication and patient education is incorporated throughout the course. Emphasis is placed on teaching the patient/family and promoting compliance in medication management. Legal and ethical issues related to medication administration are also integrated. Presented in live interactive video teleconferencing format.

## **NSCOL 280 COLLABORATIVE NURSING FUNDAMENTALS**

Units: 3.50 - CSU 27.0 hours lecture, 108.0 hours lab

*Prerequisite: NSCOL 260 and 270 or previous completion of equivalent coursework.*

*Co-Requisite: NSCOL 250 and 275 or previous completion of equivalent coursework.*

Introduces the core concepts, principles, and clinical skills common to all areas and levels of nursing practice. Presents the delivery of nursing care based on a hierarchy of universal human needs which impact health,

quality of life, and achievement of potential. The entry-level student is introduced to the components and use of the nursing process. Provides the basic platform of nursing knowledge, skills, and caring upon which subsequent nursing courses build. Clinical experiences in the ambulatory and/or acute and long-term care health care settings and simulated experiences in the collaborative hospital nursing skills labs are included. Lecture/discussion is presented in the live interactive video conferencing format.

### **NSCOL 285 COLLABORATIVE MEDICAL SURGICAL NURSING I**

Units: 3.50 - CSU 27.0 hours lecture, 108.0 hours lab  
*Prerequisite:* NSCOL-270 and 280 or previous equivalent coursework.

*Co-requisite:* NSCOL-250 and 275 or previous equivalent coursework.

Introduces the student to the basic concepts involved in caring for the patient with a medical-surgical health problem. Stresses unmet human needs and the nursing process as organizing frameworks for nursing knowledge and skills. Health care needs of the older adult are emphasized. Continues to emphasize access and use of electronically obtained information related to nursing and health care. Clinical experiences that provide an opportunity for the student to apply theoretical concepts and utilize basic clinical skills are included. The lecture portion of the course uses the live interactive video teleconferencing format.

### **NSCOL 290 COLLABORATIVE MEDICAL SURGICAL NURSING II**

Units: 4.50 - CSU 32.0 hours lecture, 120.0 hours lab  
*Prerequisite:* NSCOL-275 and 285

*Recommended Preparation:* NSCOL-252

Continues the study of the adult with unmet needs resulting from health problems. Addresses the needs of patients across the adult life span whose health care needs require more complex nursing interventions and skill using the nursing process. Students are encouraged to build on skills gained from the previous semester in electronic acquisition and use of health care information. Clinical experiences provide an opportunity for the student to apply theoretical concepts, think critically, and build clinical skills. Live interactive video teleconferencing format will be used for the lecture portion.

### **NSCOL 295 COLLABORATIVE PSYCHIATRIC NURSING**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite:* NSCOL-275 and 285

*Recommended Preparation:* NSCOL-252

Focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress. The nursing process, including interviewing skills, is presented within a framework of total mental health team management. Therapeutic relationship is presented as a means of expressing caring. The causes of stress are identified from various theoretical perspectives. The student is encouraged to undertake self-exploration and develop a concept of the individual that includes the ability to adapt as a result of successful human need fulfillment. Provides the student with knowledge and understanding of the interrelatedness of developmental, environmental, cultural, socioeconomic and ethnic factors affecting psychosocial adaptation along the health-illness continuum. Laboratory experiences in mental health settings are included. Live interactive video teleconferencing format is used.

## **PARALEGAL**

### **PARLGL 101 INTRODUCTION TO PARALEGAL STUDIES**

Units: 3.00 - CSU 54.0 hours lecture

Overview of the history, philosophy, and practice of the paralegal profession in the United States. Introduces legal concepts, terms, and theories used by the paralegal.

### **PARLGL 104 CONTRACT LAW FOR PARALEGALS**

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Prerequisite:* PARLGL-101

Examines contract law, including formation of contracts, statute of frauds, third-party rights and remedies, liability for breach of contract, and the Uniform Commercial Code.

### PARLGL 105 TORT LAW

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Prerequisite: PARLGL-101*

Studies tort law, which includes the study of intentional and inadvertent wrongs and their consequences. Topics include torts, liability and negligence, terminology relating to tort law as well as the professional role and ethical obligations of the paralegal.

### PARLGL 106 LEGAL ANALYSIS AND WRITING

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Prerequisite: Eligible for ENGL-101*

Examines the processes of analysis and writing found within the legal profession, including techniques used to revise and edit documents.

### PARLGL 107 ETHICS FOR PARALEGALS

Units: 3.00 - CSU 54.0 hours lecture

Examines legal ethics and rules of professional responsibility as they affect paralegals and attorneys, including unauthorized practices of law, confidentiality, conflicts of interest, and advise and solicitation.

### PARLGL 108 LEGAL RESEARCH

Units: 3.00 - CSU 54.0 hours lecture

*Recommended Prerequisite: PARLGL-101*

Covers the tools and strategies of legal research, including the examination of court decisions, validating authority, secondary authority, constitutions and statutes, legislative history, administrative materials, computer research programs and data sources, ethics of legal research, appropriate uses of terminology, and summaries of cases and authorities.

### PARLGL 109 COMPUTER LITERACY FOR PARALEGALS

Units: 3.00 - CSU 36.0 hours lecture, 54.0 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 110 CIVIL LITIGATION

Units: 3.00 - CSU 54.0 hours lecture

Examines the basic functions and procedures found within a civil law office, including trial preparation, appellate work, discovery, and the review of legal ethics.

### PARLGL 140 BANKRUPTCY

Units: 3.00 - CSU 54.0 hours lecture

Overview of the basic functions, procedures and ethics involved in various forms of bankruptcy law. Introduces the techniques of intake, preparation, and filing of the necessary forms to resolve bankruptcy cases.

### PARLGL 180 ESTATE PLANNING

Units: 3.00 - CSU 54.0 hours lecture

Focuses on the preparation of wills trusts, life insurance, annuities, and tax issues. Examines probate and non-probate procedures, including those used to protect minors and others.

### PARLGL 200 PARALEGAL SEMINAR

Units: 3.00 - CSU 18.0 hours lecture, 108.0 hours lab

*Prerequisite: PARLGL-101, 104, 105, 106, 107, 108, 110, 180, POLISC-150 and CIT-140*

Provides the capstone course for the Paralegal Program, including interning in a law office or other place of employment of paralegals. Students will review rules of ethics, write resumes, create portfolios, practice interview techniques, and develop skills necessary for employment as a paralegal, while participating in a seminar setting.

## PHILOSOPHY

### PHILOS 101 INTRODUCTION TO PHILOSOPHY

Units: 3.00 - UC:CSU 54.0 hours lecture CAN PHIL 2

Topical introduction to philosophy, including western and non-western philosophies. Surveys major philosophical figures and philosophical issues including theory of knowledge, nature of reality, the mind/body problem, philosophy of religion, political philosophy, and ethical theory.

**PHILOS 102 INTRODUCTION TO EASTERN RELIGION AND PHILOSOPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Provides students with a basic understanding of the philosophies contained in Hinduism, Buddhism, Confucianism, Taoism, Zen, and Shinto.

**PHILOS 110 HISTORY OF EARLY PHILOSOPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys ancient and medieval European philosophical thought from the pre-Socratics to the great Athenian philosophers - Socrates, Plato, and Aristotle, through medieval philosophy including the philosophical works of Anselm, Augustine, Abelard, and Aquinas.

**PHILOS 111 HISTORY OF PHILOSOPHY: RENAISSANCE THROUGH THE 19TH CENTURY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys developing Western philosophical thought from the Renaissance through the 19th century, including the philosophical systems of empiricism, rationalism, skepticism, and idealism.

**PHILOS 112 HISTORY OF PHILOSOPHY - 20TH CENTURY PHILOSOPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys 20th and 21st century investigations into notions of human nature, the place of individuals in history, and the determination of value and choice. Topics include European existentialism, (Nietzsche, Sartre, Camus, etc.) analytical philosophy, and contemporary thinkers and movements.

**PHILOS 205 INTRODUCTION TO LOGIC**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN PHIL 6

Critical reasoning skills for the analysis of arguments from everyday life and college-level courses. Skills for evaluating and understanding arguments will be included using deductive and inductive logic, identifying common fallacies and evaluating beliefs, claims, and forms of evidence. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.

**PHILOS 210 INTRODUCTION TO ETHICS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN PHIL 4

Surveys some of the major classical and contemporary ethical theories with emphasis on their application to typical life situations in a modern society.

**PHILOS 215 INTRODUCTION TO BIOETHICS**

Units: 3.00 - UC:CSU 54.0 hours lecture

Explores topics in bioethics using leading ethical theories in philosophy to analyze issues such as reproductive rights, genetic science, the environment, stem cell research, and access to healthcare. Facilitates an in-depth understanding and application of informed decision-making of ethical criteria in the area of bioethics.

**PHILOS 220 INTRODUCTION TO COMPARATIVE RELIGION**

Units: 3.00 - UC:CSU 54.0 hours lecture

A philosophical overview and study of major world religions, eastern and western. Includes historical roots, major doctrines and figures, and central concerns.

**PHILOS 225 INTRODUCTION TO PHILOSOPHY OF RELIGION**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Recommended Preparation: PHILOS-101 or PHILOS-220*

Surveys philosophical problems relating to religious belief. Topics include the existence of God, religious experience, the relationship between faith and reason, concepts of God, religion and ethics, miracles, religious language, the problem of evil, personal destiny, and religious diversity. UC credit limitation: PHILOS 205 and SOCI 108 combined, maximum credit, one course.

**PHILOS 230 SYMBOLIC LOGIC**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Recommended Preparation: PHILOS-101*

Introduces symbolism and methods of modern logic, including translation of arguments in English into formal logic, development of the idea of logical validity, evaluation of arguments by using truth tables and methods of natural deduction.

**PHILOS 240 CONTEMPORARY MORAL PROBLEMS**

Units: 3.00 - UC:CSU 54.0 hours lecture

Introduces ethical theory and applied contemporary moral issues in areas such as medicine, business, health care, technology, and the environment.

**PHOTO 140 HISTORY OF PHOTOGRAPHY**

Units: 3.00 - UC:CSU 54.0 hours lecture

History and appreciation of photography from 19th century to present; relationship with history, culture, technology, art, social values, and other concerns.

**PHOTOGRAPHY**

**PHOTO 150 INTRODUCTION TO CAMERAS AND COMPOSITION**

Units: 3.00 - UC:CSU 54.0 hours lecture

Integrating both mechanical and artistic principles to record photographic images, this course is designed to provide information applicable to digital or film cameras, lenses, exposure, and concept development. Students also review photographic works that have been major influences and reflect broader artistic and societal issues. No laboratory. It is recommended that students provide a 35 MM film or digital SLR camera capable of manual exposure adjustment. UC credit limitation: PHOTO-150 and 160 combined, maximum credit on course.

**PHOTO 090L OPEN PHOTO LAB**

Units: 1.00-2.00 54.0 - 108.0 hours lab

*Prerequisite: Enrollment in another COC Photo course.*

An open lab for the currently enrolled photography student who wishes to increase skills through the use of the photography lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**PHOTO 160 BLACK AND WHITE PHOTOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
CAN ART 18

A beginning course in 35mm black and white photography integrating both mechanical and artistic principles to record photographic images. Acquaints students with basic history, mechanics, optics, chemistry, aesthetics, and lighting principles of elementary black and white photography. The student may furnish a fully manual/adjustable 35mm SLR camera. UC credit limitation: PHOTO-150 and 160 combined, maximum credit one course.

**PHOTO 091L ADVANCED OPEN PHOTOGRAPHY LAB**

Units: 1.00 54.0 hours lab

*Prerequisite: PHOTO-160*

An open lab for the currently enrolled advanced photography student who wishes to increase skills through the use of the photography lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**PHOTO 165 DIGITAL PHOTOGRAPHY I**

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

*Co-Requisite: GMD-094L or GMD-097L*

*Recommended Prerequisite: PHOTO-150*

An introduction to digital cameras and digital photographic manipulation. Through application of theory, students explore the digital image workflow including Adobe Photoshop, software, and image compositing, color correction, acquisition techniques and output technologies. Includes a brief history of digital imaging and its application within commercial and fine arts (Same as GMD-105). May be taken 4 times for credit.

**PHOTO 098 PHOTOGRAPHIC WORKSHOPS**

Units: 0.25-3.00 4.5 – 54.0 hours lecture, 13.5 – 162.0 hours lab

Explores various techniques and subjects related to photography and photographic processes to be offered in a short-term, workshop style format. Offered credit/no-credit only.

**PHOTO 171 HANDMADE BOOK AND PHOTOGRAPHIC REPRODUCTION PROCESS**

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

Explores methods of photographic reproduction processes as related to traditional and non-traditional forms of bookbinding. May be taken 4 times for credit.

**PHOTO 175 INTERMEDIATE PHOTOGRAPHY**

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

*Prerequisite: PHOTO-160.*

Continuation of beginning black and white photography. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35 mm camera.

**PHOTO 180 DOCUMENTARY AND LANDSCAPE PHOTOGRAPHY**

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

*Prerequisite: PHOTO-160*

Explores documentary and landscape genre photography for its aesthetic, social and political impact. Includes fieldwork and field trips. May be taken 4 times for credit.

**PHOTO 185 ALTERNATIVE PROCESSES IN PHOTOGRAPHY**

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

*Prerequisite: PHOTO-160*

An intermediate level photography course designed to teach alternative processes in photography. The course will cover the arts of cyanotype and Van Dyke printing, as well as sepia toning, hand coloring, image transfer and some digital manipulation of photographic images.

**PHOTO 190 STUDIO PHOTOGRAPHY**

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

*Prerequisite: PHOTO-160.*

Explores the photographic studio through lectures and demonstrations, including medium format cameras, studio light equipment, and the history of studio photography. May be taken 4 times for credit.

**PHOTO 195 COLOR PHOTOGRAPHY**

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

*Prerequisite: PHOTO-160*

Studies in the theory of light and color in photography and its relationship to exposure and color printing type R. Color printing techniques and basic quality control are studied and practiced. Offers further training in technical, aesthetic and historical issues that surround photography. Students must furnish a fully manual/adjustable 35 mm camera. May be taken 4 times for credit.

**PHOTO 198 SPECIAL TOPICS IN PHOTOGRAPHY**

Units: 0.50-3.00 - CSU 9.0 - 54.0 hours lecture, 27.0 - 162.0 hours lab

An exploration of various techniques and subjects related to photography and photographic processes. Topics to be announced per semester. Please see the current schedule of classes for specific course description and recommended preparation. Offered credit/no-credit only.

**PHOTO 200 PORTRAITURE**

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

*Prerequisite: PHOTO-160*

Explores basic portraiture techniques for commercial photographic use, including commercial and theatrical headshots, fashion photography, and wedding photography. Medium format cameras will be demonstrated. May be taken 4 times for credit.

**PHOTO 201 INDEPENDENT PROJECTS IN PHOTOGRAPHY**

Units: 2.00-3.00 - CSU 18.0 hours lecture, 54.0 – 108.0 hours lab

*Prerequisite: PHOTO-160*

A course for intermediate and advanced students to explore individual photographic projects and techniques. Under the guidance of the instructor, each student will devise a written set of goals that will define the photographic project to be completed. The student will be evaluated based on the completion of their individual goals. Access to the photography facilities includes black and white, color, digital and the studio. Offered credit/no-credit. (Formerly PHOTO-198A). May be taken 4 times for credit.

**PHOTO 205 ADVANCED DIGITAL PHOTOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Covers advanced skill in digital imaging software and hardware. Topics will include sophisticated image compositing and color correction, as well as utilizing the software for complex web imagery, optimization and animation. (Same as GMD-271).

**PHOTO 260 PHOTOJOURNALISM**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: PHOTO-160*  
Emphasizes composition of news and feature pictures for use in mass communications media and stresses the use of the photograph as an art form in telling the story. Includes picture editing, cropping, caption writing, and layout. For students planning careers in journalism, public relations, advertising, and commercial and industrial photography. Students must furnish a fully manual/adjustable 35 mm camera. May be taken 4 times for credit.

**PHOTO 285 ADVANCED PHOTOGRAPHY**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: PHOTO-160*  
Advanced theory and practice in the contemporary use of the camera. Expands technical skills and develops artistic expression, including special effects procedures with an emphasis on creative thinking and idea execution. Students must have a 35 mm camera. (Formerly PHOTO-170). UC credit limitation, consult a counselor. May be taken 2 times for credit.

**PHOTO 295 PROFESSIONAL PRACTICES AND PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: PHOTO-160*  
Provides essential career skills for the field of photography, including preparation and presentation of a photographic portfolio, entrepreneurial and communication skills, and project planning and team work.

**PHYSICAL EDUCATION**

**PHYSED 101 INTRODUCTION TO KINESIOLOGY AND PHYSICAL EDUCATION**

Units: 3.00 - UC:CSU 54.0 hours lecture  
An introduction to the field of kinesiology and physical education as a profession and an academic discipline covering the purposes, philosophical and historical, biological, biomechanical, sociological, and psychological foundations of physical education. Focuses on educational preparation, the job market, and alternative careers in physical education. Does not satisfy the physical education requirement for the associate degree. UC credit limitation: PHYSED-101 and 102 combined, maximum credit one course.

**PHYSED 102 PRINCIPLES OF PHYSICAL FITNESS AND CONDITIONING**

Units: 3.00 - UC:CSU 54.0 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: PHYSED-101 and 102 combined, maximum credit one course.

**PHYSED 104 FOOTBALL THEORY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Analysis of advanced football fundamentals, theory and philosophy of offensive and defensive strategy. Principles of the kicking game of football, coaching organization and implementation. Does not satisfy the Physical Education activity requirement for the associate degree. May be taken 4 times for credit. UC credit limitations.



**PHYSED 105 PERSONAL TRAINER CERTIFICATION PREPARATION**

Units: 2.00 - CSU 36.0 hours lecture

Preparation for taking the CPT, Certified Personal Trainer, exam through the National Strength and Conditioning Association, NSCA. This course covers methods of client assessment, measurement, and evaluation. Highlights include resistance training program design, nutrition, body composition, and cardio-respiratory fitness. Does not satisfy the Physical Education requirement for the associate degree.

**PHYSED 107 THEORY AND ANALYSIS OF BASKETBALL**

Units: 2.00 - UC:CSU 27.0 hours lecture, 27.0 hours lab

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparations of teams for games and weekly practice schedules, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations. May be taken 3 times for credit.

**PHYSED 108 THEORY AND ANALYSIS OF SOCCER**

Units: 2.00 - UC:CSU 27.0 hours lecture, 27.0 hours lab

Emphasis on history, rules, game strategy, current developments, preparations of teams for games and weekly practice schedules, and anticipated innovations for the future. Does not meet PE activity requirement. UC credit limitations. May be taken 3 times for credit.

**PHYSED 109 EMERGENCY PROCEDURES**

Units: 2.00 - UC:CSU 36.0 hours lecture, 18.0 hours lab

Introduces procedures to maintain health in emergency situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards. Does not satisfy the Physical Education requirement for the associate degree.

**PHYSED 110 PREVENTION AND CARE OF ATHLETIC INJURIES**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN KINE/PE 4

An introductory course in athletic training. The role of the athletic trainer shall be explored in relation to the

physician, coach and athlete. Emphasis will be placed on prevention, recognition, and treatment of the most common sports injuries. Does not satisfy the Physical Education requirement for the associate degree.

**PHYSED 110L PREVENTION AND CARE OF ATHLETIC INJURIES LAB**

Units: 1.00 - UC:CSU 54.0 hours lab

Covers principles and techniques for application of protective taping, padding, wrapping, and bracing with an emphasis on the prevention of sport and exercise injuries. Does not meet the Physical Education activity requirement for the associate degree.

**PHYSED 112 ATHLETIC TRAINING CLINICAL EXPERIENCE**

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

Designed to provide clinical experience for students interested in sports-related injury care and prevention. Experiences will include prevention, recognition, treatment, and rehabilitation of sports injuries. May be taken 4 times for credit.

**PHYSED 113 ATHLETIC TRAINING, FALL SPORTS**

Units: 2.00 - CSU 108.0 hours lab

*Prerequisite: PHYSED-112*

Provides exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the associate degree.

**PHYSED 114 ATHLETIC TRAINING, SPRING SPORTS**

Units: 2.00 - CSU 108.0 hours lab

*Prerequisite: PHYSED-112*

Exposure to immediate recognition and treatment of sports injuries unique to spring sports with an emphasis on rehabilitation and taping technique to enable athletes to return to competition.

## PHYSICAL EDUCATION

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### PHYSED 115 ADVANCED ATHLETIC TRAINING, FALL SPORTS

Units: 2.00 - CSU 108.0 hours lab

*Prerequisite: PHYSED-113*

Provides additional exposure to immediate recognition and treatment of sports injuries unique to fall sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the associate degree.

### PHYSED 116 ADVANCED ATHLETIC TRAINING, SPRING SPORTS

Units: 2.00 - CSU 108.0 hours lab

*Prerequisite: PHYSED-114*

Provides exposure to immediate recognition and treatment of sports injuries unique to spring sports with an emphasis on rehabilitation and taping techniques to enable athletes to return to competition. Does not meet the Physical Education activity requirement for the associate degree.

### PHYSED 117 SWIMMING ACTIVITIES

Units: 1.00 - UC:CSU 54.0 hours lab

A class designed to introduce the students to swimming activities and water games. These will include water polo, water basketball, relays and an introduction to the skill of skin diving. May be taken 4 times for credit.

### PHYSED 118 RED CROSS LIFEGUARD TRAINING

Units: 1.00 - UC:CSU 54.0 hours lab

*Prerequisite: Students must be at least 15 years of age and be able to perform the following skills: swim 500 yards continuously using a minimum of 100 yards each for the crawl stroke, breaststroke, and sidestroke; submerge to a minimum depth of 7 ft.; retrieve a 10 lb. object and return to the surface; tread water for two minutes using the legs only. Meets industry driven standard.*

The primary purpose of the Red Cross Lifeguard Training program is to provide lifeguard candidates and lifeguards with the skills and knowledge necessary to keep patrons of an aquatic facility safe in and around the water. Upon successful completion of the course, students receive Red Cross certification in Lifeguard

Training, Waterfront Lifeguarding, and CPR for the Professional Rescuer. May be taken 4 times for credit.

### PHYSED 119 WATER SAFETY INSTRUCTOR

Units: 1.00 - UC:CSU 54.0 hours lab

The student will become qualified to teach Red Cross swimming classes including seven (7) levels of the Learn to Swim program; Infant/Preschool Aquatic; Basic Rescue and Emergency Water Safety. May be taken 4 times for credit.

### PHYSED 120 AQUA AEROBICS

Units: 1.00 - UC:CSU 54.0 hours lab

Aquatic aerobic exercises for swimmers and non-swimmers designed to improve cardiovascular endurance, strength, and flexibility through free dynamic movement in the water. The water provides resistance and buoyancy that promotes a workout virtually free of orthopedic stress. May be taken 4 times for credit.

