

## INTERPRETING CATALOG INFORMATION

The number in parentheses following the course title indicates the credit value of the course in semester units. Each unit represents one hour per week for lecture or recitation, or two or more hours per week of laboratory work.

### Degree Applicability

All courses that meet a major requirement of an academic program listed in this catalog may be applied towards graduation requirements for an associate degree unless the course is otherwise indicated as NDA (non-degree applicable).

### Course Transferability

Many courses are transferable to four-year institutions. All transfer courses may be applied to the Associate Degree. Transfer courses are acceptable for credit at University of California (UC) and California State University (CSU) campuses according to the following codes:

#### University of California (UC)

Courses so designated are acceptable for credit at campuses of the University of California.

#### California State University (CSU)

Courses so designated are acceptable for credit at least one of the campuses of the California State University. Courses designated (CSU) are certified as being appropriate for baccalaureate degree credit for determining admission eligibility as an undergraduate transfer student.

If there is no notation after the course title, then the course is not transferable for UC or CSU credit. UC and CSU transferability is based on 2011-2012 transfer course agreements and is subject to change. For updated information regarding course transferability, consult the Transfer Center or the Counseling Office.

## COURSE REPEATABILITY FOR CREDIT

The symbol RPT identifies courses which may be taken more than once for credit. The number which follows the RPT symbol indicates the number of times a course may be repeated for credit. For example, (RPT 3) indicates that the course may be repeated three times for credit.

## COURSE PREREQUISITE POLICY

Some courses in this catalog list required prerequisites or corequisites, or recommended coursework. Any course identified as a Prerequisite or Corequisite for another course is required; recommended coursework is clearly identified as recommended.

If a course lists any prerequisites, all such prerequisite must be completed prior to taking the course. Corequisites may be completed concurrently.

### Required Prerequisites Include:

1. Courses for which specific prerequisites have been validated in accordance with Title 5 regulations.
2. Sequential coursework in a degree program.
3. Courses in which a prerequisite is necessary for transfer to a four-year college.

Students who have questions about prerequisite should consult a college counselor or an instructor before registration.

### Required Prerequisite Challenge Procedure:

Students may petition to challenge a prerequisite and/or corequisite. A waiver requires written explanation of alternative course work, background, or abilities which adequately prepare students for the course. Prerequisite/corequisite challenge petitions are available in the Admissions Office, Student Entry Center, or Assessment Office.

### Reasons for seeking a prerequisite challenge must include one or more of the following:

1. The prerequisite course is not available.
2. The student has reason to believe the prerequisite/corequisite has not been validly established and is in violation of Title 5 regulations.
3. The student has the knowledge or ability to succeed in the course without meeting the prerequisite/corequisite.
4. The student believes the prerequisite/corequisite is discriminatory or being applied in a discriminatory manner.

See the section on Matriculation for additional information about challenging prerequisites and/or corequisites.

## COURSE DESCRIPTION

### ACCOUNTING

#### 1 Introductory Accounting I (5) UC: CSU

This course emphasizes basic accounting theory and practices which include an analysis of records of original entry and their relationship to the general ledger, controlling accounts and their subsidiary ledgers, the voucher system, periodic adjustments, worksheets, financial statements, and closing the ledger. Note: Same as Accounting 21 plus Accounting 22.

#### 2 Introductory Accounting II (5) UC: CSU

*Prerequisite: Accounting 1 or Accounting 22 with a grade of "C" or better, or equivalent.*

Accounting principles and procedures relating to partnerships and corporations, accounting for manufacturing, cost accounting, branch and departmental accounting, interpretation of financial statements, supplementary statements, data processing and management controls are covered.

#### 15 Tax Accounting I (3) CSU

*Prerequisite: Accounting 1 or equivalent.*

In this course, tax laws, accounting procedures, and preparation of returns required for Federal and California State individual income taxes are covered.

#### 16 Tax Accounting II (3) CSU

*Prerequisite: Accounting 15.*

This course deals with tax laws, accounting procedures and preparation of state and federal tax returns required for partnerships, corporations, estates and trusts. Federal and state tax returns for inheritance and gift taxes will also be considered, along with a review of individual tax returns to update students on new tax laws and forms.

#### 17 Payroll Accounting (2) CSU

Students learn the procedures and practices involved in a firm's payroll system, including familiarizing students with current laws regarding computation of regular and overtime pay, withholding of payroll taxes, computation of employer's payroll taxes, and the preparation of payroll tax returns and reports.

#### 21 Bookkeeping and Accounting I (3) UC: CSU

Fundamentals of double-entry bookkeeping, preparation of the trial balance, worksheets and simple financial statements, use of controlling accounts, and the control of cash and bank reconciliation statements are presented. Credit allowed only for either Accounting 1 or 21. Accounting 21 and 22 together equal Accounting 1. UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22.

