"C" Course Descriptions

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WEST LOS ANGELES COLLEGE

COURSE DESCRIPTIONS
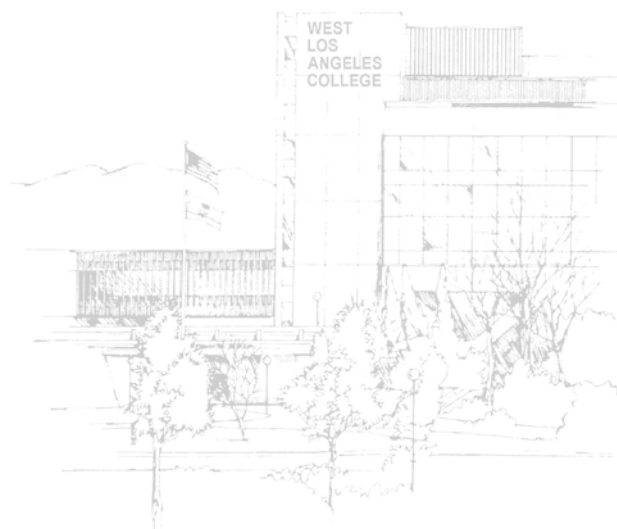
31 Business English (3) CSU
This course offers an intensive review of the techniques and mechanics of English: grammar, sentence structure, business vocabulary, capitalization, punctuation, various business letter styles, proofreadersí symbols, and website reference tools as specifically applied to the field of business. *Note: Required of all Business and CAOT majors.*

32 Business Communications (3) CSU
This course covers the principles and techniques of effective business writing which includes the development of the ability to analyze, organize and compose various types of written and oral business communications. Emphasis is placed on writing clear, concise and persuasive letters, memos and reports, and the psychology of business letter composition and communications.

38 Business Computations (3) CSU
This course provides a comprehensive study of business mathematics and reviews basic mathematics such as decimals, fractions, and percentages. It also covers the topics of bank services, payroll, the mathematics of buying and selling, interest and loans, taxes, cash and trade discounts, depreciation and other business computations. This course is intended for students interested in pursuing careers in business.

CHEMISTRY

51 Fundamentals of Chemistry I (5) UC:CSU
Recommended: One year of high school algebra, or Mathematics 115.
This course is a descriptive course in inorganic and organic chemistry. Topics include the metric system of measurement; chemical symbols, formulas and nomenclature systems; chemical equations; physical properties including density, solubility and states of matter; chemical properties; acids, bases, buffers and pH; basic principles of equilibrium and an introduction to radioactivity. Organic topics focus on functional group identification including hydrocarbons, organic halides, alcohols, ketones, acids, esters, amines, carbohydrates, lipids and proteins. This course is designed for Nursing and other Allied Health majors, students in environmentally hazardous materials, elementary education or liberal arts who do not intend to take Chemistry 101.
UC Transfer Credit Limit: A maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.

60 Introduction to General Chemistry (5) UC:CSU
(Formerly Chemistry 10)
Prerequisite: One year of high school algebra, or Mathematics 115.
This basic chemistry course presents elementary principles of general chemistry, including nomenclature and problem solving. Students whose previous chemistry background is inadequate for Chemistry 101 should take this course in preparation for Chemistry 101. Chemistry 60 is also recommended for students who have been away from high school chemistry for more than two years.
UC Transfer Credit Limit: A maximum of one course from Chemistry 51 or 60. No credit for Chemistry 51 or 60 if taken after Chemistry 101.

101 General Chemistry I (5) UC:CSU *(Formerly Chemistry 1)*
Prerequisites: (1) High school chemistry or Chemistry 60 with a grade of "C" or better; (2) A minimum of two years of high school mathematics or Mathematics 125 or equivalent.
This is a basic course emphasizing principles and theories. It includes discussions of chemical stoichiometry, atomic and molecular structure and the periodic table, gases, liquids, solids, solutions, oxidation reduction, acids and bases, and an introduction to chemical thermodynamics. The laboratory emphasizes basic laboratory skills, chemical principles, and quantitative relationships.
UC Transfer Credit Limit: No credit for Chemistry 51 or 60 if taken after Chemistry 101.

102 General Chemistry II (5) UC:CSU *(Formerly Chemistry 2)*
Prerequisite: Chemistry 101 with a grade of "C" or better.
This course is a continuation of Chemistry 101, with an introduction to chemical kinetics, chemical equilibrium with emphasis on aqueous equilibria, electrochemistry, nuclear chemistry, organic chemistry, and descriptive inorganic chemistry. The laboratory includes both quantitative experiments and qualitative analysis. *Note: No UC credit for Chemistry 51 or 60 if taken after Chemistry 101.*

211 Organic Chemistry for Science Majors I (5) UC:CSU
(Formerly Chemistry 14)
Prerequisite: Chemistry 102 with a grade of "C" or better.
The student is introduced to structure, bonding, naming, stereochemistry and functional group chemistry with emphasis on reactions and reaction mechanisms. In the laboratory, the essential skills of preparation, isolation, purification and identification of organic compounds are presented.

212 Organic Chemistry for Science Majors II (5) UC:CSU
(Formerly Chemistry 18)
Prerequisite: Chemistry 211.
Chemistry 212 is a continuation of Chemistry 211 with additional emphasis on the remaining functional groups as well as on multi-step synthesis and reaction mechanisms in stereochemistry and modern instrumental and analytical methods. Special attention is given to reactions and organic compounds of biochemical importance. Significant laboratory time is devoted to synthesis of complex organic compounds.

CHICANO STUDIES

8 The Mexican American in the History of the United States (3) UC:CSU (Same as History 44)
The course will introduce students to the background of the political, social, economic and cultural development of the United States from Reconstruction to the present, with particular emphasis on the contributions of the Mexican- American to the development of the modern United States. There will also be discussion of key events in the history and development of Mexico, when appropriate. Also included is a continued survey of the United States Constitution.
UC Transfer Credit Limit: A maximum of one course from Chicano Studies 8; History 12, 13, 44.