### PHYSED 121 DEEP-WATER RUNNING AND CONDITIONING

Units: 1.00 - UC:CSU 54.0 hours lab

An exercise program incorporating various practices while running in deep water. This class is well suited for those unable to run because of chronic injuries to the lower extremities or in rehabilitation from injury. May be taken 4 times for credit.

### PHYSED 122 ULTIMATE FRISBEE

Units: 1.00 - UC:CSU 54.0 hours lab

Instruction in present throwing, catching, and passing skills of ultimate frisbee and their application to team play. Covers offensive and defensive patterns and team strategies. May be taken 4 times for credit.

### PHYSED 123 BEGINNING BUDOSHIN JU-JITSU

Units: 1.00 - CSU 54.0 hours lab

Introduces the basic elements of Budoshin Ju-Jitsu including basic releases, block throw, takedown, and falling techniques. Also covers self-defense theory, philosophical aspects and terminology of the traditional martial art. May be taken 4 times for credit.

**PHYSED 125 CARDIO CROSS-TRAINING**

Units: 0.25-1.00 - UC:CSU 13.5 - 54.0 hours lab

A group exercise class focusing on improvement of cardiovascular and muscular fitness. Various training methods such as step aerobics, kick boxing, plyometrics, muscle sculpting, and core training are included. Proper form, exercise technique, and safety are addressed for all training modes. Basic anatomy and physiology of human conditioning will also be discussed. May be taken 3 times for credit.

**PHYSED 126 RUNNING FOR FITNESS**

Units: 1.00 - UC:CSU 54.0 hours lab

Principles and theories of aerobic and cardiovascular training. Strength, flexibility, and jogging/running programs will be emphasized. May be taken 4 times for credit.

**PHYSED 127 BOWLING**

Units: 1.00 - UC:CSU 54.0 hours lab

Introduction to the fundamentals of indoor bowling. Includes techniques of bowling, scoring, rules, and etiquette along with social and recreational benefits. Practice and class competition are provided to enhance skill development and strategy. May be taken 4 times for credit.

**PHYSED 128 SPIN CYCLING FITNESS**

Units: 0.25-1.00 - UC:CSU 13.5 - 54.0 hours lab

Group cardiovascular conditioning utilizing stationary cycles. Emphasis is placed on proper cycling technique and safety while students are guided through a training ride encountering various cycling modes (hills, sprints etc.). Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve fitness levels and cycling ability. May be taken 4 times for credit.

**PHYSED 129 BEGINNING GOLF**

Units: 1.00 - UC:CSU 54.0 hours lab

Golf instruction for the individual who has little or no background in the fundamentals of golf. The student will learn the basic skills necessary to enable the student to begin playing the game. May be taken 4 times for credit.

**PHYSED 130 BEGINNING TENNIS**

Units: 1.00 - UC:CSU 54.0 hours lab

Designed to teach the fundamentals of tennis, including the grip, ground strokes, and the serve for the beginner. May be taken 4 times for credit.

**PHYSED 131 BEGINNING BEACH VOLLEYBALL**

Units: 1.00 - UC:CSU 54.0 hours lab

Provides the student with a basic knowledge and the fundamental skills of the game. Includes serving, passing, setting, hitting, digging, blocking and variations in technique unique to this sport. Outdoor rules and strategies differ significantly. Students will be required to learn the Federation of International Volleyball and the California Beach Volleyball Association rules. May be taken 4 times for credit.

**PHYSED 133 BEGINNING SOCCER**

Units: 1.00 - UC:CSU 54.0 hours lab

Instruction and practice in the techniques of the sport of soccer. Class is designed to develop the knowledge and skills for the beginning level player. Emphasis will be placed on basic skills, laws of the game, and proper attitude toward participation. May be taken 4 times for credit.

**PHYSED 134 SOFTBALL**

Units: 1.00 - UC:CSU 54.0 hours lab

A beginner's level course in the avocational and recreational game of softball. May be taken 4 times for credit.

**PHYSED 135 BEGINNING SURFING**

Units: 1.00 - CSU 13.5 hours lecture, 13.5 hours lab

Introduces the sport of surfing with lecture and practice in surf techniques. Emphasis on history, equipment, dangers, conditions, and techniques. Students must be able to swim 100 yards to take class. Field trips required.

**PHYSED 138 BEGINNING VOLLEYBALL**

Units: 1.00 - UC:CSU 54.0 hours lab

The methods, techniques, and strategies associated with an introductory course in volleyball. May be taken 4 times for credit.

## PHYSICAL EDUCATION

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### PHYSED 142 BEGINNING ROCK CLIMBING

Units: 1.00 - UC:CSU 54.0 hours lab

Introduces the aspects of mountain rock climbing, including the use of rope systems and gear, knots, belaying techniques, call signals, climbing techniques, footwork, flexibility, and rappelling. May be taken 4 times for credit.

### PHYSED 143 BEGINNING MOUNTAIN BIKING

Units: 1.00 - UC:CSU 54.0 hours lab

Introduces the fundamentals of mountain bike riding styles, techniques, and skills. May be taken 4 times for credit.

### PHYSED 144 BEGINNING ICE SKATING

Units: 1.00 - UC:CSU 54.0 hours lab

Introduces the fundamentals of ice skating, including the history of ice skating and related skating techniques, drills, and exercises. May be taken 4 times for credit.

### PHYSED 145 STEP AEROBICS

Units: 0.25-1.00 - UC:CSU 13.5 - 54.0 hours lab

Group cardiovascular conditioning utilizing a step platform. Emphasis is placed on proper technique and safety while students exercise to music. Participants will utilize basic principles of exercise physiology, nutrition, and wellness to improve their level of fitness. May be taken 4 times for credit.

### PHYSED 146 BODY MECHANICS

Units: 1.00 - UC:CSU 54.0 hours lab

Introduction in physical conditioning, physiology of exercise, nutrition, and weight control. This course is open to anyone who has a desire for physical fitness. Some weight training will be included. May be taken 4 times for credit.

### PHYSED 148 BASIC SAILING

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

Introduces the theory and skills associated with sailing small sailboats. This class features both lecture and on-the-water practical experience. At the end of the class students will be able to identify proper sail trim for various points of sail, safety procedures, rules of navigation and steering, and wind direction. Students will be

expected to master rigging, coming about, jibbing, and docking. Students should be in good health, able to tread water (without a lifejacket and with clothes and shoes on) for ten minutes. Students should have sufficient upper body strength to lift 15 pounds above their head, and pull themselves into a boat, with 24 inches of freeboard, from the water. May be taken 2 times for credit.

### PHYSED 149 BASKETBALL

Units: 1.00 - UC:CSU 54.0 hours lab

A beginning level course teaching the basic fundamentals of basketball. Content primarily deals with basic skills needed to play the sport. Designed for all levels of basketball ability with an emphasis on large muscle activity. May be taken 4 times for credit.

### PHYSED 150 PHYSICAL FITNESS LAB

Units: 1.00 - UC:CSU 54.0 hours lab

A laboratory physical fitness course designed to develop and encourage positive attitudes and habits in a personalized exercise program. Designed to work the five health-related components of fitness. Offered credit/no-credit only. May be taken 4 times for credit.

### PHYSED 151 BEGINNING RESISTANCE TRAINING

Units: 1.00 - UC:CSU 54.0 hours lab

Instruction and practice at the beginning level in resistance training with an emphasis on techniques of lifting. Individual program adaptation is stressed. Principles of different weight training techniques and program design along with basic nutrition and wellness education will be covered. May be taken 4 times for credit.

### PHYSED 152A CONDITIONING FOR INTERCOLLEGIATE SPORTS

Units: 1.00-2.00 - UC:CSU 54.0 – 108.0 hours lab

Specific physical fitness related to in-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement. May be taken 4 times for credit.

**PHYSED 152B OFF-SEASON  
CONDITIONING FOR INTERCOLLEGIATE  
SPORTS**

Units: 1.00-2.00 - UC:CSU 54.0 – 108.0 hours lab

Specific physical fitness related to off-season intercollegiate athletic participation. An understanding of and participation in advanced exercise programs contributing to the advancement of athletic performance. Emphasis is placed on individual and group activities that contribute to specific sport advancement. May be taken 4 times for credit.

**PHYSED 153 ADVANCED RESISTANCE  
TRAINING**

Units: 1.00 - UC:CSU 54.0 hours lab

Recommended Preparation: PHYSED 151, 152A, 152B or equivalent physical preparation.

Introduces advanced methods of physical conditioning and fitness program design. Principles of explosive training such as Olympic lifts, plyometrics, balance training, speed development and functional flexibility training along with the development of training programs specific to performance. May be taken 4 times for credit.

**PHYSED 160 INTERMEDIATE BASEBALL**

Units: 2.00 - UC:CSU 108.0 hours lab

Designed to accommodate a large number of students interested in building a proficiency in baseball skills and knowledge. Fundamentals of individual and team play will be stressed. May be taken 4 times for credit.

**PHYSED 161 FOOTBALL TECHNIQUES  
AND WEIGHT TRAINING**

Units: 2.00 - UC:CSU 108.0 hours lab

Instruction and practice in weight training and football with an emphasis on weight training and its relationship to football. Individual programs are stressed. May be taken 4 times for credit.

**PHYSED 162 INTERMEDIATE FOOTBALL**

Units: 2.00 - UC:CSU 108.0 hours lab

Advanced football fundamentals as they relate to intercollegiate football. An understanding of and participation in advanced football techniques and schemes. Intended for individuals interested in competing on the intercollegiate football team. May be taken 4 times for credit.

**PHYSED 163 INTERMEDIATE TRACK  
AND FIELD**

Units: 1.00 - UC:CSU 54.0 hours lab

Introduction to intermediate techniques and strategies of all track and field events. Topics include methods of training, conditioning, proper technique, and competitive tactics of track and field. May be taken 4 times for credit.

**PHYSED 165 INTERMEDIATE SOCCER**

Units: 2.00 - UC:CSU 108.0 hours lab

Instruction and practice in the techniques of soccer designed to develop skills for the intermediate level player, knowledge of the rules, background, analysis of technique and desirable attitude toward participation. May be taken 4 times for credit.

**PHYSED 166 INTERMEDIATE GOLF**

Units: 1.00 - UC:CSU 54.0 hours lab

A review of the fundamentals of golf skills and the developing of techniques for playing trouble shots. May be taken 4 times for credit.

**PHYSED 167 INTERMEDIATE  
SWIMMING**

Units: 1.00 - UC:CSU 54.0 hours lab

Designed to encompass a large range of swimming skills. The student should have had some previous swimming experience. The course, when completed, will provide the student with Red Cross Intermediate Swimming Card. May be taken 4 times for credit.

**PHYSED 168 INTERMEDIATE TENNIS**

Units: 1.00 - UC:CSU 54.0 hours lab

Designed to enable students to become proficient in the intermediate skills of tennis. Progressive instruction includes the volley, overhead, singles and doubles strategy. Instruction also covers tennis scoring, court position, rules and strategy. May be taken 4 times for credit.

**PHYSED 169 INTERMEDIATE  
VOLLEYBALL**

Units: 2.00 - UC:CSU 108.0 hours lab

Basic skills are taught with an emphasis on play, strategy and rules. May be taken 2 times for credit.

## PHYSICAL EDUCATION

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### PHYSED 170 INTERMEDIATE SOFTBALL

Units: 2.00 - UC:CSU 108.0 hours lab

Prepares the student in softball fundamentals such as hitting, fielding, throwing and catching. Included are weight training and conditioning. A lead-up class for intercollegiate softball. May be taken 4 times for credit.

### PHYSED 171 INTERMEDIATE BEACH VOLLEYBALL

Units: 1.00 - UC:CSU 54.0 hours lab

Provides the student with an opportunity for further development of skills and strategies. Emphasis is placed on a review of the fundamentals adding basic offensive and defensive strategies. Includes advanced skills such as tipping/dinking, roll, shot, drop shot, jump serve, reading the opposing hitter, and one-hand set. Later emphasis is on strategy and tournament play along with officiating matches to ensure a thorough knowledge of the rules and their interpretation. Incorporates four-person and doubles play into its competitive formats. Students will be required to use the Federation of International Volleyball and the California Beach Volleyball Association rules. May be taken 4 times for credit.

### PHYSED 177 ADVANCED GOLF

Units: 1.00 - UC:CSU 54.0 hours lab

Assists the student in gaining an understanding of the mechanics involved in developing the distance and direction of the golf swing. May be taken 4 times for credit.

### PHYSED 178 ADVANCED SWIMMING

Units: 1.00 - UC:CSU 54.0 hours lab

Provides the individual with the additional strokes and miscellaneous water skills that will produce an all-around swimmer. For the accomplished swimmer who plans to qualify for an advanced swimmer's card. May be taken 4 times for credit.

### PHYSED 179 SWIM STROKE MECHANICS

Units: 2.00 - UC:CSU 108.0 hours lab

Covers the four basic swim strokes including starts and turns. No prior competitive swim experience is necessary. May be taken 4 times for credit.

### PHYSED 180 ADVANCED VOLLEYBALL

Units: 1.00 - UC:CSU 54.0 hours lab

Advanced volleyball skills with an emphasis on tournament play and advanced strategy. Additional emphasis on spiking and blocking. May be taken 4 times for credit.

### PHYSED 181 SONG AND YELL LEADERS

Units: 2.00 - UC:CSU 108.0 hours lab

A physical activity class designed for spirit squad members, as well as others, interested in cheer, dance, gymnastics, and stunting. Extensive choreography in all areas of dance; hip-hop, jazz, and pom. Cheers will consist of straight arm movements as well as stunting and proper spotting techniques. May be taken 4 times for credit.

### PHYSED 194 OFFICIATING FALL SPORTS

Units: 2.00 - UC:CSU 36.0 hours lecture

Introduction to the rules, methods, and techniques of officiating the fall sports of football and basketball. The student will receive a complete overview of officiating opportunities at the youth level in fall sports, the role and responsibilities of the official, and develop a working knowledge of the principles of officiating fall sports. Does not meet the Physical Education requirement for the associate degree. May be taken 4 times for credit.

### PHYSED 250 INTERCOLLEGIATE FOOTBALL-MEN'S

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in the sport of football. Students must meet the California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

### PHYSED 251 INTERCOLLEGIATE CROSS-COUNTRY - MEN'S AND WOMEN'S

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition and preparation in cross-country at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of cross-country racing. May be taken 4 times for credit.

**PHYSED 252A INTERCOLLEGIATE BASKETBALL I - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in men's and women's basketball. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. Includes a pre-season game schedule with both home and road competition. May be taken 4 times for credit.

**PHYSED 252B INTERCOLLEGIATE BASKETBALL II - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate basketball competition for men and women. Student must meet California Community College eligibility requirements as established by the Commission on Athletics. Includes home and road games in the Western State Conference and post-season competition. May be taken 4 times for credit.

**PHYSED 253 INTERCOLLEGIATE SOCCER**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in the sport of soccer. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

**PHYSED 254 INTERCOLLEGIATE TRACK AND FIELD-MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition and preparation in track and field at the community college level. Emphasis is placed on training methods, conditioning, proper techniques, and competition tactics of track and field events. May be taken 4 times for credit.

**PHYSED 255 INTERCOLLEGIATE BASEBALL-MEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in the sport of baseball. Students must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

**PHYSED 256 INTERCOLLEGIATE GOLF - MEN'S AND WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Study and execution of the theory and technique necessary to enable an individual to compete in golf at the community college level. May be taken 4 times for credit.

**PHYSED 257 INTERCOLLEGIATE VOLLEYBALL - WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Designed to provide an opportunity for students with advanced skills to participate in intercollegiate competition. Must meet SCCIAC eligibility requirements. May be taken 4 times for credit.

**PHYSED 258 INTERCOLLEGIATE SOFTBALL - WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in the sport of softball for women. Student must meet California Community College eligibility requirements as established by the CCJCA Commission on Athletics and the Western State Conference. May be taken 4 times for credit.

**PHYSED 259 INTERCOLLEGIATE SWIMMING-MEN'S/WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in swimming. May be taken 4 times for credit.

**PHYSED 260 INTERCOLLEGIATE WATER POLO - WOMEN'S**

Units: 2.00 - UC:CSU 180.0 hours lab

Intercollegiate competition in the sport of water polo. Student must meet California Community College eligibility requirements as established by the California Commission on Athletics. May be taken 4 times for credit.

## PHYSICAL SCIENCE

### PHYSICI 101 PHYSICAL SCIENCE

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

*Recommended Preparation: MATH-070*

Introduces the non-science major to a survey of chemistry, and physics. Includes mechanics, heat, light, sound, motion, magnetism, electricity, light atomic structure, chemical bonding, chemical reaction rates and their practical applications. Topics are developed with a minimum of mathematical presentation. UC credit limitation: No credit if taken after a college level course in physics or chemistry.

## PHYSICS

### PHYSIC 101 INTRODUCTION TO PHYSICS

Units: 4.00 - CSU 72.0 hours lecture

*Prerequisite: MATH-070*

An introductory survey course in classical and modern physics: motion, gravity, heat, light, sound, electricity, magnetism, atomic and nuclear physics, relativity, and quantum mechanics. For non-science majors.

### PHYSIC 110 GENERAL PHYSICS I

Units: 4.00 - UC:CSU 54.0 hours lecture, 54.0 hours lab  
CAN PHYS 2

*Prerequisite: MATH-102 or equivalent.*

An introduction to the mechanics of solids and fluids, heat and wave motion. Course is designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: PHYSICS 110-111, and 220-221-222 combined, maximum credit one series.

### PHYSIC 111 GENERAL PHYSICS II

Units: 4.00 - UC:CSU 54.0 hours lecture, 54.0 hours lab  
CAN PHYS 4

*Prerequisite: PHYSIC-110*

An introduction to electricity and magnetism, optics, and modern physics. Designed for students majoring in the life sciences or any other major requiring a non-calculus-based physics course. UC credit limitation: 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 54.0 hours lecture, 54.0 hours lab  
CAN PHYS 8

*Prerequisite: MATH-211.*

Dynamics and statics of particles and rigid bodies, harmonic vibrations, and fluid mechanics. UC 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 54.0 hours lecture, 54.0 hours lab  
CAN PHYS 12

*Prerequisite: PHYSIC-220 and credit for or concurrent enrollment in MATH-212.*

Electric and magnetic fields, circuit theory and electromagnetic induction. UC credit limitation: 110-111 and 220-221-222 combined, maximum credit one series.

### PHYSIC 222 PHYSICS FOR SCIENTISTS AND ENGINEERS: WAVE MOTION, HEAT, OPTICS, AND MODERN PHYSICS

Units: 4.00 - UC:CSU 54.0 hours lecture, 54.0 hours lab  
CAN PHYS14

*Prerequisite: PHYSIC 220 and MATH-211.*

Heat, introduction to thermodynamics and kinetic theory, wave motion and sound, geometric and physical optics, and an introduction to modern physics. UC credit limitation: PHYSICS 110-111 and 220-221-222 combined, maximum credit one series.



# POLITICAL SCIENCE

## POLISC 100 INTRODUCTION TO POLITICAL SCIENCE

Units: 3.00 - UC:CSU 54.0 hours lecture

Survey of the nature and scope of political science, including basic concepts, terms, contending theories, institutions and subfields in the discipline. Description of the methodology and research techniques employed by political scientists.

## POLISC 150 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS

Units: 3.00 - UC:CSU 54.0 hours lecture CAN GOVT 2

Examines the institutions, activities, and issues of American and California governments. Presents an overview of the major ideas and forces that shape the use of public power in American society. The Constitution, the three branches of government, political parties, interest groups, and the media are among the major topics covered. Satisfies the Title V U.S. Constitution requirement and the California state and local government requirement.

## POLISC 198 SPECIAL TOPICS IN POLITICAL SCIENCE

Units: 3.00 - CSU 54.0 hours lecture

Lectures and activities in specific areas of interest in political science. Topics will change with each course offering and will include areas of study such as current public policy issues or major philosophical or legal questions in contemporary politics.

## POLISC 210 MODEL UNITED NATIONS

Units: 3.00 - CSU 54.0 hours lecture

A study of the norms, rules, and procedures of the United Nations leading to participation in a United Nations simulation. Negotiations and active participation in simulated multilateral bargaining brings in-depth expertise on a stated topic and a specific region/nation-state. Emphasizes extemporaneous speaking and experiential learning.

## POLISC 230 POLITICAL THEORY

Units: 3.00 - UC:CSU 54.0 hours lecture

An exploration of the major political concepts, such as the origins of government, state power, justice, and the distribution of political and economic resources, that impact our conceptions of the good life. The contributions made by leading political theorists covers the period from the early Greeks to modern day political philosophers.

## POLISC 250 COMPARATIVE GOVERNMENT AND POLITICS

Units: 3.00 - UC:CSU 54.0 hours lecture

A study of the governments of other countries as compared to the United States with a particular emphasis on the presidential and parliamentary forms. Examines a variety of political cultures and institutions, drawing examples from both developed and underdeveloped countries.

## POLISC 270 INTERNATIONAL RELATIONS

Units: 3.00 - UC:CSU 54.0 hours lecture

An analysis of the basic historical, geographical, economic, ideological, and strategic factors which underlie conflict and cooperation among nations. Focuses on relations between states and the structure of the international system.

## POLISC 290 ETHNIC AND GENDER POLITICS

Units: 3.00 - UC:CSU 54.0 hours lecture

An overview of the history, issues and political processes that affect the status and power of groups which have traditionally been politically and economically disadvantaged in the United States. Includes, but are not restricted to, African-Americans, Asians, Native-Americans, Latinos, and Women.

# PSYCHOLOGY

## PSYCH 101 INTRODUCTION TO PSYCHOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture CAN PSY 2  
Studies behavior through an exploration of major concepts, theoretical perspectives, research findings, and historical trends in psychology. Topics include biological, physiological, and cognitive processes; states of consciousness; learning, memory and intelligence; life span development; psychological disorders and therapies; and social behavior.

## PSYCH 102 PHYSIOLOGICAL PSYCHOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture CAN PSY 10  
*Prerequisite: PSYCH-101*

Details the functional and anatomical aspects of the nervous system in order to interpret behavior in terms of physiological processes. Topics include the cellular and organizational structure of the nervous system, the effects of psychoactive substances on the nervous system, the means by which sensory systems detect and process environmental events, and the biological basis of a variety of complex behaviors and mental processes.

## PSYCH 103 INTRODUCTION TO BEHAVIORAL RESEARCH METHODS

Units: 3.00 - UC:CSU 54.0 hours lecture CAN PSY 8  
Examines the basic principles and concepts of research methodology used in psychology including naturalistic observation, case study, questionnaire, co-relational research, and laboratory experiments. Research design and the process of data analysis are also reviewed using classic studies, while providing added insight into the scientific method.