#### 22 Bookkeeping and Accounting II (3) UC: CSU

*Prerequisite: Accounting 21 or equivalent.*

The voucher system; payroll accounting; accounting of notes, bad debts, inventories, cost of goods sold, fixed assets,

depreciation, adjustments and interim statements are presented. Together with Accounting 21, these courses equal Accounting 1.

UC Transfer Credit Limit: A maximum of 5 units from Accounting 1, 21 and 22.

#### 25 Automated Accounting Methods and Procedures (3) CSU

*Prerequisite: Completion of one semester of Accounting Principles (or equivalent), through and including material on payroll accounting, with a grade of "C" or better.*

Using the computer, this introduction to accounting will provide information and practice in the basic machine operations, plus instruction in the following areas: general ledger, depreciation, accounts receivable, accounts payable, and payroll. Real-world applications will be stressed throughout the course.

### ADMINISTRATION OF JUSTICE

#### 1 Introduction to Administration of Justice (3) UC: CSU

The philosophy and history of law enforcement are presented, as well as an overview of crime and police problems, the organization and jurisdiction of local, state and federal law enforcement agencies, a survey of professional career opportunities, and the qualifications required for entry into a career in Administration of Justice.

#### 2 Concepts of Criminal Law (3) UC: CSU

The structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes are covered.

#### 3 Legal Aspects of Evidence (3) CSU

A careful study of the kinds and degrees of evidence and the rules governing the admissibility of evidence in court is made.

#### 4 Principles and Procedures of the Justice System (3) UC: CSU

Procedures from incident to final disposition, including the police, prosecution court and correctional process, and principles of constitutional, federal, state and civil laws are considered as they apply to and affect law enforcement. Theories of crime and punishment are included.

#### 5 Criminal Investigation (3) CSU

This course covers the fundamentals of investigation; crime scene search and recording, collection and presentation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow up, and case preparation.

## 6 Patrol Procedures (3) CSU

*Prerequisite: Administration of Justice 1.*

This course is a study of the responsibility, techniques and methods of police patrol. Topics include patrol distribution, selective enforcement, pullover and approach methods, emergency pursuit driving, search of suspects and buildings, field interrogations, procedures in the handling of calls for police service and special police problems.

## 8 Juvenile Procedures (3) CSU

This course is a study of the organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes, and court procedures.

## 14 Report Writing for Peace Officers (3) CSU

This course includes the study of and practice in preparing various types of reports required by the criminal justice system, review of basic writing skills, technical and legal terminology, and the requirements for preparation of legally admissible documents.

## 15 Police Supervision (3) CSU

*Prerequisite: Employment in law enforcement.*

This course is specifically designed to prepare law enforcement officers for the duties and responsibilities of a police supervisor. The course is primarily concerned with supervisory functions, employee evaluations, discipline, human relations, field operations and understanding police resources. This is an excellent class for employees preparing for promotion.

## 16 Recruitment Selection Process (3) CSU

This course provides an in-depth coverage of the legal selection for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written exam, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and agility qualification. Employment opportunities will be presented, and ways to assist the student will be explained. Note: When course is offered on-line, instructor may require three class meetings on campus.

## 39 Probation and Parole (3) CSU

This course provides students with the history and development of probation and parole. Special emphasis will be placed on the relationships between the police, courts and corrections.

## 42 Advanced Criminal Law (3) UC: CSU

An in-depth study of the substantive law commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

## 60 Arrest, Search and Seizure (3) CSU

This course covers information regarding powers of arrest, search and seizure for peace officers with limited police powers. The main topics for this course are laws of arrest, arrest and control methods, and communication.

This course meets the curriculum requirements for the Commission on Peace Officer Standards and Training (POST), P.C. 832 Laws of Arrest, and Board of Corrections, Standards and Training for Corrections (STC) when certified.

## 62 Fingerprint Classification (3) CSU

This is a practical course which covers the technical terminology of fingerprinting, pattern interpretation and classification of fingerprinting, searching and filing procedures. Time will also be devoted to laboratory work in the classroom. A skills award will be awarded on successful completion of this course.

## 67 Community Relations I (3) UC: CSU

This course offers an in-depth exploration of the roles of Administration of Justice practitioners and their agencies. Through interaction and study, students become aware of the interrelationships and role expectations among the various agencies and the public. Primary emphasis is placed upon the professional image of the Justice Administration system, and the development of positive relationships between members of the system and the public.

## 75 Introduction to Corrections (3) CSU

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

## 160 Police Organization and Administration (3) CSU

The effect of the organizational structure and administrative procedures on the implementation of police functions, assessment of the recruitment and hiring process, career advancement and leadership, and administrative problems of staffing and morale as a law enforcement employer are examined.

## 260 Juvenile Corrections Officer Core Course (9.75) CSU (RPT 3)

*Prerequisite: Administration of Justice 102, or Law Enforcement Agency sponsored.*

This course is for recently appointed juvenile counselors and juvenile custody officers. Topics include handling emergencies, housing, dealing with assaultive clients, diversity, and the juvenile justice system.