CHILD DEVELOPMENT

1 Child Growth and Development (3) UC:CSU
Recommended: It is recommended that all Child Development students take the Math and English assessment placement test before or concurrently with this course. Note: This course is a prerequisite for Child Development 7, 8, 22, and 23. Required for Teaching Permit.
This course examines the major developmental milestones for children, both typical and atypical, from conception through adolescence in the areas of physical, psychosocial, and cognitive. The course will emphasize interactions between maturational process and environmental factors. While studying developmental theory and investigating research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages.

2 Early Childhood: Principles and Practices (3) CSU
Prerequisite: Verification of an annual tuberculosis test. Required for Teaching Permit.
This course provides a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.

7 Introduction to Curriculum in Early Childhood Education (3)
(Formerly Ch Dev 4)
Prerequisite: Child Development 1 and 2. Required for Teaching Permit.
Students learn and develop the knowledge and skills to provide appropriate curriculum and environments for young children from birth to age 8. Students examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. Planning, implementation and evaluation of curriculum includes but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, natural and physical sciences.

8 Curriculum in Early Childhood Education (3)
(Formerly Ch Dev 3)
Prerequisite: Child Development 1 and 2. Required for Teaching Permit.
Students design and evaluate developmentally appropriate curriculum and environments for young children from birth to age 8. Based on the value of play, students demonstrate the teacher's role in applying theory to practice in supporting children's concept development. Preparing and assessing the implementation of curriculum will include but not be limited to: language and literacy, social studies, art and creativity, music and rhythm, perceptual motor development, mathematics, natural and physical sciences.

10 Health, Safety, and Nutrition (3) CSU
Recommended: Child Development 1 and 2. Required for Teaching Permit.
This course is an introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Information dealing with children with special needs and cultural values and traditions that affect and support the well-being of children birth to adolescence is explored.

11 Child, Family, and Community (3) CSU
Recommended: Child Development 1 and 2.
This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Emphasis is placed on familiarizing students with techniques used in parent-teacher conferences and to perceive parents as partners in their child's educational experience.

22 Practicum in Child Development I (4) CSU
Prerequisites: Child Development 7 and 8 with a grade of "C" or better. Corequisite: Child Development 42. TB test clearance is required.
This course is a supervised practicum experience in an approved Early Childhood educational program, such as a preschool, child development center, elementary school, special education center or other early care/early intervention natural environments. Practicum students will be expected to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art, crafts music, movement, dramatic play, small and large motor, as well as group time. Students will design and implement lesson plans under the supervision of a college instructor and a Master teacher at their Practicum site.

23 Practicum in Child Development II (4) CSU
Prerequisite: Child Development 22 and 42 with a grade of "C"or better.
Corequisite: Child Development 48 and 65.
A tuberculosis test and fingerprinting is required.
This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision in a preschool, child development center, elementary school, special education center, or other early care/early intervention natural environments and educational setting. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for children. Students will chose an area of specialization from the following areas: all-inclusive pre-school program, infants and toddlers, special needs or school age programs to do their internship during this specialization practicum course.

30 Infant and Toddler Studies I (3) CSU
Prerequisite: Child Development 1.
This course provides an in-depth study of cognitive/language, social/emotional and perceptual/motor development domains and milestones of infants from birth to 36 months. As well as, an overview of major theories including attachment, brain development. The value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

31 Infant and Toddler Studies II (3) CSU
This course implements the principles of inclusive, respectful care-giving for infants and toddlers within a variety of program designs, routines and schedules. Topics cover typical and atypical development, principles of early intervention, preschool transition services, design, implantation and assessment of developmentally appropriate curriculum and environment; health and safety and licensing issues. Coursework includes documentation of learning through observation, guidance toward self-regulation, family communications and community resources. Current research related to benefits of early intervention services and treatments will be addressed.

34 Observing and Recording Children's Behavior (3) CSU
This course includes observing, recording and interpreting children's behavior in a variety of settings. Dairies, anecdotes and other forms of written and oral records are explored and used. This course includes observing children from the ages of 1 month through school aged children. The student will be expected to become familiar with tools such as: Desired Results and DLM for purposes of assessing the growth and development of children. The students will also become familiar with the Environmental Rating Scale for: infants and Toddlers, Early Childhood and School Aged children. This course will provide the student with information dealing with full inclusion and children with special needs as well.

35 Fostering Literacy Development in Young Children (3)
This course is designed to expose students to the techniques, materials, and environment that support the foundation of literacy in young children. The course defines for students what the attributes are that enable children to build and develop literacy proficiency. It provides students with the necessary tools to promote and enhance literacy skills in children. It exposes students to literature that is age and content appropriate for young children. This course enables the student to incorporate literacy skills in all areas of the curriculum and classroom environment. Desired Results and the Pre-kindergarten Guidelines are studied to provide the student with assessment tools to support literacy development.

38 Administration and Supervision of Early Childhood Programs I (3) CSU
Recommended: Child Development 1, 2 and 11.
This course examines and defines the principles and practices of Early Childhood programs organizational structure and administrative responsibilities. It will provide students with the opportunity to study and design budgets, personnel policies, record keeping, reporting techniques and utilizing community resources in preparation for administering and either starting a program or understanding how to operate an established program. The course will expose students to licensing requirements (Title 5 and Title 22), Early Childhood Environment Rating Scale, Program Administration Scale, Desired Results, NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

39 Administration and Supervision of Early Childhood Programs II (3) CSU
Recommended: Child Development 38.
This course is designed to reinforce the concepts that were studied in CD 38 and to give the student an opportunity to implement the knowledge that they acquired. The course builds on the materials that the student studied and expands into more detail and complexity the responsibility of administering an Early Childhood program. The course will provide information that will assist them in designing a proposal for operating an experimental program. Every area that is involved in operating a program will be included in the content of the course. The course will require the student to write a grant proposal with all the elements involved in developing a Child Care facility.

