Course Descriptions

Most Los Angeles Southwest College courses are offered for college credit. All courses which meet the major requirements of the educational programs listed in this catalog may be applied towards graduation requirements for the Associate Degree. All transfer courses may be applied to the Associate Degree. Some courses which are offered for college credit, but which cannot be applied toward graduation requirements for the Associate Degree, are designated “NDA” (non degree applicable).

The student should examine carefully the course descriptions, prerequisites, and number of units required, before enrolling in a given subject.

In the parentheses adjacent to each course title is a number indicating the number of units of credit offered.

Where this is followed by the symbol RPT and a number, the course may be REPEATED FOR CREDIT as many times as indicated by the number.

One of the following designations may appear after the noted units, indicating that the course is transferable and will be accepted towards meeting the 60 unit admission requirement at either the University of California or the California State Colleges and Universities.

UC = Transferable to the University of California
CSU = Transferable to the California State College and Universities
CAN (www.cansystem.org) : The California Articulation Number System

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus will be assured that it will be accepted in lieu of the comparable CAN courses noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community colleges or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major.

Students should always check with their campus’ counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The college staff will help students interpret this information.

<table>
<thead>
<tr>
<th>LASC QUALIFIED CAN COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAN Course</strong></td>
</tr>
<tr>
<td>CAN BUS SEQ A</td>
</tr>
<tr>
<td>CAN AJ2</td>
</tr>
<tr>
<td>CAN ANTH 2</td>
</tr>
<tr>
<td>CAN ART 2</td>
</tr>
<tr>
<td>CAN ART 8</td>
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<tr>
<td>CAN ART 10</td>
</tr>
<tr>
<td>CAN ART 16</td>
</tr>
<tr>
<td>CAN BIOL SEQ A</td>
</tr>
<tr>
<td>CAN BUS 2</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
</tr>
<tr>
<td>CAN CHEM SEQ A</td>
</tr>
<tr>
<td>CAN ECON 2</td>
</tr>
<tr>
<td>CAN ENGL 2</td>
</tr>
<tr>
<td>CAN ENGL SEQ A</td>
</tr>
<tr>
<td>CAN FCS 14</td>
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<tr>
<td>CAN GEOG 4</td>
</tr>
<tr>
<td>CAN HIST 2</td>
</tr>
<tr>
<td>CAN HIST 8</td>
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<tr>
<td>CAN HIST SEQ A</td>
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<td>CAN JOUR 4</td>
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<tr>
<td>CAN MUS 2</td>
</tr>
<tr>
<td>CAN MATH 18</td>
</tr>
<tr>
<td>CAN MATH 22</td>
</tr>
<tr>
<td>CAN MATH SEQ B</td>
</tr>
<tr>
<td>CAN PHIL 2</td>
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<td>CAN PHYS 2</td>
</tr>
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1 Introductory Accounting I (5) UC:CSU
CAN BUS 2
CAN BUS SEQ A when taken with ACCTG 2
Prerequisite: None.
Recommended: Business 38
Lecture 5 hours.
The student will learn basic accounting theory and procedure. The entire accounting cycle including identifying and organizing business transactions, prepare journal entries and adjusting journal entries, preparing the financial statements and preparing closing entries will be covered. The student will also learn basic payroll tax accounting procedures.
Note: Accounting 21 (3) and Accounting 22 (3), when taken together, are equivalent to Accounting 1 (5).

2 Introductory Accounting II (5) UC:CSU
CAN BUS 4
CAN BUS SEQ A when taken with ACCTG 1
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 5 hours.
The student will apply basic accounting principles to specialized business operations and organizations including partnerships, corporations, branch offices, and manufacturing enterprises. He/she will perform job order cost accounting, process cost accounting, budgeting, and an analysis of the source and application of funds statement.

11 Cost Accounting (3) CSU
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 3 hours.
Cost systems and cost elements are studied in this course. Cost accounting for materials is covered by the study of purchases, inventories, pricing methods, requisitions, and vouchers. Labor cost accounting includes the subjects of payroll systems, records, and analysis. Factory overhead is analyzed from the viewpoint of variable and fixed costs, direct and service costs, and methods of applications. Standard variances and cost factors are also present in the cost practice set.

15 Tax Accounting I (3) CSU
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 3 hours.
This course offers a study of Federal and California State Income Taxes as they apply to individuals and sole proprietorships and an analysis of laws, consideration of appropriate accounting procedures, and preparation of reports and returns.

17 Payroll Accounting I (2)
Prerequisite: Accounting 1 with a grade of “C” or better.
Lecture 2 hours.
This course includes methods and procedures of compiling the payroll records and preparation of payroll tax returns as required by State and Federal laws. Included are State and Federal unemployment reports, Federal Social Security, and Workers Compensation reports.

21 Bookkeeping and Accounting I (3)
UC:CSU
Prerequisite: None.
Lecture 3 hours.
This course introduces the fundamentals of double-entry bookkeeping, preparation of the trial balance, adjusting journal entries, worksheets and simple financial statements, use of controlling accounts, and an introduction to merchandising. This course is for the student who wishes a slower pace than Introductory Accounting or needs only a basic understanding of the accounting cycle.
Note: Accounting 21 (3), when taken with Accounting 22 (3), is equivalent to Accounting 1 (5).
Note: Maximum allowable UC credit for Accounting 21 and 22 is 5 units.

22 Bookkeeping and Accounting II (3)
UC:CSU
Prerequisite: Accounting 21 with a grade of “C” or better.
Lecture 3 hours.
This course is a continuation of Accounting 21 and includes the control of cash and preparation of bank reconciliation statements, accounting for receivables and payables, bad debts, inventories, fixed assets, depreciation, and an introduction to accounting for partnerships.
Note: Accounting 22 (3), when taken with Accounting 21 (3), is equivalent to Accounting 1 (5).
Note: Maximum allowable UC credit for Accounting 21 and 22 is 5 units.

25 Automated Accounting Methods and Procedures (3) CSU
Prerequisite: Accounting 1.
Lecture 3 hours
This course is hands-on training in using a microcomputer for accounting. The student will set up a general ledger and Accounts Receivable and Accounts Payable files. Analysis of Financial Statements and recording Depreciation and Inventory will be included. Payroll records are also a part of the course.

Cooperative Education (1-4) (CSU)
Accounting 911, 921, 931, 941
Accounting is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.
1 Introduction to Administration of Justice (3) UC:CSU

CAN AJ 2
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Lecture 3 hours.
This course discusses the philosophy and history of law enforcement; provides an overview of crime and police problems; organization and jurisdiction of local, state, and federal law enforcement agencies; and surveys professional career opportunities and qualifications required for entry into a career in Administration of Justice.

2 Concepts of Criminal Law (3) UC:CSU
Recommended: Administration of Justice 1.
Lecture 3 hours.
This course provides an overview of the historical and philosophical foundations of law, and covers the classifications, structure, definitions, and the most frequently cited sections of penal codes and other criminal statutes.

3 Legal Aspects of Evidence (3) CSU
Prerequisites: Administration of Justice 1 and 2.
Lecture 3 hours.
This course covers the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; and judicial decisions interpreting individual rights and case studies.

4 Principles and Procedures of the Justice System (3) CSU
Recommended: Administration of Justice 2.
Lecture 3 hours.
This course covers a review of court systems; procedures from incident to final disposition including policing, prosecution, court proceedings; the correctional process; and principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.

5 Criminal Investigation (3) CSU
Prerequisite: Administration of Justice 3.
Lecture 3 hours.
This course covers the fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogation, follow-up and case preparation.

6 Patrol Procedures (3) CSU
Recommended: Administration of Justice 1.
Lecture 3 hours.
This course is designed to study the history and development of patrol philosophy and planning for field activities. These include functions of patrol, traffic, and other preliminary investigative duties of the field officer. The handling of civil and domestic disturbances and other community crime incidents are also discussed.

8 Juvenile Procedures (3) CSU
Recommended: Administration of Justice 1.
Lecture 3 hours.
This course covers the nature and extent of juvenile delinquency, juvenile court philosophy and law, the role of law enforcement in the investigation, prevention and control of delinquency, theoretical approaches to delinquency causation, and prevention programs.

14 Report Writing for Peace Officers (3) CSU
Recommended: Administration of Justice 1.
Lecture 3 hours.
This course presents the various types of technical writing commonly used in police reports, the appropriateness of different styles in different contexts, the conceptualizations of the material, and the use of these reports by analytical officers in police agencies. Aspects of standard report writing are included.

16 Recruitment Selection Process (3) CSU
Prerequisites: None
Lecture 3 hours.
This course provides an in-depth coverage of the legal selection process designed to assist students with employment in a law enforcement agency. Written exam techniques, oral exam techniques and the agility exam are covered. The background investigation, psychology test and medical exam are explained. Practical ways to assist the candidate through the Academy are also included.

62 Fingerprint Classification (3) CSU
Recommended: Administration of Justice 1.
Lecture 3 hours.
This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation, classification of fingerprints, the taking of fingerprints, searching and filing procedures, and laboratory work in the classroom.

63 Introduction to Criminology (3)
Recommended: Administration of Justice 1.
Lecture 3 hours.
This course is an introduction to the rationale of law in society, the nature and extent of crime in America, the roles of the organization in the administration of criminal justice, prevailing theories of crime causation, and trends in the correctional process.

67 Community Relations I (3) UC:CSU
Prerequisite: None
Lecture 3 hours.
This course explores the interrelationships and role expectations among the various Administration of Justice practitioners, agencies, and the public. Principal emphasis will be placed upon the professional image of the system of Justice Administration and the development of positive relationships between members of the system and the public.

**73 Law and Minority Groups (3) CSU**

*Prerequisite: None
Lecture 3 hours.*

This course examines the growing crises of race, ethnicity, gender and discrimination within the American Justice System. Myths and realities about crime and minorities are analyzed. Racism and inequities within the legal structures including court trials, corrections and the death penalty are discussed. Changes in criminal justice administration advocated by minority groups are reviewed.

**75 Introduction to Corrections (3) CSU**

*Recommended: Administration of Justice 1.
Lecture 3 hours.*

This is a basic course dealing with the nature of correctional work; aims and objectives of correctional administration; probation and practices; skills, knowledge and attitudes required for employment in this field; and types of institutions, services and career opportunities.

**83 Introduction to Security (3)**

*Prerequisite: Administration of Justice 3
Recommended: Administration of Justice 1.
Lecture 3 hours.*

This course is a basic course dealing with the historical, philosophical, and legal background of the security services function; interrelationships with allied agencies and individuals; the role of security in contemporary society; and provides a survey of career opportunities and required qualifications.

**185 Directed Study-Administration of Justice (1) CSU**

*Prerequisite: None
Lecture: 1 hour.*

This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

**248 Law Enforcement Explorer Academy (5)**

*Prerequisite: None
Lecture 3 hours; lab 4 hours with homework

This course is designed to train students for public service employment. It also provides training in basic law enforcement skills.

**285 Directed Study-Administration of Justice (2) CSU**

*Prerequisite: None
Lecture: 1 hour.*

This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

**Cooperative Education (1-4) (CSU) Admin. of Justice 911, 921, 931, 941**

Administration of Justice is approved for Cooperative Education credit. See Cooperative Education.

**American Sign Language (A S L)**

**1 American Sign Language I (4) UC:CSU**

*(Formerly Special Education 20)*

*IGETC AREA 6 (Language other than English, UC requirement ONLY)*

*Prerequisite: None.
Lecture 4 hours.*

This course is designed for students who would like a comprehensive course in medical terminology. Topics presented include word roots, prefixes, suffixes and abbreviations. Spelling, pronunciation and definition of various diseases, diagnostic tests, medical and surgical treatments are included and organized by body systems.

**285 Directed Study-Administration of Justice (2) CSU**

*Prerequisite: None
Lecture: 1 hour.*

This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

Note: For a degree in Administration of Justice, students may choose to complete the three courses, ADM JUS 1, 2 and 185 (total of 7 units) or to complete the one course, ADM JUS 248 (5 units).

**285 Directed Study-Administration of Justice (2) CSU**

*Prerequisite: None
Lecture: 1 hour.*

This course provides the opportunity for individual students to complete special projects for credit in Administration of Justice under the supervision of a faculty member.

**Cooperative Education (1-4) (CSU) Admin. of Justice 911, 921, 931, 941**

Administration of Justice is approved for Cooperative Education credit. See Cooperative Education.

**African-American Studies**

All courses in the African-American Studies Program are based in other disciplines. Please refer to the African-American Studies sequence of learning (page 32) and to the Pan American Studies A.A. Degree Program on page 41.

See page 32, Transfer Requirements, History. Also, see a Counselor.

**Allied Health (ALD HTH)**

**33 Medical Terminology (3) CSU**

*Prerequisite: None.
Lecture 3 hours.*

Same as Biology 33

This course is designed to give students with hearing deficiencies a visual means of communication. It is also helpful for normally hearing individuals who wish to communicate with the deaf. It bridges the gap between the deaf and the hearing. This course assists in the development of perceptual skills, vocabulary, spelling and manual dexterity.

Note: This course is the equivalent to 2 years of high school study.
2 American Sign Language II (4) UC:CSU
(Formerly Special Education 25)
Prerequisite: American Sign Language I with a grade of “C” or better.
Lecture 4 hours.
This course is a continuation of American Sign Language I. The students study in depth the structure of American Sign Language as used by adults, the development of receptive and expressive skills, and development of sign vocabulary.

3 Advanced American Sign Language III (4) UC:CSU
(Formerly Special Education 31)
Prerequisite: American Sign Language 2 with a grade of “C” or better.
Lecture 4 hours.
This course provides in-depth training in receptive and expressive sign language skills with emphasis upon fluency, precision, and vocabulary building.

6 English-to-Sign Interpreting/Transliterating I (4) CSU
(Formerly Special Education 23 “Voice-to-Sign Interpreting I”)
Prerequisite: American Sign Language 3 with a grade of “C” or better.
Lecture 3 hours; Lab 2 hours with homework.
This course provides training, practice and information concerning receptive and expressive skills in interpreting for deaf adults.

10 Sign-to-English Interpreting/Transliterating I (4) CSU
(Formerly Special Education 43 “Sign-to-Voice Interpreting I”)
Prerequisite: American Sign Language 6 with a grade of “C” or better.
Lecture 3 hours; Lab 2 hours with homework.
The student is exposed to the various signing styles of deaf individuals. He or she learns to verbally interpret sign language into English.

11 Sign-to-English Interpreting II (4) CSU
Prerequisite: American Sign Language 10 with a grade of “C” or better.
Lecture 3 hours; Lab 2 hours with homework.
(Formerly Special Education 44 “Sign-to-Voice Interpreting II”)
This course is the sequel to American Sign Language 10. The student receives extensive practice in reverse interpreting, verbally interpreting sign language into English.

Cooperative Education (1-4) (CSU) A.S.L. 911, 921, 931, 941
American Sign Language is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

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Anatomy (ANATOMY)

1 Introduction to Human Anatomy (4)
UC:CSU

IGETC AREA 5 (Biological Sciences)
CSU-GE Area B2 Life Science, B3 Laboratory Activity
Prerequisite: None.
Lecture 3 hours; Lab, 3 hours without homework.
Upon completion of this course, the student will be able to identify and describe the major structural characteristics of the cells, tissues, and organs comprising the following systems of the human body: skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Using anatomical terminology, the student will also be able to describe the major locations of the major tissues and organs of these systems.

Note: Successful completion of this course with a grade of “C” or better will satisfy the anatomy entrance requirement for the Associate Degree Program in Nursing. This course, when taken with Physiology 1, is equivalent to Biology 20.
Anthropology (ANTHRO)

101 Human Biological Evolution (3) UC:CSU
(Formerly ANTHRO 1)
CAN ANTH 2
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science
Prerequisite: None.
Lecture 3 hours.
This course offers a survey of past and present world cultures from the simpler hunting and gathering societies to those of the complex industrial states. Emphasis will be on the fossil evidence for man’s evolution, his early culture, and the genetic and racial diversity in present day populations.

102 Human Ways of Life: Cultural Anthropology (3) UC:CSU
(Formerly ANTHRO 2)
CAN ANTH 4
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Lecture 3 hours.
A survey of world cultures, both past and present, and on all levels from the simpler hunting and gathering societies to the complex industrial states. Major emphasis will be placed on cultural universals such as linguistics, social organization, law and authority, sex-marriage-family systems; kinship, and the concepts of magic-religion witchcraft systems.

133 Peoples and Cultures of Africa (3) UC:CSU
(Formerly ANTHRO 10)
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None
Lecture 3 hours.
This course is a general survey of representative African societies. It deals with the study of race, language, prehistory, social organization, economics and political structure, art, music, religion, and the problems of culture change.

Art (ART)

Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT3), and twice in Theater 280, Musical theater Workshop.

101 Survey of Art History I (3) UC:CSU
(Formerly ART 1)
CAN ART 2
CAN ART SEQ A, when taken with ART 102
IGETC AREA 3 (Arts)
CSU-GE Area C1 Arts
Required of all art majors.
Recommended: English 28
Lecture 3 hours.
A study is made of the historical development of Western art from the prehistoric through the Gothic periods as well as from selected Non-Western cultures. Attention is given to an analysis of the work of each period and culture.

102 Survey of Art History II (3) UC:CSU
(Formerly ART 2)
CAN ART 4
CAN ART SEQ A, when taken with ART 101
IGETC AREA 3 (Arts)
CSU-GE Area C1 Arts
Recommended: English 28
Required of all art majors.
Lecture 3 hours.
A study is made of the historical development of Western art from the Renaissance through the 21st Century with attention given to an analysis of the works of each period.

103 Art Appreciation I (3) UC:CSU
(Formerly ART 3)
IGETC AREA 3 (Arts)
CSU-GE Area C1 Arts
Recommended for all art majors.
Recommended: English 28
Lecture 3 hours.
This course is a broad introduction to the nature, vocabulary media, and history of art for the general student. Emphasis is placed on understanding the creative process and developing a basis for critical judgment. (Prehistoric through Gothic Periods)

104 Art Appreciation II (3) UC:CSU
IGETC AREA 3 (Arts)
CSU-GE Area C1 Arts
Recommended: English 28
Lecture 3 hours.
This is a basic course in art appreciation in which the student will experience visual art through the study of selected artists and artwork. Exercises in perception are stressed; individual research on the art of selected cultures is conducted. (Renaissance through 21st Century)
201 Drawing I (3) UC:CSU
(Formerly ART 20)
CAN ART 8
CSU-GE Area C1 Arts
Required of all art majors.
Prerequisite: None.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This is a fundamental course in drawing. Problems in rendering forms in various expressive methods and media are given. The course emphasizes the development of such basic skills as eye-hand coordination and expressive composition.

Note: Open to non-art majors.

202 Drawing II (3) UC:CSU
(Formerly ART 21)
Prerequisite: Art 201.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This course is a continuation of Art 201 with particular emphasis being placed on advanced techniques and methods of pictorial analysis.

204 Life Drawing I (3) UC:CSU
(Formerly ART 24)
Recommended for all art majors.
Prerequisite: None.
Lecture 2 hours, Lab (studio), 2 hours with homework.
This is a drawing course offering a study of the human figure from the posed, undraped model. Included is an analysis of anatomy and essential structure as needed to achieve significant drawing.

205 Life Drawing II (3) UC:CSU
(Formerly ART 25)
Prerequisite: Art 204.
Lecture 2 hours, Lab (studio), 2 hours with homework.
This course is a continuation of Art 204 with emphasis being placed on advanced studies of the human figure from the posed, undraped model.

206 Life Drawing III (3) UC:CSU
(Formerly ART 26)
Prerequisite: Art 205.
Lecture 2 hours, Lab (studio), 2 hours with homework.
This course is a continuation of Art 204 with emphasis being placed on advanced studies of the human figure from the posed, undraped model. Included are problems in design and expressive content.

300 Introduction to Painting (3) UC:CSU
(Formerly ART 22)
CAN ART 10
CSU-GE Area C1 Arts
Prerequisite: None
Lecture 2 hours; Lab (studio), 2 hours with homework.
This is an introductory course in painting covering the basic skills and techniques in oil, acrylic and watercolor. Emphasis is on expressive composition with problems in landscape, still-life, and the human form.

307 Oil Painting I (3) UC:CSU
(Formerly ART 27)
Prerequisite: None.
Lecture 1 hour; Lab (studio), 5 hours with homework.
This course is a continuation in oil painting and covers the basic skills and techniques. Problems are presented which are important to the understanding of painting as a means of expression.

308 Oil Painting II (3) UC:CSU
(Formerly ART 28)
Prerequisite: Art 307 with grade of “C” or better.
Lecture 1 hour, Lab (studio), 5 hours with homework.
This course is a continuation of Art 307. It emphasizes individually conceived projects in oil painting.

309 Oil Painting III (3) UC:CSU
(Formerly ART 29)
Prerequisite: Art 308 with a grade of “C” or better.
Lecture 1 hour, Lab (studio), 5 hours with homework.
This course is a continuation of Art 307. It emphasizes individually conceived projects in oil painting and the preparation of a portfolio.

501 Beginning Two-Dimensional Design (3) UC:CSU
(Formerly ART 11)
CAN ART 14
CSU-GE Area C1 Arts
Required of all art majors.
Prerequisite: None.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This course introduces the fundamentals of two-dimensional composition. A study is made of line, shape, value, texture, color, and the pictorial organization of these and other elements and principles of Art.

502 Beginning Three-Dimensional Design (3) UC:CSU
(Formerly ART 13)
CAN ART 16
Required of all art majors.
Prerequisite: None.
Lecture 2 hours; Lab (studio), 2 hours with homework.
This course introduces the fundamentals of three-dimensional composition (sculpture). A study is made of space relations, line, texture, value, and shape in a variety of materials. Emphasis is placed on the psychology of perception as the basis for design.
Cooperative Education (1-4) Art 911, 921, 931, 941

Art is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Astronomy (ASTRON)

1 Elementary Astronomy (3) UC:CSU
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science
Prerequisite: None.
Lecture 3 hours.
This is an introductory course in the general principles of astronomy. Topics for discussion include the sun, planets, and other members of the solar system; stars, their motion, composition, and evolution; novae, pulsars, quasars, and galaxies.

Biology (BIOLOGY)

3 Introduction to Biology (4) UC:CSU
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science, B3 Laboratory Activity
Prerequisite: None.
Lecture 3 hours; Lab, 3 hours without homework.
In this course the student learns to identify and describe the basic characteristics of life through the concepts of cell structure and function, energy interrelationships, information transfer and duplication, reproduction and development, evolution, ecology, and adaptation. The student will also be able to apply the concepts to related laboratory exercises, current and historical literature, and discussions of the effect of man on the environment.
Note: No UC credit given if taken after Biology 6

5 Introduction to Human Biology (4) UC:CSU
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science, B3 Laboratory Activity
Prerequisite: None.
Lecture 3 hours; Lab, 3 hours without homework.
The course includes basic biological principles as they apply to humans. The course will provide a foundation for advanced courses in Human Anatomy, Physiology and Microbiology. Topics will include human structure, function, heredity, development, evolution, ecology, disease, and bioethics.
Note: No UC credit given if taken after Biology 6 or 20

6 General Biology I (5) UC:CSU
(Offered in the Fall semester only)
CAN BIOL SEQ A, when taken with BIOLOGY 7
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science, B3 Laboratory Activity
Prerequisite: Math 125
Lecture 3 hours; Lab, 6 hours without homework.

In this course the student learns to identify and describe basic physiological processes of living things, basic cellular and subcellular organization, and morphology and diversity of major plant phyla. The student will also learn to apply the principles of genetics to the analysis of natural selection, population studies, and speciation.
Note: This course fulfills, in part, prerequisites for the premedical, pre-veterinary, pre-dental, pre-pharmacy or biology major.

7 General Biology II (5) UC:CSU
(Offered in the Spring semester only)
CAN BIOL SEQ A, when taken with BIOLOGY 6
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science, B3 Laboratory Activity
Prerequisite: Math 125
Lecture 3 hours; Lab, 6 hours without homework.
In this course the student learns to identify and describe the comparative morphology of the major animal phyla; morphology and physiology of the major organ systems; and the reproduction, growth, and development of organisms. The student will also learn to apply the principles of ecology, behavior, and adaptation to the analysis of plant and animal ecosystems.
Note: This course fulfills, in part, prerequisites for the premedical, pre-veterinary, pre-dental, pre-pharmacy or biology major.