## PSYCH 105 PERSONAL GROWTH AND ADJUSTMENT

Units: 3.00 - UC:CSU 54.0 hours lecture  
Emphasizes the application of theoretical psychology to the personal growth and self - knowledge issues relevant to college students. Explores topics such as the

search for identity, stress, emotions, and interactions with others. human nature.

## PSYCH 109 SOCIAL PSYCHOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture  
An introduction to the psychological theories, psychological research and applications in major areas of social psychology, including communication and social interaction, group dynamics, attitudes, stereotyping and prejudice, altruism and aggression, person perception and social cognition, roles, and cultural differences as seen by the discipline of psychology.

## PSYCH 150 CRISIS INTERVENTION AND MANAGEMENT

Units: 3.00 - CSU 54.0 hours lecture  
Introduces the strategies used to assist people in various crisis states, including identifying the crisis state and the stages of crisis; understanding and performing the steps and strategies of crisis intervention; and becoming familiar with the skills necessary to intervene with persons in crisis.

## PSYCH 172 DEVELOPMENTAL PSYCHOLOGY

Units: 3.00 - UC:CSU 54.0 hours lecture  
Surveys human development, emphasizing changes occurring throughout the lifespan. Examines the physical, emotional, cognitive, and social growth of infants, toddlers, preschoolers, schoolchildren, adolescents, and adults.

## PSYCH 230 HUMAN SEXUALITY

Units: 3.00 - UC:CSU 54.0 hours lecture  
*Prerequisite: PSYCH-101.*  
Explores the psychological and physiological range of human sexuality. Topics include the social and biological foundations of sexuality, human anatomy, reproduction, the birth process, sexual behavior and attitudes in contemporary society, historical views of sexuality, cross-cultural views of sexuality, sexual dysfunction, sexually transmitted diseases, and sexual problems and issues in our society.

## PSYCH 235 PSYCHOLOGY OF GENDER ROLES

Units: 3.00 - UC:CSU 54.0 hours lecture  
Examines the psychological development of women and men as related to gender issues, including the develop-

ment of sex roles and the extent to which these roles influence, or are influenced by physiology, the family, education, work, and interpersonal relationships will be explored.

### **PSYCH 240 ABNORMAL PSYCHOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Recommended preparation: PSYCH-101.*

The field of abnormal psychology is examined by reviewing history, patterns, and causes of maladaptive behavior; clinical assessment using the current Diagnostic and Statistical Manual; therapies; and prevention of behavioral disorders.

## **PUBLIC SAFETY**

### **PUBSAF 098 SPECIAL TOPICS: PUBLIC SAFETY**

Units: 0.25-4.00 4.5 – 72.0 hours lecture

Provides instruction in various contemporary fire fighting, law enforcement and corrections techniques and subjects related to those occupations. Topics to be announced per semester; consult current class schedule. Offered credit/no-credit only.

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

## **RADIO/TELEVISION/ FILM**

### **RTVF 062 INTRODUCTION TO GRIP AND GAFF**

Units: 1.25 18.0 hours lecture, 12.0 hours lab

Introduces principal concepts of studio and portable lighting equipment, camera support equipment, and electrical distribution systems, as found in lighting con-

struction and camera platforms used in film, video, and television production environments. Includes basic lighting hardware/electrics operations, multiple instrument lighting techniques, and safety considerations for electrical distribution for lighting systems. Recommended as preparation for broader production based curriculum in the RTVF program. Offered as credit/no-credit only.

### **RTVF 072 INTRODUCTION TO FINAL CUT PRO HD**

Units: 1.25 18.0 hours lecture, 12.0 hours lab

An introduction to digital video editing using Apple's Final Cut Pro HD, including the use of digitized video, combination clips, use of transitions and filters required to edit video for television and digital video mediums. Digital video media production, including basic DVD video authoring is also examined. Basic computer skills assumed. Offered as credit/no-credit only.

### **RTVF 074 INTRODUCTION TO LOGIC AUDIO**

Units: 1.25 18.0 hours lecture, 12.0 hours lab

Introduces Apple's Logic Audio software, surveying the tools used in digital audio media production, including non-linear audio recording and editing, digital mixing software, and MIDI-based digital music creation technologies. Includes an overview of computer hardware and operating systems, peripheral audio equipment, and media authoring technology related to digital audio media production. Basic computer skills assumed. Offered as credit/no-credit only.

### **RTVF 076 INTRODUCTION TO DVD STUDIO PRO**

Units: 1.25 18.0 hours lecture, 12.0 hours lab

Introduces DVD authoring using Apple's DVD Studio Pro, including encoding digital video, creating basic and advanced menus, using transitions and final DVD. Basic computer skills assumed. Offered as credit/no-credit only.

### **RTVF 090L OPEN RADIO, TELEVISION, FILM LAB**

Units: 1.00 54.0 hours lab

An open lab for the currently enrolled RTVF student, who wishes to increase skills through the use of the RTVF lab facility. Direct access to RTVF facilities and

## RADIO/TELEVISION/FILM

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equipment for students to work independently on projects/assignments related to RTVF production courses. Offered credit/no-credit and not degree applicable. May be taken 4 times for credit.

### **RTVF 091L ADVANCED OPEN RADIO, TELEVISION, FILM LAB**

Units: 1.00 54.0 hours lab

An open lab for the currently enrolled advanced RTVF student who wishes to increase skills through the use of the RTVF lab facility. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

### **RTVF 100 MEDIA AND SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Surveys and evaluates the mass media: newspapers, magazines, radio, records, television, motion pictures, advertising and public relations. A historical and theoretical perspective is provided to better understand the relationship between society and contemporary mass communications. The history, relationships, ethics, rights and responsibilities of the media, as well as topics of current interest, are also discussed. (Same as JOURN-100).

### **RTVF 101 STRUCTURE OF THE MOVING IMAGE**

Units: 3.00 - CSU 54.0 hours lecture

Examines dramatic structure as it applies to narrative discourse within motion picture storytelling. Representative films and television programs are reviewed and analyzed.

### **RTVF 112 INTRO TO BROADCASTING TECHNOLOGY**

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

Surveys field of production, format script writing, video-journalism, editing (ENG), audio production, and basic cinematography (camera and lighting). Students produce individual short videos and television studio broadcast shows. Also stresses the fundamentals of electronic audio/visual technique while introducing key crew positions and equipment found in most broadcast television environments.

### **RTVF 115 WRITING FOR BROADCAST**

Units: 3.00 - CSU 54.0 hours lecture

Examines and develops language and style as it applies to broadcast journalism. Students analyze and perform script development of news excerpts, applicable to radio and television production.

### **RTVF 118 INTRODUCTION TO DIGITAL EDITING FOR FILM/VIDEO**

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

*Recommended Preparation: GMD-172*

Introduces motion picture and television/video editing theory and technologies designed to develop students' skills in basic professional editing arrangements. Students analyze and perform editing processes applicable to specific media formats. Surveys technical and historical developments of editing related to film and video production.

### **RTVF 125 INTRODUCTION TO TELEVISION PRODUCTION**

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

Surveys and examines broadcast journalism in the television news format, emphasizing the roles of professional videojournalist as a reporter, and the functions of the supporting production crew. Introduces techniques of television field and studio production, using digital broadcast production technologies. May be taken 2 times for credit.

### **RTVF 129 MUSIC PRODUCTION FOR FILM AND TELEVISION**

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

Designed to provide the technical and aesthetic tools needed for the production of music for motion pictures and video. Focuses on the artistic issues as well as the mechanics of matching sounds with a visual counterpart. (Same as MUSIC-129). May be taken 2 times for credit.

### **RTVF 151 RADIO/TELEVISION ANNOUNCING**

Units: 3.00 - CSU 54.0 hours lecture

Theory and practice in Radio/TV announcing for newscasts, commercials, sportscasts, and talk-show hosting with an emphasis on developing the individual 'Air' personality.

**RTVF 170 INTRODUCTION TO AUDIO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
An introduction to aural theory and related audio hardware found in media production environments including new digital technologies. Training in the operation of the studio console, multi-channel recorders, and microphones. Audio editing projects/assignments are presented and evaluated by the class. May be taken 4 times for credit.

**RTVF 172 DESKTOP VIDEO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
An introduction to digital video media using desktop computer-based technologies. Same as GMD-172. (Formerly RTVF-168). May be taken 2 times for credit.

**RTVF 175 INTRODUCTION TO RADIO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Introduces techniques and practices of producing audio radio program media. Students develop broadcast radio programs using digital Webcasting technology for the Internet. May be taken 2 times for credit.

**RTVF 190 INTRODUCTION TO FILM PRODUCTION**

Units: 3.00 - UC:CSU 36.0 hours lecture, 54.0 hours lab  
Surveys basic principles and production techniques of filmmaking. Students examine and develop standard and experimental filmmaking techniques to produce film projects from the point of view of the individual. May be taken 2 times for credit.

**RTVF 195 INTRO TO SCREENPLAY WRITING**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Introduces technical and aesthetic tools necessary for writing an effective screenplay in proper format. Students examine the following techniques of script development: analysis of premise, construction of triangular character relationships, formulation and inciting incidents, examining turning points, crisis, and climax, and appraising the components of non-cliche, three-dimensional characters.

**RTVF 218 ADVANCED DIGITAL EDITING FOR FILM/VIDEO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: RTVF-118*  
Advanced post-production film/video technique and aesthetics including the analysis, application and mastery of editing styles. Focus is to gain competent skills in using digital editing software applications and the respective hardware. May be taken 2 times for credit.

**RTVF 225 ADVANCED TELEVISION PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Advanced principles of scripting, gathering and editing of television news production for airing on broadcast, cable television, and the Internet (Webcasting). Advances techniques of television field and studio production, using digital broadcast production techniques. May be taken 3 times for credit.

**RTVF 250 FILM/VIDEO CINEMATOGRAPHY**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Examines the well-disciplined creative control of the film or video camera and lighting techniques for both the studio and field production. Evaluates the components of the role of Director of Photography in film/video production. May be taken 2 times for credit.

**RTVF 255 ADVANCED SCREENPLAY WRITING**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Evaluates advanced aspects of screenwriting including main plots, subplots, progressive complications, 1st, 2nd, 3rd act, turning points, and primary and incidental characters. May be taken 3 times for credit.

**RTVF 270 ADVANCED DIGITAL AUDIO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Examines techniques of studio and remote audio production as they apply to sound design for film/video post-production. Training in multi-source mixing and multi-track digital recording as well as the sculpting and application of sound effects. May be taken 3 times for credit.

### **RTVF 280 ADVANCED FILM/VIDEO PRODUCTION**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
Examines methods and techniques of directing for film/video, including processes related to coordinating production, lighting, and camera. Students produce and evaluate short-film/video projects that relate traditional and explorative techniques of filmmaking. May be taken 2 times for credit.

### **RTVF 290 RTVF PORTFOLIO**

Units: 3.00 - CSU 36.0 hours lecture, 54.0 hours lab  
*Prerequisite: RTVF-255, RTVF-270, or RTVF-280.*

For advanced students who have completed or are currently enrolled in courses in the RTVF program. Students design and create film/video portfolio project work and develop necessary skills for entry-level positions in media production environments, for transfer to four-year film schools, and art institutes. Examines contemporary trends within media production, featuring visiting artists and professionals. Appraises internship opportunities in the media production industry and measures progress of portfolio project work through regular critiques. May be taken 3 times for credit.

## **REAL ESTATE**

### **REAL 100 REAL ESTATE PRINCIPLES**

Units: 3.00 - CSU 54.0 hours lecture  
Introduction to real estate fundamentals. Emphasizes the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the various business aspects of buying and selling real estate. The primary emphasis is placed on California law. A State of California required course to sit for the Real Estate Sales License Exam.

### **REAL 101 REAL ESTATE PRACTICES**

Units: 3.00 - CSU 54.0 hours lecture  
The theoretical as well as the practical aspects of office operation systems, ethics, obtaining and processing listings, fundamentals of escrow, financing, and appraisal

within the real estate industry. A State of California required course for the four-year real estate sales license.

### **REAL 105 REAL ESTATE FINANCING**

Units: 3.00 - CSU 54.0 hours lecture  
An in-depth overview of real estate finance in California. Includes an analysis of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. Satisfies one of the California Department of Real Estate salesperson electives and is required of applicants for the real estate broker examination.

### **REAL 115 LEGAL ASPECTS OF REAL ESTATE**

Units: 3.00 - CSU 54.0 hours lecture  
California real estate law with emphasis on practical applications. Includes a study of sources of real estate law, classes of property, fixtures, easements, estates or interests in real property, contracts, agency, conveyances, and security devices.

### **REAL 120 REAL ESTATE APPRAISAL I**

Units: 3.00 - CSU 54.0 hours lecture  
Covers real estate appraisals, the appraisal process as well as the different approaches, methods, and techniques used to determine the value of real property. Emphasis is on residential and single unit property. Approved by the Department of Real Estate (DRE) for sales and broker's educational requirements. Also approved by and meets the California Office of Real Estate Appraisal (OREA) guidelines.

### **REAL 121 REAL ESTATE APPRAISAL II**

Units: 3.00 - CSU 54.0 hours lecture  
An advanced appraisal course covering the methods and techniques used in the appraisal of specialty and more complex income-producing properties. Emphasis will be placed on selecting and applying the correct approach to the valuation of these types of properties. Approved by the California Department of Real Estate for the sales and broker's license.

### **REAL 130 ESCROW PROCEDURES AND PROCESSING**

Units: 3.00 - CSU 54.0 hours lecture

Provides an overview of the real estate escrow process with an emphasis on the procedures used in the State of California. Course can be used to satisfy the California Department of Real Estate's requirement for both salespersons or brokers.

### **REAL 150 MORTGAGE LOAN BROKERING**

Units: 3.00 - CSU 54.0 hours lecture

Fundamental theories, and principles of Federal and California law regarding Mortgage Loan Brokering. Incorporates California Departments of Real Estate (DRE) and Corporations requirements for Loan Brokering. Qualifies as one of the California DRE classes for the Broker's License.

## **RECREATION**

### **REC 101 RECREATION AND LEISURE IN CONTEMPORARY SOCIETY**

Units: 3.00 - CSU 54.0 hours lecture

Investigates the contributions of play, leisure and recreation to the social, psychological and economic well being of individuals and groups; incorporating local, regional, national and international perspectives.

### **REC 102 PLANNING PROGRAMS AND EVENTS FOR RECREATION EXPERIENCES**

Units: 3.00 - CSU 54.0 hours lecture

Principles and practice of effective recreational leadership including program and event planning as it relates to play, recreation, and leisure experiences. Requires field work visits to recreation programs.

### **REC 103 RECREATION AND THE NATURAL ENVIRONMENT**

Units: 3.00 - CSU 54.0 hours lecture

Covers recreational use of outdoor/natural areas and the trends, both past and present, that create changing pat-

terns of use. Includes an overview of human, animal, and technological impacts on outdoor recreation resources.

### **REC 104 INTRODUCTION TO THERAPEUTIC RECREATION AND SPECIAL POPULATIONS**

Units: 3.00 - CSU 54.0 hours lecture

Introduces the characteristics and needs of special populations as they relate to the delivery of recreation and leisure services, including the nature and function of recreation in rehabilitation agencies and settings. Emphasizes planning and adapting recreational programs both in clinical and community settings.

## **SERVICE LEARNING**

### **SRVLR 100 INTRODUCTION TO SERVICE-LEARNING**

Units: 1.00 - CSU 18.0 hours lecture

Links service-learning while developing academic coursework, citizenship and democracy, skills of reflection, teamwork, cultural competence, analysis, and experiential evaluation.

## **SIGN LANGUAGE**

### **SIGN 101 AMERICAN SIGN LANGUAGE I**

Units: 4.00 - UC:CSU 72.0 hours lecture

A fundamental study of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Corresponds to the first two years of ASL offered in the high school. Field assignments required.

## SIGN LANGUAGE

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### **SIGN 102 AMERICAN SIGN LANGUAGE II**

Units: 4.00 - UC:CSU 72.0 hours lecture

*Prerequisite:* SIGN-101.

Continuing study of American Sign Language (ASL) designed to increase the student's proficiency in intermediate ASL communication skills with a continued emphasis on comprehension skills. Course components are: conversational skills, cultural awareness, grammatical features and vocabulary development. Field assignments required.

### **SIGN 103 AMERICAN SIGN LANGUAGE III**

Units: 4.00 - UC:CSU 72.0 hours lecture

*Prerequisite:* SIGN-102

A continuing study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an increased emphasis on complex vocabulary, grammatical structures, and cultural awareness. Students learn to discuss topics of location, descriptions, complaints, suggestions and requests. Field assignments required.

### **SIGN 104 AMERICAN SIGN LANGUAGE IV**

Units: 4.00 - UC:CSU 72.0 hours lecture

*Prerequisite:* SIGN-103

An advanced study of American Sign Language (ASL) whereby students develop expressive and receptive language skills with an emphasis placed on fluency and refinement of complex vocabulary, grammatical structures, and cultural awareness. Students gain a greater ability to utilize various verb types, temporal markers, adverbial and adjectival structures. Field assignments required.

### **SIGN 110 AMERICAN DEAF CULTURE**

Units: 3.00 - UC:CSU 54.0 hours lecture

Studies various aspects of American Deaf Culture, including the description of deafness, deaf people, the deaf community as defined by audiology and/or cultural means, service for and by deaf people, and culture as reflected in the arts and language of deaf people. Field assignments required.

### **SIGN 111 FINGERSPELLING**

Units: 2.00 - CSU 36.0 hours lecture

*Prerequisite:* SIGN-102

Develops basic skills in receptive and expressive fingerspelling. Strongly recommended for prospective teachers, interpreters, and other professionals working with deaf people. Course taught in American Sign Language. Offered credit/no-credit only. May be taken 2 times for credit.

### **SIGN 112 INTERPRETING: PRINCIPLES AND PRACTICES**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-102

Introduces students to the field of sign language interpreting. Students will develop an understanding of the history of interpreting, models of interpretation, professional standards, code of ethics, interpreter assessments, credentialing, roles and responsibilities.

### **SIGN 113 CREATIVE USES OF SIGN**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-103

Introduces students to artistic expressions of American Sign Language including poetry, storytelling, play on signs, songs, puns, jokes, handshape stories, and theatrical presentation of signs. Perspective, movement, characterization, form, and technique will be explored.

### **SIGN 200 SPECIALIZED SIGNS AND SETTINGS**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-104, 110 and 112

*Recommended Co-requisites:* SIGN-201, 202 and 203

Introduces students to specialized signs for vocabulary and specialized terminology presented in a variety of environments including educational, religious, medical, legal, and theatrical settings. Special settings (deaf-blind, tactile, oral, teaming, and video-relay) will be analyzed and interpreting techniques will be applied.

### **SIGN 201 INTERPRETING I**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-104, 110 and 112

*Recommended Co-requisites:* SIGN-200, 202 and 203

Introduces the process of consecutive interpreting including skills for analyzing, processing, and interpret-



ing English meaning while conveying it accurately into American Sign Language.

### **SIGN 202 TRANSLITERATING I**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-104, 110 and 112

*Recommended Co-requisites:* SIGN-200, 201 and 203

Introduces the process of consecutive transliteration. Students will develop skills in analyzing, processing, and interpreting English meaning while conveying it accurately into a Manually Coded English form.

### **SIGN 203 SIGN TO ENGLISH INTERPRETING/TRANSLITERATING I**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-104, 110 and 112

*Recommended Co-requisites:* SIGN-200, 201 and 202

Introduces the skills required for accurate Sign to English interpreting/transliteration. Take a theoretical and practical approach to analyzing the process and discussing common techniques and difficulties.

### **SIGN 204 INTERPRETING II**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-204

*Recommended Co-requisites:* SIGN-205, and 206

Develops advanced, simultaneous, interpreting skills. Includes the skills for analyzing, processing, and interpreting English meaning while conveying it simultaneously into American Sign Language.

### **SIGN 205 INTERPRETING II**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite:* SIGN-202

*Recommended Co-requisites:* SIGN-204, and 206

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 54.0 hours lecture

*Prerequisite:* SIGN-203

*Recommended Co-requisites:* SIGN-204, and 205

Develops the advanced skills and knowledge for accurate simultaneous Sign to English interpretation/transliteration. Take a theoretical and practical approach to process and discussing solutions to common difficulties.

## **SOCIOLOGY**

### **SOCI 100 CHICANO/A CULTURE**

Units: 3.00 - UC:CSU 54.0 hours lecture

Examines the academic field of Chicano/a studies. The historical, political, social, and cultural aspects of the heterogeneous Chicano and Chicana experience are reviewed. Current issues and challenges facing Chicanos and Chicanas in education, families and work are also explored.

### **SOCI 101 INTRODUCTION TO SOCIOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN SOC 2

Examines American society and other cultures using the conceptual, theoretical, and methodological principles and applications that distinguish sociology from other social sciences. Micro and macro explanations are reviewed to explain how culture, values, roles, norms, social interaction, and social stratification influence everyday life.

### **SOCI 101H INTRODUCTION TO SOCIOLOGY - HONORS**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN SOC 2

*Prerequisite:* ENGL-101

Examines American society and other cultures using the conceptual, theoretical, and methodological principles and applications that distinguish sociology from other social sciences. Micro and macro explanations are reviewed to explain how culture, values, roles, norms, social interaction, and social stratification influence everyday life. Additional reading, writing, and research techniques are required.

### **SOCI 102 SOCIOLOGICAL ANALYSIS**

Units: 3.00 - UC:CSU 54.0 hours lecture

Scientific logic and procedure are used to collect, interpret, and analyze social phenomena. The characteristics, strengths, and weaknesses of qualitative and quantitative research practices are examined as students learn to conceptualize and relate social variables as they develop measurable hypotheses.

### **SOCI 103 INTIMATE RELATIONSHIPS AND FAMILIES**

Units: 3.00 - UC:CSU 54.0 hours lecture

Examines the various forms of intimate-partner relationships that exist within a diverse, multi-cultural society. Social, cultural, and political constructs that apply to the definition, status, and legality of human partnerships are analyzed. Diversity of function and form is central to understanding these relations and the 'families' they form, including issues of dating, sexuality, singlehood, marriage, parenting, and divorce.

### **SOCI 105 MULTICULTURALISM IN THE UNITED STATES**

Units: 3.00 - UC:CSU 54.0 hours lecture

Explores several levels of cultural diversity in the context of a complex, modern society. Provides students with tools to be better prepared to understand and live in an increasingly diverse society. (Formerly INTERD-100).

### **SOCI 106 RACIAL AND ETHNIC RELATIONS IN UNITED STATES SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Focuses on the theoretical, historical and social viewpoints about race and ethnicity; social and historical practices and institutions that support and/or challenge racial and ethnic inequalities; and patterns of interactions between different racial and ethnic groups. Political, economic, educational and health-related opportunities among members of various groups are reviewed, while intra-group variations related to social class, gender, and other categories are examined.