42 Teaching in a Diverse Society (3) CSU
Corequisite: Child Development 22.
This course presents the philosophy and methods related to working with young children and families within a diverse society, including race, language, culture, gender, age social class and children with special needs. Curriculum development and environmental designs will be studied from an inclusive perspective. This course takes an in depth and retrospective approach in processing the student to a position where they have the skills and knowledge necessary to infuse multi-cultural activities and literature as well as anti-bias perspective into the fabric of the curriculum, teaching modalities, and materials in an Early Childhood educational program.

44 Early Intervention for Children with Special Needs (3) CSU
This course focuses on accommodating and adapting the physical environment, instructional strategies and curriculum to meet the needs of differently-abled children and their families. Legal mandates and the impact of laws and legislation will be examined in respect to the impact on children and their families. Understanding the process of

assessment and developing an Individual Family Service Plan will be analyzed and discussed. This course covers the theoretical aspects of working with children with special needs. This course will focus on children ages 0-8 to encompass school age children as well infants through pre-school age children.

45 Programs for Children with Special Needs II (3) CSU
Overview of programs providing special education services for children with special needs focusing on preschool through school age. It will include a study of various early/care early intervention natural environments and educational settings, legislation, characteristics of various exceptionalities and educational implications. Observation in schools will be required. This course identifies the political and social implications that affect special education, and it identifies the different categories of disabilities. The Individual Education Plan is discussed and evaluated. Students are exposed to techniques for identifying and implementing goals and objectives for children with special needs. Teaching techniques and curriculum activities are discussed, designed and implemented in the class projects. The course focuses on children ages infancy through ages 8 to encompass school age children as well.

46 School Age Programs I (3) CSU
The student will be introduced to school-age programs. It is designed for those planning to work in before- and after-school childcare. Topics to be covered will include growth and development, creative experiences, and developmentally appropriate practices and environments. Techniques for guiding children's behavior and communication will be discussed. Appropriate administration and staffing for school-age programs will be analyzed and discussed. This course deals with children kindergarten through school age.

47 School Age Programs II (3) CSU
Students will be introduced to the different types of school age childcare programs. Topics to be covered will include the child in context to the family, community and society. The physical environment and the modalities for facilitating learning will be discussed and analyzed. Opportunities to develop and implement age and content appropriate curriculum activities for school-aged children will be executed in classroom projects. Students will be required to create curriculum activities in the format of lesson plans for school age children.

48 Positive Guidance in Early Childhood Settings (3) CSU
Corequisite: Child Development 23.
This course explores developmentally appropriate practices in guiding and nurturing the development on inner controls in young children. The course emphasis is on positive reinforcement in contrast to negative or punitive management of children's behavior. The course examines the student's philosophy on discipline in relationship to the student's perception of how to they will interact with young children. Emphasis is placed on developing culturally sensitive individualized plans for traditional and special needs children.

53 Parenting (3)
This course will examine the role of the parent throughout the different stages of child and youth development and provide strategies for supporting a variety of parenting styles and family structures. In addition, students will learn about positive parenting behaviors and explore techniques for fostering positive interactions in the situations that affect the child's or youth's growth and development. This would include factors that impact children in their home, school and

community. This course explores and defines the role of the parent in the lives of their children. Parents are taught how to advocate for their children which provides support and builds a positive relationship between the child and the parent.

60 Introduction to Family Child Care I (1)
This course is designed for students who are interested in family day care. This course will enable the student to formulate ideas of what the philosophy and scope of their program will be. It will focus on business management, business law, insurance, budget, contracts and record keeping, taxes and marketing. Students will explore marketing techniques and design advertising materials and contracts including the use of computers.

61 Introduction to Family Child Care II (1)
This course is an in-depth study on standards and practices for hiring and maintaining staff. The course will include staff relations, in-service training, working with parents, dealing with supervising agencies such as the Department of Social Services, professional activities such as the California Mentoring program and current research in the field, as well as changes in the laws. This course includes reviewing and utilizing the Family Home Day Care Rating Scale for facilities in evaluating and assessing the classroom and teacher effectiveness as well as age appropriate practices.

62 Developmental Profiles: Pre-Birth Through Age Eight (2)
This course defines concise profiles of physical, emotional, social and intellectual development from pre-birth through age eight. It reviews commonly used terms and concepts of child development. Students will examine observation and assessment techniques to enable them to evaluate children.

63 Creative Curriculum in a Family Child Care Setting (2)
This course has an emphasis on play and creative experiences for children in the home setting. Demonstrations and participation in dramatic play, manipulatives, music, math, science, art, crafts and language will be covered, with emphasis placed on promoting an environment and techniques that will foster creativity and individuality in children. The curriculum overview will be appropriate for children ages 0-8.

65 Adult Supervision and Early Childhood Mentoring (2)
Corequisite: Child Development 23.
This course is a study of the modalities and principles of supervising teachers, staff and student-teachers in an early childhood program. Emphasis is placed on the role of the director, teacher, staff and student-teacher. The course will review leadership styles, communication skills, conflict resolution techniques, as well mentoring responsibilities and techniques. This course includes reviewing and utilizing the ECERS Rating Scale in evaluating and assessing the classroom and teacher effectiveness and appropriateness. This course will discuss the N.A.E.Y.C. Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

185 Directed Study - Child Development (1) CSU
285 Directed Study - Child Development (2) CSU
385 Directed Study - Child Development (3) CSU
These courses allow the student to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor. *Note: A maximum of 6 units in Directed Study may be taken for credit.*

CHINESE

1 Elementary Chinese I (5) UC:CSU
This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read and write basic Mandarin Chinese. It includes an introduction to Chinese civilization and culture.

21 Fundamentals of Chinese I (3) UC:CSU
This course provides the first half of Elementary Chinese 1. It stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write basic Mandarin Chinese. It includes an introduction to Chinese civilization and culture. *NOTE: Chinese 21 and Chinese 22 together are equivalent to Chinese 1.*

22 Fundamentals of Chinese II (3) UC:CSU
Prerequisite: Chinese 21 with a grade of "C" or better.
This course provides the second half of Elementary Chinese 1. It stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write basic Mandarin Chinese. It includes an introduction to Chinese civilization and culture. *NOTE: Chinese 21 and Chinese 22 together are equivalent to Chinese 1.*

CINEMA

(Also See Film Production, Theater, and Television)

1 Introduction to Motion Picture Production (3) UC:CSU
(Same as Theater 501)
A comprehensive introduction to film video production techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, film stocks, lights, microphones, audio recorders, and other motion editing picture equipment. Attention is also given to production planning and post-production as well.