9 Man and His Environment: Biological Processes (3) UC:CSU
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science
Prerequisite: None.
Lecture 3 hours.
In this course the student learns the historical and contemporary roles of man as a major change agent in the earth’s ecosystems. It includes investigations and discussions of current socially important issues involving biological considerations. The topics include the environment as a system, cycles of nutrients, food and agriculture, water cycles, effect of human activities on the ecosystem, domestic and industrial waste, pests and pest control, pollution, population, ethics in biology, and land use.
Note: This course is recommended for students in the health profession.

20 Human Anatomy and Physiology (8) UC:CSU
IGETC AREA 5 (Biological Science)
CSU-GE Area B2 Life Science, B3 Laboratory Activity
Prerequisite: Biology 3 or Biology 5 with a grade of “C” or better or equivalent.
Lecture 6 hours; Lab, 6 hours without homework.
This course systematically integrates the fundamentals of human anatomy with the fundamentals of cellular as well as organ system physiology. Instruction and laboratory procedures (observation, experimentation, and dissection) are designed to provide a solid foundation in the anatomy, histology, and physiology of the eleven organ systems of the human body.
Note: This single course is equivalent to both Anatomy 1 and Physiology 1 taken together.

### 33 Medical Terminology (3) CSU

**Prerequisite:** None.

**Lecture 3 Hours**

Same as Allied Health 33

As a result of this survey course, students will be able to use the vocabulary appropriate to typical medical practice and medical specialties. Emphasis is placed on fundamental structure, pronunciation, and spelling, as well as the use of standard medical dictionaries and references.

Note: This course fulfills the requirements for medical records transcriber, medical technician, medical secretary, medical office assistant, while serving pre-nursing and pre-medical students planning to enroll in anatomy and physiology courses.

### 40 The Science of Biotechnology (3) CSU

**Prerequisite:** None

**Lecture 2 hours. Lab, 2 hours with homework.**

In this course the student learns the basic concepts and laboratory techniques used in biotechnology. The topics covered in the class include: Bacterial culture techniques, gel electrophoresis and DNA restriction analysis, constructing a genomic library, and DNA fingerprinting.

### Business (BUS)

#### 1 Introduction to Business (3) UC:CSU

**Prerequisite:** None.

**Lecture 3 hours.**

This course is recommended as the basic business course for all business programs. The student will learn the various forms of business organizations. He/she will study business management, organization, financing, and marketing. The student will also become acquainted with the risks involved in business and with government’s role in business.

#### 5 Business Law I (3) UC:CSU

**CAN BUS 8**

**Prerequisite:** None.

**Lecture 3 hours.**

This course relates law to business. Topics include: Introduction to legal reasoning, Federal and state court systems, legal versus equitable remedies, contracts-agreement, capacity, assent, and legality, the Statute of Frauds; sales-title, warranties, and product liability.

#### 6 Business Law II (3) UC:CSU

**Prerequisite:** Business 5.

**Lecture 3 hours.**

The course covers commercial paper -drafts, trade acceptances, checks, promissory notes; business organizations-partnerships, limited partnerships, corporations, and private franchises; agency, bankruptcy, and government regulation of business.

Note: UC credit limit to one class: Business 5 or 6.

### Chemistry (CHEM)

#### 51 Fundamentals of Chemistry I (5) UC:CSU

(Formerly CHEM3 “Introductory Chemistry”)

**IGETC AREA 5 (Physical Science)**

**CSU-GE Area B1 Physical Science, B3 Laboratory Activity**

**Recommended:** Math 115 or concurrent enrollment

**Lecture 4 hours; Lab, 3 hours without homework.**

This introductory course which emphasizes the principles of inorganic chemistry is an introduction to elementary organic and biological chemistry. It is planned primarily for non-science majors.

Note: This course is not open for credit to students who have credit in Chemistry 65.

#### 65 Introductory General Chemistry (4) UC:CSU

(Formerly CHEM 65 “Elementary Chemistry”)
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science, B3 Laboratory Activity
Prerequisite: None
Lecture 3 hours; Lab, 3 hours without homework.
This course is designed as an introduction to Chemistry 101 for students who have not had chemistry for a year or more. The course emphasizes measurements, unit conversion, chemical stoichiometry, mole concept, structure of atoms and molecules, chemical formulas, basic principles, laws, and descriptive aspects of chemistry.

70 Introductory Organic and Biochemistry (4) UC:CSU
(Formerly CHEM 9)
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science, B3 Laboratory Activity
Prerequisite: None
Lecture 3 hours; Lab, 3 hours without homework.
This course is an introduction to Organic and Biochemistry with an emphasis on the relationship of organic chemistry to the processes, which occur in living tissues, and on the nature of the substances that are involved in these processes.
Note: This course may not be taken for credit by Chemistry or Physics majors and it does not meet the requirements of medical and dental schools.
Note: This course may not be given each semester. Consult current Class Schedule.

101 General Chemistry I (5) UC:CSU
(Formerly CHEM 1)
CAN CHEM 2
CAN CHEM SEQ A, when taken with CHEM 102
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science, B3 Laboratory Activity
Prerequisite: Chemistry 51 and Math 125
Lecture 3 hours; Lab, 6 hours without homework.
This course covers atomic theory and stoichiometry, states of matter, thermochemistry, and equilibrium. The study of gases, liquids and solutions, equilibria in gases and solutions, solubility and chemical bonding are also included in this course of study.
Note: This course may not be offered each semester. Consult the current class schedule.

102 General Chemistry II (5) UC:CSU
(Formerly CHEM 2)
CAN CHEM 4
CAN CHEM SEQ A, when taken with CHEM 101
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science, B3 Laboratory Activity
Prerequisite: Chemistry 101.
Lecture 3 hours; Lab, 6 hours without homework.
This course offers a study of principles of electrochemistry and chemical thermodynamics, coordination compounds, nuclear reactions, descriptive chemistry, and laboratory experience in inorganic qualitative analysis.
Note: This course may not be offered each semester. Consult the current class schedule.

211 Organic Chemistry for Science Majors I (5) CSU:UC
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science, B3 Laboratory Activity
Prerequisite: Chemistry 102.
Lecture 3 hours; Lab, 6 hours without homework.
This course is a systematic introduction to the chemistry of carbon-containing compounds. It encompasses theory and chemistry of hydrocarbons and functional group derivatives. Topics included are bonding and structure, nomenclature, stereochemistry, synthesis, and reaction mechanisms. The laboratory work focuses on techniques of synthesis, isolation, purification and instrumental analysis of organic compounds.
Note: This course may not be offered each semester. Consult the current class schedule.

212 Organic Chemistry for Science Majors II (5) CSU:UC
IGETC AREA 5 (Physical Science)
CSU-GE Area B1 Physical Science, B3 Laboratory Activity
Prerequisite: Chemistry 211.
Lecture 3 hours; Lab, 6 hours without homework.
This course is a continuation of the study of organic compounds that started with Chemistry 211. Emphasis is placed on the synthesis of organic compounds and mechanism of organic reactions. Topics on organic molecules of biological importance such as amino acids, peptides and carbohydrates are also covered. The laboratory work focuses on the synthesis, isolation, purification, and instrumental analysis of organic compounds.
Note: This course may not be offered each semester. Consult the current class schedule.

Child Development (CH DEV)

1 Child Growth and Development (3) UC:CSU
CAN FCS 14
CSU-GE Area D, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: English 21 (OR previous enrollment) and TB Test Verification
Lecture 3 hours.
Human development from conception through adolescence is studied. Particular emphasis is placed on the processes and theories through which the individual reaches physical, cognitive and psychosocial maturity.
2 Early Childhood: Principles and Practices (3) CSU

Prerequisite: TB Test Verification
Co-Requisite: Child Development 1 (or previous enrollment) and English 28
Lecture 3 hours.

This course introduces the student to the history and development of early childhood education and the various philosophies and practices in effect today. A variety of early childhood programs are examined in light of the needs of the pre-school child, the environment, and the teacher. Emphasis is placed on the role of the school in the development of the "whole child" and developmentally appropriate curriculum.

3 Creative Experiences for Children I (3) CSU

Prerequisite: Child Development 2 and TB Test Verification
Lecture 3 hours.

This course involves the development of techniques for stimulating creative educational experiences for young children. Values and benefits of early childhood school experiences involving art, dramatic play, creative movement, and tactile experiences are emphasized. The role of creative play in development and the creative approach to program planning and learning are stressed.

4 Creative Experiences for Children II (3) CSU

Prerequisite: Child Development 2 and TB Test Verification
Lecture 3 hours.

This course involves the development of techniques for stimulating creative educational experiences for young children. Values and benefits of early childhood school experiences involving creative language arts, creative mathematics, creative sciencing, creative social studies, and creative play in development and the creative approach to program planning and learning are stressed.

10 Child Health (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course introduces the student to current information and concepts in the field of health, safety, and nutrition and their relationship to young children. Special emphasis is placed on health promotion and preventive health care. This course is also intended to help adults assist young children in developing good habits and attitudes and to assume lifelong responsibility for their well-being.

11 Home, School, and Community Relations (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course is designed to bring about understanding, appreciation, and cooperation between the school and the home. Methods of involving the community and utilizing the resources in the school situation are discussed. Factors relating to conducting parent conferences and community meetings are discussed.

NOTE: This course is for teaching majors.

12 Parent-Teacher-Child Interaction (3) CSU

Prerequisite: None.
Lecture: 3 hours.

This course provides the student with a general overview of parental involvement and parents as partners in early childhood education. Special emphasis is placed on the integration and configuration of parent-child relationships, as well as on parent-teacher communication. The developmental context of socialization and its influence on families will be explored.

14 Introduction to Bilingual-Bicultural Programs (3) CSU

Prerequisite: None
Lecture 3 hours.

This course provides the student with a general overview of bilingual-bicultural education. An in-depth study of current bilingual-bicultural programs, curriculum philosophy, and rationale is offered.

Kathi Cliff, Department Chair
Child Development and Family and Consumer Studies
15 Creative Curriculum in Bilingual-Bicultural Programs (3) CSU

Prerequisite: None.
Lecture: 3 hours.
This course is designed to provide an overview of materials and media available in Bilingual-Bicultural programs for the child. Skills will be acquired in researching techniques that help students discover the material and media available in Bilingual-Bicultural programs. Related curriculum will be developed in class.

22 Practicum in Child Development I (4) CSU

Prerequisite: Child Development 1, 2, 3 and 4; and TB Test Verification
Recommended: English 28
Lecture 2 hours; Lab, 6 hours without homework.
In this course students are assigned to a child development center under the supervision of a college instructor. The goal of the practicum is to reinforce theory and to develop teaching techniques by working with preschool children and the center staff.

23 Practicum in Child Development II (4) CSU

Prerequisite: Child Development 1, 2, 3, 4, and 22; and TB Test Verification
Lecture 2 hours; Lab, 6 hours without homework.
This course acquaints students with a variety of curriculum theories, theorists, and teaching styles. Planning techniques, team teaching approaches, classroom management skills and professional conduct will be emphasized. The laboratory segment of the course will assist students in putting theory into practice.

30 Infant & Toddler Studies I (3) CSU

(Formerly “Infant Studies”)
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
This course provides an in-depth study of infant-toddler development and principles and practices of respectful caregiving. Age appropriate and developmentally appropriate environmental and curricular designs for infants and toddlers are emphasized. Opportunities for observation are offered.

31 Infant & Toddler Studies II (3) CSU

(Formerly “Infant Studies”)
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
This course provides principles of inclusive, respectful caregiving for infants and toddlers with a variety of program designs. Topics cover typical and atypical development appropriate environments, curriculum, health, safety, and licensing issues as well as observations, assessments, Family communications, home visiting, resources, and current research.

34 Observing and Recording Children’s Behavior (3) CSU

Prerequisite: Child Development 1 and TB Test Verification
Recommended: English 28
Lecture 3 hours.
This course examines strategies for observing and recording children’s behavior. The student explores forms of documentation such as anecdotal records, running records, portfolios, checklists, narratives, and other forms that help to guide curriculum, to document learning, and communicate children’s progress.

35 Fostering Literacy Development in Young Children (3) CSU

Prerequisite: None.
Lecture 3 hours.
This course is designed for students interested in, or currently working in the field of, early childhood education. Students will build skills in promoting literacy in children from birth through age five. Students will also develop a strong foundation in early reading and writing.

36 Literature for Early Childhood (1) CSU

(Formerly “Infant Studies”)
Prerequisite: None
Lecture 1 hour.
This is a survey course of literature suitable for children ages 2-6. The emphasis is on techniques of literature selection and presentation. Also, the student is exposed to storytelling (with visual aids where feasible), literature particularly suited to the pre-school child, and the early development of desirable attitudes toward reading.

38 Administration and Supervision of Early Childhood Programs I (3) CSU

(Formerly CH DEV 41)
Prerequisite: Child Development 1 and 2
Recommended: Child Development 11.
Lecture 3 hours.
This course prepares the student to establish and administer an early childhood program. Financial aspects of administration and regulations pertaining to administration are emphasized. The course partially fulfills the licensing requirements for the director.

39 Administration and Supervision of Early Childhood Programs II (3) CSU

(Formerly CH DEV 43)
Prerequisite: Child Development 1 and 2.
Recommended: Child Development 11
Lecture 3 hours.
This course offers establishing and administering an early childhood program. It includes proposal writing, discussion of licensing requirements, budget planning, leadership styles, and techniques for motivating staff.
42 The Child in a Diverse Society (3) CSU
(Formerly “The Child in a Multi-Cultural Society”)
Prerequisite: None.
Lecture 3 hours.
This course introduces the student to the social foundations and theory of multicultural and anti-bias education and instruction. The philosophy, principles, and methods related to teaching young children from diverse backgrounds are explored. Multicultural materials, media, activities, and curriculum plans are examined. A critical component of this course is the development of positive attitudes regarding gender equity and children with special needs.

44 Programs for Children with Special Needs I (3) CSU
Prerequisite: TB Test Verification
Recommended: English 21.
Lecture 3 hours.
This course is designed for students interested in specializing in or working with children with special needs. Instruction focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently abled children and their families.

45 Programs for Children with Special Needs II (3) CSU
(Formerly “Programs for Exceptional Children”)
Prerequisite: TB Test Verification
Recommended: English 21.
Lecture 3 hours.
This course is an introduction to the study of exceptional children including classification and special characteristics. General program planning as well as relevant program modification is included.

46 School Age Programs I (3) CSU
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
Curriculum includes strategies to use in child development programs for school age children: understanding the developmental needs of school age children, planning age-appropriate activities, and skills for working with school age children.

47 School Age Programs II (3) CSU
Prerequisite: TB Test Verification
Recommended: English 21
Lecture 3 hours.
Students will be introduced to school age child care programs. The course is designed for those planning to work in before- and after-school child care. Topics covered are guidance of children’s behavior, the child in context of family and community, and administration of programs.

48 Positive Guidance in Early Childhood Settings (3) CSU
Prerequisite: Child Development 2; TB Test Verification.
Recommended: English 21
Lecture 3 hours.
This course provides exploration of developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

65 Adult Supervision/Early Childhood Mentoring (2)
Prerequisite: Child Development 2, TB Test Verification
Recommended: English 21
Lecture 2 hours.
This course is a study of the methods and principles of supervising student teachers in early childhood classrooms. The course will emphasize the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

Cooperative Education (1-4) (CSU) Child Development 911, 921, 931, 941
Child Development is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Cinema (CINEMA)

10 Introduction to Film Directing (3)
CSU:UC
Prerequisite: None
Lecture 2 hours; Lab 2 hours with homework.
Introduction to the crafts of acting and directing for the film medium. Emphasis is placed on the visualization of the screen play, the function of the actor in interpreting the script, and the role of the director in handling the actors in the production of the film.

115 Cinematography (3) CSU:UC
Recommended: Media Arts 101 and Cinema 10
Lecture 2 hours; Lab 2 hours with homework.
This intermediate course deals with all aspects of cinematography from theory to application, centering on the basic parts and functions of digital cameras, lenses, lighting equipment and accessories as well as cinematography techniques and aesthetics.

125 Film Production Workshop I (3)
CSU:UC
Recommended: English 28, Media Arts 101 and 120
Lecture 2 hours; Lab 2 hours with homework.
This course is an introduction to digital filmmaking as related to cinematic expression, aesthetics, criticism and ethics.
Individual projects via writing, direction, camera lighting, and editing as well as acting are required.

Note: Also see Media Arts, pg. 95

### Citizenship (CITIZN) Non-Credit

#### 10 Citizenship through English I (0) NDA

**Prerequisite:** None

**Lecture:** 1 hour

This introductory open-entry citizenship course will provide the content and the oral/aural skills practice necessary to begin the process of becoming a United States citizen. The major focus is on developing listening, speaking, reading and writing skills.

#### 12 Citizenship through English III (0) NDA

**Prerequisite:** None

**Lecture:** 1 hour.

This competency-based, open-entry citizenship course will provide the content and the oral/aural skills practice necessary to complete the process of becoming a United States citizen. Topics include United States history, government and civics information. Students will be introduced to the content necessary in order to have a functioning understanding of the English language.

#### 15 Citizenship through English VI (0) NDA

**Prerequisite:** None

**Lecture:** 3 hours.

This open-entry course will introduce the integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them in their immersion into a predominately English speaking society.

### Computer Applications and Office Technology (CAOT)

(Formerly Office Administration)

#### 1 Computer Keyboarding I (3)

(Formerly OFF ADM 1 “Typewriting/Keyboarding 1”)

**Prerequisite:** None.

**Lecture:** 2 hours; **Lab:** 3 hours without homework.

This course is designed for building keyboarding skills as well as improving speed and accuracy. Students will use microcomputers to learn the alphabetic, numeric, and symbol keys “by touch”, using the appropriate techniques. In addition, students will use word processing software to learn the basic functions of creating, editing, and formatting various business documents (letters, memos, simple reports, and tables).

**Note:** CAOT 1 (3) is equivalent to CAOT 1D (1.5) and CAOT 1E (1.5), when taken together.

#### 1-D Computer Keyboarding I-D (1.5)

(Formerly OFF ADM 1-D “Keyboarding 1D”)

**Prerequisite:** None.

**Note:** Short-term course.

**Lecture:** 1 hour; **Lab:** 1.5 hours without homework.

Students use the microcomputer to learn to key the alphabetic and numeric/symbol keys “by touch” using the appropriate techniques. The software is designed exclusively for building and extending keyboarding skill and improving speed and accuracy in keying. Formatting is not taught.

**Note:** CAOT 1D (1.5) when taken with CAOT 1E (1.5), is equivalent to CAOT 1 (3).

#### 1-E Computer Keyboarding 1-E (1.5)

(Formerly OFF ADM 1-E “Keyboarding 1E”)

**Prerequisite:** CAOT 1-D with a grade of “C” or better.

**Note:** Short-term course.

**Lecture:** 1 hour; **Lab:** 1.5 hours without homework.

Students working with Corel WordPerfect® software program will learn basic functions for creating, editing, and formatting various business documents (letters, memos, simple reports, and tables) and continue to improve both speed and accuracy skills.

**Note:** CAOT 1E (1.5) when taken with CAOT 1D (1.5), is equivalent to CAOT 1 (3).

#### 2 Computer Keyboarding II (3) CSU

(Formerly OFF ADM 2 “Typewriting/Keyboarding 2”)

**Prerequisite:** CAOT 1-I with a grade of “C” or better.

**Lecture:** 2 hours; **Lab:** 3 hours without homework.

Using the microcomputer and the Corel word processing software program, students will continue to develop keyboarding and word processing skills needed in today's workplace. Students will apply advanced functions to sophisticated documents, including two-page letters and memos, letters with special features, tables, long reports with graphics and columns, and administrative and employment documents.

#### 3 Computer Keyboarding 3 (3) CSU

(Formerly OFF ADM 3 Typewriting/Keyboarding 3).

**Prerequisite:** CAOT 2 with a grade of “C” or better.

**Lecture:** 2 hours; **Lab:** 3 hours without homework.

The student further develops his/her speed and accuracy to at least 50-55 words per minute. The student learns more of producing specialized forms and reports, such as legal and accounting papers. The course specifically emphasizes shortcuts in handling of materials, statistical input, and development of “thinking at the computer keyboard.”

#### 9 Computer Keyboarding Improvement (1) RPT1

(Formerly OFF ADM 9 “Typing/Keyboarding Improvement”) Lab, 3 hours without homework.

This course is designed to improve keyboarding skills on the microcomputer by using special software programs (timed writings, corrective drills, and production problems).

#### 31 Business English (3)

(Formerly OFF ADM 31)

**Prerequisite:** None.

**Recommended:** Enrollment in CAOT 34.
This course offers the student a review of, and training in, the fundamentals of English grammar. Emphasis is placed on spelling, business vocabulary, parts of speech, punctuation, sentence structure, and modern business English.

32 Business Communications (3) CSU
(Formerly Business 32)
Prerequisite: None.
Lecture 3 hours.
This course develops written and oral communication skills with an emphasis on developing techniques for effective business communications. The student will apply effective English skills to the writing of business letters and reports.

33 Records Management and Filing (2)
(Formerly OFF ADM 33)
Prerequisite: None.
Recommended for all Business Majors. This course is a prerequisite for CAOT 80.
Offered Fall Semester Only.
Lecture 1 hour. Lab, 2 hours with homework.
In this course the student learns standard rules and principles of indexing and filing. He/she will receive training in filing methods used most frequently, including alphabetic and numeric. Also, he/she will be introduced to the principles of setting up a filing system, selecting suitable equipment, transferring files, and organizing a central filing system.

34 Business Terminology (2)
(Formerly OFF ADM 34)
Prerequisite: None.
Lecture 2 hours.
This course is designed to enrich the student's business vocabulary and help the student develop spelling proficiency.

35 Word Processing: Concepts In Information Systems (3) CSU
(Formerly OFF ADM 35)
Prerequisite: None.
Lecture 3 hours.
This course introduces basic word processing concepts through lecture, guest speakers, and field trips. The student develops knowledge of word processing systems and procedures, the latest dictating and text-editing equipment, personnel requirements, and opportunities.

43 Office Procedures (3) RPT 2
(Formerly OFF ADM 43)
Prerequisites: CAOT 1.
Lecture 3 hours.
This course develops desirable attitudes and personality traits essential for successful business employment. It establishes a knowledge of interviewing techniques, telephone techniques, handling travel arrangements, time management, office mathematics, and supervision of meeting details. Other factors pertinent to the office advancement such as personality and professional ethics will be discussed.

44 Medical Terminology (3)
(Formerly OFF ADM 44)
Prerequisite: None.
Lecture 3 hours.
The course content serves to develop medical vocabulary by training in spelling, pronunciation, and definitions of medical terminology. The course also stresses learning word roots, prefixes, and suffixes as a means of determining meanings of words, both familiar and unfamiliar.

47 Applied Office Practice (2) RPT 3
(Formerly OFF ADM 47)
Prerequisite: CAOT 1 and CAOT 43.
Lab, 5 hours with homework.
From this course, students will gain practical experience in working in an office on campus. The one hour lecture will prepare students for managing productivity, maintaining motivation, appropriate conduct, and interpersonal skills in an office environment.
64 Computer Laboratory (CR/NCR) RPT
(Formerly OFF ADM 64)
Prerequisite: None.
Lab, 2 hours with homework.
This laboratory provides additional skill development practice
for students enrolled in CAOT 1, 2, 3, 82, 84, 85, 86, 89, 97,
107, 108, 112, or 113.

75 Word Processing: Equipment
Operation (2) CSU
(Formerly OFF ADM 75)
Recommended: CAOT 1-D.
Lecture 1 hour; Lab, 2 hours with homework.
This course is designed to meet the needs of students by
providing the skills necessary to operate a word processing
program on an IBM compatible computer. Emphasis is
placed on understanding and performing basic word
processing operations in order to input, edit, and print
various types of documents.