### **SOCI 108 THINKING CRITICALLY ABOUT SOCIAL ISSUES**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: ENGL-101*

Examines the definitional and contextual nature of social issues. Develops a 'critical thinking' approach which integrates interdisciplinary principles and incorporates a comparative framework utilizing literary criticism, logic, argumentation, and persuasion to analyze and compare the content and validity of social issues and specifically explores how the media and scientific community collect, interpret and report social data. UC credit limitation: PHILOS-205 and SOCI-108 combined, maximum credit one course.

### **SOCI 110 SELF AND SOCIETY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Examines ways in which culture and socialization affect individual conduct. Investigation of social structures and social institutions, and their effect on the development of self identity, attitudes, values, and norms of social behavior.

### **SOCI 150 INTRODUCTION TO CRIMINOLOGY**

Units: 3.00 - UC:CSU 54.0 hours lecture

Explores the scientific study of crime and criminality. Examines the definition of crime and its violations as well as laws and methods used to control criminal behavior. Sociological theories and research methods provide the means of data collection and analysis in understanding the nature of crime, law, and justice.

### **SOCI 151 JUVENILE DELINQUENCY**

Units: 3.00 - CSU 54.0 hours lecture

Studies the deviant and criminal behavior of minors and the status offenses and unlawful acts they commit. The concept of childhood provides the foundation of examining contemporary delinquency in the United States, especially differentiating juvenile offenders and status offenders from adult offenders, and examining their offenses in a separate juvenile justice system.

**SOCI 198 SPECIAL TOPICS IN SOCIOLOGY**

Units: 1.00-3.00 - CSU 18.0 – 54.0 hours lecture  
Lectures in specific areas of interest in contemporary sociology. Topics will change each semester and will include areas of study such as popular culture, stratification, intimate partner violence, sexuality, race relations, holocaust, media, globalization, poverty, social movements, and social psychology.

**SOCI 200 INTRODUCTION TO WOMEN'S STUDIES**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Overview of the academic field of women's studies. Social and cultural consequences of living in a 'gendered world' are examined, including the topics of socialization, communication, politics, crime, sexuality, and religion. Gender relationships are also explored within their historical and cross-cultural contexts.

**SOCI 207 SOCIAL PROBLEMS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN SOC 4  
Applies sociological principles and the research process to identify and analyze selected contemporary social problems that are occurring in the United States. Issues of crime, substance abuse, overpopulation, poverty, gender violence, and the environment are examined nationally, while global comparisons are also reviewed.

**SOCI 208 SOCIOLOGY OF DEATH AND DYING**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Studies the cultural, social, and political meaning of death as it exists within the United States and abroad. Using the sociological perspective, examines the importance of death and its related processes as parts of socially constructed meanings recognized and practiced by societal members. The inevitability and consequences of death influence social interaction among groups, institutions, and nations and results in conflicting relationships based on moral, ethical, and fiscal concerns.

**SOCI 210 SOCIOLOGY OF DEVIANCE, CRIME AND SOCIAL CONTROL**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Provides a sociological explanation of deviance, crime, and social control in the United States. Through the

examination of American society, specifically by identifying cultural norms, values and beliefs, and with the use of cross-cultural comparisons, students will learn the basic theories, methods, and concepts used to understand deviant behavior. The goal of this course is to develop a sociological awareness among students, and to recognize the social forces that influence deviant behavior and its relationship with groups, institutions and society.

**SOCI 230 SOCIOLOGY OF SEXUALITIES**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Explores sociological theories and research in the area of gender and sexuality, examining the social construction of gender and sexuality from both a micro and macro perspective.

**SOCI 233 SOCIOLOGICAL ISSUES OF LIFE AND LONGEVITY**

Units: 3.00 - UC:CSU 54.0 hours lecture  
Examines the life course of older adults and the aging process. Cultural, social, and political influences that shape contemporary concepts of 'growing old,' in particular those found in Western society, are explored. Theories of aging are reviewed as are issues of sociopsychological changes, alternative housing arrangements, changing family roles, aging and sexuality, and death and bereavement.

**SPANISH****SPAN 080A INTENSIVE ELEMENTARY SPANISH I**

Units: 2.00 36.0 hours lecture  
Intended to provide the students with basic listening, speaking, reading and writing skills in Spanish. Designed for students with little or no previous experience in the Spanish language. Intensive practice in the expression and comprehension of spoken Spanish. Offered credit/ no-credit only.

### **SPAN 080B INTENSIVE ELEMENTARY SPANISH II**

Units: 2.00 36.0 hours lecture

Designed for students who possess some basic knowledge of the Spanish language. Course is intended to review and further develop the grammar, vocabulary and conversation acquired in Spanish 080A. Continuous practice in the expression and comprehension of spoken Spanish. Offered credit/no-credit only.

### **SPAN 082A INTENSIVE INTERMEDIATE SPANISH I**

Units: 2.00 36.0 hours lecture

Develops a working knowledge of reading and writing skills in Spanish. Course is intended to review and further develop the grammar, vocabulary and conversation acquired in SPAN-080B. Offered credit/no-credit only.

### **SPAN 082B INTENSIVE INTERMEDIATE SPANISH II**

Units: 2.00 36.0 hours lecture

Builds oral proficiency while presenting a balanced-skills approach to listening, speaking, reading and writing. A continuation of SPAN-082A. Offered credit/no-credit only.

### **SPAN 084A INTENSIVE ADVANCED SPANISH I**

Units: 2.00 36.0 hours lecture

Examines oral proficiency while strengthening reading and writing skills in a cultural context. A continuation of SPAN-082B. Offered credit/no-credit only.

### **SPAN 098 SPANISH LANGUAGE AND CULTURE**

Units: 0.25-3.00 4.5 – 54.0 hours lecture

Presents students with an opportunity for extensive group conversation and discussions during the lunch hour. Offered credit/ no-credit only.

### **SPAN 101 ELEMENTARY SPANISH I**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN SPAN 2

Develops language skills in listening, reading, speaking and writing withing 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 Spanish at the beginning level. This course is

taught in Spanish. Corresponds to the first two years of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-101 AND 101A combined, maximum credit one course.

### **SPAN 101A SPANISH FOR SPANISH SPEAKERS I**

Units: 4.00 - UC:CSU 72.0 hours lecture

Focuses on developing and strengthening reading and writing skills. Emphasis is placed on spelling punctuation, lexical variations, idioms and cultural components of the Spanish language. Designed for the students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. UC credit limitation: SPAN-101 AND 101A combined, maximum credit one course.

### **SPAN 102 ELEMENTARY SPANISH II**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN SPAN 4

*Prerequisite: SPAN-101 or two years of high school Spanish with a grade of C or better.*

Review and further study of the fundamentals of the Spanish language with emphasis upon correct pronunciation and mastery of a practical vocabulary. Practice in oral and written expression. Corresponds to the third year of high school Spanish. Not appropriate for native or heritage speakers. UC credit limitation: SPAN-102 and 102A combined, maximum credit one course.

### **SPAN 102A SPANISH FOR SPANISH SPEAKERS II**

Units: 4.00 - UC:CSU 72.0 hours lecture

*Prerequisite: SPAN-101A or equivalent.*

A continuation of SPAN-101A. Focuses on developing reading and writing skills. Designed for students who communicate in Spanish and/or have near-native fluency. Might include students who have acquired the language outside of the classroom setting. UC credit limitation: SPAN-102 and 102A combined, maximum credit one course.

### **SPAN 150 CONVERSATIONAL SPANISH**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: One year of college Spanish or three years of high school Spanish or equivalent.*

A course of intensive practice in the expression and

comprehension of spoken Spanish. The verbal active method used stresses oral communication. May be taken 2 times for credit.

### **SPAN 160 SPANISH FOR PUBLIC SAFETY PERSONNEL**

Units: 3.00 - CSU 54.0 hours lecture

A specialized course of basic Spanish for public safety personnel with emphasis on communication with the Spanish-speaking community. Emphasis will be on acquiring a practical, working knowledge of Spanish with a vocabulary suitable to the student's area of specialization. Extensive use of audio-visual materials and the language laboratory.

### **SPAN 198 SPECIAL TOPICS IN SPANISH LANGUAGE, LITERATURE AND CULTURE**

Units: 1.00-3.00 - CSU 18.0 – 54.0 hours lecture

Special topics in Spanish language, literature and culture. Courses are offered in variable formats and for variable units. Consult the current schedule of classes for topics being offered each term. Offered credit/no-credit only.

### **SPAN 201 INTERMEDIATE SPANISH I**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN SPAN 8

*Prerequisite: SPAN-102 or three years of high school Spanish with a grade of C or better or equivalent.*

Comprehensive review of Spanish grammar. Readings of short stories in Spanish by famous Latin American and Peninsular authors. Discussions and written and oral reports in Spanish based upon reading selections. This course corresponds to the fourth year of high school Spanish.

### **SPAN 202 INTERMEDIATE SPANISH II**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN SPAN 10

*Prerequisite: SPAN-201 or four years of high school Spanish with a grade of C or better or equivalent.*

Complete review of Spanish grammar. Oral discussion and written composition dealing with assigned readings of current Spanish prose. Intensive reading of outstanding Spanish and Latin American literature.

### **SPAN 240 LATIN AMERICAN LITERATURE**

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey course of the literature of Latin America from the time of the discovery to the twentieth century. This course may be conducted in English or Spanish (refer to schedule of classes). Especially recommended for Spanish majors and students enrolled in History 240.

### **SPAN 250 INTRODUCTION TO SPANISH TRANSLATION I**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: Recommend SPAN-102A or similar skills demonstrating knowledge of Spanish and English.*

Main aspects of translation theory, contrastive grammar and stylistics used in Spanish/English translation. Presents an overview of common translation problems in a wide range of professional fields.

### **SPAN 251 INTRODUCTION TO SPANISH TRANSLATION III**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: SPAN-250*

Expands the study of the main aspects of translation covered in Introduction to Translation I. Presents a detailed analysis of common translation problems in a wide range of translation fields.

## **SURVEY**

### **SURV 101 INTRODUCTION TO LAND SURVEYING**

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

*Prerequisite: High School Geometry, or MATH-063 and MATH-070*

*Preferred Preparation: MATH-102*

Fundamentals of land surveying, field, practice, and calculations. Includes equipment and equipment use, horizontal, vertical, angular measurements, error, traversing, leveling, and stadia. Also covers the history of, and careers in, surveying.

**SURV 102 ADVANCED LAND SURVEYING**

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

*Prerequisite: MATH-102 and SURV-101*

Covers the computation of horizontal and vertical curves, tachometry, earthwork, error, adjustment of level nets and topographic surveys. Includes procedures for U.S. Public Land Surveys and State Plane Coordinates System.

## **THEATRE**

**THEATR 060 THE BUSINESS OF ACTING**

Units: 1.00 18.0 hours lecture

Covers acting as a business and becoming a professional in the entertainment industry. Topics also include: pictures, resumes, agents, unions, interviewing, auditioning and marketing. May be taken 4 times for credit.

**THEATR 061 AUDITIONING FOR STAGE, FILM AND TELEVISION**

Units: 2.00 36.0 hours lecture

*Prerequisite: THEATR-140*

Auditioning processes for professional work in theatre, television and film. Selection, preparation and performance of material with which to audition. May be taken 4 times for credit.

**THEATR 090L OPEN THEATRE LAB**

Units: 0.50-2.00 27.0 - 108.0 hours lab

An open lab for currently enrolled theatre students who wish to rehearse and prepare for performance in a theatrical environment. Provides access to additional coaching and instruction. Units do not apply to the associate degree and offered credit/no-credit only. May be taken 4 times for credit.

**THEATR 110 UNDERSTANDING THEATRE**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN DRAM 18

A critical analysis of theatre from the audience perspective. Examination of the functions of producer, architect,

playwright, director, actor, designer and critic through lecture and reading of selected plays.

**THEATR 120 STAGECRAFT**

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

Provides the theory and practical application of scenic elements for the stage including design, construction, painting, rigging, safety practices, methods of shifting, handling scenery and handling properties. May be taken 4 times for credit.

**THEATR 126 IMPROVISATION**

Units: 2.00 - UC:CSU 18.0 hours lecture, 54.0 hours lab

An introduction to the principles and practice of theatrical improvisation. This course focuses on the development of spontaneity, physicalization and interaction as they pertain to the creation of improvised character and ensemble performance techniques. Exercises, games and improvised situational scenes are utilized to create an understanding of improvisation as a means to achieving enhanced performance skills. May be taken 4 times for credit.

**THEATR 127 IMPROVISATIONAL PERFORMANCE**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: THEATR-126*

Further develops spontaneity, physicalization, character and ensemble. Improvisational techniques directed towards live performance. May be taken 4 times for credit.

**THEATR 130 COSTUME CRAFTS**

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

Basic design and construction techniques as applied to theatrical costuming and the theatre process. Tools, materials, fabrics and construction techniques will be investigated. May be taken 4 times for credit.

**THEATR 131 COSTUME DESIGN**

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

An introduction to the process and procedures employed by the costume designer for the theatre. Costume history, design theory, basic construction techniques, fabrics and their various uses will be investigated.

**THEATR 140 ACTING FUNDAMENTALS**

Units: 3.00 - UC:CSU 54.0 hours lecture CAN DRAM 8

Introduction to the basic principles and techniques of acting as an artistic discipline. Analysis of plot, character and language. Development of voice and movement skills. Provides theory and process through the use of games, exercises, performances of scenes, monologues, readings and lecture.

**THEATR 141 SCENE PERFORMANCE**

Units: 4.00 - UC:CSU 72.0 hours lecture CAN DRAM 22

*Prerequisite: THEATR-140.*

A refinement of the art, craft and discipline of acting, designed to further develop voice, movement and the ability to analyze dramatic text and characters through exercise and extended scene work. May be taken 4 times for credit.

**THEATR 144 ACTING FOR THE CAMERA**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: THEATR-126 or THEATR-140*

The practice and study of the fundamental techniques required in acting before the camera. Areas of voice and movement for the camera; blocking; memorization and audition techniques will be addressed. May be taken 4 times for credit.

**THEATR 150 INTRODUCTION TO LIGHTING DESIGN**

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

Introduces the theory and practice of designing light for a live theatrical production. Emphasis on lighting instruments, controls, and the aesthetics of color, distribution, intensity, and movement of light, as well as practical experience in the design and implementation of a light plot. May be taken 2 times for credit.

**THEATR 161 MUSICAL THEATRE**

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

Performance methods and practices of musical theatre as they relate to the performer. Develops vocal skills, choreographic movement, and acting technique through exercises, solo performances and fully-staged scenes. May be taken 4 times for credit.

**THEATR 175 INTRODUCTION TO STAGE DIRECTION**

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: THEATR-110.*

An introduction to the fundamental techniques of stage direction including text analysis, styles and genres, stage composition, blocking, working with actors and designers. Incorporating study of the works of the great directors, students will create a directorial vision and means of working and apply them during in-class scene work. May be taken 4 times for credit.

**THEATR 180 THEATRICAL MAKE-UP**

Units: 1.00 - UC:CSU 18.0 hours lecture, 36.0 hours lab

Theory and practical application in a laboratory setting in all phases of make-up, specifically designed for theatrical use.

**THEATR 190 THEATRE PRODUCTION**

Units: 1.00-4.00 - UC:CSU 54.0 – 216.0 hours lab

Provides study and laboratory exploration of all aspects of theater production involving actors, technicians and manager, and their contributions to the total aesthetic effect of the dramatic production before a public audience. May be taken 4 times for credit.

**THEATR 191 TECHNICAL THEATRE PRODUCTION**

Units: 3.00 - CSU 54.0 hours lecture

*Prerequisite: THEATR-120*

Provides practical experience in the implementation of all technical elements for a live stage production, including the installation and operation of scenery, props, lights, sound and wardrobe for the complete run of a theatrical production. May be taken 3 times for credit.

**THEATR 192 THEATRE FOR YOUNG AUDIENCES**

Units: 2.00-3.00 - CSU 18.0 hours lecture, 54.0 – 108.0 hours lab

Audition, rehearsal, staging and live performance of theatrical play scripts suitably targeted for audiences composed of children from the ages of 6 to 14. May be taken 4 times for credit.

### THEATR 194 READER'S THEATRE WORKSHOP

Units: 2.00-3.00 - UC:CSU 18.0 hours lab, 54.0 – 108.0 hours lab

Techniques and practices of adapting prose material into theatrical performance. Prose material selected will be analyzed, scripted, cast, staged and performed before a live audience. May be taken 4 times for credit.

### THEATR 220 THEATRE HISTORY I

Units: 3.00 - UC:CSU 54.0 hours lecture

A survey of theater as a product or reflection of its time. Examination and analysis of the effects of major historical epochs to the 18th century upon audience, playwright, actor, director and technician as they have evolved. Readings of representative plays and attendance at performances.

### THEATR 221 THEATRE HISTORY II

Units: 3.00 - UC:CSU 54.0 hours lecture

A study of theater as a product and reflection of its time from the late 18th Century to the present. Examination and analysis of the effect of the audiences upon playwright, actor, director and setting. Readings of representative plays.

### THEATR 230 INTRODUCTION TO PLAY-WRITING

Units: 3.00 - UC:CSU 54.0 hours lecture

*Prerequisite: ENGL-101*

An introduction to playwriting. Includes discussion and analysis of structure, development of character, writing dialogue, and composition of a two-act play. (Same as ENGL-107).

### THEATR 240 ACTING SHAKESPEARE

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

*Prerequisite: THEATR-140.*

An exploration of Shakespeare's plays and poetry through research, exercises, monologues and scene study. Introduction to the process and technique of analyzing play scripts and poetry while establishing a performance discipline. Includes textual analysis, historical research, scansion, imagery, vocal technique, period movement, song and dance. May be taken 3 times for credit.

### THEATR 241 MOVEMENT FOR THE PERFORMER

Units: 3.00 - UC:CSU 54.0 hours lecture

Develops the performer's instrument as it pertains to the body through awareness, relaxation, flexibility, and responsiveness in order to communicate openly and effectively. Includes movement as a key to character development and as an aid to understanding the complex relationship between the actor, character and text. May be taken 3 times for credit.

### THEATR 242 VOICE FOR THE PERFORMER

Units: 3.00 - UC:CSU 54.0 hours lecture CAN DRAM 6

An introduction to the fundamentals of vocal production for the performer. Develops the performer's instrument as it pertains to the voice by eliminating negative habits and tension and improving vocal support, tonal production, vocal quality and articulation. Explores voice as an aid in understanding the complex relationship between the actor, the character and the text. May be taken 3 times for credit.

## WATER SYSTEMS TECHNOLOGY

### WATER 020 INTRODUCTION TO WATER SYSTEMS TECHNOLOGY

Units: 3.00 54.0 hours lecture

Explores the technologies and career opportunities in the public drinking water, wastewater, and water distribution industries. Designed for students not currently employed in these industries. Topics also include water sources, water quality, water treatment, water distribution, and related topics.

### WATER 030 WATERWORKS MATHEMATICS

Units: 3.00 54.0 hours lecture

The study of the mathematical principles in solving problems related to treatment systems including hydraulic volumes, dimensional analysis, primary and



secondary sewage treatments, calculation, and chemical dose rates as it relates to water/wastewater technology. (Formerly WATER-100).

### **WATER 031 ADV WATERWORKS MATHEMATICS**

Units: 3.00 54.0 hours lecture

*Prerequisite: WATER-030*

The advanced study of mathematical principles in solving problems related to pump hydraulics; horsepower, flow rates, pump curves, chemical dosages, detention time, filtration and backwash rates, CT calculations and various utility management analysis related to budget preparations, water rate structures, and demand design forecasting. Focuses on mathematical computations within the expected range of knowledge on the California Department of Health Services Certification exams for D3, D4, D5, T3, and T4.

### **WATER 040 WATER DISTRIBUTION OPERATOR I**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-030*

Covers fundamental aspects of water distribution after the water treatment plant. Studies the operation and maintenance of water distribution systems. Assists in preparation for the Grade I Water Distribution Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-105).

### **WATER 041 WATER DISTRIBUTION OPERATOR II**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-040 or four years of employment in a water treatment plant, water distribution system or hold a valid Grade I license.*

An advanced course in water distribution. Assists in preparation for the Grade II Water Distribution Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-106).

### **WATER 050 WATER TREATMENT PLANT OPERATION PROCESSES I**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-030*

Basic water treatment concepts and basic chemical dosage techniques. Assists in preparation for Grade I and II Water Treatment Plant Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-101).

### **WATER 051 WATER TREATMENT CHEMISTRY**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-050*

Examines the chemistry of water treatment and water quality regulations. (Formerly WATER-108).

### **WATER 052 WATER TREATMENT PLANT OPERATION PROCESSES II**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-050 and 051.*

Emphasis on water treatment processes and associated duties commonly encountered within a treatment facility. Assists students in qualifying for Grade III and IV Water Treatment Plant Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-102).

### **WATER 060 WASTEWATER TREATMENT AND DISPOSAL I**

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-030*

Wastewater treatment and disposal including the following: characteristics of wastewater, individual sewage treatment and disposal systems, pre-treatment, primary treatment, secondary treatment, and effluent polishing. Assists in the preparation for Grade I Wastewater Treatment Plant operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-110).

### WATER 061 WASTEWATER TREATMENT AND DISPOSAL II

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER 060*

Process control, trouble shooting, wastewater mathematics, and formula manipulations in wastewater treatment. Assists in the preparation for the Grade II or III Water Treatment Operator's Certificate examination given by the State of California Department of Health Services. (Formerly WATER-111).

### WATER 062 WASTEWATER TREATMENT AND DISPOSAL III

Units: 3.00 54.0 hours lecture

*Recommended Preparation: WATER-061*

Emphasis on phosphorous removal, tertiary treatment, and chemical additions, math and essay problems. Assists in preparation for Grade IV and V Water treatment Operator's Certificate examinations given by the State of California Department of health Services. (Formerly WATER-112).

### WATER 098 SPECIAL TOPICS IN WATER TECHNOLOGY

Units: 0.50-3.00 9.0 - 54.0 hours lecture

Special topics of current and recurrent interest in the field of drinking water and/or wastewater. Units awarded are dependent on the number of classroom hours, and vary with each topic. See Class Schedule for names and descriptions of topics to be addressed. Offered credit/no-credit only.

## WELDING

### WELD 090L OPEN WELDING LAB

Units: 1.00 54.0 hours lab

*Prerequisite: Successful completion of one of the following courses: WELD-100, 101, 102, 120 or 150.*

Provides extended lab hours for continuing students to develop skills in welding. Offered credit/no-credit and not degree applicable. May be taken 4 times for credit.

### WELD 100 INTRODUCTION TO OXY-ACETYLENE WELDING

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

An introduction to oxyacetylene welding techniques on ferrous and non-ferrous metals, use of alternate fuel gasses, and flame cutting. Includes safety procedures, basic weld-joint design, expansion, contraction, and residual stress in the welding of metals. May be taken 4 times for credit.