2 Beginning Motion Picture Workshop (3) UC:CSU
This is an introductory course in practical film-making, including script, storyboard, direction, cinematography, sound and editing techniques. Each student will be responsible for the making of short films.

3 History of Motion Pictures (3) UC:CSU
(Same as Theater 505)
History of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

4 History of the Documentary Film (3) UC:CSU
The development of films dealing with the truth. Films types seen and discussed include: historical, animated, propaganda, educational, commercial, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

5 Introduction to Screenwriting (3) UC:CSU (RPT 1)
Course work consists of writing screenplays based on the Hollywood technique known as "The Heroes Journey." Students will pitch their script to a studio and/or network executive.

6 Motion Picture Photography (3) CSU
Prerequisite: Cinema 1 and 3 with satisfactory grades or better.
Introduction to cinematography, including optics, photo emulsions, camera operation, laboratory procedures, terminology and aesthetics. Students will do individual and group projects using 16mm or digital video camera equipment.

7 Advanced Cinematography and Creative Techniques (3) CSU
Prerequisite: Cinema 6 with a satisfactory grade or better.
An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

9 Motion Picture Sound (3) UC:CSU
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Students learn the basics of motion picture production and post-production sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

10 Introduction to Film Directing (3) CSU
Prerequisite: Cinema 1 and 3 with satisfactory grades or better.
Introduction to the crafts of acting and directing for the film medium; with emphasis on the visualization of the screen play, the junction of the actor in interpreting the script, and the role of the director in handling actors in the production of a film.

15 Advanced Motion Picture Workshop (3) CSU
Prerequisites: Cinema 1, 2, 3, 4.
Advanced Students perform practical work in film or digital video production. This lecture and laboratory workshop emphasizes the creative use of the camera, editing, sound, and production activities in relation to the fiction or documentary film format. Each student will be responsible for making a short film.

18 Main Currents in Motion Pictures (3) UC:CSU
In this course, students will explore the major categories of movies, including comedy, science fiction, suspense, the western, horror, and the musical. Most weeks feature in-class screenings of significant feature films.

20 Business Aspects of Motion Picture Production (3) CSU
Prerequisite: Cinema 1 and 3 with satisfactory grades or better. Survey of business practices including financing, production and distribution.

25 Producing Digital Video Features (3) UC:CSU
Digital video (DV and HD) is transforming traditional feature film production and broadening distribution possibilities for independent productions. Students explore this new frontier and its requirements for intellectual property, financing, contracts, production, formats, marketing and alternative distribution outlets including internet web sites and downloads.

32 Editing Fundamentals (3) UC:CSU
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Intermediate students learn the principles of editing using digital non-linear editing equipment.

33 Digital Video Production Workshop I (3) UC:CSU
Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.
Intermediate film and television students produce short video projects using digital video cameras and editing systems.

34 Motion Pictures Soundstage Production Practicum (3) CSU
Prerequisite: Cinema 5, 6, 7, 32 AND 9 or 10 with satisfactory grades or better.
Designed for students to gain practical experience in a specific area of motion picture soundstage production in order to develop the necessary skills needed in that field of the industry. Included skills are screenwriting, directing, production management, lighting, cinematography, sound recording and editing.

60 Entertainment Industry Careers Below-the-Line Production Skills (3) CSU
Introductory course to the skills needed to obtain and keep a position in the motion picture or television industries. Skills taught include working with production managers, first assistant directors, production designers, and script supervisors, with a focus on basic safety issues in each department

107 Understanding Motion Pictures (3) UC:CSU
This course analyzes the elements that make film an art form, including visual composition, color, music, acting, editing, lighting, story, and sound. This course also includes regular screenings of classic and contemporary motion pictures.

111 Cinema: Developing Content for Movies (3) CSU
This survey course presents an overview of the art and business of the film industry, and explains the cultural function and aesthetic significance of the medium. It analyzes how movies are made today, discusses how a project evolves from concept, through script, to production.

112 Script Analysis (3) CSU
Prerequisite: English 101 with a satisfactory grade or better.
This course will train students to write a professional evaluation ("coverage") identifying strengths and weaknesses of literary material submitted to the producers of film and television. The studentsí written analysis of scripts will become part of their professional portfolio.

125 Film Production Workshop I (3) CSU (RPT 3)
Prerequisite: Cinema 1
Introduction to 16 mm film making focuses on all technical and creative aspects of the medium. This hands-on course includes developing the script, filming, and post-production culminating in a finished film.

COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

(Formerly Office Administration)

1 Computer Keyboarding I (3) CSU
Mastery of the keyboard and the operations of computers are developed. Emphasis is placed on formatting and producing letters and tables using a popular word processing program. The student should achieve a minimum keyboarding speed of 30 words per minute. *Note: Students with the ability to type 35 words per minute and to create basic documents in Microsoft Word should enroll in Computer Applications and Office Technologies (CAOT) 2.*

1A Computer Keyboarding IA (1) CSU
This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy. This course is useful for anyone using a conventional computer keyboard to efficiently and accurately enter text.

2 Computer Keyboarding II (3) CSU
Prerequisite: CAOT 1, or the ability to type 35 words per minute and create specialized documents in Microsoft Word.
Skills developed in this course include correct techniques in producing specialized documents using a popular word processing program. The student should achieve a minimum keyboarding speed of 40 words per minute.

3 Computer Keyboarding III (3) CSU
Prerequisite: CAOT 2, or the ability to type 40 words per minute and create specialized documents in Microsoft Word.
Skills developed in this course include correct techniques for developing speed and accuracy in typing business letters and memorandums, special business forms, rough drafts, and statistical and business reports. The student should achieve a minimum typing speed of 40 words per minute.

9 Computer Keyboarding Improvement (1) CSU
This course is designed to improve speed and accuracy through timed writings and corrective drills using PC's and special software.