80 Computerized Records Management (3)
(Formerly OFF ADM 80)
Prerequisite: CAOT 33
Lecture 2 hour; Lab, 2 hours with homework.
This course is intended to give the student an overview of
the specialized functions using a computerized records
management program, which includes the creation of
documents, storage and retrieval of documents, and
disposition of records. Microsoft Access® will be used.

82 Microcomputer Software Survey in the
Office (3) CSU
(Formerly OFF ADM 82)
Prerequisite: CAOT 1-D.
Lecture 1 hour; Lab, 1.5 hours without homework.
Students are introduced to the use of the microcomputer and
commercially available software used in business offices.
The course provides hands-on introduction to the
WINDOWS/MS DOS operation environments, word
processing, database management, and spreadsheet
software.
Note: CAOT 82A (1.5), when taken with CAOT 82B (1.5), is
equivalent to CAOT 82 (3).

82B Microcomputer Software Survey B
(1.5) CSU
(Formerly OFF ADM 82B)
Prerequisite: None
Lecture 1 hour; Lab, 1.5 hours.
Students are introduced to the use of the microcomputer and
commercially available software used in business offices.
The course provides hands-on introduction to the
WINDOWS/MS DOS operation environments, word
processing, database management, and spreadsheet
software.
Note: CAOT 82B (1.5), when taken with CAOT 82A (1.5), is
equivalent to CAOT 82 (3).

83 Microcomputer Office Applications:
Operating Systems (Windows) (1)
(Formerly OFF ADM 83)
Prerequisite: None
Lecture 2 hour; Lab, 2 hours with homework.
This course provides an introduction to microcomputers and
microcomputer operating systems. The course covers the
major components of a microcomputer system, the operating
system command structure and terminology, and printer
operations. It includes hands-on use of Microsoft Windows®
operating systems in various applications of routine
microcomputer functions.
Note: No previous computer experience required.

84A Microcomputer Office Applications:
Word Processing A (1.5) CSU
(Formerly OFF ADM 84A)
Prerequisite: CAOT 1-D.
Lecture 1 hour; Lab, 1.5 hours without homework.
Students will use basic and advanced commands in
Microsoft Word® or Corel WordPerfect® to create, format,
edit, save, and print documents including letters,
memorandums, tables, reports, and mail-merge documents.

84 B Microcomputer Office Applications:
Word Processing B (1.5) CSU
(Formerly OFF ADM 84B)
Prerequisite: CAOT 84-A.
Lecture 1 hour; Laboratory 1.5 hours.
Students will use basic and advanced commands in
Microsoft Word® or Corel WordPerfect® to create, format,
edit, save, and print documents including letters,
memorandums, tables, reports, and mail-merge documents.
85 Microcomputer Office Applications: Spreadsheet (3) CSU
(Formerly OFF ADM 85)
Prerequisite: None.
Lecture 1 hour; Lab, 4 hours with homework.
This course is designed to teach office spreadsheet applications using a spreadsheet program (Microsoft Excel®). Students will learn to create, edit, format, and print worksheets. They will also learn to prepare graphs from worksheets and use a data base to construct a worksheet. Emphasis will be on office accounting applications and simplifying office accounting procedures.

86 Microcomputer Office Applications: Data Base (3) CSU
(Formerly OFF ADM 86)
Prerequisite: None.
Lecture: 1 hour; Lab, 4 hours with homework.
This course provides information on generic data base characteristics and functions and provides training in the use of microcomputer data base software for business office applications. It covers records design, file creation and maintenance, data manipulation, report formats, and printing.

88 Microcomputer Office Applications - Desktop Publishing (3)
(Formerly OFF ADM 88)
Recommended: CAOT I-D.
Lecture 2 hours; Lab, 3 hours without homework.
This course will provide information and hands-on training in using microcomputers, laser printers, and various desktop publishing software (PageMaker and/or Ventura Publishing). This course will include producing camera-ready, near typeset quality reports, newsletters, business forms, and presentations.

89 Microcomputer Office Applications: Disk Operating Systems (3) CSU
(Formerly OFF ADM 89)
Prerequisite: None
Lecture 1 hour; Lab, 4 hours with homework.
This course provides hands-on use of the PC/MS Windows operating system, including file management, terminology, and printer functions. Hard disk maintenance and management are emphasized throughout the course.

97 Introduction to the Internet for CAOT (3)
Prerequisite: None
Lecture 2 hours, Lab 3 hours.
This course provides hands-on experience with the Internet and World Wide Web using browser software like Microsoft Internet Explorer and Netscape Navigator to find, access and use information from the Internet. Students will develop the skills to create, send and receive E-mail and Instant Messages using web based software. Students will learn how to find, evaluate, and select Internet Service Providers, E-commerce sites, and research resources. Skill will be developed to explore business, career, government, news, reference databases, travel, and other Internet services and utilities. Students will learn the fundamentals of web page design and how to design and create basic web pages using HTML.

Note: CAOT 97A (1.5) and CAOT 97B (1.5), when taken together, are equivalent to CAOT 97 (3).

97A Introduction to the Internet for Office Administration (1.5)
(Formerly OFF ADM 97A)
Prerequisite: None.
Lecture 1 hour; Lab, 1.5 hours without homework.
This is Part A of a 2 part course and is designed to prepare students to use the World Wide Web. The course emphasizes the features of the internet, including electronic mail, telenet, file transfer protocol, usenet, search engines, and other Internet services and utilities.

Note: CAOT 97A (1.5), when taken with CAOT 97B (1.5), is equivalent to CAOT 97 (3).

97B Introduction to the Internet for Office Administration (1.5)
(Formerly OFF ADM 97B)
Prerequisite: None.
Lecture 1 hour; Lab, 1.5 hours without homework.
This is Part B of a 2 part course and is designed to prepare students to use the World Wide Web. The course emphasizes the features of the internet, including electronic mail, telenet, file transfer protocol, usenet, search engines, and other Internet services and utilities.

Note: CAOT 97B (1.5), when taken with CAOT 97A (1.5), is equivalent to CAOT 97 (3).

107 Microcomputer Office Applications: Advanced Web Design for the Office (3)
CSU
Prerequisite: CAOT 112
Lecture 2 hours, Lab 3 hours.
This course provides skills to utilize advanced web design tools. Students design and build web sites using Macromedia Dream Weaver, advanced HTML, the basic concepts of Java script, and Java applets. Students will use graphics, animation, and multimedia capabilities to create advanced web sites for the high-tech office environment.

108 Presentation Design for the Office (2)
CSU
Lecture 1 hour; Lab, 2 hours
Recommended: CAOT 82 or 83
This course will provide the skills to employ presentation authoring software like Microsoft PowerPoint to design modify and create professional-looking multi-media presentations. Students will develop presentations that
include dynamic and static links, graphic elements, tables, charts, diagrams, sound, animation and other enhancement features. Students will also learn how to convert their presentations into dynamic web site elements.

109 Web Multimedia for the Office (3) CSU
Lecture 2 hour; Lab, 3 hours
Prerequisite: CAOT 107
This course provides hands-on design and implementation skills using multimedia Web design tools. Students use Flash to incorporate text, sound, graphics, animation, and other multimedia capabilities related to Internet Web Pages for the high-tech office environment.

112 Microcomputer Office Applications: Web Page Design (3) CSU
Prerequisite: CAOT 82
Recommended: CAOT 97
Lecture 2 hours, Lab 3 hours.
This course will provide the skills to employ web-authoring software like Microsoft FrontPage to design, modify and create web pages. Students will develop multi-page web sites that include links, graphic elements, tables, style sheets, templates, themes, forms, discussion webs and other enhancement features. An understanding of the relationship of these programs to HTML will be developed, along with the ability to troubleshoot and improve web page designs.

113 Introduction to Adobe Photoshop for the Office (3) CSU
Prerequisite: CAOT 82
Lecture 1 hour, Lab 4 hours.
This course is an introduction to graphics design using Windows based operating systems and Adobe Photoshop. The class will focus on the basic elements of computer graphic arts software for business, digital layout, rendering and manipulation of computer and still imagery. Among the skills covered will be: selection tools, layers, channels, masks, painting tools, image editing, applications of filters, integration of text, and the combining of images.

Cooperative Education (1-4) (CSU) C.A.O.T. 911, 921, 931, 941
Office Administration is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Computer Science and Information Technology (CO SCI)
Also known as C.S.I.T.

601 Introduction to Computers and Their Uses (3) UC:CSU
(Formerly CO SCI 1)
Prerequisite: None.
Lecture 3 hours.
This is a basic course in computer literacy concepts. It provides an overview of computer networking, hardware and software (including operating systems and file management). The students will assess implications of computer technology on society.
Note: UC credit limit to one course, CO SCI 601 or CO SCI602

602 Introduction to Computer Science (3) UC:CSU
(Formerly CO SCI 3)
Corequisite: Computer Science 630.
Lecture 3 hours.
This is a breadth-first course covering basic concepts and principles of computer science. Topics covered include problem solving techniques, development of algorithms, computer logic and architecture, operating systems, functions, procedures and control structures, parameter passing, recursion, arrays, data communications, pointers, and concepts in software engineering. Students will be introduced to the use of the C/C++ or Java programming language.

608 Beginning BASIC Programming (3) UC:CSU
(Formerly CO SCI 32)
Prerequisite: Computer Science 630.
Lecture 3 hours.
This course provides an introduction to the use of the BASIC programming language, a time-sharing language. It includes the use of terminals for executing student programs on the campus computing facilities.

617 Beginning Micro - Assembly Language (3) UC:CSU
Prerequisite: Computer Science 602.
Lecture 2 hours; Lab, 2 hours
This is an introductory course designed to teach students the basic concepts behind the classic von Neumann machine architecture. This course covers fundamental concepts in information representation, computer organization, assembly language programming, and computer architecture. The course emphasizes computer science topics that are related to the foundation of computer hardware and its associated software.

621 Certified Internet Webmaster Associate: Internet Fundamentals (3)
Prerequisite: Computer Science 601
Lecture 2 hours; Lab, 2 hours with homework.
This is the first in a series of three courses for the CIW (Certified Internet Webmaster) Internet skills certification program. It is designed to guide students through the use of key internet, Intranet, and Extranet technologies. Students will gain experience configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia content. Students will use Plug-ins to enhance the functionality of Navigator and Internet Explorer. Additionally, they will be introduced to a variety of search engines and the
basics of electronic commerce and email, and they will investigate security issues. 

Note: These courses (CIWA 621, 622, and 623) are endorsed by the International Webmasters Association (IWA) and the Association of Internet Professionals (AIP).

622 Certified Internet Webmaster Associate: Web Page Authoring Fundamentals (3)

Prerequisite: Computer Science 621.
Lecture 2 hours; Lab, 2 hours with homework.
This is the second in a series of three courses for the CIW (Certified Internet Webmaster) Internet skills certification program covering Web page creation and other aspects of Web authoring. Students are introduced to the development of Web pages in a text editor and graphical user interface (GUI) editor. Students will create Web pages containing text, graphics, hyperlinks, tables, forms and frames. They also will use Cascading Style Sheets (CSS) and study the basics of Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML) and the Document Object Model (DOM).

623 Certified Internet Webmaster Associate: Networking Fundamentals (3)

Pending Approvals
Prerequisite: Computer Science 622.
Lecture 2 hours; Lab, 2 hours with homework.
This is the third in a series of three courses for the CIW (Certified Internet Webmaster) Internet skills certification program. This course presents fundamental networking concepts and practices. Topics include network architecture and standards, network types, protocols, Internet servers, TCP/IP, and security.

630 Microcomputer Application Software (3) CSU

(Formerly CO SCI 29)
Prerequisite: Computer Science 601.
Lecture 2 hours; Lab, 2 hours with homework.
The course provides the student with a knowledge of the microprocessor and microprocessor systems. A “hands-on” environment will allow the student to learn DOS, word processing, Lotus 1-2-3 and Database language. The course will also cover the use of microcomputer software.

632 Introduction to Data Bases (3) CSU

(Formerly CO SCI 48)
Prerequisite: Computer Science 630.
Lecture 3 hours.
This course covers the concepts of data base structures and design involving the physical and logical structures and the environments in which they can be applied. The three major approaches to the application of data bases are included: relational, hierarchical, and network.

636 Introduction to Data Structures (3) UC:CSU

Prerequisite: Computer Science 639.
Lecture 2 hours, Lab, 2 hours with homework.
This course is a comprehensive introduction to data structures and algorithms, including their design, analysis, and implementation. It uses the object-oriented paradigm as a framework for implementation of robust and reusable software. Topics covered include JAVA programming, object-oriented design, analysis techniques, stacks, queues, deques, lists, trees, graphs, searching, and sorting algorithms.

NOTE: In terms of computer science and computer engineering curricula, this course conforms to the ACM Freshman-Sophomore level Data Structures (CS2) course.

639 Programming in C (3) UC:CSU

Prerequisite: Computer Science 602
Lecture 2 hours; Lab, 2 hours with homework.
This course introduces the computer language C. It provides the student with a general knowledge of the design, implementation, debugging, and testing of a program. The program provides in a variety of disciplines. It includes “hands-on” experience in an interactive environment.

660 Business Systems Design (3) CSU

Prerequisite: Computer Science 630.
Lecture 3 hours.
The process of analyzing, designing, and implementing a business information system is studied with emphasis on the role of the systems analyst. The student learns to apply the tools and techniques of the analyst by the case study approach.

688 Computer Project (2) CSU

Prerequisite: Computer Science 639
Lab, 4 hours with homework.
The student, after consultation with the instructor, is to design, develop, and evaluate a project involving the application of the computer. Emphasis in this course is placed on a maximum of independent study and research.

691 Computer Programming Laboratory (1) RPT3

Lab, 3 hours without homework.
This class provides access to computer resources for any student at Los Angeles Southwest College. It is an open entry/open exit, credit/no credit class which allows the student to access and use specific standard applications, software, programming language software, and internet software.

Cooperative Education (1-4) (CSU) CO SCI 911, 921, 931, 941

Computer Science is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
Cooperative Education (COOP ED)

Cooperative Education is offered in all major subject areas. This allows the student to obtain transferable credit in specific subjects. Up to eight units are transferable to four-year institutions.

Cooperative Education is offered for one, two, three, or four units per semester, depending on the number of hours worked per week. Students receive one unit of credit for each 5 hours he/she works on the job per week; the maximum number of units is four given for 20 or more hours on the job each week.

Cooperative Education may be taken for four semesters, regardless of the number of units taken per semester. A maximum of 16 units may be earned.

The following is an example in the area of Business. A student may register for one unit (Business 911), two units (Business 921), three units (Business 931), or four units (Business 941). The course numbers remain the same, regardless of the number of semesters taken.

See Cooperative Education in the Instructional Program section of the catalog.

Dance – See Physical Education

Developmental Communications (DEV COM)

When assessment and multiple measures indicate such a need, the student will be recommended to enroll in one or a combination of Developmental Communications courses. The student may be recommended, after a highly satisfactory performance in one Developmental Communications course, to a higher course than the one normally following.

Thus, a student need not take Developmental Communications courses if his/her abilities prove he/she is ready for English. The normal sequence of Developmental Communications is DC 20, basic reading and writing; then a combination of DC 21, writing, and DC 23, reading. DC 22X is an elective reading laboratory course open to all students.

20 Fundamentals of Reading and Writing (6) RPT1 NDA (CR/NCR)

Recommended: Concurrent enrollment in Developmental Communications 26, 27, and 28.

Lecture 6 hours.

This course is designed to develop self-confidence and to teach the basic communication skills necessary to compete successfully in college. The following skills will be developed: Study habits, test taking, vocabulary building, reading comprehension, outlining, and public speaking.

21 Fundamentals of Writing (3) NDA (CR/NCR)

(Formerly DEV COM 11 “Writing II: Paragraph to Essay”) Recommended: Concurrent enrollment in Developmental Communications 23 and 22X.

Developmental Communications 21 (combined with Developmental Communications 23) is a prerequisite for students enrolling in English 21 unless the student’s assessment results indicate placement into a different level of English coursework.

Lecture 3 hours.

This course is an introduction to English grammar essential to writing. The course focuses on fundamental grammar including punctuation, as it relates to writing sentences and paragraphs.

22X Communications Laboratory (3) RPT1 NDA (CR/NCR)

Recommended: Concurrent enrollment in Developmental Communications 21 and 23.

Lab 6 hours.

This course is recommended for all students who wish to improve their reading skills. It is designed to assist students in the improvement of reading rate and comprehension in an individualized setting. The course consists of a variety of reading activities at different levels, including the use of computers, cassette tape players, SRA reading laboratories, and a variety of reading selections designed to improve reading proficiency.

23 Reading and Study Improvement (3) NDA RPT1 (CR/NCR)

(Formerly DEV COM 1 “Grammar Applied to Writing)

Recommended: Concurrent enrollment in Developmental Communications 21 and 22X. Developmental Communications 23 (combined with Developmental Communications 21) is a prerequisite for students enrolling in English 21 unless the student’s assessment results indicate placement into a different level of English coursework.

Lecture: 3 hours

This is a course in basic English-related skills. Areas covered include reading comprehension, vocabulary development and spelling, and sentence and paragraph writing.

26 Fundamentals of Communications Laboratory (1) RPT2 NDA (CR/NCR)

Recommended: Concurrent enrollment in Developmental Communications 20.

Lab, 2 hours with homework.

This individualized course, recommended for all students enrolled in Developmental Communications 30, emphasizes the skills of careful reading and selected vocabulary building.

It includes a pretest to ascertain each student’s reading level and a post-test to see how much improvement each student has made at the end of the course.

27 Fundamentals of Writing Laboratory (1) RPT2 NDA (CR/NCR)

Recommended: Concurrent enrollment in Developmental Communications 20.

Lab, 2 hours with homework.

This individualized course, recommended for all students enrolled in Developmental Communications 10, offers an introduction to basic grammar as it relates to writing. It covers parts of speech, prepositional phrases and types of
clauses, verb tenses, pronoun usage, agreement, capitalization, and punctuation.

The course includes a pretest and post-test in grammar and involves instruction through the use of the computer and other selected multi-media and printed material.

28 Fundamentals of Reading Laboratory (1) RPT2 NDA (CR/NCR)

Recommended: Concurrent enrollment in Developmental Communications 20.
Lab, 2 hours with homework.
This individualized course, recommended for all students enrolled in Developmental Communications 20, emphasizes the skills of reading comprehension and vocabulary in context. It includes a pretest and post-test in reading comprehension and a variety of reading activities designed to improve reading comprehension.

Economics (ECON)

1 Principles of Economics I (3) CSU:UC

CAN ECON 4
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Recommended: Take this class after taking Economics 2.
Lecture 3 hours.
This is an introductory course in the principles of microeconomics theory, including economic analysis of the firm and resource allocation; analysis of the laws of supply and demand; market structures of the American economy; price theory; and current domestic economic problems.

2 Principles of Economics II (3) UC:CSU

CAN ECON 2
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Recommended: Take this class before taking Economics I.
Lecture 3 hours.
This is an introductory course in the principles of macroeconomics theory. Measurements of aggregate economic performance including GNP and National Income, money and banking; business cycle, role of the government and the Federal Reserve System (fiscal and monetary policies), economic growth and stability, international trade, and economics of underdevelopment are covered in this course.

Cooperative Education (1–4) (CSU)

Economics 911, 921, 931, 941

Economics is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Education (EDUC)

1 Introduction to Teaching (3) CSU

Prerequisite: None.
Lecture 3 hours.
The topics covered in this course include teacher qualifications, credential requirements, current practices and trends, and historical, philosophical, and sociological factors related to the role of the school in American Society.

6 Methods and Materials of Tutoring (1)

Prerequisite: None.
Recommended for all pre-teaching majors.
Lecture: 1 hour; Lab: 2 hours without homework
This course trains students in individual and group tutoring and instructional techniques, group dynamics, interpersonal skills, and organizational skills related to academic success. Tutoring and instructional strategies that promote independent learning are discussed.

10 Principles of Teacher Assisting (3) CSU

Prerequisite: Education 1.
Lecture 3 hours.
This course assists the educational aide in gaining a greater understanding of the teacher-student-aide relationship, and its effect on the learning environment in the classroom. Improvement in the communication skills and tutoring techniques will be stressed.

12 Theory and Practices in Tutoring (3) CSU

Lecture 2 hours; Lab, 2 hours with homework.
This course provides a study of theory, techniques, and skills of tutoring, along with practical application, through providing tutorial experience within local elementary, middle school, high school and community college settings. Tutoring will be supervised by a cohort inclusive of student, classroom teacher/instructor and course professor.

Cooperative Education (1-4) (CSU)

Education 911, 921, 931, 941

Education is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Education: Special (SPEC ED)

39 Finger Spelling (1) CSU

Prerequisite: None.
Lab, 2 hours with homework.
Students will be given instructional practice material designed to develop expressive and receptive skills using the manual alphabet.

40 Introduction to Deafness (3)

Prerequisite: None.
Lecture 3 hours.
This course will cover historical, philosophical, and social aspects of the hearing impaired. Issues and research providing a theoretical basis for American Sign Language will be considered.
Electronics (ELECTRN)

2 Introduction to Electronics (3) CSU

Prerequisite: None.
Lecture 3 hours.
This course offers an overview of the field of applied electronics and its opportunities with an introduction to components, nomenclature, symbols, electrical laws, and their application. Emphasis is on the relationship of this field to other scientific fields including industry, business, and the home. The course will include lectures and appropriate demonstrations, films, and field trips.

4 Fundamentals of Electronics I (4) CSU

Recommended: Mathematics 105.
Lecture 3 hours, Lab 3 hours without homework.
This course presents the theory and application of direct current in series, parallel, and combination circuits. Thevenin's, Norton's, Millman's, and Superposition theorems are discussed. Also included are magnetic circuits, electrical measuring instruments, and inductance and capacitance, and their characteristics in DC circuits. The vacuum-tube voltmeter, the capacitor, checker, and many other instruments are utilized in laboratory experiments that accompany the theory.

6 Fundamentals of Electronics II (4) CSU

Prerequisite: Electronics 4.
Lecture 3 hours, Lab 3 hours without homework.
This course presents a vector analysis of the sine wave and reactance in series and parallel circuits. Also included are such topics as power in AC circuits, impedance networks, resonance, transformer action, and harmonics. Experiments using the Oscilloscope, the AC vacuum-tube voltmeter, AF and RF Oscillators, the electronics switch, and the impedance bridge are provided.

8 Electron Devices (4) CSU

Prerequisite: Electronics 2.
Lecture 3 hours, Lab 3 hours without homework.
This course provides an introduction to the characteristics of electron tubes and solid state devices as well as typical applications of each device in electronic circuits.

15 Survey of Computer Electronics (3)

Prerequisite: None.
Lecture 2 hours, Lab 3 hours without homework.
This course is an entry-level course in Computer Electronics Technology designed to enable Science and Engineering students to develop a working understanding of electronics and its application to their chosen fields of study within the area of Electronics. It will provide basic knowledge and skills for transition into computer technology, manufacturing, and robotics, electronic communucations and electromechanical technology.

43 Measurement and Testing Laboratory II (1) RPT3

Prerequisite: None
Lab, 3 hours without homework.
This course is for students who want to independently investigate, build, test, and evaluate electronic projects that are proposed and approved by the instructor. Students will have access to the lab and test equipment to complete the projects.

44 Communications Electronics (3) CSU

Lecture 3 hours.
This is a course in communications electronics which aids students in obtaining one of various commercial or amateur licenses. It includes the study of electronic oscillators, antenna theory, transmission line theory, modulation theory, AM and FM receivers, and TV circuitry. In this course, the student learns about special microwave techniques.

56 Computer Circuits (3) CSU

Corequisite: Electronics 57.
Lecture 3 hours.
This course covers the study and application of electronic circuits that make up a computer. The study of Boolean algebra and its application to computer design is also included. The laboratory experiments cover the most important logic circuits making up the bulk of a modern digital computer, as well as the basic circuits utilized in analog computers.

57 Computer Circuits Laboratory (1) CSU

Corequisite: Electronics 56.
Lab, 3 hours without homework.
This course provides practical applications related to the contents of Electronics 56 using modern industrial techniques and test equipment.