### WELD 101 INTRODUCTION TO ARC WELDING

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

Introduces the process of shielded metal arc welding (SMAW). Emphasis on safety procedures, use of SMAW welding equipment and proper welding techniques. Theory and application of weld joint design expansion, and residual stress in the welding of metal. May be taken 4 times for credit.

### WELD 102 INTRODUCTION TO GAS TUNGSTEN ARC AND GAS METAL ARC WELDING

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

Foundation in Gas Tungsten Arc Welding (GTAW) & Gas Metal Arc Welding (GMAW). Includes basic welding-joint design, expansion, contraction, and residual stress in welding of metals. May be taken 4 times for credit.

### WELD 103 METAL SCULPTURING

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

A basic foundation in methods of cutting, forming, and shaping of metal. Students will use metal joining process including riveting, brazing, soldering, and mechanical to create metal sculptures. Proper safety procedures in the use of shop tools and related welding equipment are emphasized. May be taken 3 times for credit.

### WELD 120 INDUSTRIAL WELDING I

Units: 5.00 - CSU 54.0 hours lecture, 108.0 hours lab

The first in a three-part series of trade/technical courses providing theory and vocational skills related to current welding applications. Focuses on the oxyacetylene and shielded metal arc welding processes. Examines related safety, mathematics, metallurgy, and weld-joint design

associated with welding. May be taken 4 times for credit.

### **WELD 122 INDUSTRIAL WELDING II**

Units: 5.00 - CSU 54.0 hours lecture, 108.0 hours lab

*Recommended Preparation: WELD-120*

The second in a 3-part series of courses providing theory and skills related to current welding applications. Continued focus on the shielded metal arc welding process. Examines related safety, mathematics, metallurgy, and weld-joint design associated with welding. May be taken 2 times for credit.

### **WELD 124 INDUSTRIAL WELDING III**

Units: 5.00 - CSU 54.0 hours lecture, 108.0 hours lab

*Recommended Preparation: WELD-122*

The third in a three-part series of trade/technical courses providing theory and skills related to current welding applications. Examines the gas tungsten arc welding and gas metal arc welding processes. Safety mathematics, metallurgy, and weld-joint design are studied in detail. Provides the levels of proficiency needed for various certifications available in today's welding industry. May be taken 4 times for credit.

### **WELD 130 WELDING METALLURGY**

Units: 3.00 - CSU 54.0 hours lecture

Introduces students to basic metallurgy as applied to welding. Common heat treatment procedures, welding enhancement procedures, and thermal control of stress and strain in relation to ferrous and nonferrous metals are emphasized. Proper determination of chemical contents of common steels, cast irons, stainless steels, and aluminum alloys are demonstrated.

### **WELD 140 WELDING INSPECTION**

Units: 3.00 - CSU 54.0 hours lecture

Covers related weld inspection principles and practices in order to prepare students for the American Welding Society's Certified Welding Inspector (CWI) exam. Coursework includes related welding theory, hands-on inspection, and a survey of respective welding codes.

### **WELD 150 WELDING TECHNOLOGY**

Units: 15.00 - CSU 162.0 hours lecture, 324.0 hours lab

Provides theory and vocational skills related to current welding applications. Examines the oxyacetylene, shielded metal arc, gas tungsten arc, and gas metal arc welding processes. Focuses on preparing students for welding certifications required by today's welding industry. Equivalent to WELD 120, 122, and 124. May be taken 4 times for credit.

### **WELD 151 WELDING CERTIFICATION AND LICENSE PREPARATION**

Units: 3.00 - CSU 54.0 hours lecture

Provides students with an understanding of the fundamental concepts and theories included in the Los Angeles City Department of Building and Safety written Structural-welding certification test. Preparation will be emphasized through critical thinking, problem solving, written assignments and practice exams.

### **WELD 155 ORBITAL GAS TUNGSTEN ARC WELDING**

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

*Recommended Preparation: WELD-150 or WELD-102*

Examines the principles and practices of the Orbital Gas Tungsten Arc Welding process. Emphasis is placed on related welding theory and hands-on instruction in the welding of ferrous and nonferrous metal pipe. Prepares students for employment in many of today's high-tech pipe industry fields. May be taken 4 times for credit.

### **WELD 160 ADVANCED GAS TUNGSTEN ARC WELDING**

Units: 2.00 - CSU 18.0 hours lecture, 54.0 hours lab

*Prerequisite: WELD-102*

An extension of WELD-102 that provides further development and strengthening of gas tungsten arc welding (GTAW) skills on ferrous and non-ferrous metals. Emphasis is placed on theory, technique and applications of GTAW commonly used in the aerospace, pharmaceutical and motor sports industries. May be taken 4 times for credit.

## WELDING

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### WELD 165 PIPE WELDING FUNDAMENTALS

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

*Prerequisite:* WELD-101

Examines both theory and application of pipe welding using the shielded metal arc welding (SMAW) process. Procedures leading to skillfulness in pipe weld joint design, pre-weld fit up, basic metallurgy, weld symbols, and related codes and standards are emphasized. May be taken 3 times for credit.

### WELD 166 PIPE LAYOUT AND FABRICATION

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

*Co-requisite:* WELD-165

Explores the fundamental concepts used in the fabrication of pipe constructions and fittings. Emphasis is placed on construction, lateral, sleeve, and branch pipe connections commonly used in the piping industry. Related math calculations and cutting techniques will be utilized to prepare students for entry into a pipe fitting related field.

### WELD 167 INTERMEDIATE PIPE WELDING TECHNIQUES AND PRACTICES

Units: 4.50 - CSU 45.0 hours lecture, 108.0 hours lab

*Prerequisite:* WELD-165 *Recommended Preparation:* WELD-166

Continues WELD-165 in the development of pipe welding skills. Shielded metal arc welding (SMAW) and gas metal arc welding (GMAW) techniques are explored with respect to today's cross country piping industry. Students are encouraged to earn weld certification in accordance with American Society of Mechanical Engineers ASME.

### WELD 168 ADVANCED PIPE WELDING TECHNIQUES AND PRACTICES

Units: 4.50 - CSU 45.0 hours lecture, 108.0 hours lab

*Prerequisite:* WELD-167

Designed as a capstone course to prepare students for additional weld certifications in accordance with the American Society of Mechanical Engineers (ASME) and the American Petroleum Institute (API) and recognized by today's high pressure piping industry.

# **NONCREDIT COURSE DESCRIPTIONS**

## **BASIC SKILLS**

### **NC.BCSK 01 CAREER AND JOB SEARCH PREPARATION**

Through self-assessment, students discover occupations that match their interests, abilities and values. Students will research labor market information, formulate job search strategies, develop a resume and interview preparation skills.

### **NC.BCSK 094 SUPERVISED TUTORING**

Provides individual assistance to students with expressed needs in study skills, learning modes, and developmental materials. Learning experiences will be under instructional supervision. Units do not apply to the associate degree and offered credit/no-credit only.

### **NC.BCSK AP STUDY SKILLS**

Elective toward the high school diploma: Designed to help students prepare/enhance learning skills to succeed in Advanced Placement courses at the high school level. Provides background in concepts of the College Board to help students with study skills, note taking, research paper writing, essay and Document Based Question writing.

### **NC.BCSK E04 HSD ENGLISH - 12**

English 12 may be offered as English 12 AB, or English 12 Mythology and Folklore designed to meet high school diploma requirement: Expands and polishes skills in rhetoric, composition, speech and literary analysis. Modes of discourse taught are description, narration, exposition, literary analysis and argument/persuasion. Students will read and analyze works in all literary genres of world literature while paying particular attention to British and American authors.

### **NC.BCSK H02 HSD ART 1B DIGITAL**

Elective toward the high school diploma: Introductory level investigation of digital art- marking. Digital creative software and equipment will be introduced and basic

skills developed in Art 1A will be distilled and further developed. Focuses on image making through drawing, photography, image manipulation, problem solving and the fundamentals of art and design. Students will produce a series of artworks utilizing digital technology and software in a variety of approaches.

### **NC.BCSK H04 HSD ASTRONOMY**

Elective toward the high school diploma: Designed to gain skills in astronomical observation which will require limited field work during night hours at home. Astronomy topics such as the Big Bang Theory, galaxies, black holes, stars, the sun, NASA explorations and the planets, the moon, comets and asteroids will be covered.

### **NC.BCSK H06 HSD MODERN CIVILIZATION**

Designed to meet high school diploma requirement: Introduces major epochs, eras, events and turning points that have shaped human societies. Includes the historical and geographical relationships of individuals and groups, following the chronological flow of events and relationships they create between the past and present.

### **NC.BCSK H08 HSD PAINTING AND DRAWING STUDIO A/B**

Elective toward the high school diploma: Course is designed for students interested in completing an Advanced Placement Exam. Projects are structured to meet the College Board Exam requirements. Emphasis is placed on volume of quality pieces. Students will learn techniques and skills used in drawing and painting including working from models and still life display, and study styles and genres of art.

### **NC.BCSK H10 HSD PSYCHOLOGY**

Elective toward the high school diploma: Provides students with a broader understanding of human behavior. Major areas explored are learning, development and maturation, personality, motivation and emotion, and various behavioral disorders.

### **NC.BCSK H12 HSD SOCIOLOGY**

Elective toward the high school diploma: Acquaints students with the points of view and the vocabulary which enable the sociologist to comment on, criticize, and better understand the changing social forces which shape

American culture. Topics include, social change, contemporary social problems, major social institutions such as the family and public education, American class structure, and values and comparative culture.

### **NC.BCSK H14 PHYSICS**

Elective toward the high school diploma: This course is designed to meet the need of college preparatory students. Topics include forces, work, motion, energy, relativity, and matter. One of the basic unifying themes of this program is that science is inquiry. Extensive time is spent in the laboratory. Open-ended experiments help the student develop a critical and creative attitude toward inquiry. The student is given the opportunity to learn proper laboratory procedures, scientific processes, analysis of data, effects of new discoveries, and the use of some sophisticated equipment and techniques.

### **NC.BCSK M03 HSD GEOMETRY I A/B/C**

For the high school diploma: Geometric concepts will be developed through substantial exposure to problem-solving skills and processes, and consistent use of logical reasoning processes. Students will apply geometry principles to other areas of mathematics, other disciplines and real-life applications.

### **NC.BCSK M04 HSD ALGEBRA II A/B**

For the high school diploma: Algebra II is an elective course in mathematics building on the mathematical contents of Algebra 1 A/B, Algebra ABC, and Geometry 1 AB, Geometry ABC. Statistical application shall be integrated throughout the course. Emphasis shall be placed on abstract thinking skills, appropriate use of technology, and the interdisciplinary application of mathematics.

### **NC.BCSK M05 HSD ALGEBRA II/ TRIGONOMETRY**

For the high school diploma: Extends the concepts of Algebra I to logarithms, rational exponents, polynomial functions, systems of quadratic equations, conics, complex numbers, sequences and series, introduction to probability, some statistics and right and oblique triangle trigonometry.

### **NC.BCSK M06 HSD ADVANCED MATH TOPICS**

For the high school diploma: Reviews Algebra topics to enhance performance on college entrance and placement exams. This course is recommended for students who want to take an advanced math course.

### **NC.BCSK S02 HSD SPANISH I**

Elective toward the high school diploma: Beginning language skills of listening, speaking, reading and writing are taught with an initial emphasis on listening and speaking. An understanding of the spoken language will be stressed through correct pronunciation and intonation, the development of correct speech patterns, simple dialogues and narratives, and reading. Various aspects of Spanish culture are included.

### **NC.BCSK S04 HSD SPANISH II**

Elective for the high school diploma: Spanish II is a communicative-based college preparatory course which further develops the student's ability to listen, speak, read, and write Spanish. These four skills, in addition to culture, reinforce one another in making students independent users of Spanish. Language is presented thematically, allowing students to gain confidence and to be as creative as possible in expressing their ideas.

## **CITIZENSHIP**

### **NC.CITZ 01 CITIZENSHIP FOR NATU- RALIZATION**

Introduces the history and government of the United States preparing students for the U.S. Citizenship Review: including an overview of the branches of government, the Constitution and the Bill of Rights.

## **ENGLISH AS A SECOND LANGUAGE**

### **NC.ESL LVL1 LEVEL 1**

Develops basic skills in English through listening, speaking, reading, and writing, including life skills, grammar, pronunciation, vocabulary, and culture.

### **NC.ESL LVL2 LEVEL 2**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing grammar, vocabulary, culture, and everyday life situations.

### **NC.ESL LVL3 LEVEL 3**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing grammar, vocabulary, culture, and everyday life situations.

### **NC.ESL LVL4 LEVEL 4**

Continues the development of basic skills in English through listening, speaking, reading, and writing, emphasizing increased accuracy, fluency, and confidence.

### **NC.ESL PLVL1 ESL PRE-LEVEL 1**

Basic English necessary to function successfully in everyday encounters for students with limited reading and writing skills in their primary language.

### **NC.ESL TOEFL TOEFL PREPARATION**

Focus on developing essential language skills. needed to obtain a satisfactory score on the test of English as a Second Language (TOEFL). Restricted to students whose native language is other than English. Student should be at Level 4 to enroll in TOEFL Preparation Program.

## **HEALTH AND SAFETY**

### **NC.HLSF 02 SERVSAFE FOOD MANAGERS CERTIFICATION**

Provides the training necessary to become a Certified Food Manager. The certification examination will be administered during the last hour of the class.

## **OLDER ADULT ACTIVITIES/ EDUCATION**

### **NC.OAD ART01 WATERCOLOR PAINTING FOR OLDER ADULTS**

Watercolor Painting

Promotion of socialization and developmental skills for the older adult using painting as the medium. Interactive activities will be promoted. A supply list will be available at the first class meeting.

### **NC.OAD ART02 PAINTING FOR OLDER ADULTS**

Painting-Oil and Acrylic

Promotion of socialization and developmental skills for the older adult using oil and acrylic paint as the medium. A supply list will be available at the first class meeting.

### **NC.OAD ART03 DRAWING - BEGINNING THROUGH ADVANCED FOR OLDER ADULTS**

Promotion of socialization and developmental skills for the older adult using drawing as the medium. Technical drawing skills will be introduced as a part of the socialization activities of the class. A supply list will be available at the first class meeting.



**NC.OAD ART04 CREATIVE EXPRESSION THROUGH CHINA PAINTING FOR OLDER ADULTS**

Creative expression through china painting. Improve socialization and creative skills for older adults. Topics include: color, design, etching, raised paste for gold, and matte colors. A supply list will be available at the first class meeting.

**NC.OAD ART05 CREATIVE EXPRESSION THROUGH NEEDLEWORK ACTIVITIES FOR THE OLDER ADULT**

Needlecraft

Introduces basic knitting, crocheting, embroidery and plastic canvas techniques. Provides the older adult student with the opportunity for creative expression, socialization and skill development using needlework as a means of creative expression.

**NC.OAD COMP1 COMPUTER RESOURCES FOR THE OLDER ADULT: COMPUTERS AND YOU**

Computers and You

Provides the older adult student with the skills to become a computer literate consumer. Hands-on class for students with little or no knowledge of computers.

**NC.OAD CR01 CREATING A SAFE HOME ENVIRONMENT FOR OLDER ADULTS**

Provides an opportunity to explore products available in local shopping centers that can be used to create a safer and more accessible environment for older adults.

**NC.OAD HLTH1 LIFE LONG LEARNING FOR OLDER ADULTS**

Improve and/or maintain the mental fitness of the older adult through educational activities promoting critical thinking skills that enhance memory retention and flexible thinking.

**NC.OAD HLTH2 MOBILITY THROUGH EXERCISE, PHYSICAL CONDITIONING FOR OLDER ADULTS**

Physical Conditioning

Focuses on conditioning all major muscle groups, the promotion of strength and toning, increase in range of motion

and flexibility, and increase in endurance and coordination. Class is geared to working with the older adult population. Students may progress at their own level.

**NC.OAD HLTH3 MOBILITY THROUGH EXERCISE - SLOW STRETCH TAI CHI FOR OLDER ADULTS**

Slow Stretch/Tai Chi

The physical and mental well-being of the older adult is improved through Tai Chi activities by increasing strength and agility while improving peace of mind and reducing stress. Involves low impact movements that flow at a smooth, even tempo, leading to improved balance as body weight is shifted. Movement will result in high levels of body control and increased powers of motion concentration. Several different moves of Tai Chi will be experienced in class.

**NC.OAD HLTH4 EXERCISE THROUGH EXERCISE - LOW IMPACT AEROBICS FOR OLDER ADULTS**

Low Impact Aerobics

The physical and mental well-being of the older adult will be improved through a low impact aerobic exercise program designed to promote firming and toning, flexibility, and endurance.

**NC.OAD HLTH5 MOBILITY THROUGH EXERCISE FOR OLDER ADULTS USING YOGA**

Yoga

The physical and mental well-being of the older adult will be improved through Yoga using gentle stretching exercises and breathing techniques. Activities will improve stamina, lung capacity, flexibility, muscle tone, circulation, cardiovascular performance and respiration.

**NC.OAD HLTH6 MOBILITY THROUGH EXERCISE, FOR THE OLDER ADULT THROUGH WATER CONDITIONING**

Aqua Aerobics

The physical and mental well-being of the older adult is improved through aerobic conditioning, strength training and stretch activities in a water environment. Swim skills are not required.

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## **NONCREDIT COURSES: OLDER ADULT ACTIVITIES • PARENT EDUCATION**

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### **NC.OAD LLL01 LIFE LONG LEARNING THROUGH CURRENT GLOBAL EVENTS - FOR OLDER ADULT AUDIENCE**

Life Long Learning through Current Global Events

Socialization and personal development for older adults through discussion of current local, national, and world issues.

### **NC.OAD LLL02 LIFE LONG LEARNING FOR OLDER ADULTS THROUGH ART APPRECIATION**

Art Appreciation-The Great Masters

Exposes the student, particularly the older adult, to the world's artistic heritage, stimulating students' visual, emotional, and intellectual responses to art.

### **NC.OAD LLL03 LIFE LONG LEARNING FOR OLDER ADULTS THROUGH FILM EXPLORATION**

Wonderful World of Movies

Discusses the origin of films set in locales around the globe, including topics of writing, acting, and directing. Students, particularly older adults, are encouraged to share their unique, individual experiences and perceptions while developing skills in film analysis.

### **NC.OAD LLL04 LIFE LONG LEARNING FOR OLDER ADULTS ISSUES IN AGING**

Examines issues of aging and the related concerns of the older adult, emphasizing the age-specific challenges associated with health, law, finances, as well as personal and social relationships.

### **NC.OAD MUSC2 CREATIVE EXPRESSION THROUGH MUSIC APPRECIATION - VOCAL AND INSTRUMENTAL FOR OLDER ADULTS**

Music Appreciation through Listening and Practice

Creative expression through music, vocal or instrumental including discussion of the influences of music on society. Class is geared toward older adult population. Small group performances may be conducted.

### **NC.OAD MUSC3 CREATIVE EXPRESSION THROUGH MUSIC FOR OLDER ADULTS, INSTRUMENTAL AND VOCAL JAZZ**

Creative expression through participating in a vocal and instrumental jazz ensemble. Performance and practice of jazz skills and charts representative of the 1920's through present. Class is geared toward older adult population. Small group performance will be conducted.

### **NC.OAD WRT01 CREATIVE EXPRESSION FOR OLDER ADULTS THROUGH WRITING PERSONAL HISTORIES**

Writing Personal Histories

Encourages the recording of experiences, adventures and memories of the student's lifetime. Students, particularly older adults, will benefit from the opportunity to better express themselves in writing and gaining insight into their lives and society.

## **PARENT EDUCATION**

### **NC.PAED CD01 PARENTING SKILLS**

Parenting skills including: discipline approaches, normal age specific behaviors, home learning environments, community resources, and the value of preschool. Additional topics as requested by the parents will be included for class discussion.

## OUTSTANDING EMPLOYEE AND DEPARTMENTAL AWARD RECIPIENTS

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The Cougar Award Program was inaugurated during May 2001. The program is a campus-wide ritual and celebration created to recognize outstanding contributions by college employees and departments. In order to be considered for this award, an employee must exhibit "thinking outside the box" innovative thinking; "pushing the envelope" exceptional service; "trail blazing" outstanding leadership; or, "building community" teamwork within our campus community. The employee or department must be truly dedicated and loyal; exhibit expertise in job performance; demonstrate a willingness to assist others enthusiastically; take initiative in making his or her department more efficient and productive; maintain excellent relationships with co-workers, faculty, staff and students; and make contributions to the college community. Nominations are solicited from all faculty, staff, students and administrators. Selection of the Cougar Award winner is made by a steering committee that includes former recipients of the award. The winner is not revealed until the Cougar Parade reaches its destination. Once the parade locates the honoree, Superintendent/President Dr. Dianne Van Hook reads the official Cougar Award proclamation, presents the coveted, lifetime Cougar Award and inducts the winner into the Loyal Order of the Cougar. Persons/departments inducted into the Loyal Order of the Cougar are listed below.

### MAY 2001

Cindy Grandgeorge

### 2001-2002

Jim Temple

Jan Keller

Reprographics Department

Lonnie Slusher

Jim Ruebsamen

Audrey Green

Jeff Haynes

TLC Lab

### 2002-2003

Mauricio Escobar

Alicia LeValley

Maintenance Department

Fred D'Astoli

Bob Tolar

Beth Asmus

Admissions & Records Department

### 2003-2004

Chris Miner

Janet Cetrone

Curriculum Department

Yasser Issa

Payroll Department

### 2004-2005

Jasmine Ruys

Fiscal Services Department

Tami Toon

Switchboard Department

### 2005-2006

Dr. Carole Long

Jamaal Brown

Marsha Buterbaugh

Grounds Department

## FACULTY

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### ACOSTA, CLAUDIA (1998)

Spanish - Associate Professor

MA Spanish .....UC Riverside  
BA Liberal Studies .....CSU San Marcos

### ALBERT, SUE (2000)

Dean - Allied Health

MHA Health Administration.....Univ. of La Verne  
MN Nursing .....UCLA  
BSN Nursing .....UCLA

### ALFANO, KATHLEEN (1996)

Director NSF-Create Regional Center Professor

PhD Higher ED .....UCLA  
MS Counseling.....Purdue  
BS Chemistry .....Chestnut Hill College

### ALONSO, EDEL (1999)

Counselor - Associate Professor

PhD Organizational Leadership....Univ. of La Verne  
MA Counseling .....Loyola Marymount Univ.  
BA Spanish...Montclair State College, New Jersey

### AMADOR, JONATHAN (2001)

Radio/Television/Film - Associate Professor

MFA Fine Arts .....California Inst. of the Arts  
BFA Music .....California Inst. of the Arts

### ANDERSON, JAMES (1991)

Chemistry - Professor

MS Chemistry .....CSU Fresno  
BS Chemistry.....UC Davis

### ANTHONY, KEVIN (1999)

Hotel/Restaurant Mgt - Associate Professor

BA Political Science .....Loyola Marymount Univ.