23A Legal Secretarial Procedures IA (1)
23B Legal Secretarial Procedures IB (1)
23C Legal Secretarial Procedures IC (1)
This sequence of courses prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office. This course sequence is required for the Legal Secretary Certificate.

39 Word Processing: Keyboarding and Operations (3) CSU (RPT 2)
Recommended: The ability to type 35 words per minute.
This course teaches word processing skills, such as inputting, formatting, editing, and printing using WordPerfect. This course is required for the Legal Secretary Certificate.

75 Word Processing: Equipment Operation (2)
Recommended: The ability to type 25 words per minute.
This class presents word processing skills on the microcomputer, including keyboarding, editing, and printing various types of documents. It is designed for all students, including non-business majors.

79 Word Processing Applications (3)
Recommended: CAOT 39 or CAOT 84.
This course teaches advanced word processing skills such as mail merge, advanced formatting, tables and graphics using Microsoft Word or Word Perfect. This course is required for the Legal Secretary Certificate.

84 Microcomputer Office Applications: Word Processing (3) CSU (RPT 2)
Recommended: The ability to type 35 words per minute.
This course teaches word processing skills, including inputting, editing, formatting and printing documents using Microsoft Word. (Replaces CAOT 35 in Paralegal and CAOT programs.)

88 Desktop Publishing Concepts in Information Systems (3) CSU
Provides information and hands on training using a personal computer, printers and various desktop publishing software. Includes producing camera ready, near typeset quality reports, newsletters, brochures, flyers, business forms, and presentations.

93 Legal Document Production (2)
Recommended: CAOT 39 or CAOT 84.
This course prepares the student to produce legal documents within the law firm setting, including briefs, memos, pleadings and all other legal documents.

101 Hands-On Internet (1)
This course introduces students to the Internet and e-mail for personal and business applications. Students will develop competency in performing Internet research for personal, consumer, legal, and business applications.

110 Presentation Design Concepts in Information Systems (3)
This course is designed to teach the fundamentals of presentation creation, enhancement, and modification. Students learn to create, edit, format, show, and print presentations including the use of PowerPoint templates, outlines, clip art, charts, tables, animation, and sound.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

For all Computer Science Information Technology courses, a maximum of six courses - regardless of department - is acceptable for transfer to UC campuses.

901 Introduction to Computers and Their Use (3) UC:CSU (RPT 3)
This course introduces students to fundamental computer literacy concepts. Students will learn to use the latest version of Windows on PC-compatible computers, as well as a word processing program (Word), spreadsheet program (Excel) a presentation tool (PowerPoint), a database management program (Access), and other applications.

902 Introduction to Computer Science (3) UC:CSU (RPT 3)
This course is designed to take the student through the various aspects of writing algorithms to be used in computer programming. It introduces students to computer architecture, BASIC language programming, and number systems. It covers functions, arrays, and other basic data types.

904 Internet Security Awareness (1) (RPT 3)
This course presents a basic introduction to practical computer security for all users, from students to home users to business professionals. Topics include Privacy and Property in Cyberspace, E-mail Vulnerabilities, Web browsing Vulnerabilities and other Cyber Vulnerabilities and Landmines. This course provides Cyber Advice to reduce the risk of internet attacks and clearly explains how to work defensively to safeguard a computer system, how to keep alert, how to prepare for attacks, and what to do when attacks occur.

912 Apple Application Development (3)
Recommended: Any object-oriented programming language course. or equivalent experience with C++ or JAVA.
This course provides students with a solid grounding in the fundamentals of Apple application development. Students will learn how to create applications to deploy and run on Apple devices such as iPod, iPod Touch, iPhone and iPad. The xCode IDE will be introduced in the class and student will learn to use Cocoa Touch Programming technique and Objective-C 2.0 Object-Oriented programming language to write software to run under iOS and develop their programs.

913 Apple Care Administrator (3)
Recommended: CS 934.
Apple Care Administrator provides a comprehensive curriculum covering Apple products and technologies. The course includes Apple-developed diagnostic tools to help diagnose, prevent problems and support a technical Apple infrastructure. The information will also cover the MAC OS X operating system, Apple architecture, and system components. The foundation provided will allow the Implementation, configuration, management and maintenance of a network using Mac OS X systems.

915 Introduction to Enterprise Resource Planning System (ERP) (3) *Recommended: CS 930 or equivalent experience.*
In-depth configuration experience and understanding of business process integration. Learn how to configure an ERP (Enterprise Resource Planning) system for a hypothetical company from the ground up. Design the organizational structure, master data and rules to support the core business processes for the manufacturing, procurement, customer order management, and financial tracking functions of a business. Emphasis will be placed on the cross-functional business processes and critical integration points that are necessary for the success of a company. Transaction tests are employed to demonstrate the effectiveness and functionality of the environments created.

917 Beginning Micro Assembly Language (3) UC:CSU (RPT 3)
Prerequisite: CS 902 or equivalent experience.
This course will teach the student how to design/develop/implement assembly language programs for PCs. Topics to be covered include hardware architecture and software concepts, program design and debugging, and use of operating system calls. NOTE: CS917 is only offered in the Spring semester.

930 Microcomputer Application Software (4) CSU (RPT 3)
Recommended: CS 901 or equivalent experience.
This course teaches the student how to use intermediate and advanced features of the Microsoft Office suite of programs to solve typical business problems. Complex documents will be formatted and printed with WORD. Students will learn how to write Excel formulas to deal with business and accounting analysis. Students will learn how to use PowerPoint to enhance their presentation skills. Concepts of relational data base management will be taught with Access. Integration of multiple applications like SharePoint will be covered. This class will prepare students to pass the Microsoft Office Users certification tests at the proficient level.

933 Database Design and Programming (3) CSU (RPT 3)
Recommended: CS 930 or equivalent experience.
This course explains the concept of a relational database management system. It illustrates how the Microsoft Access database management system may be used in common business applications such as report and screen design, database design, and computer-aided decision making. This course covers advanced Access features including SQL programming.