58 Introduction to Microprocessor (4) CSU

(Formerly Electronics 52)
Prerequisite: None.
Lecture 3 hours, Lab 3 hours without homework.
This course is an introduction to the operation and application of the microprocessor. This course is to include number systems, basic logic building blocks, partitioning and architecture; interfacing and interface devices, the TTY, CRT, keyboard, cassette loader; programming microprocessor applications. The 6800 microprocessor will be stressed throughout the course. The laboratory provides practical applications related to the contents of the lecture, using the 6800.
60 Microwave Fundamentals (3) CSU
Prerequisite: None
Lecture 3 hours.
Oscillators, antennas, transmission lines, waves guides, and antenna radiation patterns are studied in this course.

62 Circuit Analysis (3)
Prerequisite: Electronics 8 or equivalent.
Corequisite: Electronics 63.
Lecture 3 hours.
This course covers the study and analysis of electronic circuits such as oscillators, tuned amplifiers, modulation, detection, and feedback. The laboratory stresses the development and improvement of measurement instrumentation techniques.

63 Circuit Analysis Laboratory (1) CSU
Corequisite: Electronics 62.
Laboratory 3 hours without homework.
The laboratory provides practical applications related to the contents of Electronics 62 using modern industrial techniques and test equipment.

111 Introduction to Computer Servicing (4)
Prerequisite: None
Lecture 3 hours; Lab 3 hours without homework.
This course introduces beginning students to the basic understanding of computer architecture and operation, common software packages, and consumer maintenance practices. It also provides students with a solid foundation for exploring advanced computer topics and developing job-related skills.

112 Computer Operating Systems (4) CSU
Prerequisite: None.
Lecture 3 hours; Lab 3 hours without homework.
This course familiarizes students with the circuitry and troubleshooting techniques for the microcomputer system. It also acquaints students with semiconductor memory, input/output circuits, and the ways that various parts are interconnected or interfaced with each other.

113 Computer Networking (4) CSU
Lecture 3 hours; Lab 3 hours without homework.
This course covers the basic concepts and practices of computer networking and the key components, architecture and standards including network operating systems, protocols, troubleshooting, and internet tools to access learning resources, and prepares students to obtain the A+ Certificate in Computer Servicing.

114 Fundamentals of Programmable Controller (3)
Prerequisite: None.
Lecture 3 hours.
This is an introductory course in programmable controllers designed to acquaint students with the fundamental theory of operation and applications. Emphasis is placed on process units, input/output, ladder diagrams, programming devices, relays and related topics.

116 Computer A+ and Network + Certificate Exam Prep (2)
Prerequisite: None
Lecture 1 hours; Lab, 3.
The course prepares students to take Computer A+ and Network+ certificate exams administered by the Computer Technology Industry Association (Comp TIA). It is an accepted validation of Computer Servicing and Networking skills necessary to become a Grade A Technician.

250 Robotic Systems (3)
Prerequisite: None
Lecture 3 hours.
The course material covers the theoretical and practical essentials of robotics technology, including AC/DC power and positioning, hydraulic and pneumatic systems, microprocessor fundamentals and programming, voice synthesis, and robot interfacing circuitry.

251 Robotic Systems Laboratory (1)
Prerequisite: None
Lab, 3 hours without homework.
The student will work with the basic hardware and software needed to develop the control of robotic devices. The limitations of various systems with respect to control and function will be investigated.

185 Directed Study-Electronics (1) (CSU)
Prerequisite: None.
Lecture: 1 hour.
This course provides the opportunity for individual students to complete special projects for credit in Electronics under the supervision of a faculty member.

285 Directed Study-Electronics (2) (CSU)
Prerequisite: None.
Lecture: 2 hours.
This course provides the opportunity for individual students to complete special projects for credit in Electronics under the supervision of a faculty member.

385 Directed Studies-Electronics (3) (CSU)
Prerequisite: None.
Lecture: 3 hours.
This course provides the opportunity for individual students to complete special projects for credit in Electronics under the supervision of a faculty member.

Cooperative Education (1-4) (CSU)
Electronics 911, 921, 931, 941
Electronics is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
22 Electrical Circuits (4) UC:CSU

Prerequisite: Physics 38 and Mathematics 266.
Lecture 3 hours; Lab, 2 hours with homework.
Elements of electrical circuit analysis and synthesis; solutions of passive, linear lumped parameter circuits; analysis and duals; steady state and transient analysis applied to linear electrical and mechanical systems are studied. The course also includes a study of electrical and magnetic instruments, transformers, and rotating machinery.

1 Introduction to Science, Engineering and Technology (2) UC:CSU

Prerequisite: None.
Lecture 2 hours.
This is an entry level engineering course covering the fundamentals of concepts, problems, and a structured approach to solving engineering problems. A detailed study is conducted of professional engineering requirements, opportunities, and responsibilities.

82 Fundamentals of Machine Shop Technology (3) CSU

Prerequisite(s): None
Lecture 3 hours.
This is a fundamental course in Manufacturing. It acquaints students through demonstration and field trips with an understanding of manufacturing machines for practical application in industry. It also provides a basis for advancement in automation.

83 Fundamentals of Computer Numerical Control (3) CSU

Prerequisite(s): None
Lecture 2 hours; Lab, 2 hours with homework.
This course introduces beginning students to the latest Computer Numerical Control Technology and trains them in the proper use, application and maintenance of CNC Machines. It provides students with a solid foundation for entering advanced technologies.

21 English Fundamentals (3) NDA (CR/NCR)

Prerequisites: Developmental Communications 21/23 or ESL 6A/B, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 3 hours.
English 21 is a class in fundamentals. It introduces the student to the fundamentals of academic reading, writing, and thinking. Students develop reading comprehension by studying literary, expository and technical essays, which also provide the subjects of their essays. Basic grammar, punctuation, sentence structure, as well as diction, are taught.

28 Intermediate Reading and Composition (3)

Prerequisite: English 21 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 3 hours.
English 28 satisfies part of the requirement for the AA degree and also prepares the student for English 101 by increasing his/her capability to work on an academic level. In this class students plan, draft, revise, and edit compositions of increasing sophistication and complexity. All writing is based on readings which challenge the student’s thinking and provide an intellectual background for the writing assignments. The course also advances skills in paragraph structure, sentence variety, thesis development, organization, and coherence, as well as language conventions.
31 Composition and Critical Reading (5)

Prerequisite: English 21 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Note: English 31 covers the same material as English 28, but it is a more intensive course.

Lecture 5 hours.

English 31 satisfies part of the requirement for the AA degree and also prepares the student for English 101 by increasing his/her capability to work on an academic level. In this class students plan, draft, revise, and edit compositions of increasing sophistication and complexity. All writing is based on readings which challenge the student’s thinking and provide an intellectual background for the writing assignments. The course also advances skills in paragraph structure, sentence variety, thesis development, organization, and coherence, as well as language conventions.

English as a Second Language classes, English 83 through English 88, see page 86.

94 Intensive Grammar Review (3) NDA

Lecture 3 hours.

This course offers an intensive review of the principles of standard English grammar, sentence structure, and English usage and diction. The course will cover the parts of speech, verb forms and tenses, fragments, run-ons, and other issues in standard grammar usage. Students will learn to identify errors and correct them. This course is intended for students preparing for English 28, English 31 and English 101.

101 College Reading and Composition I (3) UC:CSU

(Formerly ENGLISH 1)

CAN ENGL 2
CAN ENGL SEQ A, when taken with ENGLISH 102
IGETC AREA 1A (English Composition)
CSU-GE Area A2 Written Communication

Prerequisite: English 28 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

English 101 teaches freshman-level college composition and reading. Students are provided with practice in college-level compositions and engage in critical analysis of reading at higher education level. The class focus is organization and composition of longer expository essays (500-1000 words), with one or more including researched secondary sources and MLA documentation.

Note: Honors section offered

102 College Reading and Composition II (3) UC:CSU

(Formerly ENGLISH 2)

CAN ENGL 4
CAN ENGL SEQ A, when taken with ENGLISH 101
IGETC AREA 1B Critical Thinking-English Composition (as of Fall 05)
CSU-GE Area A3, Critical Thinking (as of Fall 05)

Prerequisite: English 101 with a grade of “C” or better.

Lecture 3 hours.

This course teaches critical thinking, reading, and writing skills beyond the level achieved in English 101. Emphasis is placed on developing students’ analytical and inferential reasoning skills, and on expanding their strategies for argumentation, using the various genres of literature and literary criticism as subject matter. Analytic, interpretative, argumentative, and researched papers of increasing length and depth are assigned.

103 Composition and Critical Thinking (3) UC:CSU

IGETC AREA 1B (Critical Thinking-English Composition)
CSU-GE Area A3 Critical Thinking

Prerequisite: English 101 with a grade of “C” or better.

Repeatability: None

Lecture 3 hours.

This course is designed to further expand critical thinking, reading, and writing activities that students developed in English 101. Students will learn to compose effective prose
in essays, writing a minimum of 8,000 words. Students will read, analyze, evaluate and discuss information in assigned essays and literary works. Skills in locating, interpreting, and organizing pertinent information to be used in research papers will be emphasized in the course.

127 Creative Writing (3) UC:CSU RPT3
(Formerly ENGLISH 27)
Prerequisite: English 28
Lecture 3 hours.
This course is designed for those who want practice in creative writing. Students will write poems, plays, stories, or essays and present their work for informal discussion and criticism by the class and by the instructor.

203 World Literature I (3) UC:CSU
(Formerly ENGLISH 3)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101
Lecture 3 hours.
Great works of literature are studied with reference to the culture that produced them. Selected literature of the Hebrews, of the Greco-Roman world, of the Middle Ages, and the Renaissance is read and discussed.

204 World Literature II (3) UC:CSU
(Formerly ENGLISH 4)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101
Lecture 3 hours.
This course continues the subject matter of English 203. Literature of Classicism, Romanticism, and Naturalism is read and discussed.

205 English Literature I (3) UC:CSU
(Formerly ENGLISH 5)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys the writings of representative authors from the Beowulf poet to Milton, emphasizing literary as well as cultural backgrounds.

206 English Literature II (3) UC:CSU
(Formerly ENGLISH 6)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys the writings of representative authors and their literary and cultural backgrounds from Dryden to the more significant contemporary writers.

207 American Literature I (3) UC:CSU
(Formerly ENGLISH 7)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course presents representative pieces of American literature from the early Colonial period to the period of the Civil War. The selections are taken from a wide variety of literary forms such as sermons, journals, diaries, poems, and essays.

208 American Literature II (3) UC:CSU
(Formerly ENGLISH 8)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course treats representative pieces of American literature from the period of the Civil War to the present.

211 Fiction (3) UC:CSU
(Formerly ENGLISH 11)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
Reading, discussion, and analysis of selected novels and short stories will acquaint the student with these genres.

212 Poetry (3) UC:CSU
(Formerly ENGLISH 12)
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
Reading, discussion, and analysis of selected poetry will acquaint the student with this genre.

213 Dramatic Literature (3) UC:CSU
(Formerly ENGLISH 13)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
Reading, discussion, and analysis of selected plays will acquaint the student with this genre.

218 Children’s Literature (3) CSU
CSU-GE Area C2
(Formerly ENGLISH 18)
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys literature suitable for children of different age levels. Emphasis will be placed on story telling,
acquaintance with important authors, and the development of desirable attitudes toward literature for children. Note: The course is recommended for prospective nursery, kindergarten, and elementary teachers. Parents will also find the course helpful in discovering what reading material is available for a child’s library.

234 African-American Literature I (3) UC:CSU
(Formerly ENGLISH 34
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This course surveys the literature written by Black Americans in which the Black experience is documented and analyzed as it occurs within the United States. The course offers both chronological and thematic coverage of its content; it identifies significant authors and their works in the media of the novel, short story, poetry, drama, biography, and the essay; it examines the relationship of this literature to the individual and social problems of Black Americans. Both reading and writing activities are provided.

239 Women in Literature (3) UC:CSU
(Formerly ENGLISH 39
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: English 101 with a grade of “C” or better.
Lecture 3 hours.
This introductory course in women’s studies surveys reading by and concerning women in fiction, biography, and the essay. The changing condition of women is observed through the images of female characters in American literature over the last hundred years; some emphasis is placed upon the special experience of the economically and/or culturally disadvantaged; particular attention is directed to the complex role of women who belong to ethnic minorities.

Cooperative Education (1-4) (CSU) English 911, 921, 931, 941
English is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

English as a Second Language (Credit) (ESL)
English as a Second Language classes are for students whose first language is not English. English 83 through 88 are not beginning English classes. Students must be able to read and write in their own first language.

1A College English as a Second Language I: Integrated Skills-Writing and Grammar (6) NDA
Prerequisite: None
Lecture 6 hours.

In this course for non-native speakers of English, one emphasis is placed on writing, progressing from words to sentences to paragraphs. A parallel emphasis is placed on development of reading skills, progressing from words to sentences to simplified texts.

1B College English as a Second Language I: Integrated Skills-Listening and Speaking (6) NDA
Prerequisite: None
Lecture 6 hours.

2A College English as a Second Language II: Integrated Skills - Writing and Grammar (6) NDA
Prerequisite: ESL 1A
Repeatability: None
Lecture 6 hours.

2B College English as a Second Language II: Integrated Skills-Listening and Speaking (6) NDA
Prerequisite: ESL 1B
Repeatability: None
Lecture 6 hours.

3A College English as a Second Language III: Writing/Grammar (6) NDA
Prerequisites: ESL 2A & 2B
Lecture 6 hours.

3B College English as a Second Language III: Reading/ Vocabulary (3) NDA
Prerequisite: ESL 2A & 2B
Lecture 3 hours.

In this course for non-native speakers of English, emphasis is placed on building reading comprehension skills by identifying the main idea and details, drawing conclusions, inferring, and sequencing. Students will build vocabulary using word attack skills and learning new sight words and idioms.
3C College English as a Second Language III: Listening/Speaking (3) NDA
Prerequisite: ESL 2A & 2B
Lecture 3 hours.
In this course for non-native speakers of English, emphasis is placed on listening and speaking English at a normal rate of speech. Students will develop listening comprehension skills and will be able to orally respond with appropriate phrases, short answers, and simple sentences in structured communication situations.

4A College English as a Second Language IV: Writing/Grammar (6) NDA
Prerequisite: ESL 3A
Lecture 6 hours.
In this course for non-native speakers of English, emphasis is placed on development of paragraph writing using the writing process. Reading activities provide models of writing and present new vocabulary in context. Students practice grammar doing content-based exercises.

4B College English as a Second Language IV: Reading/Vocabulary (3) NDA
Prerequisite: ESL 3B
Lecture 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of intermediate reading and vocabulary building skills. Students will build reading comprehension using pre-reading techniques, skimming to identify the main idea of individual paragraphs, and guessing meaning from context. Students will build vocabulary using word attack skills and various word forms.

ESL 4C College English as a Second Language IV: Listening/Speaking (3) NDA
Prerequisite: ESL 3C
Lecture 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of intermediate listening and speaking of English skills. Students will be able to orally respond appropriately and with increasing fluency in structured communication situations.

ESL 5A College English as a Second Language V: Writing/Grammar (6)
Prerequisite: ESL 4A
Lecture 6 hours.
In this course for non-native speakers of English, emphasis is placed on high intermediate development of essay writing using the writing process. Related reading activities provide models of writing and present new vocabulary in context.

ESL 5B College English as a Second Language V: Reading/Vocabulary (3)
Prerequisite: ESL 4B
Lecture 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of high intermediate reading and vocabulary building skills.

5C College English as a Second Language V: Listening/Speaking (3)
Prerequisite: ESL 4C
Lecture 3 hours.
Level 5C is designed for students with a foreign language background. The students will improve listening comprehension skills and orally respond in complex sentences in conversational situations and brief formal presentations. Students will become familiar with idiomatic expressions.

6A College English as a Second Language VI: Writing/Grammar (6)
Prerequisite: ESL 5A
Lecture: 6 hours.
In this course for non-native speakers of English, emphasis is placed on high intermediate to advanced development of essay writing using the writing process. This course provides review of fundamental skills in grammar, sentence building and practice in critical thinking.

6B College English as a Second Language VI: Reading/Vocabulary (3)
Prerequisite: ESL 5B
Lecture 3 hours.
In this course for non-native speakers of English, emphasis is placed on development of high intermediate to advanced reading and vocabulary building skills.

6C College English as a Second Language VI: Listening/Speaking (3)
Prerequisite: ESL 5C
Lecture 3 hours.
Level 6C is designed for students with a foreign language background. The students will improve listening comprehension skills and will be able to respond orally in formal presentations. Students will become familiar with idiomatic expressions.

ESL 7A College English as a Second Language VII: Writing/Grammar (6)
Lecture 6 hours.
English as a Second Language 7A gives the second language student intensive practice in writing and critical thinking skills. It is equivalent to English 28, 31, and 65 in fulfilling the associate degree general education requirement for written communication.

7B College English as a Second Language VII: Reading/Vocabulary (3)
Lecture 3 hours.
English as a Second Language 7B is designed for second language students who wish (1) to develop college reading versatility and efficiency and (2) to use critical reading skills in analyzing difficult material.

7C College English as a Second Language VII: Speech For ESL Students Listening/Speaking (3)
Lecture 3 hours.
This seventh level course is designed for students with foreign language backgrounds. The students will improve listening comprehension skills and orally respond in academic English. The subject matter stresses pronunciation, idiomatic expressions, rhythmic inflections and vocabulary.

47CE Vocational English as a Second Language – Introduction to Real Estate (2)
(Please also see Real Estate, page 119)
This course is designed for non-native speakers of English who are interested in the area of Real Estate. Emphasis is on linguistic development within the specific context of Real Estate to help students develop the language skills necessary for entry into a Real Estate program.

83 College Conversational English as a Second Language (3) NDA RPT0 (not repeatable)
Prerequisite: None
Lecture 3 Hours.
Intended for students whose first language is not English, this course emphasizes basic language acquisition skills, including intonation patterns, American idioms, sentence patterns, grammar checking for language correctness, guided writing, and conversation.

84 College English as a Second Language I (5) NDA
Lecture 5 Hours.
For students whose first language is not English, this is an intensive multi-skills core course emphasizing basic aspects of English grammar, punctuation, capitalization, sentence parts and patterns. Speaking and listening skills, reading for vocabulary and comprehension, and guided writing are included.

85 College English as a Second Language II (5) CSU
Lecture 5 hours.
This course is planned only for students whose first language is not English. An extension of English 84, the course stresses drill in sentence construction, syntax, vocabulary idioms, reading for comprehension, and the writing of paragraphs and longer compositions.

86 College English as a Second Language III (5) UC:CSU
Lecture 5 hours.
This course is designed for advanced ESL students. It will focus on writing appropriate English sentences, correct usage of English grammar, vocabulary, capitalization, punctuation, spelling, and idiom in the context of descriptive, narrative, and expository paragraphs.

87 Advanced ESL: Reading and Vocabulary (3) CSU
Lecture 3 Hours.
This course is designed for advanced ESL students. This course will cover reading for comprehension, scanning, scanning techniques, as well as skills in critical reading and study exercises to improve vocabulary.

88 Advanced ESL: Grammar (3)
Prerequisite: None
Lecture 3 hours.
This course will concentrate on advanced grammar with an emphasis on learning the syntax and grammar of the formal English found in textbooks and classroom lectures.

6CE English as a Second Language 0 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches entry-level English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

7CE English as a Second Language 1 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches beginning English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

8CE English as a Second Language 2 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches high beginning English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

9CE English as a Second Language 3 (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches low intermediate English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English.

11CE English as a Second Language 3 (0)
ESL 11CE is an open-entry competency based class for intermediate non-native speakers of English. This course emphasizes the acquisition of English language needed to function effectively in the workplace.

40CE English as a Second Language – Writing/Grammar/Reading/Listening and Speaking I (0)
Prerequisites: None
This competency-based, open-entry ESL course teaches beginning English speaking, listening, reading, and writing skills to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures and read simplified material.
41CE English as a Second Language - Writing/Grammar/Reading/Listening and Speaking II (0)

Prerequisites: None

This competency-based, open-entry ESL course teaches high beginning English speaking, listening, comprehension, reading, and writing skills to non-native speakers of English. This course develops communicative competence in listening, speaking, reading and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

42CE English as a Second Language - Writing/Grammar/Reading/Listening and Speaking III (0)

Prerequisites: None

This open-entry, competency-based, course is designed to develop communicative competence in listening, speaking, reading, and writing for the immediate needs of adult non-native English learners at the intermediate low level.

Family And Consumer Studies (FAM &CS)

2 Consumer Studies and Management (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course develops efficiency and skill in the use of time, energy, and money in household buying and management. Methods of re-evaluating goods and services available to the modern homemaker are also studied.

20 Contemporary Nutrition (3) CSU

CSU-GE Area E – Lifelong Understanding and Self Development
Prerequisite: None.
Lecture 3 hours.

This is a non-technical course dealing with the application of modern knowledge of nutrition to the individual and the family situation.

21 Nutrition (3) UC:CSU

CSU-GE Area E – Lifelong Understanding and Self Development
Prerequisite: None.
Lecture 3 hours.

This course examines the basic principles of human nutrition and their relationships to optimum health. Food sources of the nutrients, scientific concepts relating to the functions of nutrients, and current nutritional issues are emphasized. Nutritional needs during the various stages of the life cycle from prenatal to adult are studied. Student food intake is evaluated using a computerized diet analysis.

23 Nutritional Aspects of Weight Control (2) CSU

Prerequisite: None
Repeatability: None
Lecture 2 hours.

Food composition and nutritional aspects of food preparation during weight control will be explored. Causes of obesity will be analyzed. Plans for weight control will be introduced and specialized individual control programs will be examined.

26 Modified Diets (3) CSU

Lecture 3 hours.

This course includes the application of basic nutrition principles to modification of diets required by various age groups. Emphasis is placed on dietary modification for special conditions and physiological disorders. Diets commonly used for treatment of patients in health care facilities are also studied.

Cooperative Education (1-4) (CSU) F. & C.S. 911, 921, 931, 941

Family & Consumer Studies is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

Finance (FINANCE)

1 Principles of Finance (3) CSU

Prerequisite: None.
Lecture 3 hours.

In this course the student will learn the principles of money, banking, corporation organization, stocks, bonds, marketing of securities, financial policies of corporations, insurance, real estate, and the Federal Reserve System.

15 Principles of Banking (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course is designed to provide an understanding of the basic functions of banking and a working knowledge of the operations of a bank.

16 Installment Credit (3) CSU

Lecture 3 hours.

This course presents the techniques of installment lending. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

31 Insurance Principles (3) CSU

Prerequisite: None.
Lecture 3 hours.

An introduction to insurance fundamentals and principles is provided.

35 Casualty Insurance I (3) CSU

Prerequisite: None
Lecture 3 hours.
This course introduces the student to the illnesses, injuries, and other medical conditions encountered in insurance claims work.

**Cooperative Education (1-4) Finance 911, 921, 931, 941**

Finance is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

**French (FRENCH)**

1 **Elementary French I (5) UC:CSU**

IGETC AREA 6 (Language Other Than English)

CSU-GE Area C2 Humanities

Prerequisite: None.

Lecture 5 hours.

This course begins the study of simple conversational French through visual aids. It includes an explanation of the fundamentals of French pronunciation and spelling; the building of practical vocabulary; the study of the present tense of verbs; and the development of the abilities to speak, understand, read, and write simple French. The student is introduced to certain aspects of French civilization and culture through the use of slides and films.

Note: This course is equivalent to the first two years of high school French.

2 **Elementary French II (5) UC:CSU**

IGETC AREA 3 (Humanities)

CSU-GE Area C2 Humanities

Prerequisite: French 1 with a grade of “C” or better.

Lecture 5 hours.

This course is a continuation of French 1, with an increased emphasis on conversation. It includes the study of the past and future tenses and of further aspects of French culture.

3 **Intermediate French I (5) UC:CSU**

IGETC AREA 3 (Humanities)

CSU-GE Area C2 Humanities

Prerequisite: French 2 with a grade of “C” or better.

Lecture 5 hours.