## 261 Probation Officer Core Course (9.75) CSU

*Prerequisite: Administration of Justice 102.*

This is a basic training course for entry-level probation officers. Subject areas include the criminal justice system, roles and responsibilities of the officer, classification and

## COURSE DESCRIPTION

housing, casework, visitation, report writing, handling disputes, tactics and procedures. May be certified by Board of Corrections, Standards and Training for Corrections (STC).

### 306 Correctional Report Writing (3) CSU

This is an introductory course dealing with all aspects of public safety communication. It will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, i.e., crime/violation/incident reports, letters, memoranda, directives, and administrative reports. Students will gain practical experience in interviewing, note taking, report writing and testifying.

### 307 Street Gangs/Prison Gangs (3) CSU

This course will provide an introduction to the history and sociology of a gang. Topics will include a discussion on the problems law enforcement and the community have with gangs, the organization and structure of a street gang, recruitment into a gang, gang attire, hand signs, tattoos, body language, graffiti, and the unwritten rules of gangs and their effect on society. The organizational structure of a prison gang and the relationship with organized crime are also covered.

### 308 Control and Supervision in Corrections (3) CSU

This course offers an overview of the methods, practices, and theories related to the custodial supervision of incarcerated persons in federal, state, and local correctional facilities. The course will introduce and discuss issues of custodial control on a continuum from day to day institutional living through crisis situations. The course will analyze interaction between the offender and the correctional employee. Topics will include the effects of violence, overcrowding, gangs, substance abuse, legislation and other factors that impact the offender, employee and facility. Skills related to effective communication and crisis intervention will also be discussed.

### 309 Correctional Interviewing and Counseling (3) CSU

This course provides an overview of the techniques in counseling and interviewing available to practitioners in corrections. Students will learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This is a basic course for students planning to enter, or already employed within the Correctional Science field.

### 321 P.C. 832 Arrest Course (2) (RPT 3)

This course covers information regarding powers of arrest, search and seizure for peace officers with limited powers. When certified, this course satisfies the curriculum requirements for Peace Officer Standards and Training (POST) P.C. 832 Arrest Course and by the Board of Corrections, Standards and Training for Corrections (STC).

### 385 Directed Study – Administration of Justice (3) CSU

This course allows students to pursue directed study in Administration of Justice on a contract basis under the direction of a supervising instructor.

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## AFRICAN-AMERICAN STUDIES

### 4 The African-American in the History of the United States I (3) UC: CSU (Same as History 41)

African-American Studies 4 is a survey of United States history from the early Colonial era to the Reconstruction Period, with special emphasis on the contribution of the African-American to the political, economic and social development of the nation. This course also surveys the U.S. Constitution and California State and local government. UC Transfer Credit Limit: A maximum of one course from African American Studies 4; History 11, 41, 43.

### 5 The African American in the History of the United States II (3) UC: CSU (Same as History 42)

This course provides a survey of United States history from the end of the Civil War to the present, with emphasis on the contributions of African-Americans to the social, cultural, political, and economic development of the United States. Also included is a continued survey of the United States Constitution.

UC Transfer Credit Limit: A maximum of one course from African American Studies 5; History 12, 13, 42, 44.

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## ALLIED HEALTH

\*EMERGENCY MEDICAL TECHNICIAN PARAMEDIC PROGRAM (12500)

These courses are offered in partnership with the University of California Los Angeles (UCLA) Center for Prehospital Care.

### 12 Introduction to Careers in Health Occupations (3) CSU

This course is designed for students interested in learning about health care careers, including work descriptions, work environment, employment opportunities, educational requirements, and earnings. Students will also learn about the health care system in the United States, including the development of medicine and trends in financing.

### 20 Heartsaver® CPR (.25) (RPT 9)

This course covers one-rescuer adult CPR, treatment of choking patients, and heart disease prevention. Successful course completion earns an American Heart Association Heartsaver card. The CPR card is valid for two years; students may want to retake the course to maintain their educational status.

## 21 Basic Life Support for the Healthcare Provider\* (.5) CSU (P/NP)

This course covers infant, child and both one-rescuer and two-rescuer adult CPR. Treatment of the choking patient and heart disease prevention are also included.

## 22 Advanced Cardiovascular Life Support (1) CSU (P/NP)

*Prerequisites:* Ald Hth 21, and must be a licensed health care provider.

This course provides information for advanced cardiovascular life support. Lecture topics include acute cardiac care, pathophysiology, treatment modalities, and pharmacology.

## 23 Pediatric Advanced Life Support (1) CSU (P/NP)

*Prerequisites:* Ald Hth 21, and must be a licensed health care provider.

This course provides information for Pediatric Advanced Life Support. Lecture topics include interactive teaching stations related pediatric life support.

## 25 Qualified Autism Service Paraprofessional (3)

This course prepares students for entry-level positions in the field of behavioral health treatment, providing evidence-based treatment to individuals with autism spectrum disorders (ASD). Students who complete this course successfully will have the knowledge and experience to become qualified autism service paraprofessional (QAS). The course will provide students with foundational knowledge in autism spectrum disorders, applied behavior analysis, and evidence-based intervention techniques. The curriculum focuses on four fundamental areas of knowledge: Understanding Autism; Using the Principles of Applied Behavior Analysis; Teaching Skills to Children with Autism Spectrum Disorders; and Managing Challenging Behaviors.