934 Operating Systems (3) CSU (RPT 3)
Recommended: CS 901, CS 902, or equivalent experience.
This course covers operating system topics in the A+ certification exam and provides students with the technical foundation in current Microsoft operating systems, including operating system installation, configuration, administration, and troubleshooting. This course also covers Microsoft operating system command-line commands, batch file programming, and Windows scripting. This course is appropriate for computer science majors and/or users who require skills to perform operating system support tasks.
Note: This course is a prerequisite to enter the Microsoft Certified Systems Engineer (MCSE) or the Cisco Certified Network Associate (CCNA) training program.

935 Introduction to Linux+ (3) CSU (RPT 3)
Recommended: CS 934 or equivalent experience.
This course gives students a solid foundation in the fundamentals of the Linux operating system which plays a crucial role in academic and corporate computing. In fact, Unix/Linux powers more Internet server and corporate networks than Microsoft. The topics include Linux Overview and Architecture, The Kernel and Shell, File System, Users and Groups Management, Permission and Ownership Management, Services and Processes Management. Students gain system-level experience through problem-solving hands-on lab exercises at the command line and in the graphical user interface.

936 Introduction to Data Structures (3) UC:CSU (RPT 3)
Prerequisite: CS 990 or equivalent experience.
This course covers data structures and advanced programming techniques utilizing JAVA programming language. Data structures will include multidimensional arrays, stacks, queues, dynamically allocated linked lists and trees.

937 E-Commerce Essentials (3) CSU (RPT3)
Recommended: CS 901, CS 930, or equivalent experience.
This course provides complete coverage of the key business and technology elements of electronic commerce. It introduces students to both the theory and practice of conducting business over the Internet and World Wide Web. Topics include Technology Infrastructure, Selling & Marketing on the Web, Business-to-Business Strategies, Virtual Communities & Web portals, Web Server Hardware and software, Electronic Commerce Software and Electronic Commerce Security.

938 Web Application Programming Using Visual Basic VB.net (3) CSU (RPT3)
Recommended: CS 902, CS 933, or equivalent experience.
Visual Basic has become a popular programming language for Web application, Visual Basic is designed to allow the programmer to develop applications that run under Windows and/or in a Web browser without the complexity generally associated with programming. With very

little effort, the programmer can design a screen that holds standard elements such as buttons, check boxes, radio buttons, text boxes, and list boxes. Each of these objects operates as expected, producing a "standard" Windows or Web user interface. Visual Basic is fully object-oriented and compatible with many other languages using the .NET framework. This course incorporates the object-oriented concepts throughout, as well as the syntax and terminology of the language.

939 Programming in C (3) UC:CSU (RPT 3)
Prerequisite: CS 902 or equivalent experience.
This course teaches the student to write programs in the C++ language, and introduces the object-oriented programming paradigm. After reviewing basic statement types, students learn to write functions utilizing pass-by values and pass-by references. Structures, classes, and objects are introduced, and students learn to use objects effectively in writing programs. Operator overloading and inheritance also facilitates the use of objects. Pointers, memory management techniques, friend and virtual functions are described. Finally, students examine streams and files as examples of the application of complex object-oriented programming in C++.

948 Advanced Spreadsheet EXCEL for Business Analysis (3) CSU (RPT3) *Recommended: CS 901, CS 930, or equivalent experience.*
This course focuses on learning how to solve problems using Microsoft office Excel, although the concepts and tasks presented could apply to a variety of computer applications and programming languages. Excel is widely used in business as a tool for solving problems and supporting decision making. Excel is a powerful tool for the manipulation and analysis of data. Data are usually analyzed to provide support for whether or not to take some course of action- a decision. Using a spreadsheet allows the organization to quickly change various inputs and see what happens to the outputs. The ability to model the potential impacts of decisions before they are made is very valuable in today's complex business environment. Many organizations spend hundreds of hours building models in spreadsheets. The course engages students who have mastered basic computer and applications skills by challenging them to think critically and find effective solutions to realistic business problems.

952 Introduction to Web Technology and Design (3) (RPT 3)
Recommended: CS 901 or equivalent experience.
This course takes students through the developmental phases of web page construction using Dreamweaver. Students will learn everything from basic skills such as creating web pages, tables and forms, to more advanced skills like using template and CSS, adding media to a web page and publishing the site on the Internet. This class is the first course in a series for website development and e-commerce. This is a technical course and not an art course.

953 Database Management using Oracle (3) (RPT 3)
Recommended: CS 933 or equivalent experience.
This course provides a rich environment for illustrating multi-user and client/server database concepts using Oracle , such as managing concurrent users and sharing database resources, and allows users to develop database applications in a production environment using the database developer utilities. This course addressed database development activities including using SQL commands to create tables and insert, update, delete, and view date values.

957 Introduction to Web Development (3) (RPT 3)
Recommended: CS 952 or equivalent experience.
This course introduces students to building dynamic and interactive web pages using modern web programming languages including HTML 5 (Hyper Text Markup Language) and CSS (Cascading Style Sheet). This course features hands-on assignments and projects, a step-by-step methodology, as well as additional exercises.

958 Web Page Development Using HTML (4) (RPT 3)
Prerequisite: CS 990.
This course teaches students to build web pages using HTML (Hyper Text Markup Language). It will give students hands-on experience in building web pages from scratch. The topics covered include building web pages with tables, image maps, frames, and forms. This course also covers popup windows, validating forms, integrating HTML with JavaScript, one of the popular web programming script languages, and provides an introduction to creating and using XML documents.

962 Web Programming Using JavaScript (4) (RPT 3)
Prerequisite: CS 902 and CS 957, or equivalent experience.
This course teaches students to create dynamic Web pages using the popular Web scripting language, JavaScript. This is the course for beginning web programmers with prior knowledge of HTML. JavaScript, a popular scripting language, adds interactive functions to HTML pages and is widely supported in Web browsers and other Web tools. This course also discusses the Document Object Model (DOM) specification published by the World Wide Web Consortium (W3C). This course features hands-on projects, a step-by-step methodology, as well as additional exercises.