A thorough continuation and review of French grammar with emphasis on common idioms is included in this course. Students also become better acquainted with the French culture and read short examples of French literature.

4 **Intermediate French II (5) UC:CSU**

IGETC AREA 3 (Humanities)

CSU-GE Area C2 Humanities

Prerequisite: French 3 with a grade of “C” or better.

Lecture 5 hours.

This course is a continuation of French 3 with more emphasis on literature and written composition.

**Geography (GEOG)**

1 **Physical Geography (3) UC:CSU**

IGETC AREA 5 (Physical Science)

CSU-GE Area B1 Physical Science

Prerequisite: None.

Lecture 3 hours.

This course offers a study of the physical elements of the earth with emphasis on the nature, distribution, and relationships of landforms, climate, soils, vegetation, and their integrated patterns of world distribution.

2 **Cultural Elements of Geography (3) UC:CSU**

CAN GEOG 4

IGETC AREA 4 (Social and Behavioral Sciences)

CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background

Prerequisite: None.

Lecture 3 hours.

The basic ecological, historical, spatial, and cultural impact of man on the Earth’s surface is studied through a survey of man’s exploration of territories, use of resources, organization of people and space, and cultural diversity. Emphasis will be on the power of man to change the landscape and affect his future and the perception of cultural landscape. It is of general interest to the traveling public.

**Health (HEALTH)**

9 **Health for the Mature Individual (3) CSU**

Prerequisite: None.

Lecture 3 hours.

This course will discuss the personal needs and interests of the mature individual. Emphasis will be placed on those personal behaviors and public institutional services which can promote greater freedom from illness and discomforts associated with aging.
10 Health Education (2) UC:CSU

CSU-GE Area E – Lifelong Understanding and Self Development

Prerequisite: None.
Lecture 1 hour; Lab 2 hours with homework.

This course develops knowledge and values with the goal of promoting a higher quality of life for each individual in the areas of physical, mental, and social health according to student needs. Areas of focus may be nutrition, physical fitness, chronic and communicable diseases, community and environmental studies, human sexuality, emotional problems, and the study of tobacco, alcohol, and other dangerous drugs. Health 10 or 11 will fulfill the graduation requirements of all students.

Note: UC credit limit, 1 course, Health 10 or 11

11 Principles of Healthful Living (3) UC:CSU

CSU-GE Area E – Lifelong Understanding and Self Development

Prerequisite: None.
Lecture 3 hours.

This course is recommended for students going into the teaching profession or into health occupations. Emphasis is placed on scientific information related to personal and family health. Health 11 will fulfill the graduation requirement.

Note: UC credit limit, 1 course, Health 10 or 11

12 Safety Education and First Aid (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course provides instruction in the Emergency Response System, creation of an emergency action plan, and assessment and immediate treatment given to a person who has been injured or has suddenly taken ill. Legal considerations and life saving procedures (e.g., use of automated external defibrillators and CPR for infants, children and adults) are covered. Upon successful completion of the course, students are eligible for certification in First Aid and CPR by the American Red Cross.

Health Occupations (HLTHOCC)

35 Media and Computers in Health Occupations II (1) RPT3

Prerequisite: None
Lecture 1 hour.

This course is designed to instruct students through the usage of visual aids and computers, oral and written communication techniques in the hospital, introduce advance nursing skills, and evaluate the application of the technical and applied nursing skills. Selected audio visual materials are made accessible and various experiences offered in a variety of areas to enhance learning.

History (HISTORY)

1 Introduction to Western Civilization I (3) UC:CSU

CAN HIST 2
CAN HIST SEQ A, when taken with HISTORY 2
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background

Prerequisite: None.
Lecture 3 hours.

This course covers the political, economic, social, religious, and intellectual activities of Western civilization from early man through the great cultures of the Ancient Middle East, Egypt, Greece, Rome, Middle Ages, Renaissance, Reformation, and the emergence of the great modern nations of today. Emphasis is placed on changing structures in class, race, gender, and power relationships.

2 Introduction to Western Civilization II (3) UC:CSU

CAN HIST 4
CAN HIST SEQ A, when taken with HISTORY 1
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background

Prerequisite: None.
Lecture 3 hours.

This course is a continuation of History 1 and covers the development of western civilization from the beginning of the Seventeenth Century to the present time. It provides a knowledge of the nations of the modern world and their relationship with one another including the relationship between development and underdevelopment in the industrial era.

3 History of England and Great Britain I (3) UC:CSU

Prerequisite: None
Lecture 3 hours.

This course surveys the political, economic, and cultural development of the British Isles and the Empire from the earliest times to the eve of the American Revolution.

5 History of the Americas I (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background

Prerequisite: None.
Lecture 3 hours.

This course will examine the historical development of the Western Hemisphere with special emphasis on Central and South America from the early colonial era through the time of the U.S. Civil War and Reconstruction. The course will analyze the indigenous cultures of the Western Hemisphere before interaction with other continents such as Europe, Africa, and Asia. Included topics are the exploration, imperial rivalries, colonial settlement and growth phases.
and the American Revolution and its effect on the entire hemisphere. Also covered are responses to the Constitution of the United States of America, the effect of the latter on the political philosophies, political institutions, laws and amendment interpretations, the rights and obligations of citizens of Central and South America, the role of major ethnic and social groups, and the continuity of the Pan-American experience. Also included are an examination of geography and the development of federal, state, and local governments of many nations within the Western Hemisphere. Integrated learning strands include an overview of Dutch, British, Portuguese, African and Spanish impact on the political, social, and economic lives of indigenous societies.

6 History of the Americas II (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Recommended: History 5.
Lecture 3 hours.
This course is a continuation of the subject matter of History 5. Emphasis is placed upon the evolution of the American nations and peoples in the nineteenth and twentieth centuries.

11 Political and Social History of the United States I (3) UC:CSU
CAN HIST 8
CAN HIST SEQ B, when taken with HISTORY 12
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B) US History, Constitution and American Ideals
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
CSU-GE Area F1 US History, Constitution and American Ideals
Prerequisite: None
Lecture 3 hours.
This is a survey of the political and social, economic, and constitutional history of the United States from its beginnings through the Civil War. This course covers the chronology of the birth and early development of the nation and is designed to present ideas, events, people, and forces that have significantly contributed to the foundations of the present.

12 Political and Social History of the United States II (3) UC:CSU
CAN HIST 10
CAN HIST SEQ B, when taken with HISTORY 11
IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B) US History, Constitution and American Ideals
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
CSU-GE Area F1 US History, Constitution and American Ideals
Prerequisite: None
Lecture 3 hours.
This is a survey of the political and social, economic, and constitutional history of the United States from the Reconstruction Era to the present. The course covers the chronology of the nation from the second half of the nineteenth century to the present and is designed to present ideas, events, people, and forces that have significantly contributed to the present.

37 History of African Civilization (3) UC:CSU
Prerequisite: None.
Lecture 3 hours.
This course covers the political, economic, social, religious, and intellectual activities of the African civilization. It traces the influence of Africa and its peoples in the Caribbean area and in Brazil. Forms of government, mores, and folk ways are considered.
41 The African-American in the History of the United States I (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B), US History, Constitution and American Ideals

Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.

CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
CSU-GE Area F1 US History, Constitution and American Ideals
Prerequisite: None.
Lecture 3 hours.

This course will examine the historical development of the United States of America from the early colonial era through the Civil War and Reconstruction with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The “Peculiar Institution”; Abolition, the Civil War, Wetsward Expansion, Emancipation, and Reconstruction.

42 The African-American in the History of the United States II (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
IGETC AREA 7 (Group B), US History, Constitution and American Ideals

Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.

CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
CSU-GE Area F1 US History, Constitution and American Ideals
Prerequisite: None.
Lecture 3 hours.

This course will examine the historical development of the United States of America from the end of the Civil War and Reconstruction to the present with special emphasis on the contributions of African Americans. The course will analyze the Constitution of the United States of America, political philosophies, political institutions, amendments and interpretations, the rights and obligations of citizens, the role of major ethnic and social groups, and the continuity of the American experience, geography, federal, state, and local governments. Integrated learning strands include an overview of West African societies; Africans in colonial America; The “Peculiar Institution”; Abolition, the Civil War, Wetsward Expansion, Emancipation, and Reconstruction.

43 The Mexican-American in the History of the United States I (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
### Humanities (HUMAN)

#### 1 Cultural Patterns of Western Civilization (3) UC:CSU

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Recommended</th>
<th>Lecture Hours</th>
<th>Notes</th>
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<td>Eligibility for English 101</td>
<td>3</td>
<td>Honors section offered.</td>
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</tbody>
</table>

An interdisciplinary study is made of art, music, and literature to reveal general traits of Western Civilization. Emphasis is placed on objective analysis and comparison of selected works from all of the arts.

**Note:** Honors section offered.

#### 2 Studies in Selected Cultures (3) UC:CSU

<table>
<thead>
<tr>
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<td>3</td>
<td>Honors section offered.</td>
</tr>
</tbody>
</table>

Art, music, and literature are studied as they interrelate to reveal non-Western man’s views of philosophy, science, religion and the self. Emphasis is placed on Japan, China, the Middle East, and sub-Saharan Africa.

**Note:** Honors section offered.

#### 6 Great People, Great Ages (3) UC:CSU RPT1

*Formerly “Great Men, Great Eras”*

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Humanities)</td>
<td>C2 Humanities</td>
<td>None</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

This course provides a study of the lives and ideas of such selected individuals as Plato, Michelangelo, Mozart, Jefferson, and Picasso with an appreciation for their place in history and their contribution to our cultural heritage.

**Note:** Honors section offered.

#### 31 People in Contemporary Society (3) UC:CSU

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Humanities)</td>
<td>C2 Humanities</td>
<td>None</td>
<td>3</td>
<td>Honors section offered.</td>
</tr>
</tbody>
</table>

Presenting a history of ideas, this course surveys the cultural heritage of western civilization from the 17th century to the present, including philosophical, religious, artistic, and literary traditions, as it analyzes the changing relationship with varied visual materials.

**Note:** Honors section offered.

#### 54 Studies in American Culture (3) UC:CSU

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Humanities)</td>
<td>C2 Humanities</td>
<td>None</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

This course will assist in the investigation of the relationship between the individual and various cultural influences in contemporary American life through examples in art, music, and literature.

**Note:** Honors section offered.

### Japanese (JAPAN)

#### 1 Elementary Japanese I (5) CSU (UC Approval Pending)

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Humanities)</td>
<td>C2 Humanities</td>
<td>None</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

A beginning Japanese language class which covers the fundamentals of pronunciation and grammar, basic vocabulary, useful daily phrases, reading and writing Japanese scripts, business terms, basic facts on geography, customs, and culture of Japan. Students will be asked to perform in Japanese situations that provide a context for the target language material prepared for that day, e.g., integrating the four basic skills of listening, speaking, reading, and writing in addition to vocabulary used in daily life, Japanese culture, and customs of Japanese people.

This course is designed for students who have no background in studying Japanese, but plan to interact within the Japanese business community, travel in and outside the United States, and/or increase their cultural diversity knowledge base.

### Journalism (JOURNAL)

#### 101 Collecting and Writing News (3) CSU CAN JOUR 2

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 (Humanities)</td>
<td>C2 Humanities</td>
<td>None</td>
<td>3</td>
<td>Required of all Journalism majors.</td>
</tr>
</tbody>
</table>

This course stresses instruction and practice in news gathering and news writing. Extensive practical writing experience is geared to a campus newspaper. Adherence to professional writing style and legal and ethical aspects of the profession are included. Special attention is given to the broadcasting media.

#### 105 Mass Communications (3) UC:CSU CAN JOUR 4

<table>
<thead>
<tr>
<th>IGTC AREA</th>
<th>CSU-GE Area</th>
<th>Prerequisite</th>
<th>Lecture Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Humanities)</td>
<td>E Ethnic Studies</td>
<td>None</td>
<td>3</td>
<td>Required of all Journalism majors and recommended for non-journalism major.</td>
</tr>
</tbody>
</table>

This course surveys America’s mass communications systems and how they affect human behavior in relation to social, political, and economic institutions. Newspapers, magazines, television, advertising, public relations, radio, records, and movies and how they affect us as members of society will be studied. This history, sociology, operation,
regulation by society, and financing will be included. Students will gain an understanding of the ways media have been and are used to influence, manipulate, and reflect the society and special interest groups within the society and they will become more critical media consumers.

142 Principles of Public Relations (3) CSU
(Formerly JOURNAL 42)
Prerequisite: None.
Lecture 3 hours.
The course surveys the field of public relations. Various types of public relations jobs are studied. The psychology of public relations and the "How To" in the use of Media in public relations campaigns are investigated. The relationships of PR and advertising are also considered. Also included is personal PR in getting jobs.

217 Publication Laboratory (2) CSU RPT3
Prerequisite: Journalism 101.
Required of all journalism majors.
Lab, 6 hours without homework.
This course stresses constructive criticism of students' writing styles and news evaluation. Publication production plans are developed. The instruction is directed by newspaper adviser, editor, and staff members.

218 Practical Editing (3) CSU RPT3
(Formerly JOURNAL 18)
Prerequisite: Journalism 101. Required of all journalism majors.
Lecture 1 hour, Lab 6 hours without homework.
This course covers practical instruction and practice in writing and editing the campus newspaper. Editions are evaluated in regularly scheduled class meetings.

221 News Photography (4) CSU RPT3
Prerequisite: None.
Lecture 2 hours; Lab, 6 hours without homework.
This is a course in graphic journalism. It treats photography as a communication medium with its own inner dynamics. Students learn basic photographic processes, camera control, film and print developing, and darkroom procedures. The course includes elementary photo-chemistry and optics. The main emphasis is on techniques as applied by contemporary photojournalists of the press and TV media. There is a comprehensive coverage from film exposure to editing.

Cooperative Education (1-4) (CSU)
Journalism 911, 921, 931, 941
Journalism is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Law (LAW)

3 Civil Rights and the Law (3) UC:CSU
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None
Lecture 3 hours.
This course is a study of the law of personal and real property, including community property, joint tenancy, leases, deeds, and escrows, contracts, deeds of trust, drafting problems in real estate transactions; system of recording and search of public documents; bankruptcy law and forms; and family law.

16 Civil and Criminal Evidence (3)
Prerequisite: None.
Lecture 3 hours.
This course examines the rules governing civil and criminal evidence and the admissibility of such evidence in court. Interrogating, summarizing and using evidence in court are also covered.

17 Legal Writing (3)
Prerequisite: Law 10.
Lecture 3 hours.
This course instructs students in the aspects of advanced legal drafting and writing, including special research and projects.

Cooperative Education (1-4) (CSU) Law 911, 921, 931, 941
Law is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Learning Assistance (TUTOR)
001T Supervised Learning Assistance (0)
NDA
Prerequisite: None.
Lab, 1 – 20 hours with homework.
This course is intended to help students achieve course objectives in the course for which tutoring is recommended. It also helps students to improve learning and study skills through tutoring outside of class time.

Learning Foundations (LRNFDTN)
45 Individualized Reading Laboratory (3)
RPT1 NDA
Prerequisite: None
Lab, 9 hours without homework.
The learning disabled student will receive individualized, small group or computer assisted instruction in spelling based on diagnostic assessment results. Students’ strengths and weaknesses will determine the program content and the method of instruction. High technology accommodations for poor spellers will be introduced.

Learning Skills (LRNSKIL)
BASIC SKILLS CLASS LISTING AT END OF THIS SECTION
Open Entry/Open Exit-The student may enroll for credit/no credit at any time during semester prior to the 14th week. For information regarding Non-Credit Basic Skills courses, contact the Learning Resources Center @ 323-241-5456

1 Reading (3) RPT3 NDA
Prerequisite: None.
Lab, 9 hours without homework.
This course is individualized reading instruction for ESL/ENL students. After diagnostic assessment, students will be placed in a prescribed program that will allow them to improve their reading ability. Strategies are employed to help student with comprehension and vocabulary development.

2 English Fundamentals (3) RPT3 NDA
Prerequisite: None.
Lab, 9 hours without homework.
This is an individualized self-paced grammar course for students with limited knowledge of English structure. The entire structural system of English is reviewed, and complicated structure emphasized.

3 Vocabulary Development (5) NDA
Prerequisite: None.
Lecture 5 hours.
This course consists of small group conversation classes that are designed to expand the ESL student’s comprehension and use of spoken English. For ESL students, it offers individualized, self-paced vocabulary programs aimed at developing helpful strategies for understanding complex words.

4 The Mechanics of Spelling (1) NDA
Prerequisite: None.
Lab, 3 hours without homework.
This is a self-paced, individualized instruction course in basic rules and word attack skills covering vowels, consonants, blends, digraphs, syllables, complicated patterns, and word families. It is an open entry/open exit, credit/no credit course with enrollment through the fourteenth week of the semester. Beginning and advanced levels of this course are offered.

6 Academic Study Skills (3) NDA
Prerequisite: None.
Lab, 9 hours without homework.
This is a study skills course designed to help students succeed both in school and on the job. After diagnostic assessment, students receive individualized instruction and participate in small group sessions. This course is a self-paced, credit/no credit course.
10 Mathematics Fundamentals (3) NDA
Prerequisite: None.
Lab, 5 hours with homework.
Based on diagnostic-prescriptive assessment, the student will receive individualized math instruction in math fundamentals so the he/she can succeed in college vocational courses requiring computational skills, Credit/no credit only.

11 Elementary Algebra(5) RPT3 NDA
Prerequisite: None
Lab, 15 hours without homework.
In Learning Skills 11 students receive individualized instruction in Elementary Algebra. Individuals may enroll for credit/no credit at any time through the fourteenth week of the semester.

20 Effective Notetaking (1) NDA
Prerequisite: None
Lab, 3 hours without homework.
In this course students are introduced to traditional notetaking techniques, and learn to be selective in what they record so that they can arrange notes in patterns that reveal how the lectures, facts, and ideas are related.

40 Introduction to Learning Disabilities (1) NDA
(Formerly “Learning Disabled Students’ Individualized Diagnostic Process”)
Prerequisite: None
Lab, 3 hours.
Individualized diagnostic assessment processes are conducted. Students identity problems, become aware of individual strengths and weaknesses in achievements and learning skills, and develop individual educational plans outlining goals, objectives, and recommendations. Students identified as learning disabled qualify for further services and classes in the Learning Disabilities Program.

41 Study Strategies for Students with Learning Disabilities (3) RPT1 NDA
Prerequisite: None.
Lecture 2 hours; Lab, 2 hours with homework.
Learning disabled students with an identified learning disability develop strategies to cope with the demands of the regular classroom environment. Such strategies include learning and utilizing time management skills, reading and listening comprehension skills, and note-taking and test-taking approaches.

46 Vocabulary for Learning Disabled Students (1) RPT3 NDA
Prerequisite: None
Lab, 3 hours without homework.
The learning disabled student will receive individualized, small group, and computer assisted instruction in vocabulary based on diagnostic assessment results. Students will learn to determine word meanings through the use of the dictionary, the thesaurus, context clues, prefixes, roots and suffixes.

48 Mathematics Fundamentals for Learning Disabled (3) RPT3 NDA
Prerequisite: None
Lab, 9 hours without homework.
The learning disabled student will receive individualized, small group and computer assisted instruction designed to build skills for entry into basic math classes and other college courses. Based on a diagnostic assessment, assigned modules will provide instruction related to each student’s individual problem areas.

52 Test Preparation for GED: Literature and Arts (1) NDA
Prerequisite: None.
Lab, 3 hours.
The course is designed to prepare students to pass the general education development (GED): Literature and Arts test. The course will include critical thinking skills, reading comprehension skills, interpretation of graphs, analysis of literature, arts, fiction, poetry, drama, plays and commentaries.

53 Test Preparation for GED: Writing Skills (1) NDA
Prerequisite: None.
Lab, 3 hours.
The course is designed to prepare students to pass the general education development (GED): Writing skills test. It will include basic grammar and usage skills, sentence structure, capitalization, punctuation, spelling and the essay.

54 Test Preparation for GED: Science Test (1) NDA
Prerequisite: None.
Lab, 3 hours.
This course is designed to prepare students to pass the general education development (GED): Science test. It will include biology, earth science, astronomy, geology, meteorology, chemistry, and physics.

55 Test Preparation for GED: Mathematics (1) NDA
Prerequisite: None.
Lab, 3 hours.
The course is designed to prepare students to pass the general education development (GED): Mathematics test. It will include arithmetic, metric system, algebra, geometry, statistics, and probability.

02CE Basic English Skills (3)
Prerequisite: None.
Lecture 3 hour.
This course is for students with limited knowledge of standard English structure. Emphasis is on basic grammatical forms and functions. Vocabulary development
is included for increased expression, especially in speaking and writing.

60CE Basic Computer Literacy (0)  
*PENDING APPROVAL*

Prerequisite: None.
Lecture 3 hour.
This class is designed to introduce students to computer-related vocabulary, provide a basic understanding of the Microsoft Windows Operating System and develop basic computer skills using Microsoft Word, Internet Explorer and e-mail. This class is for students with no previous computer training or experience.

Library Science (LIB SCI)

101 Library Research Methods (1) UC:CSU

Prerequisite: None.
Lecture 1 hour.
This a practical course in the use of libraries in general and academic libraries in particular. Attention is given to the many sources and resources of libraries in varying formats: print, on-line and CD-Rom databases. Emphasis is placed on the development of skills that will promote efficient use of materials for curricular and recreational purposes.

Management (MGMT)

2 Organization and Management Theory (3) CSU

Prerequisite: None.
Lecture 3 hours.
This an introductory course in which the basic fundamentals of management are analyzed in detail. Topics include: Planning-strategic, intermediate, and operational; organizing-committees, span of control, authority, delegation and organizational structures; controlling-traditional and specialized techniques; tools of decision making, information systems, operations, motivation theories, leadership, and human resource development.

13 Small Business Entrepreneurship I (3) CSU
(Formerly "Small Business Management I"
Prerequisite: None.
Lecture 3 hours.
This course is designed to teach the student how to organize and operate a small business.

31 Human Relations for Employees (3) CSU

Prerequisite: None.
Lecture 3 hours.
This course emphasizes the traits that are desirable for success in business and social relations and presents the techniques which insure good human relationships with individuals and with groups. It stresses the importance of proper career placement, successful techniques of job hunting, and techniques of self-evaluation.

33 Personnel Management (3) CSU

Prerequisite: None.
Lecture 3 hours.
This is a preparatory course for employment in management and personnel. Topics include: Personnel administration and supervision, job analysis, recruitment, selection, and placement of candidates, employment training and development, performance appraisal, position compensation and benefits, motivation, employee rights, and union-management relations.

Marketing (MARKET)

1 Principles of Selling (3) CSU

Prerequisite: None.
Lecture 3 hours.
In this course, study will be made of the development of the fundamental principles of wholesale and specialty selling, including such phases as developing the sales plan, securing prospects, effective goods and service presentation, product analysis, closing the sale, and service after the sale.
11 Fundamentals of Advertising (3) CSU

Prerequisites: None.
Lecture: 3 hours.

In this course the student is given a working knowledge of advertising's place in the American economy. He or she is taught the fundamentals of advertising media, and how these activities relate to the operation of the advertising agency.

21 Principles of Marketing (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course is a managerial approach to marketing principles. It covers marketing research, sales forecasting, sales cost analysis, domestic and international markets, customer motivation, production analysis, consumer and industrial markets, retailing and wholesaling, distribution channels, sales promotion and advertising, personal selling, pricing policies, and marketing legislation.

31 Retail Merchandising (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course provides the student with a working knowledge of the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

Cooperative Education (1-4) (CSU)

Marketing 911, 921, 931, 941

Marketing is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Mathematics (MATH)

Upon registering, the student needs to provide evidence of one of the following for courses starting with Math 115 and above:
(1) Appropriate results on the Computerized Placement assessment, which includes multiple measures such as reading, comprehension, grammar, arithmetic, elementary algebra, and college-level math assessment. Additional components include study skills inventory and an academic background assessment,
(2) A grade of "C" or higher in a prerequisite course, or
(3) A transcript or other document from another college or university that verifies student's placement.