## 33 Medical Terminology\* (3) CSU (Same as CAOT 44)

This course is designed for students interested in learning more about medical terminology and basic anatomy and applying this knowledge to a variety of allied health professions. Students will develop a comprehensive medical vocabulary applicable to all specialties of medicine through the study of Greek and Latin prefixes, suffixes and root words. Students will also develop a basic understanding of anatomy and the function of major body systems.

## 43CO Anatomy and Physiology for Emergency Health Care Personnel\* (4) CSU

*Prerequisites:* Ald Hth 52.

This course will provide an overview of the structure and function of all bodily systems. Emphasis will be placed on knowledge that will enhance the student's ability to treat medical emergencies.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

## 44 CO Introduction to Emergency Medical Service Systems\* (2) CSU

*Corequisites:* Ald Hth 52.

Overview of Emergency Medical Service Systems, the ethics of patient care management and the law and policies of emergency services, including the relationship between the emergency care provider and other health care professionals. Verbal and nonverbal behavior and communications related to the delivery of emergency medical services are also discussed.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

## 45CO Patient Assessment and Airway Management\* (2) CSU

*Corequisites:* Ald Hth 52.

This course gives an overview of prehospital patient assessment for Emergency Health Care. This course provides foundational knowledge and skills to effectively assess and treat patients in a prehospital setting.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

## 46CO Cardiology Assessment and Medical Emergencies\* (6) CSU

*Corequisites:* Ald Hth 52.

Through lectures and discussions, this course will cover the pathophysiological principles and assessment findings in cardiology, neurology, and respiratory emergencies.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

## 47CO Emergency Response to Crisis\* (4) CSU

*Prerequisites:* Ald Hth 52.

This course will focus on techniques of immediate intervention in a variety of field crises including shock, pediatric emergencies, abuse, and trauma to various body systems, obstetrics, and burns.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

## 48CO Medical Emergencies and Pharmacological Interventions\* (5) CSU

*Prerequisites:* Ald Hth 52.

This course emphasizes pathophysiology, assessment and management of patients with various systematic diseases, and the application of advanced life support techniques in medical emergencies. Formulation of a field impression and implementation of pharmacological intervention in a laboratory setting are also studied.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

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### 49CO Clinical Internship\* (4) CSU

*Prerequisites: Ald Hth 43 CO, 44 CO, 45 CO, 46 CO, 47 CO, 48 CO.*

This course presents the coordination of advanced emergency medical service training within a hospital setting. Students will be able to participate in multiple departments within the hospital: critical care units, OB/ GYN, operating rooms, anesthesia, recovery, pediatrics, and psychiatrics. This will assure a variety of patient presentations and complaints. NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

### 50CO Field Internship\* (9) CSU

*Prerequisites: Ald Hth 49 CO.*

Coordination of advanced emergency medical service training with a field advanced life support unit. Students will be able to participate in emergency intervention in traumatic and medical emergencies. Field internship represents the phase of instruction where the student learns how to apply knowledge and skills to the field environment.

NOTE: This course is only open to students admitted through UCLA Center for Prehospital Care.

### 52 Emergency Medical Training – Basic\* (7) CSU

This course provides basic emergency medical care training for firefighters and ambulance attendants. Successful course completion results in NREMT-B certification granted from the State of California, through the Los Angeles County EMS Agency.

NOTE: This course is only open to students admitted through Center for Prehospital Care.

### 56 Communication & Customer Service Skills in Healthcare (1)

This course will introduce students to the workplace skills necessary to succeed in healthcare professions. The focus will be on professional behavior, communication techniques and HIPPA regulations.

### 57 Computers in Health Occupations (1)

*Corequisites: Pharmacy Tech 21 and 23.*

*Recommended: CAOT 1A*

This course will introduce students to the use of computers in a variety of healthcare settings. Students will use software systems used in pharmacies, medical offices, and hospitals.

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## AMERICAN SIGN LANGUAGE

### 1 American Sign Language (4) UC: CSU

Develops basic vocabulary and grammar of American Sign Language. Emphasis is placed on receptive and comprehension skills. Incorporates vital aspects of the Deaf culture and community.

### 2 American Sign Language II (4) UC: CSU

*Prerequisite: ASL 1 with a grade of "C" or better*

Completes the study of elementary vocabulary and grammar. Increased development of inflectional and non-manual behavior patterns. There will also be extensive study on the Deaf Culture and Community within receptive and expressive conversation.

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## ANATOMY

### 1 Introduction to Human Anatomy (4) UC: CSU

*Recommended: Biology 3A and Biology 3B*

This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. Laboratory exercises include the study of histological slides, photomicrographs, x-rays, the human skeleton, and the dissection of a cat. This course is intended to meet the requirements of students majoring in nursing, dental hygiene, occupational therapy, physical education, or for those who wish to extend their knowledge of the human body beyond the scope of introductory biology.