### AYRES, DIANE (1988)

English/Journalism - Professor

MA Speech .....CSUN  
BA Speech .....CSUN  
AA General Education.....College of the Canyons

### BABER, TIMOTHY (2000)

Welding - Associate Professor

AS Welding .....College of the Canyons

### BAKER, DIANE (2002)

Nursing - Associate Professor

MSN Nursing .....CSULA  
BSN Nursing.....Univ. West Florida

### BARKE, SHERI (2004)

Health Science - Assistant Professor

MPH Public Health .....UCLA  
BS Nutritional Sciences .....Cal Poly,  
San Luis Obispo

### BASHAM, ROGER (1970)

Anthropology/Sociology - Professor

MA Sociology/Anthropology .....San Jose State  
BA Sociology/Anthropology.....UC Santa Barbara  
AA Liberal Arts .....Taft College

### BATHKE, TAMMY (2004)

Nursing - Assistant Professor

MS Nursing .....CSULA  
BS Nursing .....Creighton Univ.  
BS Biology .....UCLA

### BAUWENS, DENNIS (1987)

Mathematics/Acctg., Bus., Mgmt., Mrktg. - Professor

MBA Business Admin. ....Cal State Dominguez Hills  
BS Business Admin. ....Cal State Dominguez Hills

### BAYTARYAN, RUZANNA (2001)

Mathematics - Associate Professor

Equivalent to:

MS Electrical Engineering .....Polytechnic  
Institute, Armenia  
BS Electrical Engineering .....Polytechnic  
Institute, Armenia

### BLAKEY, CHRISTOPHER (2001)

Philosophy -Associate Professor

PhD Philosophy .....UC Riverside  
MA Philosophy.....CSULA  
BS Microbiology .....Cal Poly, San Luis Obispo

### BLASBERG, REGINA (2006)

Civil Engineering – Associate Professor

MS Civil Engineering .....UCLA  
BS Civil Engineering .....Loyola Marymount Univ.

### BORRELLI, PAMELA (1999)

Nursing - Associate Professor

MSN Nursing .....UCLA  
BSN Nursing.....Univ. of Arizona

### BRANCH, STEPHEN (2000)

History - Associate Professor

MA American Studies .....Univ. of So. Florida  
BA History .....Univ. of So. Florida

### BRANT, SUSAN (1999)

English - Associate Professor

MA English.....Humboldt State Univ.  
BA English .....Humboldt-State Univ.

### BRETALL, LESLIE (1991)

Librarian - Professor

MLS Public Library Spec. ....UCLA  
BA History .....UCLA

### BREZINA, JENNIFER (2001)

English - Associate Professor

PhD English .....UC Riverside  
MA English .....San Diego State Univ.  
BA English .....UCLA

### BRILL, DAVID (2003)

Radio/Television/Film – Assistant Professor

BS Journalism .....Univ. of Colorado

### BRILL-WYNKOOP, WENDY (1997)

Photography - Professor

MFA Creative Photography .....Cal State Fullerton  
BFA Photography .....USC

**BRODE, ROBERT (2000)**  
Admin of Justice - Associate Professor  
JD Law .....Whittier College  
AA Accounting .....LA Valley College

**BROGDON-WYNNE, PAMELA (1997)**  
Director EOPS/CARE - Professor  
EdD Education .....Nova Southeastern Univ.  
MS Guidance Counseling .....Youngstown State Univ.  
BS Education/Eng. ....Youngstown State Univ.

**BROWN, KERRY (1998)**  
Counseling- Professor  
MA Educations Psych./Counseling .....CSUN  
BA Deaf Studies .....CSUN  
AA Social Sciences .....College of the Canyons

**BURKE, KELLY (2005)**  
Biology - Assistant Professor  
MS Microbiology .....Univ. So. Florida  
BS Biology .....Univ. of Tampa, Florida

**BUTTS, DANIELLE (1999)**  
Director, Transfer Center - Associate Professor  
EdD Education.....Pepperdine Univ.  
MS Counseling .....CSUN  
BA Deaf Studies/Special Education .....CSUN

**CAPET, MITJL (2006)**  
Assistant Superintendent/Vice President, Instruction  
EdD Occupational Education.....UCLA  
MFA Art Education .....Catholic Univ. of America  
BA Visual Art & Philosophy .....UCLA

**CATAN, DANIEL (1999)**  
Music - Associate Professor  
PhD Music.....Princeton Univ.  
MFA Music.....Princeton Univ.  
BA Music.....Univ. South Hampton  
BA Philosophy .....Univ. of Sussex

**CHENG-LEVINE, JIA-YI (2005)**  
English – Assistant Professor  
PhD English .....Indiana Univ. of Pennsylvania  
MA English.....Univ. of Georgia  
BA English.....Tamkang Univ.

**CHOATE, CHERIE (1973)**  
Mathematics - Professor  
MA Mathematics .....Dartmouth  
BA Mathematics .....Alfred Univ., New York

**CLEMENTS, KATHLEEN (1974)**  
Computer Information Technology - Professor  
MS Business Education .....CSUN  
BA Business Education .....CSUN

**COMPTON, JACK (1976)**  
Welding - Professor  
BA Industrial Arts .....CSULA  
AA General Education .....LA Pierce College

**COON, PAMELA (2001)**  
Computer Networking - Associate Professor  
BA Computer Science .....UC Santa Barbara

**COTA, CHRISTOPHER (2002)**  
Physical Education - Associate Professor & Head Coach Men’s Baseball  
MEd Physical Education .....Azusa Pacific Univ.  
BA Physical Education .....CSUN  
AA Math/Science.....College of the Canyons

**CROSBY, LINDA (1998)**  
Family Studies/Early Childhood Education - Professor  
MS Home Economics/  
Child Develop. .... Northern Illinois Univ.  
MS Counseling Psych ....Mount St. Mary’s College  
BA Home Economics .....Northern Illinois Univ.

**CROWTHER, SUSAN (1988)**  
MESA Director  
MS Biology .....CSUN  
BA Biology .....CSUN

**CRUZ, GUILLERMO (2001)**  
Economics - Associate Professor  
MA Economics .....McGill Univ.-Quebec  
BS Economics .....Univ. of Montreal

**D’ASTOLI, FRED (1999)**  
English - Associate Professor  
MA English .....CSUN  
BA English .....CSUN

**DAVIDSON-SYMONDS, DONNA D. (1972)**  
English - Professor  
EdD Higher Education .....UCLA  
MA English.....Southern Methodist Univ., Texas  
BA English .....Penn State Univ.

**DAVIS, DEANNA (1998)**  
English - Associate Professor  
PhD Philosophy/English .....UCLA  
MA English .....UCLA  
BA English.....UCLA

**DAYBELL, MARK (2000)**  
Graphics & Multimedia Design - Associate Professor  
MFA Art/Creative Photo.....Cal State Fullerton  
BS Applied Art & Design,  
Photo .....Cal Poly, San Luis Obispo

**DELATORRE, MARY (2002)**  
Geography – Associate Professor  
MA Geography .....CSUN  
BA Geography .....CSUN  
AA Social Science.....College of the Canyons

**DELAVERA-SOLOMON, OLGA DIANE (1998)**  
DSPS Counselor - Professor  
MEd Educational & Counseling  
Psychology .....Univ. of Missouri-Columbia  
BA Psychology .....San Diego State Univ.

**DEMERJIAN, MARLENE (1990)**  
Mathematics - Professor  
EdD Higher Education.....Nova Southeastern Univ.  
MA Applied Mathematics .....UCLA  
BS Applied Mathematics .....UCLA  
AA Mathematics.....Glendale Community College

## FACULTY

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### DERMODY, MICHAEL (1988)

History/Political Science - Professor & President of Academic Senate

MA History/Political Science .....UC Riverside  
BA History .....UC Riverside

### DIDRICKSON, SALLY (2000)

Division Dean - Mathematics & Sciences

MSN Nursing Education.....CSULA  
BSN Nursing .....CSULA  
AA .....College of the Sequoias

### DIXON, STEVEN (1998)

Fire Technology - Professor

BA Management.....Univ. of Redlands  
AA .....El Camino College

### DOS REMEDIOS, ROBERT (1999)

Physical Education - Associate Professor

MA Physical Education .....CSUN  
BA Social Sciences .....UC Berkeley

### DREILING, RONALD (2000)

PACE English - Associate Professor

MA English .....Univ. of Kansas  
BA English & Philosophy .....Washburn  
Univ. of Kansas

### EIKEY, REBECCA (2005)

Chemistry - Assistant Professor

PhD Chemistry .....UCLA  
MS Chemistry .....UCLA  
BS Chemistry .....Chatham College

### ETIENNE, PIERRE (2000)

French - Associate Professor

MA French Lang. & Literature .....Tufts Univ.,  
Massachusetts  
BA French & German .....Middlebury College, Vermont

### FELDMAN, BERNARDO (1989)

Music - Professor

PhD Music Composition .....UCLA  
MFA Fine Arts/Music .....California Inst. of the Arts  
BFA Fine Arts/Music .....California Inst. of the Arts

### FERGUSON, CHRISTOPHER (1999)

Computer Science - Associate Professor

MS Computer Science .....CSUN  
BS Computer Science .....CSUN

### FEUERHELM, JANE (1995)

Director, Disabled Students Programs & Svcs - Professor

PhD Teaching & Curriculum .....USC  
MA Learning Disabilities & Emotionally  
Disturbed .....Univ. of N. Colorado  
BA Speech Pathology  
& Audiology .....Univ. of Denver, Colorado

### FIERO, DIANE (2004)

Vice President - Human Resources

MS Human Resources Design .....Claremont  
Graduate Univ.  
BS Psychology .....Univ. of Houston, Texas

### FISHER, HOWARD (2000)

Physical Education - Assistant Professor & Head Coach Men's Basketball

MA Physical Education .....UCLA  
BA Physical Education/  
Recreation .....Whittier College  
AA Liberal Arts .....LA Pierce College

### FLYNN, KATHY (1999)

Chemistry - Associate Professor

PhD Inorganic Chemistry.....UC Davis  
MS Chemistry.....San Diego State Univ.  
BS Chemistry.....San Diego State Univ.

### FORBES, DOUGLAS (1985)

Computer Science/Electronics - Professor

AS Computer Science  
& Electronics .....College of the Canyons

### FRANKLIN, CHRISTI (2002)

Learning Disability Specialist – Assistant Professor

PhD Clinical Psychology.....Fuller Theological  
Seminary  
MA Christian Leadership.....Fuller Theological  
Seminary  
MA Psychology .....Fuller Theological Seminary  
MA Counseling Psychology.....National Univ.  
BA Biology Point Loma Nazarene College,  
San Diego

### GEAR, DEBORAH (2005)

American Sign Language - Assistant Professor

MA Special Education .....CSUN  
BA Deaf Studies .....CSUN  
AA Interpreting .....LA Pierce College

### GERDA, JOSEPH (1987)

Mathematics - Professor

MA Mathematics .....Univ. of Texas  
MS Biomathematics .....UCLA  
BA Mathematics .....Univ. of Texas

### GIBSON, COLLETTE (1999)

Mathematics - Associate Professor

MA Mathematics .....UCLA  
BS Mathematics .....UCLA  
AS Mathematics .....College of the Canyons

### GILMORE, JAMES (2001)

Mathematics - Associate Professor

MS Mathematics.....CSUN  
BA Mathematics .....UC Berkeley

### GLAPA-GROSSKLAG, JAMES (1999)

Dean of Distance Learning Programs & Training

MA History/Humanities.....Univ. of Chicago  
BA History .....Illinois Wesleyan Univ.

### GOLBERT, MIRIAM (2001)

Biology - Associate Professor

MS Biology .....CSUN  
BS Biochemistry .....National Univ. of Cordoba,  
Argentina

**GORBACK, KAREN (2006)**  
Associate Dean – Community Extension & Noncredit Program

PhD Education.....UC Santa Barbara  
MS Counseling .....CSU Fresno  
BA English.....UCLA

**GREEN, AUDREY (1989)**  
Dean – Program Development, VTEA & Community Extension

MA Educational Psychology -  
Counseling & Guidance .....CSUN  
BA History .....UCLA  
AA Social Sciences.....College of the Canyons

**GRIBBONS, BARRY (1999)**  
VP, Institutional Dev., Technology & On-line Services

PhD Education.....USC  
MS Education.....USC  
BA Psychology .....CSUN  
AA Psychology .....College of the Canyons

**GURNÉE, KIM (2000)**  
English - Associate Professor (Writing)

MA English.....Cal Poly, San Luis Obispo  
BA Language Studies .....Humboldt State Univ.

**HALEY, PATRICIA (2005)**  
EMT - Assistant Professor

BSN Nursing .....CSULA

**HARUTUNIAN, MICHAEL (1999)**  
English - Associate Professor

MA English Literature .....CSUN  
BA History.....CSUN  
AA General Education.....College of the Canyons

**HAUSS, JENNIFER (2000)**  
Interim Director - Service Learning

PhD English .....Univ. of Rhode Island  
MA English .....Salisbury State Univ.  
BA English.....Radford Univ.

**HELFIG, SHELDON (2002)**  
Sociology - Associate Professor

MSW Social Work.....Univ. of Washington  
MA Education .....CSUN  
BA Psychology/Sociology .....CSUN

**HILLIARD, LEE (2003)**  
Computer Networking - Assistant Professor

AS Computer Networking .....College of the Canyons

**HINSHAW, SUSAN (1999)**  
Theatre - Associate Professor

MFA Theatre Arts-Acting .....Cal State Fullerton  
BA Drama .....Univ. of Washington

**HOOPER, LISA (2001)**  
Physical Education - Associate Professor & Head Coach Women's Volleyball

MA Kinesiology Science .....CSU Long Beach  
BS Nutrition .....Pepperdine Univ.

**HOWE, RICHARD (2001)**  
Psychology - Associate Professor  
MA General-Experimental Psychology .....CSUN  
BA Psychology .....CSUN

**HOWRY, LINDA (2000)**  
Nursing - Associate Professor  
MS Nursing .....Univ. of Colorado  
BSN Nursing .....N. Illinois Univ.

**JACOBSON, JOAN (1973)**  
Counselor - Professor  
MS Counseling .....CSULA  
BA Psychology .....UCLA

**JADAON, VICTOR (1999)**  
Computer Information Technology - Associate Professor  
MS Educational Technology .....National Univ.  
BS Electrical Engineering .....Golden State Univ.,  
Louisiana  
BS Computer Science .....National Univ.

**JENKINS, JAMES "KEVIN" (2002)**  
Graphic & Multimedia Design - Assistant Professor  
MFA Studio Art & Photography .....UC Irvine  
BFA Fine Art .....CA College of Arts & Crafts

**JOHNSON, CHARLES (2000)**  
Mathematics - Associate Professor  
MS Mathematics .....Cal Poly, San Luis Obispo  
BS Mathematics .....UCLA

**JOSLIN, MICHAEL (1991)**  
Assistant Dean - Student Dev. & Retention  
MS Counseling .....CSUN  
BA Journalism.....CSUN  
AA .....Moorpark College

**JULIAN, JOANNE (1974)**  
Art - Professor  
MA Art .....CSUN  
MFA .....Otis Art Institute of LA  
BA Art .....CSUN

**KANE, BELINDA (1999)**  
Physical Education - Associate Professor/Coach  
MEd Physical Education .....Azusa Pacific Univ.  
BA Physical Education /Teaching  
& Coaching .....CSUN

**KARLIN, RONALD (2000)**  
Librarian Bibliographic Instruction/Electronic Resources - Associate Professor  
MLS Library & Information Science .....UCLA  
BA Anthropology .....USC

**KELLEHER, JAMES (2001)**  
Political Science - Associate Professor  
PhD Political Science .....UC Santa Barbara  
MA Political Science .....CSULA  
BA Political Science .....CSUN  
AS Real Estate .....Moorpark College

## FACULTY

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### KEMPLER, ADAM (1997)

#### English - Associate Professor

MA English Literature .....CSU Long Beach  
BA Humanities, English, English Education,  
Psychology .....CSU Long Beach  
AA General Education.....Orange Coast College

### KICENSKI, KARYL (2000)

#### Communications Studies/Speech - Associate Professor

MA Speech Communication .....CSUN  
BA Speech Communication .....CSUN

### KISTLER, KEVIN (2006)

#### Associate Dean, Instructional Support

EdD Institutional Management.....Pepperdine Univ.  
MBA Business Administration.....Pepperdine Univ.  
M.Div Theology .....Golden Gate University  
BS Theology .....San Jose Bible College

### KRESSIN, ANN (2000)

#### Chemistry - Associate Professor

MS Chemistry .....UC San Diego  
BS Chemistry .....Marquette Univ., Wisconsin

### KUBO, KATHY (2000)

#### Mathematics - Associate Professor

MA Mathematics .....UCLA  
BS Business Admin. ....UC Berkeley

### LABRIE, MICHELLE (2002)

#### Counselor - Associate Professor

MA Psychology .....Pepperdine Univ.  
BA Psychology .....UC Santa Cruz  
AA Social Science .....College of the Canyons

### LAMONICA, GINA (2000)

#### Physical Education - Associate Professor

EdD Institutional Mgt.....Pepperdine Univ.  
MA Physical Education .....USC  
BA Physical Education .....CSUN

### LAWRENCE, THOMAS (1969)

#### Mathematics/Physics - Professor

MS Physics/Math .....San Diego State Univ.  
BA Physics/Math .....San Diego State Univ.

### LE, LUONG (1999)

#### Mathematics - Associate Professor

MS Mathematics.....UC Riverside  
BS Mathematics.....UC Davis  
AS Mathematics .....College of the Canyons

### LEONARD, VICTORIA (1995)

#### Communication Studies - Professor

MA Speech Communication .....CSUN  
BA Speech Communication .....CSUN

### LIPMAN, MELANIE (1998)

#### Information Technology - Professor

MS Instructional Leadership/  
Educational Admin. ....National Univ.  
BS Secretarial .....Fairleigh Dickinson Univ.  
AA Liberal Arts .....Nassau Community College

### LORIGAN, JAMES (2000)

#### Fine Art - Associate Professor

MA Art-Drawing & Painting .....CSU Fullerton  
MFA Painting, Drawing/Printmaking .....CSU Fullerton  
BA Art .....CSU Fullerton

### LOWE, ANN (2000)

#### Nursing - Assistant Professor

MSN Nursing .....CSU Long Beach  
BSN Nursing .....UCLA

### LYNCH, SVETLANA (2000)

#### English - Associate Professor/Developmental

Equivalent to:  
MA Philosophy (Literature) &  
English .....International Ed. Institute Russia

### LYNN, CYNTHIA (1996)

#### ECE - Associate Professor

BA Human Develop .....Pacific Oaks College  
AA Child Develop .....College of the Canyons

### LYON, CHARLES (1998)

#### Physical Education - Professor

MA Education Emphasis PE....Azusa Pacific Univ.  
BA Physical Education .....CSUN  
AA General Education.....College of the Canyons

### MACLEAN, HEATHER (2001)

#### ESL - Associate Professor

MA TESOL .....Monterey Institute of Int'l Studies  
BA German/Russian .....Bradford Univ.-England

### MAHAN, TAMMY (2005)

#### Psychology - Assistant Professor

MA Psychology .....CSU Bakersfield  
BS Psychology .....Cal Poly, San Luis Obispo

### MAHN, MOJDEH (1980)

#### Tutoring/Learning Computing Lab Director - Professor

MS Mathematics .....CSUN  
BS Mathematics .....CSUN  
AS Math/Science.....College of the Canyons

### MALINOSKI, VALERIE (2003)

#### Nursing - Assistant Professor

MSN Nursing .....UCLA  
BSN Nursing .....CSULA  
AA Nursing .....LA Valley College

### MALONEY, DENA (1997)

#### Dean - Economic Development

EdD Organizational Leadership....Univ. of La Verne  
MA Government .....Georgetown Univ.  
BA Political Science .....Loyola Marymount Univ.

### MANJI, KIMI (2001)

#### Music - Associate Professor

MA Music .....Kansas State Univ.  
BA Music Education .....Humboldt State Univ.  
BA Music .....Univ. of Washington



**MAPLE, CHELLEY (2001)**  
 Director of Matriculation - Associate Professor  
 PhD Anthropology .....UCLA  
 MA Counselor Education .....USC  
 MA Anthropology .....UCLA  
 BA Psychology .....CSUN

**MARCELLIN, PHILIP (1998)**  
 Physical Education - Associate Professor & Head Soccer Coach  
 MEd Education/Physical Education/  
 Athletic Admin. ....Univ. of Toledo, Ohio  
 BS Physical Education-Teaching/  
 Coaching .....Cal Poly, San Luis Obispo

**MARSHALL, MONICA (1999)**  
 ECE - Associate Professor  
 AS Child Developmentt ....College of the Canyons

**MARTIN, JOSÉ (2001)**  
 Spanish - Associate Professor  
 PhD Spanish Literature .....UC Irvine  
 MA Spanish .....UC Irvine  
 BA Social Work .....Univ. of Maryland

**MARTINEZ, DAVID (2006)**  
 Engineering – Assistant Professor  
 MS Ops. Research Engineering .....USC

**MAXWELL, ROBERT (2001)**  
 Accounting - Associate Professor  
 MBA Marketing .....Wichita State Univ.  
 BA Accounting .....Wichita State Univ.

**MCKIMMEY, GLORIA (1976)**  
 Information Technology - Professor  
 MS Business Administration .....CSUN  
 BA Business Education .....CSUN

**MCMAHAN, MICHAEL (2000)**  
 Division Dean - Fine Arts & Humanities/Interim Administrative Director - Performing Arts Center  
 PhD Philosophy .....Claremont Grad Univ.  
 BS Mathematics .....Cal Poly, Pomona  
 BA Philosophy .....CSULA

**MICHAELIDES, ANTHONY (2001)**  
 Director - Career Services  
 MS Psychology .....CSULA  
 BA Behavioral Science .....Cal Poly, Pomona

**MINARSCH, DOROTHY (1999)**  
 CAD/Drafting/Interior Design - Associate Professor  
 BFA Interior Design .....American InterContinental Univ.  
 AS Interior Design .....Mt. San Antonio College

**MOHNEY, LEN (1986)**  
 Division Dean - Physical Education/Athletic Director  
 M Ed Education .....Azusa Pacific Univ.  
 BA Physical Education .....CSUN  
 AA Physical Education .....College of the Canyons

**MOOS, FLOYD A. (1990)**  
 English - Professor  
 EdD Higher Education .....Nova Southeastern Univ.

MA English Education .....CSUN  
 BA English .....UCLA

**MOREY, DIANE (1999)**  
 Nursing - Associate Professor  
 MSN Nursing .....Cal State Dominguez Hills  
 BS Health Science .....CSUN  
 BSN Nursing .....Cal State Dominguez Hills  
 AA Nursing .....LA Pierce College

**MORROW, AMY (2004)**  
 Mathematics - Assistant Professor  
 MA Mathematics .....CSU San Francisco  
 BA Mathematics .....UC Berkeley

**MORROW, DENNIS (1983)**  
 Mathematics - Professor  
 MA Mathematics .....UCLA  
 BA Mathematics .....UCLA

**MOSLEH, MAJID (2001)**  
 Political Science - Associate Professor  
 PhD Political Science .....USC  
 MA Political Science .....USC  
 BA Political Science/World Politics .....CSULA

**MUCHA, GREGORY (1999)**  
 Mathematics - Associate Professor  
 MS Mathematics .....Purdue Univ.  
 BS Mathematics .....Indiana Univ.