963 Web Application using Active Server Pages (ASP.net) (3) (RPT 3)
Recommended: CS 938, CS 962, or equivalent experience.
This is the next generation of Active Server Pages! Revolutionizing the way Web applications are developed, ASP.NET is built on Microsoftís .NET framework. Microsoft has added new functionality to ASP to make Web application development easier and tool friendly. This comprehensive course will not only tackle beginning Web Programming and how to create and maintain interactive and dynamic Web applications, it will also explore the Internet as an essential business tool. This course guides the student from beginning Web applications, to object-oriented programming, to using advanced Web form server controls.

965 Introduction to Computer Networks (3) (RPT 3) CSU
Recommended: CS 934 or equivalent experience.
This course covers network topics in CompTIA Network+ certification exam. It serves as a general introduction for students who need a foundation in computer networking technology, local area networks (LANs) and wide area networks (WANs). It covers network media, topology, network architecture, wired and wireless network standards and protocols. This course is a required prerequisite to enter WLACís Microsoft Certified System Engineer (MCSE) or Computer Security training program.

967 Cloud Virtualization Linux.Apache.MYSQL (LAMP) (3) (RPT 3)
Recommended: CS 935 or equivalent experience.
This is an intermediate to advanced hands-on Linux application course. Course will be using CentOS, discuss Linux concepts, not limited to, directory, file system, permissions, commands application, package installation, network setup, and host security. Hands-on "hot" Linux Open Source Software topics such as: web development with LAMP software stack (Linux,Apache,MySQL & PHP), setup kickstart server for mass systems deployment, server virtualization with Xen hypervisor, then deploy virtual systems on your Xen server utilizing your kickstart setup, and build Eucalyptus Cloud by applying your kickstart and Xen virtualization knowledge.

972 Introduction to Cisco Network Fundamentals (3) (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course covers topics including networking, network terminology and protocols, network standards, LAN, WAN, the layers of the OSI reference model, cabling, and cabling tools. In addition, this course provides students with their first exposure to Cisco routers, router programming, and routing protocols. Students will be introduced to router startup and setup configuration, the Cisco Internetworking Operating System (IOS), routing protocols, and network management issues. The course utilizes hands-on lab exercises and demonstrations to reinforce network concepts and theories. *Note: This course is equivalent to Ciscoís Semester I & II of the Cisco Network Academy.*

974 Introduction to Cisco Routers (3) (RPT 3)
Recommended: CS 972.
This course covers advanced networking topics including LAN switching, VLANs, LAN design, routing protocols, access control lists, and WAN design. In addition, students will learn more advanced Cisco router configuration techniques. The course utilizes hands-on lab exercises and demonstrations to reinforce routing concepts and router configuration. *Note: This course is the final course (equivalence to Ciscoís Semester III & IV) in a series of four courses preparing students to pursue the Cisco Certified Network Associate (CCNA) certification.*

980 Introduction to Computer and Information Security I (3) CSU (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course introduces the basic concepts of computer security. Students will learn a full range of security concepts and techniques, and apply them to the most popular operating systems and applications used today. Topics include network vulnerabilities, access control, cryptography and public key infrastructure, auditing and intrusion detection, and network and communication security. Lab simulation involves security settings on desktop and server operating systems. *Note: This course, combined with CS 985, is designed to help candidates prepare to complete the CompTIA Security+ certification exam. It is also one of the courses leading to a degree/certificate in Network & Security Management.*

981 Administering Computer Networks and Security (3) (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course covers network operating system topics in Network+ and Microsoft certification exam. This course is intended for those who administer Windows 7/Server under Microsoft Domain environment. It provides students with the knowledge and skills necessary to perform post-installation, day-to-day administration and security tasks. These

skills include installation & configuration, domain user accounts & network resources management, network & internet protocols and security settings, auditing, monitoring, troubleshooting and optimization. It also provides students with the knowledge and skills to enter CS982 and advanced network courses.

982 Introduction to Microsoft Server Operating System (3) (RPT 3)
Recommended: CS 934 and CS 965, or equivalent experience.
This course is intended for those who administer Microsoft Windows 2008 Server, and for those preparing for the Microsoft Certified Systems Engineer (MCSE) Windows 2008 certification examination. The course provides the core foundation for supporting Microsoft Windows 2008 Server. In addition, it provides support professionals with the skills necessary to install, configure, customize, optimize, network integrate and troubleshoot Windows 2008 Server.
Note: This course is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

983 Introduction to Microsoft Network Infrastructure (3) (RPT 3)
Recommended: CS 982 or equivalent experience.
This course will teach students how to plan a network around features supported by Windows 2008. Students will learn how to configure and support the TCP/IP protocol and network services such as IPSec, DHCP, and DNS, and prepare for certification exam. In addition, it is appropriate for those interested in web server administration and network security.
Note: This course is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

984 Introduction to Windows Active Directory Services (3) (RPT 3)
Recommended: CS 982 or equivalent experience.
This course introduces students to Windows 2008 Server Active Directory Services concepts and prepares students to plan, configure, and administer an Active Directory infrastructure. Students will learn to configure Domain Name System to manage name resolution, schema, and replication. In addition, students will also learn to use Active Directory to centrally manage users, groups, shared folders, and network resources. *Note: This course is one of the required core courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.*

985 Introduction to Computer and Information Security II (3) (RPT 3)
Prerequisite: CS 980 or equivalent experience.
This course introduces the basic concepts of information assurance. Topics include security baselines, network and application hardening, remote communication security, web and internet security, mail and database security, security policies and procedures, organization and operational security, and computer forensics. Lab simulation involves security settings on the Windows 7/Server 2008. NOTE: CS985 is only offered in the Fall semester. *Note: This course, combined with CS 980, is designed to help candidates prepare to complete the CompTIA Security+ exam. It is one of the courses leading to a degree/certificate in Network & Security Management.*

987 Information Storage Management/Virtual Server (3) (RPT 2)
Recommended: CS 972 and CS 982, or equivalent experience.
This course provides students with knowledge of information storage management technologies needed to work with server virtualization and modern networks. Technologies surveyed include RAID, SAN, NAS, CAS, IP-SAN (iSCSI), backup and recovery, monitoring, business continuity, security, and storage virtualization. Server virtualization technologies will also be introduced. This course is for students who are employed or seeking employment in the IT industry. Students completing this course can take the exam for EMC Associate-Level Certification.