Testing is available on a walk-in basis Monday through Friday. Contact the Matriculation Office or the Admissions and Records Office to obtain assessment schedule.

104 Mathematics Fundamentals (3) NDA

(Formerly Learning Skills 10)
Prerequisite: None.
Lecture 5 hours.

The student will receive math review based on diagnostic assessment which had revealed weakness in math fundamentals so that he or she can be successful in other college courses with basic math requirements.

105 Arithmetic for College Students (3) NDA

(Formerly MATH 30)
Prerequisite: None.
Lecture 3 hours.

This course is a review of elementary arithmetic essential to success in many college fields and in industry. It includes the systematic development of sets, whole numbers, fractions, decimals, percentages, ratios and proportions, and practical applications.

105 Arithmetic for College Students
(A,B,C Modules) (3) NDA

Prerequisite: None
Lecture 1 hour, each module

One unit is given for each satisfactorily completed module. Students enroll in Math 105A initially. They will be assessed to determine in which module they will be placed. Students will report to scheduled rooms for assessment during the first week of the semester. Then they will arrange their contracted hours (allow 18 hours of attendance for each unit) to meet in the Math Lab located in the Learning Center, Library 2nd Floor. Instructors, Instructional Aides and Tutors are available day and evening in the Learning Center.
Note: Successful completion of Math 105 A, B, C (all three modules) is equivalent to completion of Math 105.

112 Pre-Algebra (3) NDA

(Formerly MATH 21)
Prerequisite: None
Lecture 3 hours
This course relates arithmetic to algebra. It presents a review of arithmetic including a systematic development of real numbers and an introduction to the concepts of algebra. An introduction to ratio and proportion, linear equations and percentages are also presented.

115 Elementary Algebra (5)

(Formerly MATH 31)
Prerequisite: Mathematics 112 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 5 hours.
This course is an introduction to the concepts of algebra, including sets, whole numbers, integers, rational, irrational and real numbers, exponents, equations, linear graphs, and applications of a wide variety of problems.

125 Intermediate Algebra (5)

Prerequisite: Mathematics 115 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 5 hours.
This course provides a study of fundamental laws, exponents, radicals, equations (Linear, quadratic, and some of higher degree), systems of equations (linear and quadratic), graphic representation, logarithms determinants, and matrices.

215 Principles of Mathematics I (3)

UC:CSU
CSU-GE Area B4 Mathematics / Quantitative Reasoning
Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 3 hours.
This course is primarily for students who plan to teach arithmetic in elementary schools. Systems of numeration, sets, the nature of numbers and the fundamental operations, the whole numbers, integer, rational, and real number systems are studied.

216 Principles of Mathematics II (3)

UC:CSU
Prerequisite: Mathematics 215 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 3 hours.
This course is the second of two in a sequence for prospective elementary teachers. Topics include decimal and real numbers, abstract mathematical systems, geometry and the metric system. Topics in probability, statistics, and elementary analytic geometry will also be presented.

227 Introductory Statistics (4) UC:CSU

(Formerly Math 225 or MATH 14 and MATH 226 or MATH 54)
CAN STAT 2
IGETC AREA 2 (Mathematics / Quantitative Reasoning)
CSU-GE Area B4 Mathematics / Quantitative Reasoning
Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 4 hours.
This course is an introduction to statistics and probability, measures of central tendency and dispersion, descriptive and inferential statistics including sampling, estimation, hypothesis testing, analysis of variance, normal curve, Chi-square and student’s t distributions. Linear correlation and regression analysis and applications in diverse disciplines are also presented as topics.

230 Mathematics for Liberal Arts Students (3) UC:CSU

IGETC AREA 2 (Mathematics / Quantitative Reasoning)
CSU-GE Area B4 Mathematics / Quantitative Reasoning
Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 3 hours.
A general education course under Humanities for students with limited technical background in Mathematics. Topics are developed from a historical and evolutionary point of view. Selections from algebra, geometry, set theory, modular arithmetic, number theory, probability and statistics, mathematical methods of science, and the evolution of the computer may be included.

235 Finite Mathematics (5) UC:CSU

(Formerly MATH 23 “Mathematical Analysis for Business and Social Sciences I”)
IGETC AREA 2( Mathematics / Quantitative Reasoning)
CSU-GE Area B4 Mathematics / Quantitative Reasoning
Prerequisite: Mathematics 125 with a grade of “C” or better, or appropriate placement recommendation based on assessment results and other multiple measures.
Lecture 5 hours.
Review of algebra, mathematics of finance linear programming, the simplex method, logic of inclusion and exclusion, topics in probability such as counting principles, probability, random variables, Markov chain, and elementary statistics.

Note: UC credit limit, one course Math 235 or 265.

236 Calculus for Business and Social Science (5) UC:CSU

(Formerly MATH 24 “Mathematical Analysis for Business and Social Sciences II”)
IGETC AREA 2 (Mathematics / Quantitative Reasoning)
CSU-GE Area B4 Mathematics / Quantitative Reasoning
Prerequisite: Mathematics 125 with a grade of "C" or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 5 hours.

This course covers techniques of limits, differentiation; maximum-minimum problems; curve sketching; implicit differentiation; techniques of integration and differential equations. Special emphasis is placed on business and economics applications related to system optimization, cost and revenue analysis, marginal analysis and consumer and producer surplus

Note: UC credit limit, one course Math 236 or 266.

240 Trigonometry (3) CSU

(Formerly MATH 3)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 125 with a grade of "C" or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

This course covers the solution of triangles, problems and applications, radian measure, logarithms, trigonometric functions, identities, trigonometric equations, and graphs.

245 College Algebra (3) UC:CSU

IGETC AREA 2 (Mathematics / Quantitative Reasoning)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 125 with a grade of "C" or better, or appropriate placement recommendation based on assessment results and other multiple measures.

Lecture 3 hours.

This course covers functions, ie algebraic, exponential and logarithmic functions, linear systems, functions of real numbers, theory of equations, mathematical induction, and probability.

Note: UC credit limit, one course Math 245 or 260.

260 Pre-Calculus (5) UC:CSU

(Formerly MATH 40 "Introduction to Analysis")

CAN MATH 16

IGETC AREA 2 (Mathematics / Quantitative Reasoning)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 240 with a grade of "C" or better, or appropriate placement recommendation based on test scores and other multiple measures.

Lecture 5 hours.

This course combines college algebra, trigonometry and introduction to analytic geometry. Topics in algebra include binomial series, mathematical induction, systems of equations, matrices, partial fractions, and sequences. Topics in trigonometry include basic trigonometric functions, inverse trigonometry, complex numbers, trigonometric equations, and identities, proofs, and graphs. Topics in analytic geometry include graphing conics, polar coordinates, and vectors.

Note: UC credit limit, one course Math 245 or 260.

265 Calculus with Analytic Geometry I (5) UC:CSU

(Formerly MATH 7)

CAN MATH 18

CAN MATH SEQ B, when taken with MATH 266

CAN MATH SEQ C, when taken with MATH 266 and 267

IGETC AREA 2 (Mathematics / Quantitative Reasoning)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 260 or Math 240 and Math 245 with a grade of "C" or better.

Lecture 5 hours.

This course includes a study of functions and limits, continuity derivatives and their applications, differentials and integrals and their applications.

Note: UC credit limit, one course Math 235 or 266.

266 Calculus with Analytic Geometry II (5) UC:CSU CAN MATH 20

(Formerly MATH 8)

CAN MATH 20

CAN MATH SEQ B, when taken with MATH 265

CAN MATH SEQ C, when taken with MATH 265 and 267

IGETC AREA 2 (Mathematics / Quantitative Reasoning)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 265 with a grade of "C" or better.

Lecture 5 hours.

This is a unified course in analytic geometry and calculus including applications of the definite integral, inverse functions, logarithmic functions, exponential functions, inverse trigonometric functions and hyperbolic functions, techniques of integration, indeterminate forms and improper integrals. Polar coordinates and conic sections will also be presented.

Note: UC credit limit, one course Math 236 or 266.

267 Calculus with Analytic Geometry III (5) UC:CSU

(Formerly MATH 11)

CAN MATH 22

CAN MATH SEQ B, when taken with MATH 265

CAN MATH SEQ C, when taken with MATH 265 and 267

IGETC AREA 2 (Mathematics / Quantitative Reasoning)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 266 with a grade of "C" or better.

Lecture 5 hours.

Solid analytic geometry and vectors, partial differentiation, multiple integration, infinite sequences and series; an introduction to calculus of vector fields and differential equations.

270 Linear Algebra (3) UC:CSU

(Formerly MATH 11)

CAN MATH 26

IGETC AREA 2 (Mathematics / Quantitative Reasoning)

CSU-GE Area B4 Mathematics / Quantitative Reasoning

Prerequisite: Mathematics 266 with a grade of "C" or better.

Lecture 3 hours;
This course covers linear equations, matrices, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors and solutions of systems of linear equations.

### 275 Ordinary Differential Equations (3) UC:CSU

(Formerly MATH 15)

IGETC AREA 2 Mathematics / Quantitative Reasoning  
CSU-GE Area B4 Mathematics / Quantitative Reasoning  
Prerequisite: Math 267 with a grade of "C" or better.  
Lecture 3 hours.

This course includes a study of ordinary differential equations, LA Place transforms, and series solutions of differential equations. Introduction to partial differential equations, special functions, and emphasis on application are covered in this course.

### Media Arts (MEDIART)

#### 101 Introduction to Digital Film/Video Production (3) UC:CSU

Prerequisite: None  
Lecture 2 hours; Lab 2 hours with homework.

This course provides a comprehensive overview of all aspects of digital film/video production from script to finished project, centering on basic theory and its application via exams, demonstrations, and hands-on experiences with digital media exercises.

#### 120 Digital Film/Video Editing (3) CSU

Prerequisite: Media Arts 101  
Lecture 2 hours; Lab 2 hours with homework.

This intermediate level course deals with theory, techniques, and aesthetics of digital film/video non-linear editing via demonstrations, exams and practicums. Editing exercises are required utilizing a variety of industry-oriented digital applications with emphasis on Final Cut Pro.

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### Measurement Science (MEASURE)

#### 1 Measurement Principles (3) CSU

Prerequisite: None  
Lecture 3 hours.

This course offers orientation to instrumentation and to general measurement concepts. It teaches fundamental principles of applied physics and techniques utilized for measuring pressure, flow, electrical units, humidity, temperature, and pH concentration, and analytical and dimensional forms. It covers mechanical testing also.

### Cooperative Education (1-4) Measurement Science 911, 921, 931, 941

Measurement Science is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

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### Microbiology (MICRO)

#### 1 Introductory Microbiology (5) UC:CSU

IGETC AREA 5 (Biological Science)  
CSU-GE Area B2 Life Science, B3 Laboratory Activity  
Prerequisite: Chemistry 51 and Biology 3 or Physiology I or equivalent.  
Lecture 3 hours; Lab, 6 hours without homework.

This course utilizes the theoretical approach to the study of microorganisms and offers the student a comprehensive knowledge of the fundamentals of microbiology. It includes an introduction to and history of microbiology; classification and identification of microorganisms; physiology (nutrition and metabolism, growth, variability, etc.); microbiology of air, water, soil and food; industrial and medical microbiology; laboratory techniques and methods of handling microorganisms.

### Music (MUSIC)

Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Music 341, Intermediate Piano (RPT3) and Music 501, College Choir (RPT3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

#### 101 Fundamentals of Music (3) UC:CSU

(Formerly MUSIC 28)  
CSU-GE Area C1 Arts  
Prerequisite: None.  
Lecture 3 hours.

This course is offered for students who wish to study the basic rudiments of music: notation, rhythm, scales, keys and key signatures, intervals, sight-reading, ear-training, and introduction to basic harmonization.

#### 111 Music Appreciation I (3) UC:CSU

(Formerly MUSIC 32)  
IGETC AREA 3 (Arts)  
CSU-GE Area C1 Arts  
Prerequisite: None.  
Lecture 3 hours.

This course is offered for students who wish to study the basic rudiments of music: notation, rhythm, scales, keys and key signatures, intervals, sight-reading, ear-training, and introduction to basic harmonization.

#### 141 Jazz Appreciation (3) UC:CSU

(Formerly MUSIC 52)  
CSU-GE Area C1 Arts
A listening survey of the nature and processess of jazz with concentration on its historical background and development in the United States. Stress is placed on the recognition of the significance of early performers and their contribution to jazz.

185 Directed Study – Music (1) UC:CSU
Prerequisite: None.
Lecture 3 hours
This course offers a study of chromatic harmony and modulation to distantly related keys through analysis and composition. The course also introduces the student to the techniques of Twentieth-Century music.

201 Harmony I (3) UC:CSU
(Formerly MUSIC 6)
Prerequisite: Music 101.
Recommended: Music 211
Lecture 3 hours.
This course is correlated with Musicianship I (Music 211) and includes a study of the triads in all inversions and seventh chords in all inversions. Non-chord tones consisting of passing and auxiliary tones are introduced through harmonization of simple melodies and writing of original musical phrases. Cadences are also covered. Harmonic analysis is an integral part of the course.

202 Harmony II (3) UC:CSU
(Formerly MUSIC 7)
Prerequisite: Music 201.
Lecture 3 hours.
This course is correlated with Musicianship II and includes a study of secondary triads, secondary seventh chords, ninth, eleventh and thirteenth chords, augmented sixth chords, and non-chordal tones. Harmonic analysis is an integral part of the course.

203 Harmony III (3) UC:CSU
(Formerly MUSIC 8)
Required of all music majors.
Prerequisites: Music 202.
Lecture 3 hours.
This course offers a study of chromatic harmony and modulation to distantly related keys through analysis and composition. The course also introduces the student to the techniques of Twentieth-Century music.

211 Musicianship I (2) UC:CSU
CAN MUS 2
(Formerly MUSIC 2)
Prerequisite: Music 101.
Lecture 1 hour; Lab 2 hours with homework.
This is a basic course for students intending to continue as music majors or music minors. The course includes melodic, rhythmic, and two-part harmonic ear training; the keyboard study of material covered in Harmony I (Music 201); music terminology; and the analysis of melodies and simple forms.

212 Musicianship II (2) UC:CSU
(Formerly MUSIC 3)
CAN MUS 4
Prerequisite: Music 211.
Lecture 1 hour; Lab 2 hours with homework.
This course includes advanced sight reading involving simple and compound meters, melodic dictation in two parts and harmonic dictation in three parts. Also included is a study of longer structural forms such as Variation and Sonata-allegro form.

213 Musicianship III (2) UC:CSU
(Formerly MUSIC 4)
Prerequisites: Music 212.
Lecture 1 hour; Lab 2 hours with homework.
This course, which is a continuation of Music 212, includes advanced sight reading, melodic dictation in three parts and harmonic dictation in four parts. Also included is a study of structural forms such as Passacaglia, Chaconne, Rondo and Sonata Rondo.

285 Directed Study – Music (2) CSU
Prerequisite: None.

321 Elementary Piano I (2) UC:CSU
(Formerly MUSIC 60A)
Prerequisite: None. Lecture 1 hour; Lab 2 hours with homework.
This course consists of learning the piano keyboard, reading, musical notation, playing scales, use of the pedals, sight reading, terminology, and theory as related to the music studied.

322 Elementary Piano II (2) UC:CSU
(Formerly MUSIC 60B)
Prerequisite: Music 321.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, continuation of scale playing, use of piano pedals, sight reading, memorization, terminology, and theory as related to the music studied.

323 Elementary Piano III (2) UC:CSU
(Formerly MUSIC 60C)
Prerequisite: Music 322 with a grade of “C” or better.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, continuation of scale playing, use of the sostenuto and una corda pedals, cross rhythms such as two against three, octave technique, sight reading, memorization, terminology, and theory as related to the music studied.

324 Elementary Piano IV (2) UC:CSU
(Formerly MUSIC 60D)
Prerequisite: Music 323 with a grade of “C” or better.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of music reading, continuation of scale playing, use of piano pedals, developing tone qualities, playing cross rhythms such as three against four, rubato, sight reading, memorization, Italian expression terminology and chord recognition theory as related to the music studied.
341 Intermediate Piano (2) UC:CSU RPT3
(Formerly MUSIC 61)
Prerequisite: Music 324.
Lecture 1 hour; Lab 2 hours with homework.
This course consists of the study and playing the music of
Baroque through Modern composers. The goal of the
course is to integrate all of the technical aspects of good
piano playing which were learned in Elementary Piano and
apply them to performance of composers of different style
periods. In addition, there is study of advanced techniques
including scales through four octaves, chord inversions,
transposition and improvisation.

385 Directed Study – Music (3) CSU

411 Elementary Voice I (2) UC:CSU
(Formerly MUSIC 40A)
Prerequisite: None
Lecture 1 hour; Lab 2 hours with homework.
This course is an introduction to correct use of voice-
including the study of posture, breath control, resonance,
diction, and stage presence, and to a simple and varied
repertoire of solo literature.

412 Elementary Voice II (2) UC:CSU
(Formerly MUSIC 40B)
Prerequisite: Music 411 with a grade of “C” or better.
Lecture 1 hour; Lab 2 hours with homework.
This course is an introduction to correct use of voice-
including the study of posture, breath control, resonance,
diction, and stage presence, and to a simple and varied
repertoire of solo literature.

413 Elementary Voice III (2) UC:CSU
(Formerly MUSIC 41A)
Prerequisite: Music 412 with a grade of “C” or better.
Lecture 1 hour; Lab 2 hours with homework.
All elements of solo singing are stressed, especially English,
Italian, German diction. Repertoire includes art songs in the
original language and less vocally demanding arias from
opera and oratorio.

414 Elementary Voice IV (2) UC:CSU
(Formerly MUSIC 41B)
Prerequisite: Music 413 with a grade of “C” or better.
Lecture 1 hour; Lab 2 hours with homework.
All elements of solo singing are stressed, especially English,
Italian, German diction. Repertoire includes art songs in the
original language and less vocally demanding arias from
opera and oratorio.

501 College Choir (.5) UC:CSU RPT3
(Formerly MUSIC 55)
Prerequisite: None. Open to all students without audition.
Lab 3 hours without homework.
In this course a wide scope of choral literature for mixed
voices is analyzed and rehearsed for public presentation.

Emphasis is placed on correct vocal techniques, on
increased skill in music reading, and on artistic
interpretations of musical scores.

Cooperative Education (1-4) (CSU) Music
911, 921, 931, 941
Music is approved for Cooperative Education Credit. See
Cooperative Education courses for Prerequisites, course
descriptions, and credit limits.

Nursing (NURSING)

185 Directed Study – Nursing (1) RPT2
This course allows students the opportunity to pursue
directed study in Nursing on a contract basis under the
direction of a supervising instructor.
Grading is CREDIT/NO-CREDIT
Note: A maximum of 6 units in Directed Study may be taken
for credit.

285 Directed Study – Nursing (2)
This course allows students the opportunity to pursue
directed study in Nursing on a contract basis under the
direction of a supervising instructor.
Grading is CREDIT/NO-CREDIT
Note: A maximum of 6 units in Directed Study may be taken
for credit.

385 Directed Study – Nursing (3)
Conference 1 hour per week per unit
This course allows students the opportunity to pursue
directed study in Nursing on a contract basis under the
direction of a supervising instructor.
Grading is CREDIT/NO-CREDIT
Note: A maximum of 6 units in Directed Study may be taken
for credit.

501A Fundamentals of Nursing A (4.5)
CSU
Prerequisite: Admission to the Nursing Program, Anatomy I
and Physiology 1 or Biology 20; Microbiology 1; Chemistry 51
Lecture 2 hours; Lab 7.5 hours
Lecture 4.5 hours; Lab 17 hours. - 8 week course
This course is an introduction to nursing and prepares the
student to give care to adult clients, including geriatric
clients. The Nursing Process is utilized to present concepts
relating to Medical Asepsis, Physical Assessment, Promotion
of comfort, sleep, hygiene, oxygenation, safety, nutrition,
death and dying, stress, and loss. Selected topics in nursing
roles and scope of practice, nursing history, issues and
trends in nursing, nursing theories, and pharmacology.
Students will learn basic skills in nursing.

501B Fundamentals of Nursing B (4.5)
CSU
Prerequisites: Nursing 501A and 527 with grade of “C” or
better.
Lecture 2 hours; Lab 7.5 hours
Lecture 4.5 hours; Lab 17 hours. - 8 week course
This course introduces concepts and skills needed to provide nursing care to adult clients. The Nursing Process and Orem's Self-Care Deficit theory and Maslow's theory is utilized as the framework in discussing selected topics of fluid and electrolytes, diabetes, musculoskeletal trauma, surgeries, common therapies, infection control, preoperative, intraoperative, postoperative care, and skills in administering medications. The concepts of aging, loss, patient teaching, culture, human sexuality, nutrition and principles of communication will be integrated into the course.

**502A Medical-Surgical Nursing A (4.5) CSU**

**Prerequisite: Nursing 501B and 526 with a grade of "C" or better**

**Lecture 2 hours; Lab 7.5 hours**

This course includes theory and clinical experience in client problem areas of hematology, oncology, and inflammatory diseases. Emphasis is placed on utilizing Orem's Self-Care Theory and the Nursing Process to implement care in the adult client.

**502B Medical-Surgical Nursing B (4.5) CSU**

**Prerequisite: Nursing 506A & B.**

**Lecture 4.5 hours; Lab 17 hours. - 8 week course**

This course utilizes Orem's Self-Care Deficit Theory of Nursing (S-CDTN) and the Nursing Process to focus on development and health deviation, self-care requisites related to water, food, elimination and hazards. Development self-care requisites will be addressed with a focus on care of adult clients, geriatric clients and their families. Principles of therapeutic interventions, basic conditioning factors, communications and care of the client across the life span will be integrated throughout the course. The role of the care provider and members within the profession are stressed. Guided clinical experiences are provided concurrently with theory.

**503A Advanced Medical-Surgical Nursing (4.5) CSU**

**Prerequisite: Nursing 506 A&B with a grade of 'C" or better**

**Lecture 2 hours; Lab 7.5 hours**

This advanced medical-surgical nursing course utilizes the Nursing Process and Orem’s Self-Care requisites in providing care to adult clients with multisystem failure in the areas of cardiovascular, respiratory, renal, and neurosensory dysfunctions. While functioning in the clinical area, students will gain leadership and management skills and will employ them in managing a nursing team.

**503B Psychiatric Nursing (4.5) CSU**

**Prerequisites: Nursing 501B and 526 with a grade of ‘C” or better**

**Lecture 2 hours; Lab 7.5 hours**

This course utilizes Orem's Self-Care Deficit Theory of Nursing and the Nursing Process to focus on the care of clients with health deviation self-care requisites in normalcy, solitude and social interaction. The scope of nursing interventions includes supportive/educative, partially compensatory, and wholly compensatory actions, emphasizing the goal of fostering self care agency of each client. Principles of therapeutic intervention, basic conditioning factors, communications and care of the client across the life cycle will be integrated throughout the course. The roles of the care provider and members within the profession are stressed. Guided clinical experiences are provided concurrently with theory.

**506A Maternal and Child Health Nursing A (Pediatrics) (4.5) CSU**

**Prerequisites: Nursing 502A and 503B with a grade of "C" or better.**

**Lecture 2 hours; Lab 7.5 hours**

This course utilizes the Nursing process in the care of children in health and illness. Emphasis is placed on caring for children with selected problems in fluid and electrolytes, oxygenation, nutrition, and sensory and regulatory mechanisms. Pediatric clients, from infancy to adolescence, in the context of family, culture, and the community and the nurses role in education, promotion of child safety, as well as legal issues will be addressed.
506B Maternal and Child Health Nursing B (Obstetrics) (4.5) CSU
Prerequisites: Nursing 502A and 503B with a grade of “C” or better.
Lecture 2 hours; Lab 7.5 hours
Lecture 4.5 hours; Lab 17 hours. - 8 week course
Emphasis is placed on utilizing Orem’s Self-Care Theory and the Nursing Process to develop an understanding of the physiological and emotional needs of mothers and newborns during the maternity cycle. The concept of family-centered maternity care is explored. Assessment of the newborn and management of women’s health problems will be discussed. Guided clinical experiences are provided concurrently with theory.