**NISHIYAMA, GREGORY (2000)**  
 Biology - Associate Professor  
 MS Biology .....USC  
 BS Biological Sciences .....UC Irvine

**OTOO, SAMUEL (1992)**  
 ESL - Professor  
 EdD Higher Education .....Nova Southeastern Univ.  
 MA TESOL .....William Carey Int'l Univ.  
 MA Education .....Point Loma Nazarene College,  
 San Diego  
 MA TESOL .....Biola Univ.  
 BA English .....Univ. of Cape Coast Ghana

**PALMER, ANAID (2001)**  
 Mathematics - Associate Professor  
 MS Mathematics .....CSULA  
 BS Mathematics .....CSULA

**PATENAUDE, ROBERT (1983)**  
 Mathematics - Professor  
 PhD Mathematics .....California Inst. of Tech  
 MA Mathematics .....Syracuse Univ.  
 BA Mathematics .....Humboldt State Univ.

**PELKEY, MARTIN BRUCE (1988)**  
 Director, International Students Program/History - Professor  
 EdD Higher Education .....Nova Southeastern Univ.  
 MS Educational Psychology .....Cal Lutheran  
 MA European History .....CSUN  
 BA History/Geography .....CSUN

## FACULTY

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### PENNINGTON, SHERRILL (1999)

#### History - Associate Professor

MA History.....Columbia Univ.  
BA Secondary Education .....Univ. of Missouri  
BA History & Asian Studies ....Northwestern Univ.

### PESCARMONA, KRISTINA "DENE" (2002)

#### English - Associate Professor

MA English .....Arizona State Univ.  
BA English/History .....UC San Diego

### PETERSEN, MARY (2005)

#### English - Assistant Professor

MA English .....Loyola Marymount Univ.  
BA Liberal Studies .....CSUN

### PETERSON, GARY (1984)

#### Physical Education/Cinema - Professor

MA Speech Communication .....CSUN  
BS Speech Communication..St. Cloud State Univ.  
AA General Education.....North Hennepin  
.....Community College

### POWELL, CAROLYN (1997)

#### Counselor - Professor

MS Psychology .....CSULA  
BA Psychology .....CSUN  
AA Liberal Arts .....LA Valley College

### RAFTER, MARK (2000)

#### Psychology - Associate Professor

MA Psychology.....Cal State San Bernardino  
BA Psychology.....UC Riverside

### REYNOLDS, BRADLEY (1977)

#### History - Professor & HITE Program Coordinator

PhD History .....USC  
MA History .....USC  
BA History & Political Science.....UCLA

### RHYS, GEORGE (2002)

#### Mathematics - Associate Professor

MA Mathematics .....CSUN  
BA Philosophy .....Princeton

### RICHARDSON, RUSSELL (1987)

#### Political Science - Professor

EdD Higher Education .....Texas Tech Univ.  
MA Political Science .....Western Kentucky Univ.  
BS Business Admin. ....Western Kentucky Univ.

### RICHTER, CHRISTY (2005)

#### Counselor - Assistant Professor

MA Counseling & Guidance .....Cal Lutheran  
BA Sociology .....CSUN  
AA Social Science.....College of the Canyons

### RIVEIRA, DEANNA (2001)

#### Psychology - Associate Professor

EdD Higher Education.....USC  
MA Clinical Psychology .....Pepperdine Univ.  
BA Psychology .....Univ. of Hawaii

### ROBINSON, PATRICIA (1999)

#### Interim Division Dean - Social Sciences & Business

PhD Sociology .....UC Davis  
MA Sociology .....CSUN  
MA Sociology .....UC Davis  
BA Sociology .....CSUN

### ROSE, BETTY (1986)

#### Biology - Professor

MS Biology .....CSUN  
BS Biology .....CSUN  
AA General Education.....Glendale Community  
.....College

### RUEBSAMEN, JAMES (1999)

#### Journalism - Associate Professor

MA Teaching of Journalism .....Pepperdine Univ.  
BA Journalism .....Univ. of Missouri

### SALVATORI, SAMI (2004)

#### Counselor - Assistant Professor

MA School Counseling.....Univ. of La Verne  
BA Psychology .....CSUN  
AA Social Science.....COC

### SEGUI, ROBERT (1999)

#### Counselor - Associate Professor

MS Counseling.....San Diego State Univ.  
BA Psychology .....San Diego State Univ.  
AA Applied Arts .....San Diego Mesa  
.....Community College

### SHAKER, ELIZABETH (2005)

#### Counselor - Assistant Professor

MS Education.....USC  
BS Psychology.....UC San Diego

### SHANKS, SYDNEY (1990)

#### Mathematics - Professor

MS Mathematics .....CSUN  
BA Mathematics .....UCLA

### SHENNUM, AMY (2003)

#### Nursing - Assistant Professor

MSN Nursing .....University of Phoenix  
BSN Nursing .....University of Phoenix  
ASN Nursing .....State Univ. of New York

### SHEPHERD, REBECCA (1996)

#### Psychology - Professor

MA Psychology .....Univ. of Nebraska  
BA Psychology.....UC Davis

### SHERARD, TRACEY (2001)

#### English - Associate Professor

PhD English .....Washington State Univ.  
MA English.....San Francisco State Univ.  
BA English.....CSU Fresno

### SHERRY, MICHAEL (2004)

#### Mathematics - Assistant Professor

MS Math .....CSUN  
BS Math .....CSUN

**SIONKO, DIANE (2000)**

**Business - Associate Professor & E-Commerce**  
 MBA Management .....UCLA  
 BA History.....Univ. of Buffalo

**SMITH, NANCY (2000)**

**Vice President – Academic Affairs**  
 EdD Higher Education.....UCLA  
 MS Community College Counseling .....CSULA  
 BS Biology .....Univ. of Arizona

**SMITH, PHYLISE (1999)**

**Dance - Associate Professor**  
 MA Dance .....UCLA  
 MA Public and Social Affairs ....UC Santa Barbara  
 BA Political Science .....UC Santa Barbara

**ST. MARTIN, LESLIE (2000)**

**English - Associate Professor & Bus/Tech Writing**  
 PhD English .....Univ. of Hawaii-Manoa  
 MA Folklore & Mythology .....UCLA  
 BA English.....UCLA

**STANICH, DIANA (1987)**

**Physical Education - Professor**  
 MA Physical Education/Dance ..CSU Long Beach  
 MBA Business.....Univ. of LaVerne  
 BS Kinesiology/Dance.....UCLA

**STEELE, BRODIE (2002)**

**Interim Technical Director – Performing Arts Programs**  
 BA Theatre .....Ball State Univ.

**STEPHENS, CINDY (2001)**

**FS & ECE - Associate Professor**  
 MS Counseling .....CSUN  
 BA Child Development .....CSUN  
 AA Interdisciplinary Studies .....LA Valley College

**STEVENSON, DAVID (1999)**

**Communication Studies - Associate Professor**  
 MA Rhetoric & Public Address .....CSU Chico  
 BA Broadcasting .....CSU Chico

**STEWART, DIANE (1989)**

**Dean – Early Childhood Educ. & Training Programs**  
 MA Human Development.....Pacific Oaks College  
 AA Early Childhood Education.....San Jose  
 .....City College

**STROZER, ALAN (2000)**

**Information Technology - Associate Professor**  
 MS Electronic Commerce .....National Univ.  
 BA Psychology .....UCLA

**SU, BOO (2001)**

**Economics - Associate Professor**  
 PhD Economics .....Michigan State Univ.  
 MA Economics .....Michigan State Univ.  
 BA Economics .....Korea Univ.

**TAKEDA, DONALD (1972)**

**Biology - Professor**  
 MS Biology .....CSULA  
 BS Biology .....CSULA

**TALKIN, MARY (2002)**

**Nursing – Assistant Professor**  
 MSN Nursing .....UCLA  
 BSN Nursing .....Mount St. Mary's College

**TEACHOUT, MATTHEW (2005)**

**Mathematics – Assistant Professor**  
 MS Mathematics .....CSUN  
 BS Mathematics .....CSUN

**TEMPLER, LEA (1985)**

**Economics – Professor**  
 MA Economics .....CSUN  
 BA Economics.....CSULA

**TERZIAN, ALENE (2002)**

**English – Associate Professor**  
 MA English .....CSUN  
 BA English .....CSUN

**TOLAR, ROBERT (1988)**

**Mathematics – Professor**  
 PhD Mathematics Education.....Texas A & M  
 MA Mathematics .....Univ. of Texas  
 BS Mathematics.....Lamar Univ.

**TRIPP, CONNIE (2001)**

**History – Associate Professor**  
 MA History .....CSUN  
 BS History.....CSUN

**TUJAGUE, GARETT (1998)**

**Counselor & Assistant Football Coach - Professor**  
 MA Educational Counseling .....Univ. of Redlands  
 BS Recreation Mgmt. ....Brigham Young Univ.

**UESUGI, ISAO (1997)**

**Librarian-Technical Services - Professor**  
 PhD Government .....Claremont Graduate School  
 MA Political Science .....CSU Hayward  
 MLS Library Science .....San Jose State Univ.  
 BA Political Science .....CSU Hayward

**VAN HOOK, DIANNE (1988)**

**Superintendent - President**  
 EdD Educational Admin.....Univ. of LaVerne  
 MS Psychology/Counseling .....Univ. of LaVerne  
 BA Sociology.....CSU Long Beach  
 AA Liberal Arts .....Long Beach City College

**VARGA, JOHN (1999)**

**History - Associate Professor**  
 MA History.....CSUN  
 BA History.....CSUN

**VISNER, JULIA (1985)**

**Counselor – Professor**  
 MA Educational Psychology .....CSUN  
 BA Psychology .....CSUN

**WALDON, RUSSELL (2000)**

**Business /Business Law – Associate Professor**  
 JD Law .....Univ. of Notre Dame  
 BA Bus. Admin-International  
 Fin & Mrktg .....Univ. of Miami, Florida

## FACULTY

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### WALKER, ROBERT (1991)

#### Art - Professor

MFA Art.....UC Irvine  
BA Biology.....Loma Linda Univ.

### WALLACE, DEBRA (2005)

#### Nursing - Assistant Professor

MS Nursing .....UCLA  
BS Health Science .....CSUN  
AS Nursing .....College of the Canyons

### WALLACE, LISA (2000)

#### English - Associate Professor

PhD English .....UC Irvine  
MA English .....UC Irvine  
BA English .....UC Irvine  
BA Spanish .....UC Irvine

### WATKINS, DIANA (1999)

#### Computer Networking – Associate Professor

EdD Computing & Info Tech .....Nova  
Southeastern Univ.  
MEd Adult Education .....Univ. of Arkansas  
BA Anthropology .....UCLA

### WILDING, MICHAEL (1997)

#### Vice President - Student Services

EdD Education.....UCLA  
MA Recreation & Leisure Studies .....CSUN  
BA Anthropology.....CSUN

### WILLIAMS-PAEZ, PAMELA (2001)

#### Sociology - Associate Professor

MA Sociology.....Univ. of Washington  
MA Theology .....Fuller Seminary, Pasadena  
BS Religious Studies .....Multnomah College, Oregon  
AA Biblical Studies....Multnomah College, Oregon

### WOLF, JAMES (2000)

#### Biology – Associate Professor & Biotechnology

MS Biology .....CSUN  
BA Biology-Environmental .....CSUN

### WRIGHT, STANLEY (2000)

#### Cooperative Work Experience Director – Associate Professor

MBA Management .....Golden Gate Univ.  
BS Business Admin./Economics Univ. of LaVerne

### WUTKEE, WINSTON (1971)

#### Geography/Geology - Professor

MA History .....CSULA  
BA Spanish .....UCLA

### PROFESSORS EMERITI

Alduino Adelini .....Counseling  
William Baker .....Theatre/Speech  
James Boykin\* .....Biological Sciences  
Carl Buckel .....Business/Cooperative  
.....Work Experience  
Richard Clemence .....Administration of Justice  
Ted Collier\* .....Political Science  
Lee Corbin\* .....Mathematics  
Susan Cornner .....English  
Doris Coy\* .....Economics  
P. Carter Doran\* .....Instruction  
Robert Downs\* .....Music  
John Drislane\* .....English  
Erik Eriksson.....Chemistry  
Robert Gilmore .....Counseling  
George Guernsey.....Mathematics  
Mildred Guernsey.....Mathematics  
Irene Gunshinan.....Child Development  
Donald Heidt.....English/German/Philosophy  
Mary Heidt .....Nursing Science  
Donald Hellrigel .....Foreign Languages  
Elfie Hummel .....Foreign Languages  
Jan Keller .....Learning Resources  
Walter Lebs\* .....Drafting  
Betty Lewis .....Nursing Science  
Betty Lid .....English  
Rebecca Lord\* .....English  
Helen Lusk\* .....Nursing Science  
Norman Mouck .....Mathematics  
Robert Seippel\* .....Electronics  
Lee Smelser .....Physical Education  
Dale Smith.....Sociology  
Mary Enos Smith .....Nursing  
Virginia Soriano .....Nursing  
Betty Spilker .....English  
Kenneth Stevens.....Computer Center  
Sylvia Sullivan .....CAD/ Drafting  
Gretchen Thomson .....History  
Marilyn Van Aken .....Student Health Center  
Fran Wakefield .....Counseling  
Joan Waller .....Child Development  
Kathleen Welch .....Nursing  
Stanley Weikert .....Accounting/Business

## EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District subscribes to and promotes the principles and implementation of equal opportunity. Pursuant to the provisions of state and federal law, the District's Board of Trustees has adopted policies and procedures ensuring that its programs and activities are available to all persons without regard to race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status. Both the policy and procedure apply to students, employees and applicants.

The Santa Clarita Community College District is committed to implementing the concept, intent, and spirit of providing equal employment and educational opportunity to all persons. Positive action will be taken by the administration, faculty, staff and students to ensure the implementation of this policy and to overcome any form of exclusion or discrimination, whether purposeful or inadvertent.

Additional information on these policies and procedures is available in the District's Equal Employment Opportunity Office (Human Resources) Building X-6; (661) 362-3424; TTY (661) 362-5426

### Non-discrimination Policy

The Santa Clarita Community College District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV and AIDS), marital status, sexual orientation, or Vietnam Era veteran status in any of its policies, procedures, or practices, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding

the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints may be directed to the Vice President of Human Resources, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661) 362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Coordinator, Building C-103, (661) 362-3341, to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

### Aviso de Ley de Anti-discriminación

El Distrito Universitario de Santa Clarita no discrimina por motivo de raza, color, religión, nacionalidad, etnicidad, sexo, edad (mayor de 40 años), condición médica (cáncer), incapacidad mental o física (incluyendo VIH y SIDA), estado civil, u orientación sexual, así como por ser veterano de la época de la guerra de Vietnam en ninguna de sus políticas, procedimientos, o prácticas, de acuerdo con: los títulos VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse a la decana de servidios de personal, Building X-6, 26455 Rockwell Canyon Road, Santa Clarita, CA

91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil: Office of Civil Rights, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102

### **SEXUAL HARASSMENT POLICY**

#### **I. POLICY STATEMENT**

The Santa Clarita Community College District is committed to creating and maintaining an academic and work environment in which all persons who participate in District programs and activities can work together in an atmosphere free of sexual harassment, exploitation, or intimidation, and that values and protects individual dignity and the academic process. Sexual harassment is unlawful and undermines the atmosphere of mutual trust and respect necessary for an effective learning and working environment and hinders the District's ability to fulfill its academic mission. Toward this end, all members of the college community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the District's policy and will not be tolerated. The District will take every step to resolve complaints promptly and will institute disciplinary proceedings against persons found to be in violation of this sexual harassment policy. For faculty and staff members, such proceedings may result in a range of sanctions, up to and including termination of District affiliation. Students who violate this policy may be subject to disciplinary measures up to and including expulsion.

#### **II. APPLICABILITY**

This policy applies to all applicants for employment and admission to District programs, officers and employees of the District, students, and persons who serve the District as its agents and are under the control of the District. It applies to all aspects of the academic environment, including but not limited to classroom conditions,

grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. Specific adherence to this policy shall also be made an express term of every contracted services agreement entered into by the District.

#### **III. LEGAL AUTHORITY**

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 (as amended by the 1991 Amendments to the Civil Rights Act), by Title IX of the Education Amendments of 1972, the California Fair Employment and Housing Act (FEHA), and California Education Code. Santa Clarita Community College District's Unlawful Discrimination and Affirmative Action Policy also prohibits sex discrimination.

#### **IV. DEFINITION**

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress;
2. Submission to, or rejection of, such conduct by an individual is used as the basis of employment or academic decisions affecting the individual's welfare;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance, or creates an intimidating, hostile, offensive, or demeaning work or educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

A third party may also file a complaint under this policy if the sexual conduct of others in the work or educational environment has the purpose or effect of unreasonably interfering with the third party's welfare, work or academic performance.

Examples of prohibited behavior or prohibited acts that constitute sexual harassment may take a variety of forms. Examples of behavior generally viewed as sexual harassment when they are unwelcome include, but are not limited to:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; sexually suggestive or insulting sounds or gestures, including sucking noises, winking, and throwing kisses; unwelcome flirting or sexual propositions, invitations or solicitations; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature (direct or indirect threats or bribes for unwanted sexual activity); or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, stroking, lingering or intimate touches, grabbing, pinching, leering, squeezing, staring, unnecessarily brushing against or blocking another person, whistling, sexual gestures, or giving a neck or shoulder massage. In addition to stalking (either inside or outside the institution), and attempted or actual sexual assault.
3. Visual or Written: The display or circulation of offensive sexually-oriented visual or written material. This may include, but is not limited to, objects, pictures, posters, cartoons, calendars, drawings, graffiti, video tapes, audio recordings, literature, computer graphics, electronic media transmissions or other materials with sexual content.
4. Environmental: An academic or work environment that is permeated with sexually-oriented talk,

innuendoes, insults or abuse not relevant to the subject matter of the class or employment. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom. An environment may be hostile if unwelcome sexual behavior is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his or her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work. This may include, but is not limited to, consensual sexual relationships.

Romantic or sexual relationships between supervisors and employees, or between faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the faculty or staff member must evaluate the student's work or make academic decisions affecting the student or if a supervisor must evaluate the performance of an employee. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or other employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. By definition, sexual harassment is not within the course and scope of an individual's employment with the District.

Sexual harassment may occur between peers. Unwelcome sexual behavior between peers under this definition is unacceptable in the District.

Examples of harassment can include, but are not limited to, all of the behaviors described above as well as the following behaviors:

- leaving obscene messages on campus computers;
- creating a sexually demeaning atmosphere, such as displaying posters and pictures that are sexist or otherwise demeaning to females or males;

- unwelcome touching and grabbing;
- persistent unwanted sexual attention, such as continually asking a person for a date after the person has indicated no interest;
- whistling or yelling obscenities at people walking by, or loudly discussing their sexual attributes and rating them;
- threatening rape;
- mooning, whereby individuals expose their buttocks aggressively;
- exposing one's genitals;
- "streaking" - running naked in front of others;
- "sharking" - biting breasts, buttocks, or other private body parts; · shouting obscenities;

The aforementioned lists of behaviors should be used to assist in identifying offensive behaviors but in no way should be construed as exhaustive lists of unacceptable acts. In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the records of the incident or incidents as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

This definition recognizes two categories of sexual harassment:

1. "Quid pro quo" sexual harassment occurs when a person in a position of authority (supervisor and subordinate or teacher and student) makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct. (Please note: the relationship may be an indirect one where the harasser has the power to direct others who have authority over the victim.) The perpetrator's intent or lack of intent to harass is not relevant to the determination of whether quid pro quo harassment occurred.
2. "Hostile environment" sexual harassment occurs when unwelcome conduct based on sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an

intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is physically threatening or humiliating. As with quid pro quo harassment, the perpetrator's intent or lack of intent to harass is not relevant to the determination of whether hostile environment harassment occurred.

### **V. SEXUAL RELATIONSHIPS AND PROFESSIONAL CONDUCT**

The basic reasons for which a community college district exists are the discovery and transmission of knowledge, activities which are founded upon the free and open exchange of ideas. Such activities flourish only in a climate uncluttered by exploitation, coercion, intimidation or reprisal. In order for productive learning and the work that supports it to occur, certain conditions should prevail on campus. It is for these reasons that members of the college community - faculty, students and staff personnel - should pursue their responsibilities guided by a strong commitment to basic ethical principles and professional codes of conduct.

Primary responsibility for maintaining high standards of conduct resides especially with faculty and supervisors, since they exercise significant authority and power over others. If the highest standards of professional conduct are to be maintained, however, all responsible members of the community of learning should understand that sexual advances or comments by a faculty member or supervisor toward one of his or her students or employees may constitute unprofessional conduct. Such unprofessional conduct blurs professional boundaries, interferes with a climate conducive to the open exchange of ideas between persons, subverts the normal structure of incentives that spurs work and learning, and interjects attitudes and pressures which may undercut the basic reasons for which the District exists. In such cases, objectivity may be compromised or destroyed and competent evaluation threatened..



**VI. PROHIBITED SUPERVISORY OR MANAGERIAL BEHAVIOR**

1. No supervisor, manager, administrator, or other authority figure may condition any employment, employee benefit or continued employment in the District on an applicant's or employee's acquiescence to any of the sexual behavior defined above.
2. No supervisor, manager, administrator, or other authority figure may retaliate against any applicant, or employee, or student because that person has opposed a practice prohibited by the Title VII of the Civil Rights Act of 1964 or the California Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized investigative agency.
3. No person shall destroy evidence relevant to an investigation of sexual discrimination.

**Prohibited Behavior**

1. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall create a hostile or offensive work environment for any other person by engaging in any sexual harassment or by tolerating it on the part of any employee or student.
2. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall assist any individual in doing any act which constitutes sexual discrimination against any employee or student of the District.