## ANTHROPOLOGY

### 101 Human Biological Evolution (3) UC: CSU

Students in this course will focus on the relationship between human biology, culture and the physical environment as interpreted within the frameworks of evolutionary theory and the science of genetics. Students will trace humans place in the animal kingdom, with special emphasis on primates. They will examine archeological evidence associated with human fossils and probe human physical variability within the context of Mendelian and population genetics.

### 102 Human Ways of Life: Cultural Anthropology (3) UC: CSU

This course presents students with an anthropological understanding of the varieties of lifestyles in human societies throughout the world, from nomadic foragers to complex state-level societies such as our own. The varied forms of marriage and the family, economic, political, and legal arrangements, religious expressions and art forms are examined in their own contexts and compared with others.

### 103 Archaeology: Reconstructing the Human Past (3) UC: CSU

Students of this course will focus on the discovery and reconstruction of the life ways of extinct societies through the excavation, analysis and interpretation of the material remains, including refuse, stone tools, pottery, burials, and housing. By examining these remains within the context of their environments and changes over time, students acquire a means of understanding the human past.

### 104 Human Language and Communication (3) UC: CSU

This course offers students an introduction to Linguistic Anthropology. This course surveys the great variety of ways humans communicate both verbally and non-verbally. The course focuses on the structure, function, history, and evolution of language.

### 109 Gender, Sex and Culture (3) UC: CSU

This course presents students with a cross-cultural comparison of gender roles as viewed from biological/evolutionary, cultural, psychological, prehistoric and historic perspectives as they relate to the status of women and men in all levels of society, from bands to the modern state.

### 111 Human Biology Lab (2) UC: CSU

This laboratory class offers students an exploration of selected topics in biologic anthropology including genetics, human variation, the living primates, human osteology and paleoanthropology.

### 119 Introduction to Forensic Anthropology (2) CSU

This course provides students with a hands-on study of the types and nature of information that can be recovered from bones and teeth including age, sex, size, population affinity, pathology, diet, and demography.

### 121 Anthropology of Religion, Magic, and Witchcraft (3) UC: CSU

This course provides students with a broad view of anthropological ways of looking at religion. Students will gain a socio-cultural understanding of religious behaviors through the exploration of core topics within the subject, such as myth, ritual, and various types of religious specialists as well as related practices including magic, witchcraft, and divination.

### 132 Native People of North America (3) UC: CSU

This course offers students a broad survey of Native Americans living north of Mexico, with emphasis on the natives of California. The survey of the various native groups will be from the ethnographic present and include an examination of the issues facing indigenous groups today.

### 134 People and Cultures of the Middle East (3) UC: CSU

Through this course, students will explore diversity, complexity, and dynamism of social life in the region known as the Middle East. From the holistic and comparative nature of anthropological study, the course offers students a broad survey of peoples living in the region. Included in this study are a variety of interconnected topics that have been important in the anthropological literature on the region. The diverse social forms of nomads, tribes, villages, and cities and the associated social and economic intricacies will be examined. Also explored will be the systems of values, norms, and religious beliefs as part of social processes. The region will be defined in both a geographic and cultural framework.

## ARABIC

### 1 Elementary Arabic I (5) UC: CSU

*Corequisite: Arabic 101.*

This course stresses the fundamentals of pronunciation, grammar, practical vocabulary, useful phrases, and the ability to understand, speak, read, and write basic Arabic. It includes an introduction to Arabic civilization and culture.

### 2 Elementary Arabic II (5) UC: CSU

*Corequisite: Arabic 101.*

This course completes the elementary Arabic grammar and begins the reading and writing of more advanced elementary texts. It continues with the study of the Arabic culture.

### 101 Arabic Language Laboratory (1) CSU

This is a mediated, independent study course which allows students to enhance their Arabic language skills through audio, video, and computer work in the language lab. Its content is directly related to the level of the Arabic language class a student is concurrently enrolled in and the textbook being used for that course.

## ARCHITECTURE

The coursework in Architecture is primarily intended for transfer students who wish to pursue a professional degree (B. Arch.) in architecture or related design fields. Pursuant to an articulation agreement between the Los Angeles Institute of Architecture and Design in Los Angeles (LAIAD) and West Los Angeles College, LAIAD courses completed by West students will appear on the students West Los Angeles College transcripts.

### 160 Computer for Designers (3) UC: CSU

This course is an introduction to Photoshop, InDesign and Illustrator geared toward architects, and interior designers. Emphasis on how designers can optimize and understand the role of digital medium in today's design industry.

### 161 Introduction to Computer Aided Architectural Design (Formerly Architecture 36) (2) UC: CSU

This is an introductory course in two-dimensional computer-aided drafting. Students learn the basic concepts involved in making computer-aided drawings, which are constructed using a microcomputer with appropriate software such as AutoCAD. Students use workstations equipped with a microcomputer, monitor, disk drives, digitizer, plotter, and printer.