507 Senior Seminar (1) CSU
Prerequisites: Nursing 502 A&B.
Lecture 1 hour.
This course acquaints the student with the influence of important social and economic events on the development of nursing, and the present and future trends in nursing education. Emphasis is placed on the origins and functions of nursing organizations, opportunities for nurses, community responsibilities, and legal and ethical issues confronting the nurse and leadership and management styles.

517 Mathematics of Drugs and Solutions (3) CSU
(Formerly NURSING 17)
Prerequisites: None
Lecture 3 hours.
In this course, after a review of relevant basic mathematics, the student gains knowledge of the systems and techniques used in measuring drug dosages and in computing the preparation of solutions. Included are computation of Pediatric dosages as well as administration of Intra-venous solutions and medications.

518 Patient Care Seminar for Transfer Students (2)
Prerequisite: None.
Lecture 2 hours.
This course is geared for transfer students. Emphasis is placed on the utilization of the 21 nursing problems as a means to facilitate the use of the nursing process and the development of patient care planning. Practical application of skills will be ascertained and developed to the level of the course entered.

520 Orientation to Nursing (1) CSU
Prerequisite: None.
Lecture 1 hour.
This course is designed to help the beginning student majoring in nursing prepare for the curriculum. Various fields of nursing will be investigated.

523 Pharmacology (3) CSU
Prerequisite: None.
Lecture 3 hour.
This course develops an understanding of basic and advanced skills needed in the administration of medications and treatments under specific and complex circumstances. Included are units on drugs, their effects on body systems, and skills in drug and IV calculations.

524 Intravenous Therapy (2) CSU
Prerequisite: Status as student nurse, LVN, or RN
Lecture 2 hours.
This course provides current information and clinical guidelines to assist the participant in providing safe venipuncture, delivery of IV fluids, and safe blood withdrawal.

526 Communication in Nursing (1) CSU
Prerequisite: 501A and 527
Lecture 1 hour.
This course provides theoretical knowledge, practical application, and experiences with interpersonal communication skills needed to interact therapeutically, institute a teaching-learning plan, and communicate effectively with individuals and groups.

527 Nursing Process (1) CSU
Recommended: Eligibility/Admission to the Nursing Program
Lecture 1 hour.
This course introduces the concepts of the Nursing Process. The nursing program’s conceptual framework is also introduced. The Nursing Process organizes the framework in planning and implementing the practice of patient care. The Nursing Process and conceptual framework are combined in case studies and client simulations.

528 Geriatric Nursing Care (2) CSU
Prerequisite: Student Nurse Status.
Lecture 1 hour; Lab 3 hours.
This course focuses on the geriatric client. Nursing care concerns are presented utilizing an integration of the Nursing Process, Nursing Roles of Practice, and the Nursing Program’s conceptual framework. Physical, psychological, and social needs and problems are discussed.

535 Basic Adult Physical Assessment (1) CSU
Prerequisite: None.
Lecture: .5, Lab 1.5
This course focuses on physical examination of healthy adults stressing identification of normal and abnormal findings in diverse populations, variations due to the normal age related changes, and analysis of findings with clinical application.

Cooperative Education (1-4) (CSU) Nursing 911, 921, 931, 941
Nursing is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.
Office Machines (OFF MCH)

1 Introduction to Office Machines (1) CSU
Prerequisite: None.
Lab, 2 hours with homework.
This is an orientation course offering students the opportunity to operate basic calculating machines via the problem-solving method. Instruction and laboratory practice is offered for the following machines: ten-key adding machine; printing calculator; and electronic calculator.

Cooperative Education (1-4) (CSU)
Office Machines is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.

Personal Development (PERSDEV)

1 Introduction to College (1) RPT1 NDA
Prerequisite: None.
Lecture 1 hour.
This course will provide information on the skills necessary for survival in college. It will emphasize time management, study skills, note taking, test taking, and standards of student conduct.

6 Career Planning for Students with Disabilities (1) CSU
Prerequisite: None.
Lecture 1 hour.
This course is designed to introduce disabled students to the college’s educational programs and services and to the world of work. It includes a discussion of the effects of disabilities on educational and vocational goals.

17 College Survival Skills Development (1) CSU
Prerequisite: None.
Lecture 1 hour.
This course provides students with a variety of survival skills necessary to be a successful college student. It includes instruction in using the library, study skills, time management, effective communication, stress management to develop a healthy life style.

20 Post-Secondary Education: The Scope of Career Planning (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course provides the student with information regarding vocational and professional careers. Course content includes study skills, time management, identifying educational and career goals, effective communication, stress management, use of library resources, and building self esteem.

Philosophy (PHILOS)

1 Introduction to Philosophy (3) UC:CSU
CAN PHIL 2
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: None.
Recommended: English 101.
Lecture 3 hours.
This introductory course intends to acquaint the student with the character and scope of philosophy. Emphasis is placed on metaphysics, ethics, and epistemology.

7 Inductive Logic (3) UC:CSU
CAN PHIL 6
CSU-GE Area A3 Critical Thinking
Prerequisite: None.
Recommended: Philosophy 1.
Lecture 3 hours.
The nature of scientific method, hypotheses and probability, and statistical method are covered with consideration of the application of logical principles in science and practical life.

8 Deductive Logic (3) UC:CSU
CAN PHIL 6
CSU-GE Area A3 Critical Thinking
Prerequisite: None.
Recommended: English 101.
Lecture 3 hours.
This introductory logic class, which is open to all students, is designed to develop the student’s ability to think critically and to reason correctly. Attention will be given to both formal and informal logic.

**Photography (PHOTO)**

9 Introduction to Cameras & Composition (3) CSU

*Prerequisite: None.*

*Lecture 3 hours.*
This lecture/critique course is designed to provide basic information in the use of cameras, lenses, film, and exposure to produce good photos. Slide assignments are given for analysis in class. No laboratory.

10 Beginning Photography (3) UC:CSU

*Prerequisite: None.*

*Lecture 2 hours; Lab 3 hours without homework.*
This introductory course is designed for students without prior photographic training who do not wish to major in photography. Basic camera and laboratory photo techniques are studied to enable the student to communicate visual images as creative photographic statements.

11 Advanced Photography (4) RPT 2 CSU

*Prerequisite: Photography 10.*

*Lecture 2 hours; Lab 6 hours without homework.*
This course offers a review of all basic photography skills; advanced lighting and darkroom techniques; portraiture, composition, and news photography.

**Physical Education (PHYS ED)**

*Activity Courses*

Enrollment in these courses is limited to any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in PHYS Ed 228 (RPT3), and twice in PHYS ED 229, Body Conditioning (RPT3). Any combination may be used as long as 4 enrollments in one activity are not exceeded. Not all courses are offered each semester; there are materials fees for some. There are no prerequisites for Activity Courses except as otherwise noted.

*Activity in each course is 2 to 3 hours per week.*

*Note: UC credit limit on any or all Physical Education Activity Courses combined is a maximum of 4 units.*

97 Physical Education - Physical Efficiency (2) UC:CSU

*Prerequisite: None*

*Lecture 1 hour; Lab 2 hours with homework.*

This course incorporates an active program of physical fitness through the flexibility, strength exercise, weight training and aerobic activities. Personalized fitness programs are developed for each student. The student will also learn the principles of flexercise, fitness conditioning, weight control, and nutrition.

98 Physical Education - Scientific Physical Fitness Laboratory (1) UC:CSU RPT 3

*Prerequisite: None*

*Lab 2 hours with homework.*
This course combines instruction in the conditioning aspects of flexercise, flexibility, strength and endurance. An understanding of cardiovascular fitness and nutritional information related to exercise is emphasized. A periodic evaluation of fitness levels is included.

101 Water Activities - Swimming - Non-Swimmer (1) UC:CSU, RPT 3

102 Swimming Skills (1) UC:CSU, RPT 3

*CSU-GE Area E, Lifelong Understanding and Self Development*

*Prerequisite: PHYS ED 101*

*Activity 2 hours.*

131 Aqua Aerobics (1) UC:CSU, RPT 3

*CSU-GE Area E – Lifelong Understanding and Self Development*

*Prerequisite: None*

*Activity 3 hours.*
This is an aerobic physical program employing water resistive exercises without the need of swimming skills. This class is designed to help promote cardiovascular and muscular fitness.

170 Walking for Fitness (1) UC:CSU RPT 3

*CSU-GE Area E – Lifelong Understanding and Self Development*

*Activity 3 hours.*
This course focuses on achieving cardiovascular fitness and a healthy lifestyle through walking. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, and assessing fitness level.

185 Directed Study - Physical Education (1) CSU, RPT 2

212 Tennis Skills (1) UC:CSU, RPT 3

228 Individual and Dual Activities - Body Conditioning (1) UC:CSU, RPT 3

229 Individual and Dual Activities - Body Dynamics (1) UC:CSU, RPT 3

230 Weight Training Skills (1) UC:CSU, RPT 3
238 Self Defense Skills (1) UC:CSU, RPT 3
259 Golf Skills (1) UC:CSU, RPT 3
262 Track and Field Skills (1) UC:CSU, RPT 3
285 Directed Study – Physical Education (2) CSU
289 Bowling Skills (1) UC:CSU, RPT 3
301 Baseball Skills (1) UC:CSU, RPT 3
304 Basketball Skills (1) UC:CSU, RPT 3
310 Flag/Touch Football Skills (1) UC:CSU, RPT 3
313 Soccer Skills (1) UC:CSU, RPT 3
322 Volleyball Skills (1) UC:CSU, RPT 3
328 Softball Skills (1) UC:CSU, RPT 3
385 Directed Study (3) CSU
431 Modern Dance (1) UC:CSU, RPT 3, No UC credit limit
Prerequisite: None
Activity 2 hours

434 Ballet (1) UC:CSU, RPT 3, No UC credit limit
Prerequisite: None
Activity 2 hours

437 Jazz Dance (1) UC:CSU, RPT 3, No UC credit limit
Prerequisite: None
Activity 2 hours

Intercollegiate Sports Activities – Men, Women, and Coed.
Activity 10 hours or more a week in each sport, except as noted.
Must pass a medical examination by an MD prior to any practice or engaging in competitive sports or issue of equipment.

504 Intercollegiate Sports – Basketball (2) UC:CSU, RPT1
506 Intercollegiate Sports - Cross Country (2) UC:CSU, RPT1

508 Intercollegiate Sports – Football (2) UC:CSU, RPT1
514 Intercollegiate Sports – Tennis (2) UC:CSU, RPT1
515 Intercollegiate Sports - Track and Field (2) UC:CSU, RPT1
550 Intercollegiate Sports - Cheer/Yell Leaders/Marching Band (2) UC:CSU, RPT 3
Activity 6 hours.
Note: These Intercollegiate Sports courses may not be offered each semester. Check your current Class Schedule.

552 Athletic Pre-Season Conditioning (1) UC:CSU, RPT 3

668 Body Dynamics Activity (1) UC:CSU, RPT 3
CSU-GE Area E – Lifelong Understanding and Self Development
Activity 3 hours.

677 Soccer (1) UC:CSU, RPT 3
CSU-GE Area E – Lifelong Understanding and Self Development
Activity 3 hours.
This soccer course emphasizes patterns of team play rules and regulations, plus game strategy. Basic ball handling skills and group drills with vigorous physical conditioning are developed by individuals.

Cooperative Education (1-4) UC:CSU
PHYS ED 911, 921, 931, 941
Physical Education is approved for work experience credit. See information regarding Cooperative Education (COOP ED) on page 77.

Physical Education (P.E.)
Non-Activity Courses

UC credit limit, on any or all Physical Education Non-Activity Courses, (indicated with an asterisk) is a maximum of 8 units.*

701 Advanced Lifesaving (2) UC:CSU
CSU-GE Area E, Lifelong Understanding and Self Development
Prerequisite: PHYS ED 102
Lecture 1 hour, activity 2 hours.
Theory and analysis of lifesaving and water safety skills are studied. This course is a requirement for water safety instructor’s courses. Upon successful completion, an American Red Cross certificate is issued.

710* Officiating Competitive Sports I (2)

**UC:CSU**

Prerequisite: None.

Lecture 1 hour; Activity 2 hours

Theory, practice, and technique of officiating softball, baseball, track and field, and other athletic activities normally conducted during the Spring semester.

711* Officiating Competitive Sports II (2)

**UC:CSU**

Lecture 1 hour; Activity 2 hours

Theory, practice, and techniques of officiating volleyball, football, basketball, and other athletic activities normally conducted during the Fall semester.

814 Dance Production (2) **UC:CSU RPT 3**

Prerequisite: None

Lecture 1 hour; Activity 2 hours

This course provides laboratory experience in developing skills in dance production technique, choreography, set design, lighting, directing and costume design. The course also serves as a workshop for LASC Dance Company for concerts and dance-related productions.

### Physical Science (PHYS SC)

1 Physical Science I (3) **UC:CSU**

CSU-GE Area B1 Physical Science

Prerequisite: None.

Recommended: Math 115.

Lecture 3 hours.

This course is designed for non-science majors. Basic principles of chemistry, geology, astronomy, and physics are emphasized. In addition, interrelationships between these four disciplines and their relationship to the whole fabric of physical science are considered.

14 Physical Science Laboratory (1) **UC:CSU**

CSU-GE Area B3, Physical Science, Laboratory Activity

Corequisite: Physical Science 1 or previous enrollment.

Lab 2 hours with homework.

This course provides laboratory experience supplementing the instruction given in Physical Science 1.

Note: No UC credit for 1 or 14 if taken after Astronomy, Chemistry, Geology or Physics.

### Physics (PHYSICS)

6 General Physics I (4) **UC:CSU**

CAN PHYS 2

CAN PHYS SEQ A, when taken with PHYSICS 7

CSU-GE Area B1 Physical Science, B3 Laboratory Activity

IGETC AREA 5 (Physical Science)

Prerequisite: Math 240

Lecture 3 hours; Lab, 3 hours without homework.

This is a basic course in the mechanics of solids, the mechanics of liquids, molecular physics, and heat. The work includes the solution of problems and laboratory experiments selected to illustrate the major principles of physics.

Note: Physics 6 and 7 constitute the standard one-year college physics course required as part of the basic training of students in such fields as medicine, dentistry, optometry, geology, and architecture. The course can be taken by students in technical and semi-professional fields which require a background of physics.

7 General Physics II (4) **UC:CSU**

CAN PHYS 4

CAN PHYS SEQ A, when taken with PHYSICS 6

CSU-GE Area B1 Physical Science, B3 Laboratory Activity

IGETC AREA 5 (Physical Science)

Prerequisite: Physics 6.

Lecture 3 hours; Lab, 3 hours without homework.

This is a basic course in sound, light, electricity, and magnetism together with an introduction to modern physics.

Note: Physics 6 and 7 constitute the standard one-year college physics course required as part of the basic training of students in such fields as medicine, dentistry, optometry, geology, and architecture. The course can be taken by students in technical and semi-professional fields which require a background of physics.

11 Introductory Physics (4) **UC:CSU**

CSU-GE Area B1 Physical Science, B3 Laboratory Activity

IGETC AREA 5 (Physical Science)

Prerequisite: None.

Lecture 3 hours; Lab, 3 hours.

This is a survey course which covers the fundamental principles of mechanics, heat, sound, light, electricity, and modern physics.

This course is designed as an introduction to General I (Physics 6). It is for students who have not had high school physics or whose high school physics was completed more than two years ago.

12 Physics Fundamentals (3) **UC:CSU**

CSU-GE Area B1 Physical Science

IGETC AREA 5 (Physical Science)

Prerequisite: None.

Lecture 3 hours.

This introductory course in physics is designed primarily for liberal arts students. Emphasis is placed on qualitative knowledge of fundamental physical laws and principles and their applications. It is not open to students who have had a college physics class.
14 Physics Fundamentals Laboratory (1)  
UC:CSU

CSU-GE Area B3 Physical Science, Laboratory Activity  
IGETC AREA 5 (Physical Science)  
Corequisite: Physics 12 or previous enrollment.  
Lab 3 hours without homework.

This introductory laboratory course in physics is provided to give general education students a laboratory course in the physical sciences.

37 Physics for Engineers and Scientists I  
(5) UC:CSU

CSU-GE Area B1 Physical Science, B3 Laboratory Activity  
IGETC AREA 5 (Physical Science)  
Prerequisite: Math 265.  
Lecture 4 hours; Lab, 3 hours without homework.

Physics 37, 38 and 39 constitute the standard college physics sequence required in such fields as physics, engineering, chemistry, astronomy, and mathematics. Physics 37 includes the mechanics of solids and fluids with applications of Newton's laws of motion, Archimedes' principle, and Bernoulli's equation.

38 Physics for Engineers and Scientists II  
(5) UC:CSU

CSU-GE Area B1 Physical Science, B3 Laboratory Activity  
IGETC AREA 5 (Physical Science)  
Prerequisite: Physics 37 with a grade of "C" or better.  
Recommended: Mathematics 266  
Lecture 4 hours; Lab, 3 hours without homework.

Physics 38 continues the standard college physics sequence required in such fields as physics, engineering, chemistry, astronomy, and mathematics. Physics 38 includes the principles of heat, thermodynamics, kinetic theory, electricity and magnetism, and Maxwell's equations.

39 Physics for Engineers and Scientists III  
(5) UC:CSU

CSU-GE Area B1 Physical Science, B3 Laboratory Activity  
IGETC AREA 5 (Physical Science)  
Prerequisite: Physics 37 with a grade of "C" or better  
Lecture 4 hours; Lab, 3 hours without homework.

This course completes the standard college physics sequence required in such fields as physics, engineering, chemistry, astronomy, and mathematics. Physics 39 includes the principles of wave motion, sound, electromagnetic waves, geometrical and physical optics, atomic physics, nuclear physics, wave mechanics, the Schrodinger equation, and the theory of relativity.

Physiology (PHYSIOL)

1 Introduction to Human Physiology (4)  
UC:CSU

CSU-GE Area B2 Life Science, B3 Laboratory Activity  
IGETC AREA 5 (Biological Science)  
Prerequisite: Biology 3 or Biology 5.  
Lecture 3 hours; Lab, 3 hours without homework.

Note: This course, when taken with ANATOMY 1, is equivalent to BIOLOGY 20.

This is an introductory course that examines how the human body functions with emphasis on the endocrine, nervous, cardiovascular, muscular, respiratory, digestive, reproductive and excretory systems. Upon completion of this course the student will be able to describe the major functional characteristics of the human body.

Political Science (POL SCI)

1 The Government of the United States (3)  
UC:CSU

CANNOT BE USED TO MEET REQUIREMENTS IN IGETC.

IGETC AREA 4 (Social and Behavioral Sciences)  
IGETC AREA 7 US History, Constitution and American Ideals  
Note: Courses used to meet requirement in AREA 7 may not be used to satisfy requirements of IGETC.

Prerequisite: None.  
Lecture 3 hours.

An introductory course in the principles, institutions and policy processes of the American Political System. An examination of major tenets in Federalism, Representative Government, and the scope of Executive, Legislative and Judicial powers. It offers an overview of local, state, and national governance.

Note: This course satisfies the California state requirement in American government national, state, local.

2 Modern World Governments (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)  
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background  
Prerequisite: Political Science 1.  
Lecture 3 hours.

This course offers a comparative study of Constitutional principles, governmental institutions, socioeconomic and political dynamics of selected governments abroad. Augmented by an optional internship.

7 Contemporary World Affairs (3) UC:CSU

RPT1

IGETC AREA 4 (Social and Behavioral Sciences)  
CSU-GE Area D, Political Science, Government and Political Institutions  
Prerequisite: None.  
Lecture 3 hours.

This course concentrates on major problems in international relations since World War II, with particular emphasis on current issues in American foreign policy.
8 The Modern Far East (3) UC:CSU
Prerequisite: None.
Recommended: Political Science 1.
Lecture 3 hours.
This course offers a survey of the dominant political and social movements and issues of the Far East and their impact on the US and the world situation. It emphasizes the impact of the West on the Far Eastern cultures and traditions, and discusses imperialism and the rise of modern nationalism as it affects China, Japan, and the rest of Asia.

9 Governments and Politics in Africa (3) UC:CSU
Prerequisite: None.
Lecture 3 hours.
This course offers a survey of the political and social systems of African countries and their impact on the world, with special reference to traditional Africa, European Colonial policies, slavery, imperialism, nationalism, independence, and the problems of nation-building.

41 Principles of Student Leadership (2) CSU RPT1
Prerequisite: None
Lecture 2 hours.
This course is open to representatives of the Associated Student Body Government and is designed to facilitate the function of student government on the campus. The class considers principles of decision making, campus organization, parliamentary procedures, and the theory and practice of group leadership.

Psychology (PSYCH)

1 General Psychology I (3) UC:CSU
CAN PSY 2
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Lecture 3 hours.
This is an introductory course in psychology as the scientific study of behavior and mental processes. Topics treated include history and systems of psychology, biological bases of behavior, sensation and perception, states of consciousness, learning, memory, cognition, personality, human development, motivation and emotion, health and stress, psychological disorders, and therapies.

2 General Psychology II (3) UC:CSU
CSU-GE Area B2 Life Science
IGETC AREA 5B (Biological Science)
Prerequisite: Psychology 1 with a grade of “C” or better.
Lecture 3 hours.
The course is about the biological bases of human behavior and as such it deals with the scientific understanding of the relationship between the brain and behavior. The course focuses on how biological mechanisms and brain processes may help explain behavior. Topics covered include the following: issues in biopsychology, nerve cells and nerve impulses, synapses, the nervous system, brain plasticity, sleep, internal regulation, reproductive behaviors, emotional behaviors, learning and memory, language, and psychological disorders.

3 Personality and Social Development (3) UC:CSU
CSU-GE Area E – Lifelong Understanding and Self Development
Prerequisite: Psychology 1 with a grade of “C” or better.
Lecture 3 hours.
This course is concerned with the theory and principles of personal growth and interpersonal effectiveness. Intra- and inter-personal dynamics of relationships are considered in areas of family, marriage, school, occupations, and other group relations.

4 Applied Psychology (3) CSU
Prerequisite: None
Lecture 3 hours.
The focus of this course is on industrial and organizational psychology including human relations, motivation, leadership, counseling, interviewing, group dynamics, and testing. It includes, also, aspects of social and engineering psychology.

11 Child Psychology (3) UC:CSU
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Lecture 3 hours.
This course is concerned with the developmental aspects of the physical, intellectual, social, and emotional growth of children from prebirth to adolescence.

14 Abnormal Psychology (3) UC:CSU
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: Psychology 1 with a grade of “C” or better.
Lecture 3 hours.
This course examines historical and current theories concerning the etiology of behavior disorders. Topics include normality, neurosis, psychosis, prevention, and therapy.

30 Introduction to Psychology (3)
Prerequisite: None.
Lecture 3 hours.
This introductory course in psychology acquaints the student with basic concepts in psychology and in the application of these concepts to daily life. May not be taken concurrently with Psychology 1.

37 Psychology of Co-Dependency and Family Systems (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course deals with chemical dependency and its dysfunctional effects on the family. Also, addiction, co-dependency, enabling, and related topics are examined in the context of the family as an interdependent unit.

41 Life-Span Psychology: From Infancy to Old Age (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
CSU-GE Area E – Lifelong Understanding and Self Development
Prerequisite: None
Lecture 3 hours.
This course presents elaboration of developmental aspects of psychosocial, cognitive and physical development, intelligence, personality, self-concept and social roles; tasks, changes and adjustments related to each phase of the life span.

43 Principles of Group Dynamics I (3) CSU

Prerequisite: None
Lecture 3 hours.
This course is an introduction to the dynamics of group interaction with an emphasis upon the individual's first-hand experience as the group studies itself. Under supervision, the factors involved in problems of communication, effective interpersonal skills, and individual growth will be highlighted.

46 Career Guidance (3) CSU

Prerequisite: None
Lecture 3 hours.
This is a general survey course which will cover information relative to employment trends, characteristics of the job market, educational and training requirements for many job areas, utilization of testing, and interviewing procedures for effective guidance activities.

63 Alcohol/Drug Studies: Prevention and Education (3) CSU

Prerequisite: None
Lecture 3 hours.
This course deals with strategies used to prevent alcohol and drug problems in different settings including: industry, school, family, and community and rehabilitation centers.