**VII. RESPONSIBILITIES**

**A. College Community - Faculty, Students or Staff Personnel**

If faculty, students or staff personnel believe that they have been subjected to sexual harassment or any unwanted sexual attention, they should:

- If possible communicate the unwelcomeness of the behavior to the harasser.
- If practical, communicate to their supervisor (or instructor) that unwelcome sexual behavior has occurred. However, under no circumstances shall a faculty member, student or staff personnel of

the District, who believes that s/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first report that harassment to their supervisor (or instructor).

- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the District's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

**B. Administrators, Managers and Supervisors**

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not there has been a written or formal complaint. Administrators, managers and supervisors must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the District's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

### C. Faculty

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus whether or not they are reported to them. Faculty members must:

- Ensure that harassment or inappropriate sexually oriented conduct is reported to an appropriate administrator or directly to the District's Affirmative Action Officer.
- Discuss sexual harassment policy with their students, as appropriate. Students should be informed of their rights under this policy.

### D. All Employees

All employees of the District shall:

- Report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

## VIII. NON-REPRISAL

No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

## IX. MALICIOUS, FALSE ACCUSATIONS

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, informal reprimand, formal reprimand, demotion, transfer, suspension, or dismissal. .

## X. CONFIDENTIALITY

District administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Information will be revealed strictly on a need-to-know basis. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

## STUDENT GRIEVANCE POLICY

In the pursuit of academic ends, the student should be free of unfair or improper action by any members of the academic community. A grievance may be initiated by a student when it is believed she/he has been subject to unjust action or denied rights as stipulated in published college regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress through the following policy and procedures.

Note: Complaints involving alleged discrimination on the basis of race, color, national origin, sex, age, religion or disability should be submitted under the discrimination complaint procedure below.

Students may initiate a grievance for any of the following actions:

1. Prejudicial or capricious action in the evaluation of the student's academic performance. Such grievances may be referred to the chief instructional officer.
2. Acts or threats of intimidation, harassment, or physical aggression. Such grievances may be referred to the Dean, Student Services.
3. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in published College rules and regulations. Such grievances may be referred to the Dean, Student Services.

Procedure to File Grievances Preliminary Action

1. Not later than twenty (20) school days after a student believes an injustice has been done, she/he shall first attempt to resolve the grievance by informal consultation with the following persons, preferably in sequence:
  - a. Student, faculty member, or administrator concerned,
  - b. Coordinator, Student Activities,
  - c. Dean, Student Services,
  - d. Chief instructional officer where an academic grievance is concerned.

2. Within ten (10) school days, if the student still believes that the issue has not been resolved by informal consultation, the student may submit a signed statement specifying the time, place, and nature of the grievance to the Dean, Student Services or chief instructional officer, as appropriate, who shall arrange for the meeting of a hearing committee to consider the grievance.

**Formal Hearing**

1. The Superintendent-President, the Chairperson(s) of the Academic Senate and the President of the Associated Students shall form a hearing committee within five (5) school days as follows:
  - a. Two faculty members and two alternates, three students and three alternates, one administrator and one alternate.
  - b. Six students and three alternates or the existing Student Judiciary, in cases where only students are involved, if the parties so desire.
  - c. Committee members shall select one of their members as chairperson. The chairperson shall have the privilege of voting on all issues.
2. The President of the Associated Students shall notify each party of the membership of the committee within five (5) school days. Each party shall be allowed one peremptory challenge and two challenges for cause. Challenges will be communicated to the President of the Associated Students. Released members will be replaced by alternates.
  - a. Legitimacy of challenges for cause against faculty members shall be decided by the Chairperson(s) of the Academic Senate.
  - b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
  - c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.

3. The hearing committee shall conduct its proceedings according to academic due process standards.
4. Hearings shall be closed and confidential unless it is the request of all parties that a hearing be open to the public.
5. The hearing committee shall submit its findings of fact and recommendations to both parties and the Student Judiciary (when only students are involved) for Associated Students' constitutional review.
6. The findings of fact and recommendations, along with any judicial review, will be sent to the Superintendent-President no later than twenty (20) school days from the formation of the formal hearing committee.

**Final Action**

1. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation within five (5) school days.
2. If the Superintendent-President rejects the committee recommendation, the Superintendent-President shall submit the decision with stated reasons to the hearing committee within five (5) school days.
3. The Superintendent-President shall transmit the decision to both parties, the Chairperson(s) of the Academic Senate and the President of the Associated Students. The Superintendent-President shall submit a report on the matter with the decision to the Board of Trustees.

**Appeal**

Either party may appeal within five (5) days the Superintendent-President's decision, either in writing or by appearance to the Board of Trustees. Within fifteen (15) days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter.

### **DISTRICT POLICIES GOVERNING STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Introduction**

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

#### **Grounds for Disciplinary Action**

A student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.
- E. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.
- F. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.
- G. Disorderly, lewd, indecent, obscene or offensive conduct on College-owned or controlled property or at College-sponsored or supervised function.
- H. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- I. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8.
- J. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- K. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, or by posting on an official bulletin board designated for this purpose.
- L. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- M. Abusive behavior directed toward, or hazing of, a member of the College community.
- N. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- O. Attempting to do any of the causes for disciplinary action identified above.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.
- Q. Committing any act or engaging in any behavior that threatens or endangers the health or safety

- of another individual on campus or at any college sponsored activity or event.
- R. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- S. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;
- T. Gambling on College or District property.
- U. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- V. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, service-learning or volunteer placements, and athletic events.
- W. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.
- (1) Warning: Notice to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.
- (2) Restitution: The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.
- (3) Official Reprimand: A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed two years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.
- (4) Disciplinary Probation: Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be no less than one college month nor longer than a college year. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

### **STUDENT CONDUCT-DISCIPLINARY ACTION**

The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

#### **Types of disciplinary Action (Sanctions)**

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

- (5) Removal by Instructor: An instructor may remove a student from his/her class when the student has interfered with the instructional process. The duration will be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

- (6) **Disciplinary Suspension:** Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic and extracurricular purposes. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation."
- (7) **Expulsion:** Expulsion consists of the permanent and unconditional removal of the student from the College. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the Superintendent-President (Education Code 76030).
- (8) **Interim Suspension:** Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

- (a) Imposed by the Superintendent-President of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- (b) Limited to only that period of time necessary to assure that the purposes of interim suspension are accomplished.
- (c) For not more than a maximum of ten (10) College days. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues:

- (a) the reliability of the information concerning the student's conduct,
- (b) whether the conduct and surrounding circumstances reasonably indicate that the continued

presence of the student on campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

### **Student Rights - Introduction**

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus. The following procedures outlined in sections 531.2 through 531.5 represent the steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### **Definition of Terms**

**Student:** The term "student" means an individual who:

1. is enrolled in or registered with an academic program of the College;
2. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

**Notice:** Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student's permanent address of record, shall constitute notice.

**Days:** For purposes of this Policy, the term "days" means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

**Student Conduct Committee:** This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 531.4 for additional information.

**Due Process****A. Referral of Cases:**

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct.

Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The President may grant exceptions.

**B. Investigation and Notice to Student:**

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction and Student Services. The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;
  - (a) Campus Restraining Order (CRO): In cases in which the Dean has a reason-

able suspicion to believe that an alleged violation of Policy 529.2(D) and/or 529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student's status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.

2. a copy of the student conduct procedures; and
3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

**C. Placement and Notice of Hold:**

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student's records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for a hearing.

**D. Initial hearing with the Dean:**

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;
2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;
3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, at the student's request; and
6. counsel the student regarding the campus discipline process as appropriate.
7. Students may be accompanied by any person(s) of their choice at the initial hearing.

E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In cases of alleged violations of classroom

and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction and Student Services.

2. Informal Agreement of Resolution:

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by in the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- (a) Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- (b) Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- (c) Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- (d) Retention of the case file and the Informal Agreement of Resolution in the Dean of Students' Office for one year from the date appearing on the Agreement. During that year, should the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.



## 3. Formal Disciplinary Action:

- (a) If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a Student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.
- (b) If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

## F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the President within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The President's review of such appeal shall be in accordance with the provisions set forth in Section 531.5, The President, below. The President's decision is final.

**The Student Conduct Committee**

- A. The Student Conduct Committee shall provide a

hearing for all cases referred to it under this Policy.

- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of procedure. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.
- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.

## REGULATIONS AND POLICIES

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- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person may be called as a witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.
  2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.
- H. Responsibility for Presentation of Cases:
1. At the hearing, the accused student must represent himself or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
  2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to himself or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
  3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.
- I. Continuing Informal Resolution:
- Until the Student Conduct Committee makes its report to the President, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.
- J. Reports to the President:
- Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the President of:
1. the Committee's specific finding of fact;
  2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
  3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation. The President may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the President.
- K. A copy of all reports required to be submitted to the President by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the President.
- L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the President any written argument supporting the student's position.
- M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

**The President**

A. Decision by the President:

The final decision regarding the case shall be made by the President except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

B. Bases for Decision:

The President shall base his or her decision upon:

1. the reports submitted by the Student Conduct Committee;
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

C. Sanctions:

The President may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 530, with the exception of expulsion (discussed below). The President is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee, even though such decision may result in an decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, President, or President's designee recommend a sanction of expulsion the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanction(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively. Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at

the next public meeting and the result of such action shall be a public record of the District.

E. Discussion With Student:

If the President deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

F. Decision by the President:

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the President's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the Chancellor; and
3. the Dean of Student Services.

The President may also notify other parties of his or her decision. The President may direct the Dean of Student Services, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records." . "

**MATRICULATION - STUDENT RIGHTS AND RESPONSIBILITIES**

Matriculation is a process that enhances access to the California Community Colleges and promotes and sustains the efforts of students to succeed in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

College of the Canyons provides students except as exempted pursuant to Title 5, section 55532, with all of the following matriculation services:

- A. The processing of applications for admission;
- B. Orientation and pre-orientation services designed to provide non-exempt students and potential stu-

dents, on a timely basis, with information concerning college procedures and course scheduling, academic expectations, financial assistance, and any other matters the college or district finds appropriate;

- C. Assessment for all non-exempt students pursuant to Title 5, section 55524;
- D. Counseling or advisement for non-exempt students pursuant to Title 5, section 55523;
- E. Assistance in developing a student educational plan pursuant to Title 5, section 55525, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them;
- F. Post enrollment evaluation, pursuant to Title 5, section 55526, of each student's progress; and
- G. Referral of students to:
  - (1) Support services which may be available, including, but not limited to, counseling, financial aid, health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services and Disabled Students Programs and Services; and
  - (2) Specialized curriculum offerings including but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

It is the responsibility of each non-exempt student under the provisions of Title 5, section 55530 and the Matriculation Plan to:

- A. Express at least a broad educational intent upon admission and to declare a specific educational objective no later than the term after which the student completes 15 semester units of degree applicable credit coursework. Once the student has declared the specific educational goal, the College will provide the student with an opportunity to develop a Student Educational Plan (SEP) pursuant to Title 5, section 55525.
- B. Participate in counseling or advisement.
- C. Diligently attend class and complete assigned

coursework.

- D. Complete courses and maintain progress towards an educational goal in accordance with the College's standards for probation and dismissal.

If the student fails to fulfill the responsibilities listed above, fails to cooperate in the development of an SEP or fails to abide by the terms of his/her SEP, the College may, subject to the requirements of Title 5, Chapter 5, Article 4, suspend or terminate the provision of services authorized and required in this policy. Nothing in this policy shall be construed to permit the College to suspend or terminate any service to which a student is entitled under any other provision of law.

### ORIENTATION

Orientation is a process which acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional procedures.

All new students entering College of the Canyons will be required to participate in the Orientation component of the Matriculation Program unless exempted from this requirement according to the criteria listed below.

#### Exemptions from Orientation

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students only taking courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students only taking courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in orientation.

### ASSESSMENT

Assessment is the process that includes the administration of assessment instruments to determine student competency in computational and language skills, assisting students in identifying their aptitudes, interests and educational objectives, evaluating students' study and learning skills, and evaluating other factors that may

be pertinent to their success in meeting their educational objectives.

All new students entering College of the Canyons will be required to participate in the assessment component of the Matriculation program unless exempted from this requirement according to the criteria listed below.

#### Exemptions from assessment

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students only taking courses not dependent on academic skill requisites such as some fine or performing arts or physical education.
- C. Students only taking courses to upgrade occupational skills or as continuing education for employment.
- D. Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)
- E. Students transferring from other accredited post-secondary institutions with credit for degree appropriate English or mathematics. (Exempt from placement testing only.)

The College will make reasonable efforts to ensure that all exempt students are provided the opportunity to participate in the assessment component.

### COUNSELING

Counseling/Advisement in this sense is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives, and designing a plan to meet those objectives.

Counseling/Advisement shall be available to all students including those students entering the College for the first time. Counseling/Advisement is required of all new students unless exempted according to the criteria listed below.

#### Exemptions from Counseling/ Advisement

- A. Students who have completed an associate degree or higher at an accredited institution.
- B. Students taking only courses not dependent on academic skill requisites such as some fine or

performing arts or physical education.

- C. Students taking only courses to upgrade occupational skills or as continuing education for employment.

The College will make reasonable efforts to ensure that all new and continuing exempt students are provided the opportunity to have counseling and/or advisement.

### CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

College of the Canyons maintains student records in a manner to ensure the privacy of all such records and shall not, except as otherwise authorized, permit any access to or release of information therein. Any currently enrolled or former student has the right to inspect and review his or her student records upon request and within five days of the request.

By law the College cannot release information about students without the student's written permission, regardless of the student's age.

All student records at College of the Canyons are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. The College establishes and maintains such information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters relating to student conduct and establishes and maintains such information required by law.

A student may request access to those campus records which personally identify the student. The student may challenge the accuracy of the record or the appropriateness of its retention in College records.

Student consent is needed for the release of records, covered by the Act and College policy, to outside parties except for those persons or agencies entitled to access under the provisions of law, e.g., College officials, federal and state educational and auditing officers, and requests in connection with the application for or receipt of financial aid and then only on the basis of educational interest.

The College regards certain "student directory information" as public information which may be released for any student currently attending the College. "Student

## REGULATIONS AND POLICIES

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directory information" is limited to one or more of the following items: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent previous public or private school attended by the student. The College, at its discretion, may limit or deny the release of "student directory information" to public or private persons or organizations based on the best interests of the students.

A student may request in writing to the Admissions and Records Office that "student directory information" applying to that student not be released. This request must be submitted at least 10 working days following that student's initial registration or the individual's registration for any term.

The College makes a reasonable charge for furnishing copies of any student record except that normal College procedures will apply to requesting transcripts.

Copies of the full text of College of the Canyons' policy on student rights and privileges under the Family Educational Rights and Privacy Act of 1974, are on file and available to all students in the Instructional Resource Center. Particular questions with respect to a student's prerogatives under this policy should be directed to the Office of the Dean, Student Services.

### **SMOKING/TOBACCO USAGE IN AND ON CAMPUS FACILITIES (BOARD POLICY #726)**

In the interest of promoting health and well-being of District students, staff, and visitors and maintaining the safety of District facilities, it shall be the policy of the District to prohibit smoking/tobacco usage in and on campus facilities.

#### Procedures for Implementing Board Policy #726

A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the District, in accordance with State law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal District users or external agencies as

defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, Cougar Stadium (except in a designated area), and in all College vehicles.

B. Smoking shall be allowed only in the specific areas described as follows:

1. The outside area west of the Student Center Building;
2. The Honor Grove semi-circular seatwell;
3. The southeast exterior corner of the Administration Building's emergency exit walkway;
4. The seatwell area along the walkway from the Honor Grove to the Physical Education Building just east of the right field baseball field fence;
5. All parking lots EXCEPT the parking area directly adjacent to the south side of the Laboratory Building L. In that area, smoking is permitted in the parking area midway between the Laboratory and Vocational Technology Buildings;
6. A designated area near the Cougar Stadium; and
7. Other areas as designated by the Superintendent-President. These allowable areas will be clearly designated as a "Smoking Area" and appropriate weather protection will be provided at locations 1 and 3, above.

C. All other tobacco usage in and on District facilities is expressly prohibited.

D. Violators shall be subject to appropriate disciplinary action.

E. Questions regarding this policy shall be directed to the President-Superintendent or his/her designee. Any review and decision by the President-Superintendent or his/her designee shall be deemed to be final.

**SUBSTANCE ABUSE PREVENTION INFORMATION**

As students and employees you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

**HEALTH RISKS**

The following are commonly abused drugs and their associated health risks:

**Alcohol**

- \* Brain, heart, liver disease
- \* Fetal alcohol syndrome
- \* Some forms of cancer
- \* Addiction
- \* Reduced life expectancy
- \* Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, and one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

**Marijuana**

- \* Increased appetite
- \* Loss of motivation and purpose
- \* Heavy psychological dependence
- \* Loss of sex drive and reduced fertility
- \* May cause heart and lung damage

**Cocaine**

- \* Excitability and restlessness
- \* False feeling of self-confidence
- \* Painful nose bleeds and nasal erosion
- \* Quick addiction
- \* Depression
- \* Easy overdose leading to heart failure

- \* Crack babies
- \* Behavior leading to exposure to the AIDS virus

**Stimulants**

- \* Loss of appetite
- \* Insomnia
- \* High distractibility
- \* Anxiety and severe depression
- \* Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, delirants, hallucinogens and tobacco have significant health risks.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

**APPLICABLE LEGAL SANCTIONS**

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code. Legal sanctions may be taken against you if you are:

- \* Driving under the influence of any drug
- \* In possession of illegal drugs or controlled substances
- \* Using a false I.D. to obtain alcohol
- \* Obtaining or providing alcohol for people under legal age
- \* Giving prescription drugs to others
- \* Selling any drug or controlled substance

**Santa Clarita Community College District Board Policy**

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on College property and as part of any College-sponsored or sanctioned activity.

## REGULATIONS AND POLICIES

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Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from College or termination from employment and referral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the superintendent/ president of the College.

### **College of the Canyons Resources**

Student Health Center . . . . .(661) 362-3259

Counseling Center . . . . .(661) 362-3287

### **Off-Campus Resources**

#### **National Council on Alcoholism and Drug Dependence of Santa Clarita**

24416 Walnut Street Newhall, CA 91321  
(661) 254-0700

#### **National Alcohol Hotline**

800-ALCOHOL

#### **Cocaine Anonymous (CA)**

800-COCAINE or (661) 254-0700 or (818) 988-3001

#### **Narcotics Anonymous (NA)**

(818) 997-3822

#### **Alcoholics Anonymous (AA)**

(661) 254-0700 or (818) 988-3001

#### **National Clearinghouse for Alcohol and Drug Information**

(800) 729-6686

Personal health insurance policies may have their own treatment or referral services.



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<b>Santa Clarita Community College District</b>						
LOS ANGELES COUNTY						
Crime Statistics Report						
Report of offenses committed from 2000-2005.						
<u>Offense</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
I. The occurrence on campus of the following criminal offenses:						
a) Murder	0	0	0	0	0	0
b) Forcible & nonforcible sexual assault	0	0	0	0	2	0
c) Robbery	2	0	0	1	1	1
d) Aggravated assault	0	0	5	7	3	1
e) Burglary	16	8	19	15	2	2
f) Motor vehicle theft	0	0	1	1	1	2
II. The number of arrests for the following crimes occurring on campus:						
a) Liquor Law Violations	0	0	0	0	0	0
b) Drug Abuse Violations	0	0	0	0	1	1
c) Weapons Possessions	0	0	0	1	0	1

## OFFICE DIRECTORY

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<b>Academy of the Canyons</b> V-121 362-3056	<b>Employee Training Institute (ETI)</b> X-8 362-3245	<b>Security</b> X-10 362-3229
<b>ACCESS Center</b> Canyon Country 362-5800	<b>Extended Opportunities Programs &amp; Services/ Cooperative Agencies Resources for Education (EOPS/CARE )</b> X-9 362-3270, 3279	<b>Sports Information</b> A-118 362-3432
<b>Admissions &amp; Records</b> A-101 362-3280	<b>Financial Aid, Scholarship</b> C-110 362-3242/3409 FAX (661) 259-2617 finaid@canyons.edu	<b>STAR</b> Telephone Registration System 255-2867
<b>Athletics</b> PE 362-3200	<b>Foundation</b> X-6 362-3434	<b>Student Business Office</b> A-101 362-3634
<b>Audio Visual/Tutorial Lab</b> see Open Media Lab	<b>High Intensity Transfer &amp; Enrichment (HITE)</b> C-103 362-3333 hchis008@huey.csun.edu	<b>Student Development</b> S-102 362-3261
<b>Bookstore</b> S-134 362-3255	<b>Human Resources</b> X-6 362-3427	<b>Student Health &amp; Wellness Center</b> S-122 362-3259
<b>Cafeteria</b> S-126 362- 3268	<b>International Students</b> C-101 362-3580/3581	<b>Superintendent-President</b> A-114 362-3400
<b>CalWORKs</b> X-9 362- 3015	<b>Instruction Office</b> A-112 362-3411/3412	<b>Switchboard</b> A-111 362-7800*
<b>Canyon Call</b> M-120 362- 3265 canyoncall@canyons.edu	<b>Library</b> R-203 362-3361 leslie.bretall@canyons.edu	<b>Traffic School</b> TY102 362-3456
<b>Career Services &amp; Job Placement</b> C-103 362-3286	<b>Math, Engineering and Science Achievement (MESA)</b> X-2 362- 3448	<b>Transcripts</b> A-101 362-3283
<b>Center for Early Childhood Ed</b> FS&ECE Bldg 362-3501	<b>Nursing Office</b> I-315 362-3357	<b>Transfer Center</b> C-103 362-3455
<b>Community Extension</b> TY102 362-3304	<b>Open Media Lab</b> Library second floor 362-3334	<b>Tutoring, Learning, Computing Lab (TLC)</b> I-209 362-3344
<b>Cooperative Work Experience (CWE)</b> TY105 362-3681/3309 cwee@canyons.edu	<b>Outreach</b> S-108 362-3678	<b>University Center (Interim)</b> Y-112 362-5474
<b>Counseling &amp; Program Advisement</b> A-101 362-3287 Counseling Appts. 362-3287 Walk-in Counseling 362-3287 Orientation & Placement Test Info 362- 3457	<b>Performing Arts Center</b> Box Office 362-5304	<b>Veterans</b> A-101 362-3469
<b>Disabled Students Programs &amp; Services (DSP&amp;S)</b> C-103 362-3341	<b>Progressive Adult College Education (PACE)</b> C-207 362-3632/3525	<b>Volunteer &amp; Service Learning Center</b> S-123 362-3248/3983
<b>Disabled Students Programs &amp; Services (DSP&amp;S)</b> High Tech Center 362-3341 TDD (661) 255-7967	<b>Public Information</b> A-118 362-3414/3415/3494/3432 pio@canyons.edu	<b>Weekend College Info. 362-7054</b>
<b>Distance Education</b> I-115 362-3600		<b>Switchboard (661) 259-7800-7054</b>
		<b>TDD (661) 255-7967</b>