### 162 Computer-Aided Design and Drafting (3) CSU (Formerly Architecture 37)

This second-semester course provides instruction in computer-aided drafting. Students use concepts learned in the introductory course and apply the fundamentals of two-dimensional concepts to three-dimensional concepts. Drawings are constructed using a microcomputer with appropriate software such as AutoCAD.

### 172 Architectural Drawing I (3) CSU (Formerly Architecture 5)

This course explores the nature and limitations of materials using two and three-dimensional studies of form and composition. The study of architectural plan and section drawings, model making and finishing skills, materials studies, painting and finishes are also included.

### 180 Architectural Laboratory (1) CSU (Formerly Architecture 39)

This course is designed to reinforce the lectures presented in each computer-aided architecture class. It gives students the needed practice in applying software programs to various class assignments.

### 201 Basic Architectural Design I (3) UC: CSU (Formerly Architecture 33)

*Prerequisites: Architecture 172.*

An introduction to the formal and spatial language of architecture explored through studio projects, informed by case study projects.

### 202 Basic Architectural Design II (3) UC: CSU (Formerly Architecture 34)

This course further extends the theories of space, form and vision, and applies them to architectural problem solving. Horizontal and vertical flow are studied. Computer application to design is also studied.

## ART

NOTE: Outstanding works of student art may be retained for a maximum of two years by the college art gallery.

### 101 Survey of Art History I (3) UC: CSU

This course introduces students to some of the great ancient civilizations of the world. By studying the visual arts created during these times, students will come to understand the beliefs and aspirations of cultures such as the Ancient Egyptians, Greeks and Romans, and civilizations in geographic areas such as Africa, India, and Central America prior to the Spanish Conquest.

### 102 Survey of Art History II (3) UC: CSU

*Note: Art 101 is not a prerequisite to Art 102.*

This course introduces students to the visual arts of Western Europe and the United States, beginning with the Renaissance and ending in the late twentieth century. The constantly-changing world view of this period will be studied in the works of such artists as Michelangelo and Rembrandt, and also through such movements as Romanticism, Impressionism, Expressionism and Cubism.

### 103 Art Appreciation I (3) UC: CSU

This broad introduction to the nature, vocabulary, media, and history of art, with selections from Western and non-Western culture, is designed to expand awareness and understanding of the visual arts as a unique medium for human interrelationships.

### 107 Mexican Art - Modern (3) UC: CSU

This course surveys the pictorial arts of Mexico from the Pre-Revolutionary years of 1900 to the present day. It includes the Renaissance of Indigenous Mexican Art, the contemporary popular and fine arts, and investigates the development of Mexican-American Art. Among the artists discussed are Rivera, Tamayo, and Barragan.



## 111 History of Contemporary Art (3) UC: CSU

This course traces the development of twentieth century European and North American painting, sculpture and architecture. Beginning with the late nineteenth century art movements of Impressionism and Post- Impressionism, this course attempts to reveal the meaning behind such visually challenging iisms as Cubism, Expressionism, Dadaism, and Surrealism. Artists discussed will include Monet, Picasso, Matisse, Dali, and Warhol.

## 115 History of Modern Art (3) UC: CSU

An examination of Western art and its relationship to social, political, and economic aspects of modern society from the mid-nineteenth through the twentieth century. The influence of the Industrial Revolution, cross- cultural influences of Western and non-Western cultures, artistic response to new intellectual trends and disciplines, impact of the two World Wars, the rise of the Civil Rights and Feminist movements, innovations in technology, various stylistic movements, as well as methodological approaches to analysis of the subject will be considered. Students will master art historical and artistic vocabulary, will learn to perform visual analysis of compositions of painting, sculpture and other forms of visual art.

## 117 Art: From Olmec to Aztec (3) UC: CSU

This introductory course covers the history of pre-Columbian art in Mexico, Guatemala, Honduras, and Belize from the Olmec to the Aztec periods (1500 BC - 1519 AD). Also included will be a survey of the art of the Late Formative Period, the city of Teotihuacan, the Classic Cities, and the Maya.

## 141 Introduction to African Art (3) CSU

Upon successful completion of this course, students will be able to demonstrate an understanding of transitions in the national geography of the African continent from the 17th century to the present through demonstrating an understanding of the ethnic diversity and distinct cultural traditions among the peoples of Africa. The above will be accomplished through research, writing and discussion of materials and techniques employed in the creation of African artistic and architectural works that serves as a function and add meaning to the full range of African art forms, and traditional style within particular cultural groups

## 201 Drawing I (3) UC: CSU

This course can teach you how to draw. Students learn to draw the world around them while developing their personal expressive visions. Various media, including pencil, ink, and charcoal is used. Students are expected to complete an additional two hours per week of studio homework.

## 202 Drawing II (3) UC: CSU

*Recommended: Art 201 with a grade of "C" or better, or equivalent.*  
Compositional aspects of drawing as applied to still lifes, natural forms, landscapes and human figures are explored.