64 Introduction to Alcohol and Drug Abuse (3) CSU

Prerequisite: None
Lecture 3 hours.
This is a survey course on alcohol and drug use and abuse. The history, classification, impact, and treatment of psychoactive drugs and drug problems are covered. Public policies and social attitudes on alcohol and drug abuse, as well as mental health and drugs, are also examined.

65 Chemical Dependency: Intervention, Treatment, and Recovery (3) CSU

Prerequisite: None
Lecture 3 hours.
This course deals with intervention, treatment and recovery issues in chemical dependency. Intervention issues covered include approached to intervention, obstacles to intervention, and stages of formal intervention. The medical, behavioral, social, and family systems models of treatment, the Alcoholics Anonymous and the rational models of recovery, and various approaches to prevention are also discussed.

67 Counseling Techniques for the Chemically Addicted (3) CSU

Prerequisite: None
Lecture 3 hours.
This course deals with substance use/abuse, related theories and counseling techniques that raise awareness in order to bring about change in the chemically addicted individual. Family members and other affected by the addicted individual are also considered in terms of awareness, prevention, and treatment.

81 Fieldwork I (3) CSU

Prerequisite: Psychology 1
Lecture 1 hour. Lab 5 hours with homework.
This course provides students with practical experience in community agencies providing treatment and counseling or prevention and education programs in the chemical dependency field.

82 Fieldwork II (3) CSU

Prerequisite: Psychology 81
Lecture 1 hour. Lab 5 hours with homework.
This course provides students with the opportunity to strengthen the fieldwork skills of observing, interviewing, evaluating, relating, and reporting that they began to master in Psychology 81.

Public Relations (PUB REL)

1 Principles of Public Relations (3) CSU

Prerequisite: None.
Lecture 3 hours.
This course evaluates public relations as a growing profession, looks at the job opportunities for the practitioner, internal and external PR and activities involved in the field, and investigates relationships with the media, organizing, and executing PR campaigns. This course gives practical examples of how to use Public Relations as a valuable tool in business and management and is especially useful for business majors.

Quality Control (Q CNTRL)

10 Fundamentals of Quality Control (3)

Prerequisite: None.
Lecture 3 hours.
This course is designed to present the total quality control function in industry. The latest concepts and techniques will be studied in the light of modern manufacturing requirements and current technological developments.

22 Dimensional Measurements (3)
Prerequisite: None
Lecture 2 hours; Lab, 2 hours with homework.
This course offers a study of dimensional control and mechanical measurements. Precision measurements will be covered in theory and laboratory practices. The principle areas covered include nomenclature, measuring tools and equipment, and methods of measurement and gages (mechanical and electronic).

23 Mechanical and Non-Destructive Testing (3)
Prerequisite: None
Lecture 3 hours.
This course covers the mechanical and non-destructive testing of metals encompassing basic laboratory equipment such as a universal tensile tester, stress-strain recorders, strain gauges, shear and bend test accessories, impact testers, hardness testers, and a fluorescent penetrant facility.

24 Statistical Process Control (SPC) (3)
Prerequisite: None
Lecture 3 hours.
This course is designed to outline the basic statistical techniques which have a wide range of industrial application. Special emphasis is placed on statistical concepts for Quality Control and Sampling Inspection.

Cooperative Education (1-4) (CSU) Quality Control 911, 921, 931, 941
Quality Control is approved for Cooperative Education credit. See Cooperative Education courses for Prerequisites, course descriptions, and credit limits.

Real Estate (REAL ES)

1 Real Estate Principles (3) CSU
Prerequisite: None.
Lecture 3 hours.
This is a fundamental real estate course covering the basic laws and principles of California real estate. This course gives the understanding, background, and terminology necessary for advanced study in specialized courses. It is of assistance to those preparing for the real estate salesperson license examination.

3 Real Estate Practices (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course stresses day-to-day operations in real estate roles and brokerage activities, including listing, prospecting, advertising, and financing, sales techniques, escrow, and ethics. It also applies toward the State’s educational requirements for the broker’s examination.

5 Legal Aspects of Real Estate I (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is a study of California real estate law, including rights related to property ownership and management, agency, contracts, application to real estate transfer, conveyancing, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. It also applies toward the educational requirement for the broker’s examination.

6 Legal Aspects of Real Estate II (3) CSU
Prerequisite: None.
Lecture 3 hours.
Covers legal aspects of real estate problems, an advanced study of agency contracts, commissions, an introduction to tax problems in residential and commercial property, advanced problems in security instruments, types of ownership, insurance, subdivisions and zoning, condemnation, construction liens, landlord-tenant, and an introduction to related agencies and activities, including loans (mineral, oil and gas), administrative procedures, and judicial review.

7 Real Estate Finance I (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course stresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties are also emphasized. It also applies toward the educational requirement for the broker’s examination.

9 Real Estate Appraisal I (3) CSU
Prerequisite: None.
Lecture 3 hours.
This is an introductory course covering the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is placed on residential and single-unit properties. It also applies toward the educational requirement for the broker’s examination.

10 Real Estate Appraisal II (3) CSU
Prerequisite: Real Estate 9.
Lecture 3 hours.
In this course students solve practical appraisal problems and continue the study of techniques for appraisal of residences, multiple dwellings, and small commercial properties.

11 Escrow Principles (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is designed to give an introduction to principles and methods of handling escrows involving title to land. The various forms used in escrows and escrow instructions are studied.

12 Escrow Practices (3) CSU
Prerequisite: None.
Lecture 3 hours.
This course is designed for the person who has completed the fundamentals of escrow or has had some experience in the escrow field. It provides the advanced theory of escrows and extensive opportunity for practice in the preparation of the forms and documents of the escrow office.

13 Escrow Case Problems (3) CSU

Prerequisite: None
Lecture 3 hours.

Case method is used to study the correct handling of all details of an escrow. Actual escrows are studied with the objective of eliminating or minimizing problems which may have arisen.

14 Property Management (3) CSU

Prerequisite: None.
Lecture 3 hours.

This is a course for persons who plan to become real estate operators or owners of income-producing properties. Topics covered include the nature and types of property management and management techniques for contracting, leasing, space selling, renting, and rent scheduling. Budgets, purchasing, reports, and legal and professional relationships are also included.

18 Real Estate Investments I (3) CSU

Prerequisite: None
Lecture 3

This course makes a thorough analysis of the investment factors that determine the evaluation of commercial, industrial, and residential projects. Among the areas emphasized are site locations, feasibility studies, zoning, other restrictions, financing, sales and leaseback, and condominiums.

21 Real Estate Economics (3) CSU

Prerequisite: None.
Lecture 3 hours.

This course stresses the trends and factors which affect the value of real estate, the nature and classification and land economics; the development of property, construction and subdivision, economic values, and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real property, and special purpose property trends.

47CE Vocational English as a Second Language – Introduction to Real Estate (2)
(Please also see ESL, page 91)

This course is designed for non-native speakers of English who are interested in the area of Real Estate. Emphasis is on linguistic development within the specific context of Real Estate to help students develop the language skills necessary for entry into a Real Estate program.

60 Real Estate Mathematics (3) CSU

Prerequisite: None.
Lecture 3 hours.

This is a course in applied mathematics for real estate. It includes problem solving in proration, tax application, commission, capitalization, interest, discounts, depreciation, escrow cost, financing costs, and estate calculations.

Cooperative Education (1-4) (CSU) Real Estate 911, 921, 931, 941

Real Estate is approved for Cooperative Education credit. See Cooperative Education courses for Prerequisites, course descriptions, and credit limits.

Social Science (SOC SCI)

30 Contemporary Social Forces (3)

Prerequisite: None.
Lecture 3 hours.

The emphasis of this survey course is on the economic, political, and social aspects of modern society.

Cooperative Education (1-4) (CSU) Social Science 911, 921, 931, 941

Social Science is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions and credit limits.

Sociology (SOC)

1 Introduction to Sociology (3) UC:CSU

CAN SOC 2
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.

This introductory course develops the sociological perspective that behavior is determined largely by human interactions and membership in social groups. The main elements of sociological analysis are presented, emphasizing social organization, culture, socialization, social inequality, and social change and applied to such topics as crime and social delinquency, minorities, the family, religion, education, and Urban life.

2 American Social Problems (3) UC:CSU

IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.

This survey course identifies and analyzes past, present, and future problem areas in the United States. Criteria are developed by which one can evaluate the probable effectiveness of various proposals for change in problem areas such as personal and social disorganization, crime and delinquency, race and ethnic relations, population and urban growth, poverty and social class, War and Terrorism.

3 Crime and Delinquency (3) UC:CSU

Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course is an advanced class and presents an objective examination of the nature and the extent of crime and delinquency. Various theories of causation are considered and their possible implications for programs of prevention and rehabilitation are analyzed. Empirical research studies are evaluated and used to develop an understanding of the interrelation between various sociological factors and crime and delinquency.

7 Juvenile Delinquency (3) CSU
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course examines the nature of delinquent behavior, stresses, theories of causation of delinquent behavior and of societal reactions to deviant behavior; it also examines methods of crime and delinquency control and places major emphasis on juvenile delinquency.

11 Ethnic and Racial Minorities in the United States (3) UC:CSU
IGETC AREA 4 (Social and Behavioral Sciences)
CSU-GE Area D Social, Political and Economic Institutions and Behavior, Historical Background
Prerequisite: None.
Recommended: English 28 and Sociology 1.
Lecture 3 hours.
This course emphasizes cultures of the major ethnic and racial groups in the United States; social processes affecting and influencing their adjustment and assimilation and pluralism as dominant trends of American life; and the legal and social solutions to their problems and American public policies.

12 Marriage and Family Life (3) CSU
CSU-GE Area E – Lifelong Understanding and Self Development
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course makes a sociological analysis of the family which contributes to an understanding of its origin, structure, and functions. It aids the student in selecting from available data those factors which are likely to give some practical help to those seeking guidance in the choice of a marriage partner and in the necessary adjustments of marriage and family life. These factors include studies of sex roles, legal controls, religious attitudes, mixed marriages, financial and family planning, and a review of community resources for family counseling.

19 Introduction to the Social Services (3) CSU
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course offers an introduction and orientation to the field of social welfare, including the socio-historical background and philosophical development of thought in welfare programs. It examines the major programs and services and their developments and trends.

20 Directed Practice in Social Welfare (3) CSU RPT3
Prerequisite: None.
Recommended: Eligibility for English 101
Note: Field work assigned.
Emphasis is placed on providing the student with concepts, information, and practical experience essential for working in the Human Services field. Students are assigned field work experiences in the Department of Public Social Service, Probation, Drug programs, Community Mental Health Centers, and other public and private agencies.

23 Issues of Manhood in US Society (3) CSU
Prerequisite: None.
Recommended: Eligibility for English 101.
Lecture 3 hours.
This course examines the qualities and responsibilities of men in US society. Issues of masculinity across ethnicities are explored to answer questions of why men act the way they do. Topics include aggression and self-defense; sexuality; fatherhood; and female expectation.

Spanish (SPANISH)

1 Elementary Spanish I (5) UC:CSU
IGETC AREA 6 (Language other than English, UC requirement ONLY)
CSU-GE Area C2 Humanities
Prerequisite: None.
Lecture 5 hours.
Note: Corresponds to the first two years of high school study.
This course stresses the mastery of fundamentals of pronunciation and structure. Emphasis is placed upon developing the student's ability to understand, to speak, to read, and to write simple Spanish, using a basic vocabulary and stressing idiomatic expressions. The student is introduced to Hispanic culture through simple readings and visual aids.

2 Elementary Spanish II (5) UC:CSU
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: Spanish 1 with a grade of “C” or better.
Lecture 5 hours.
This course is a continuation of Spanish I. It includes the study of verb tenses, various aspects of Hispanic culture based on readings, and an increased amount of time spent on the development of conversational abilities.

3 Intermediate Spanish I (5) UC:CSU
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: Spanish 2 with a grade of “C” or better.
This course offers a thorough review of Spanish grammar with special emphasis upon idiomatic usage. Continued training is given in vocabulary building, reading comprehension, and increased proficiency in pronunciation. Also, included in the course are readings of short stories, with discussions and written reports in Spanish based upon them.

4 Intermediate Spanish II (5) UC:CSU
IGETC AREA 3 (Humanities)
CSU-GE Area C2 Humanities
Prerequisite: Spanish 3 with a grade of “C” or better.
Lecture 5 hours.
This course is a continuation of Spanish 3. Students write compositions in which they analyze stories. Discussions are held in which students give their interpretations of the stories, explain their symbolism, and defend their view.

5 Advanced Spanish I (5) UC:CSU
IGETC AREA 3 (Humanities)
Prerequisite: Spanish 4 with a grade of “C” or better.
Lecture 5 hours.
This course combines the study of the short story with the study of advanced grammar and composition through oral and written reports in Spanish.

6 Advanced Spanish II (5) UC:CSU
IGETC AREA 3 (Humanities)
Prerequisite: Spanish 5 with a grade of “C” or better.
Lecture 5 hours.
This course combines the study of the novel and poetry with the study of particular advanced grammatical concepts and composition through oral and written report in Spanish.

8 Conversational Spanish (2) RPT 3
UC:CSU
Prerequisite: Spanish 2 with a grade of “C” or better.
Lecture 2 hours.
This course provides opportunities for students to express themselves fluently and correctly in Spanish using the past, present, and future tenses. Conversation will revolve around everyday topics, current events, and cultural materials. Students will be given opportunities to role-play structured situations in Spanish.

14 Spanish for Public Service Personnel (3) RPT 1 CSU
Prerequisite: None.
Lecture 3 hours.
This course aids student in developing the ability to express themselves fluently, idiomatically, correctly, and effectively in Spanish with specific reference to individual needs in the areas of public service, business, and community activities.

24 Spanish for Medical Personnel (3) CSU
Prerequisite: None.
Lecture 3 hours.
This is a practical, informal oral Spanish course. The course covers materials that all members of the health care team who interact with Spanish-speaking people need to know in order to communicate effectively. No prior knowledge of Spanish is required.

44 Bilingual Oral and Written Expression (5) UC:CSU
Prerequisite: None.
Lecture 5 hours.
This course is addressed to the Spanish speaker who needs instruction in speaking and writing formal Spanish, with emphasis on syntax, grammar, and vocabulary.

101 Spanish Language Laboratory (1) CSU
Prerequisite: None
Lab 2 hours with homework
This is a mediated independent course, coordinated in the language lab wherein students augment their classroom activities in reading, listening, speaking, and comprehension by following the specific audio/computer and/or video materials prepared for their particular language course.

61 Speech Laboratory (1) RPT3 NDA
Prerequisite: None
Lab 3 hours.
This course is designed to improve the student’s articulation, pronunciation, and oral communication skills through individualized instruction and materials. It is intended for the student with a special speech problem.

65 Communication Skills (3) NDA
Prerequisite: None.
Lecture 3 hours.
This course is designed for general education and vocational students and stresses the basic principles of spoken communications. Training is offered in speaking and listening in order to develop skills needed in every day oral communication. The course also emphasizes the appreciation and understanding of the impact of mass communications.

72 Speaking English as a Second Language II (3) NDA
Prerequisite: None.
Lecture 3 hours.
This second level course is designed for students with a foreign language background. The students will improve articulation, pronunciation, speaking and listening skills in Basic English. The intonation, inflection and rhythm of the language will be stressed.

73 Speaking English as a Second Language III (3) NDA
Prerequisite: None.
Lecture 3 hours.
This is an intensive course for persons who use English as a second language. It is designed for students who may read
well and have a fair grasp of grammar, but who need more help in articulation, pronunciation, and oral composition.

101 Oral Communication I (3) UC:CSU
(Formerly SPEECH 1)
CAN SPCH 4
IGETC AREA 1C (Oral Communications, CSU requirement only)
CSU-GE Area A1 Oral Communication
Prerequisite: None.
Lecture 3 hours.
This course offers training in the theory of speech communication and the practice of effective preparation and delivery of structured oral presentations. Emphasis is placed on research techniques and methods of speech preparation.

Note: Honors section offered.

102 Oral Communication II (3) UC:CSU
(Formerly SPEECH 2)
CSU-GE Area A1 Oral Communication
Prerequisite: Speech 101.
Lecture 3 hours.
This course is designed to broaden communication skills by training the student in critical thinking, reasoning, supporting, and evaluating. Structured oral presentations are used to gain these skills.

103 Business and Professional Speaking (3) CSU RPT2
(Formerly SPEECH 6)
Prerequisite: None.
Lecture 3 hours.
This course enables the student to apply speech communication skills to the business setting. Structured oral presentations are used to gain the skills required for business meetings, conferences, interviews, and discussions.

111 Voice and Articulation (3) UC:CSU
(Formerly SPEECH 3)
Open to all students.
Prerequisite: None.
Lecture 3 hours.
This course is designed to give the student an understanding of the anatomy and physiology of the voice and its practical application to his own needs. The various problems of voice and diction are presented, including the study of phonetics. Dictionary work is stressed, and drills for the improvement of the student's voice and articulation are reinforced.

113 English Speech as a Second Language (3) CSU RPT1
Prerequisite: None.
Lecture 3 hours.
This course is designed for students with foreign language backgrounds. The subject matter stresses pronunciation, idiomatic expressions, phraseology, rhythmic inflections, grammar, vocabulary building, and oral composition. Extensive use of Learning Center equipment is made possible.

121 The Process of Interpersonal Communication (3) UC:CSU
CSU-GE Area A1 Oral Communication
Prerequisite: None.
Lecture 3 hours.
This course provides analysis of and practice in non-platform speaking situations which take place when two to five people interact. Communication is analyzed in terms of speaker self-perception, verbal and nonverbal communication, listening and communication barriers.

130 Introduction to Oral Interpretation of Literature (3) UC:CSU
(Formerly SPEECH 4)
CSU-GE Area C2 Humanities
Prerequisite: None.
Lecture 3 hours.
The purpose of this course is to develop the student's ability to understand and appreciate various forms of literary art. Emphasis is placed on the selection, analysis, evaluation, and adaptation of significant literary materials as well as on their artistically effective oral presentation.

135 Storytelling (3) CSU
(Formerly SPEECH 15)
Lecture 3 hours.
This course stresses the selection, preparation, and oral presentation of stories and poetry. It includes a study of voice and gesture in story-telling and a study of the techniques of presenting illustrated stories. Opportunities are provided for members to tell stories suitable for various age groups. Students who are or who expect to become elementary teachers, nursery school teachers, or playground directors will find this course particularly valuable.

161 Speech and Language Development (3) CSU
Prerequisite: None
Lecture 3 hours.
This course is an introduction to the study of the acquisition of language. Linguistic perspectives on the development of phonological, syntactic, semantic and pragmatic aspects of language as well as the influence of developmental stages and social/cultural factors are emphasized.

Note: Suggested for Speech Communication, Speech Correction and Child Development Majors.

162 Communication Disorders (3) CSU
Prerequisite: None
Lecture 3 hours.
This course enables students to understand how common speech and language problems develop. It also introduces
the methods of diagnosis and treatment currently in use to aid teachers and similar professionals interested in remedial and preventive measures for communication problems.

**Supervision (SUPV)**

1 Elements of Supervision (3) CSU

*Prerequisite:* None.

*Lecture 3 hours.*

This introductory course covers in general terms the total responsibilities of a supervisor in industry such as organization, duties and responsibilities, human relations, grievances, training, promotion, quality-quantity control, and management-employee relations.

4 Supervisor’s Responsibility for Management of Personnel (3) CSU

*Prerequisite:* None

*Lecture 3 hours.*

This course covers personnel techniques which will enable the student to carry out his responsibilities as a manager of personnel. The student will explore methods of sound management with respect to selecting, placing, training, counseling, promoting, and related aspects of guiding personnel.

**6 Labor-Management Relations (3)**

*Prerequisite:* Supervision 1.

*Lecture 3 hours.*

This course covers the history and development of the labor movement, development of the National Labor Relations Acts, the Wagner Act, and the Taft-Hartley Act. It covers, also, the supervisor’s responsibility for good labor relations, the union contract, and grievance procedure.

**Theater (THEATER)**

Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 130, Playwriting (RPT1), and twice in Theater 233, Play Production (RPT3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

100 Introduction to the Theater (3) 

*UC:CSU*  

*(Formerly THEATER 2)*  

*IGETC AREA 3 (Arts)*  

*CSU-GE Area C1 Arts*  

*Prerequisite(s):* None  

*Lecture: 3 hours.*

This course will examine plays from the perspective of the audience, which includes specific aspects from the script to the final performance. Included in the course will be readings, lectures, and discussions on the theory and practices used in playwriting, criticism, set, costume and lighting design.

110 History of the World Theater (3) 

*UC:CSU*  

*(Formerly THEATER 5)*  

*IGETC AREA 3 (Arts)*  

*CSU-GE Area C1 Arts*  

*Prerequisite:* None.  

*Required of all Theater Arts majors.*  

*Open to all students — Offered Fall Semester only*  

*Lecture 3 hours.*

This course is a study of the development of the theater — its playwrights and structures, from primitive origins to the present day.

130 Playwriting (3) UC:CSU RPT1

*(Formerly THEATER 15)*

*Prerequisite:* None.
Recommended: English 28
Lecture 3 hours.
This course will offer the opportunity to present play ideas and treatments to be analyzed and criticized. Through class lectures and discussion of text materials students will attain a deeper knowledge and understanding of the dramatic construction of a play.

233 Play Production (3) UC:CSU RPT3
Prerequisite: None.
Lab 9 hours without homework.
In this course the student is involved in the actual preparation for staging a full-length play. The course will cover make-up, costumes, box office procedure, and acting. The course will focus on the technical aspects of organizing a full length production.

240 Voice and Articulation for the Theater (3) UC:CSU
(Formerly THEATER 10)
Prerequisite: None.
Lecture 3 hours.
This course is designed as an elementary voice class introducing the student to the mechanics of voice production and the various performance elements of theater and speech: monologues, speeches, the use of vocal quality, tempo and pitch. Through lecture and discussion of technique and of anatomy the course will cover vocal exercise, posture, physical and vocal warms that will aide the student with acquiring the basics of good voice, speech and articulation for the stage.

270 Beginning Acting (3) UC:CSU
(Formerly THEATER 44)
CAN DRAM 8
CSU-GE Area C1 Arts
Prerequisite: None.
Lecture 3 hours.
This course is designed to exercise the separate parts of the composite art of acting which includes thought, preparation, character analysis for monologue and scene preparation. Also, emphasis will be placed on improvisation, cold readings and improvisation to further enhance his/her ability to develop a character.

275 Scene Study (2) UC:CSU
(Formerly THEATER 43)
Prerequisite: Theater Arts 271.
Lecture 1 hour, Lab 2 hours with homework.
This course provides the student an opportunity to further increase efficiency of his/her acting skills, and to develop and intensify his/her dramatic ability by advancing the skills presented in prior acting courses through scene work in class. The student will be able to demonstrate advanced skills in character analyses, research and performance through practices theories.

291 Rehearsals and Performances (1) UC:CSU
Prerequisite: None
Lab 3 hours without homework. Additional rehearsal and performance hours required.
In this course students are actively involved in the production of plays for college and public performances. Primary emphasis is on the ability to perform acting and stage crew assignments, but the student may also work in the areas of publicity, house management, technical, or costuming.

292 Rehearsals and Performances (2) UC:CSU
Prerequisite: None
Lab 6 hours without homework.
In this course students actively produce plays for college and public performances. Emphasis is on the performance, acting and stage crew assignments, but the student may also work in the areas of publicity, house management, stagecraft, or costuming.

300 Introduction to Stage Craft (3) UC:CSU
(Formerly THEATER 23)
Prerequisite: None
Lecture 3 hours.
A study made through lecture and demonstration, of all technical phases of play production including construction, painting, rigging, manipulation of stage scenery, use of lighting equipment, properties, the organization and management of stage activity, and stage terminology.

Cooperative Education (1-4) (CSU) Theater 911, 921, 931, 941
Theater is approved for Cooperative Education credit. See Cooperative Education courses for prerequisites, course descriptions, and credit limits.