988 Installing, Configuring, and Administering Microsoft SQL (3) (RPT 1)
Recommended: CS 933 and CS 982, or equivalent experience.
This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft Structured Query Language (SQL) Server. This course is also extremely appropriate for web site developers and database support personnel. This course is one of the required elective courses for the WLAC Microsoft Certified Systems Engineer (MCSE) training program.

989 Implementing/Managing Microsoft Exchange Server (3) (RPT 3)
Recommended: CS 982 or equivalent experience.
This course provides students with the knowledge and skills that are needed to update and support a reliable, secure messaging infrastructure. This infrastructure is used for creating, storing, and sharing information by using Microsoft Exchange Server in a medium-sized to large-sized (250 to 5,000 users) messaging environment.

990 Object-Oriented Programming in Java (4) UC:CSU
Prerequisite: CS 939 or equivalent experience.
This course is designed to take the student through the various phases of Java programming, from applications and applets to database programming using JDBC. The course will cover Java Foundation Classes (JFC), detailed exposure to Util and Lang packages, and some networking/animation.

991 Networking Laboratory (1) (RPT 3) (P/NP)
Recommended: CS 972 and CS 974, or equivalent experience.
This is an intermediate to advanced Cisco networking lab that provides hands-on opportunities for students to work with Cisco hardware and Software. Students will work with various Cisco routers and Cisco series switches. Students will have access to lab resources to review and prepare for their Cisco certification exams. Cisco hardware will be accessible 24/7 over the Internet via NDG Remote Lab software.

992 Computer A+ Hardware Laboratory (1) (RPT 3) (P/NP)
This course covers A+ Network + hardware topics and CompTIA certification exam. The rapid expansion of the computer industry has generated a growing need for highly skilled workers to repair, network, and support these increasingly complex computer systems. Employment of computer specialists is expected to increase much faster than average as technology becomes more sophisticated and organizations continue to adopt and integrate these technologies. Computer Repair and Networking offers hands-on training in state-of-the-art computer hardware and software systems. This field requires the specialist to continually learn new skills to keep pace with the rapidly changing industry. This class will explore basic electronics concepts needed to troubleshoot and repair all aspects of personal computers. In this class we will develop skills such as installation of hard drives, CD drive, interface cards, network cards, monitors, keyboards, peripherals, etc. Operating systems will be installed to insure system operation.

CORRECTIONS

(See Administration of Justice)

2 Correctional Institutions (3) CSU
(Same as Administration of Justice 75)
The student will become aware of cultural diversity during the presentation of he various course topics, such as community relations, race relations and cultural awareness.

3 Field Work I (3) CSU (Same as Administration of Justice 310)
Prerequisites: Corrections 1 and 2.
(Administration of Justice 1 can substitute for Corrections 1.)
Under supervision, students will participate in a correctional facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or a similar agency. Students must meet the minimum entry level requirements of the participating agency and will be fingerprinted, take an oath and a TB test. The class meets once a week, and the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

4 Field Work II (3) CSU (Same as Administration of Justice 311)
Prerequisites: Corrections 1, 2, and 3.
(Administration of Justice 1 can substitute for Corrections 1.)
Under supervision, students will participate in a correctional facility such as a probation/parole field office, jail, detention center, juvenile camp, juvenile institution, or similar agency. Students must meet the minimum entry-level requirements of the participating agency and will be fingerprinted, take an oath and a TB test. The class meets once a week, and the student will have a volunteer assignment for a minimum of six hours per week with a sponsoring agency.

5 Legal Aspects of Corrections (3) CSU
This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practices. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liability of correctional employees.

DANCE STUDIES

All Dance classes require critical thinking to satisfactorily complete the course.

185 Directed Study - Dance Studies (1) CSU

814 Dance Production I (2) UC:CSU (RPT 2)
This course offers instruction in choreographic techniques culminating in a student dance production. Students will be responsible for choreographing and performing a variety of dances. This course is open to all levels.

822 Dance Rehearsals and Performance (1) UC:CSU (RPT 3)
This course is structured rehearsal time culminating in a student dance production. Students participate as dancers and or choreographers.

DANCE TECHNIQUES

All Dance classes require critical thinking to satisfactorily complete the course.

437 Jazz Dance (1) UC:CSU (RPT 3)
This course will train students in a variety of jazz dance techniques and principles.

463 Modern Jazz (1) UC:CSU (RPT 3)
This course provides instruction in the technique, principles, terminology and practice of modern jazz dance.

DENTAL ASSISTANT

NOTE: Courses are open only to students accepted into the Dental Assisting Program.

1 Orientation to Dental Assisting (2)
Prerequisite: English 21. Corequisite: Dental Assistant 5.
This course will introduce students to the practice of dentistry and dental specialties. It covers topics such as: Professional and legal responsibilities and the roles of the dental auxiliary; responsibilities of the dental assistant, including oral communications, written communications and psychology; patient and office personnel communication and relations, proper charting, record keeping and professionalism.

3 Dental Assisting Seminar (1)
This course will enable students to discuss, problem solve and perform exercises centered on case reasoning for clinical dental assisting. Accumulated theoretical knowledge will be related to practical clinical application.

5 Pre-Clinical Chairside Assisting (5)
Corequisite: Dental Assistant 1.
Beginning skills needed to assist in common dental procedures: Use of dental equipment and instruments; and manipulation of dental materials. Procedures include the initial examination, dental restorations, impressions and basic oral surgery.

6 Dental Sciences for the Dental Assistant (2)
An overview of the embryologic development of the structures and soft tissues of the head, neck, teeth and oral cavity; histology of the hard and soft tissue of the oral cavity: Anatomy and morphology of teeth, the eruption sequence and process; normal occlusion , development and class of malocclusions; anatomy of the skull , arteries and veins, musculature and nervous structures of the head and neck: General pharmacologic principles: local anesthetic solutions, analgesic gases, and psycho sedatives.