Students are expected to complete an additional two hours per week of studio homework.**203 Drawing III (3) UC: CSU**  
*Recommended: Art 202 with a grade of "C" or better, or equivalent.*

Working primarily from a nude model, students learn to render the human figure in expressive and aesthetic ways, and a variety of media are used. Students are expected to complete an additional two hours per week of studio homework.

## 204 Life Drawing I (3) UC: CSU

*Recommended: Art 201 with a grade of "C" or better, or equivalent.*

An introductory study of human structure and proportion is provided. Fundamental drawing approaches are explored in black and white media, with emphasis upon the development of observation and skill in graphic representation. Students are expected to complete an additional two hours per week of studio homework.

## 205 Life Drawing II (3) UC: CSU

*Recommended: Art 204 with a grade of "C" or better, or equivalent.*

This course consists of drawing from the human figure, with emphasis upon the development of observation, structure and draftsmanship. Various media are explored stressing line and tone. Students are expected to complete an additional two hours per week of studio homework.

## 206 Life Drawing III (3) UC: CSU

*Recommended: Art 205 with a grade of "C" or better, or equivalent. This course is a continuation of Art 205. Students are expected to complete an additional two hours per week of studio homework.*

## 300 Introduction to Painting (3) UC: CSU

*Recommended: Art 201 or 501 with a grade of "C" or better, or equivalent.*

This course provides a solid foundation for success in painting. Using a variety of media and techniques, students learns to paint aesthetically and expressively. Students are expected to complete an additional two hours per week of studio homework.

## 301 Watercolor Painting I (3) UC: CSU

*Prerequisite: Art 300 with a grade of "C" or better, or equivalent.*

This course is an introduction to and an exploration of watercolor media in varied styles, techniques and pictorial methods. Students are expected to complete an additional two hours per week of studio homework.

## COURSE DESCRIPTION

### **302 Watercolor Painting II (3) UC: CSU**

*Recommended: Art 301 with a grade of "C" or better, or equivalent.*

This is a continuation of Art 301. Students are expected to complete an additional two hours per week of studio homework.

### **304 Acrylic Painting I (3) UC: CSU**

*Recommended: Art 300 or 501 with a grade of "C" or better, or equivalent.*

This course is an introduction to fundamental skills in acrylic media, canvas preparation and brush techniques. Composition and color theory are studied as applied to still life, landscape and natural forms. Students are expected to complete an additional two hours per week of studio homework.

### **305 Acrylic Painting II (3) UC: CSU**

*Recommended: Art 304 with a grade of "C" or better, or equivalent.*

This course is a continuation of Art 304. Students are expected to complete an additional two hours per week of studio homework.

### **306 Acrylic Painting III (3) UC: CSU**

*Recommended: Art 305 with a grade of "C" or better, or equivalent.*

This continuation of Art 305 emphasizes concepts and subject matter.

### **307 Oil Painting I (3) UC: CSU**

*Prerequisites: Art 201, Art 501.*

This is an introductory-level course in oil painting, and expands upon techniques and applied color theories explored in Art 304, 305 and 503. This course is geared toward the manipulation of more painterly, fuller-bodied and color rich characteristics specific to the oil medium.

### **400 Introduction to Printmaking (3) UC: CSU**

An introductory course in basic fine art printmaking processes.

### **407 Relief Printmaking I (3) UC: CSU**

An introductory course in basic relief printmaking processes. Students explore a wide range of relief printmaking processes and techniques from traditional woodcut to polymer plate while refining their printing and conceptual skills.

### **408 Relief Printmaking II (3) UC: CSU**

A more advanced course in relief printmaking processes. Students will explore color processes in depth, as well as cross-process work, while deepening their conceptual skills.

### **411 Printmaking Studio (1) UC: CSU**

A course providing serious beginning and more advanced printmaking students the opportunity to explore processes in greater depth with the full resources of the printmaking laboratory.

### **501 Beginning Two-Dimensional Design (3) UC: CSU**

This course lays the foundation for all the arts. By learning how to organize two-dimensional space, students will be prepared to successfully work in such other areas such as painting, drawing, and graphic design. Students are expected to complete an additional two hours per week of studio homework.

### **502 Beginning Three-Dimensional Design (3) UC: CSU**

*Recommended: Art 501 with a grade of "C" or better, or equivalent.*

Art 503 may be taken concurrently.

This course provides an introduction to the organization of forms in three dimensions. Experimental problems in a variety of materials using various spatial constructions are dealt with. Students are expected to complete an additional two hours per week of studio homework.

### **503 Intermediate Design (3) UC: CSU**

*Recommended: Art 501 with a grade of "C" or better. Art 502 may be taken concurrently.*

This course teaches students how to organize three-dimensional space, and lays the foundation for such other areas as sculpture, ceramics, and architecture. Students are expected to complete an additional two hours per week of studio homework.

### **520 Design Workshop (3) CSU**

This is a course in the principles of design. Emphasis is placed on individual research, experimentation and the development of style. Students work with a variety of art materials.

### **521 Art Gallery Techniques (3) UC: CSU**

This is an introductory course about art gallery management including, but not limited to, curatorial strategies, exhibition design, proper handling of artworks and their installation, gallery preparation and maintenance, gallery lighting, production and distribution of press releases, announcements, exhibitions list, and related gallery literature. Students learn by working side-by-side with art professionals during preparation and installation.

### **604 Graphic Design I (3) CSU**

This is an introductory course in graphic design. Students learn to create thumbnail, rough and comprehensive layouts while exploring a variety of formats used to create graphic designs. Selecting appropriate type styles and sizes for headings and body copy, crop marks and presentation of the layout will also be covered. Students will prepare a camera-ready mechanical and have it printed in one color.

### **605 Graphic Design II (3) CSU**

This is a course in graphic design concentrating on full color applications of graphic art. Students learn to develop ad campaigns for print media, and to develop a series for advertising. Students will also create a mechanical for color printing.

### 633 Introduction to Computer Graphics (3) UC: CSU

This is an introductory course in computer graphics designed to introduce students to the microcomputer, its operating system, and applications used as tools by artists and graphic designers.

### 635 Desktop Publishing Design (3) CSU (RPT 3)

This is an introductory course in desktop publishing design. The course is designed for students of design, fine art, computer graphics and journalism. Emphasis will be on computer layout and composition. Basic concepts relating to type fonts, type styles, page design, readability, digital output, laser printers, and typesetters will be explored.

### 639 Introduction to Digital Imaging (3) CSU (RPT 3)

This is an introductory course in computer still-image manipulation. The topics presented include image editing, application of filters, integration of text, and the combination of scanned images.

### 641 Advanced Desktop Publishing (3) UC\*: CSU (RPT 3)

This course presents the advanced use of "grids" in desktop publishing design. Emphasis will be placed on advanced computer layout, composition techniques, and team projects. Current issues regarding printing methods, pre-press and image setters will be explored.

### 642 Audio/Video Post-Production (3) CSU

This course will introduce students to editing techniques using non-linear computerized editing software.

### 708 Introduction to Ceramics (3) UC: CSU

This course provides a general introduction to the materials and processes of ceramic art. Instruction in basic hand construction methods is provided. Analysis of form, function, and decoration emphasizing the proper use of materials and tools is presented. Focus is placed on developing skills in forming and decorating. The class will consist of lectures, demonstrations of traditional hand building techniques, and surface treatment (decoration), studio work time, and critiques and individual consultation.

### 709 Ceramics I (3) UC: CSU

This course is an introduction to the use of the potter's wheel. Continued utilization and expansion of skills developed in Art 708. Forms included for investigation: cylinder forms, bowl forms, the cylinder bottle form, lidded containers, and forms requiring pulled handles. Continued exploration of surface treatment and glazing techniques.

### 710 Ceramics II (3) UC: CSU

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

### 711 Ceramics III (3) UC: CSU

This course continues to focus on the use of the potter's wheel as a forming method and means of artistic expression. Design and decorative techniques will be applied to wheel thrown forms, with an increased emphasis upon individual growth and personal expression with respect given to creative design abilities.

### 712 Ceramics Workshop (2) UC: CSU

*Prerequisite: Concurrent or previous enrollment in any other ceramics course.*

This course provides a studio experience for beginning and advanced students. A variety of construction methods are undertaken simultaneously, including hand-building and wheel-throwing. Techniques for surface enrichment, glazing and firing are explored at various levels of ability.

### 806 Fine Art Photography I (3) UC: CSU

This course uses digital programs such as Adobe Photoshop to develop, edit and print high quality fine art photography. Students will focus on lighting, form and composition in addition to other image manipulation techniques. Projects will emphasize content and context.

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## ASIAN AMERICAN STUDIES

### 3 The People and Cultures of Asia (3) UC: CSU

All areas of modern astronomy are discussed in this introductory course. Major topics include the history of astronomy, the sun, moon and planets, stars, constellations and galaxies, telescopes and other instruments.

## ASTRONOMY

### 1 Elementary Astronomy (3) UC: CSU

All areas of modern astronomy are discussed in this introductory course. Major topics include the history of astronomy, the sun, moon and planets, stars, constellations and galaxies, telescopes and other instruments.

### 5 Fundamentals of Astronomy Lab (1) UC: CSU

Astronomy 5 laboratory course offers an introductory presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non-science and/or science majors. When taken together with either Astronomy 001, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in Astronomy 5 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including star wheels, star atlases, astronomical binoculars and computer planetarium software.

### 185 Directed Study Astronomy (3) CSU

Students study Astronomy on a contract basis under the direction of a supervising instructor.

### 285 Directed Study Astronomy (3) UC: CSU

Students study Astronomy on a contract basis under the direction of a supervising instructor.

## AVIATION MAINTENANCE TECHNICIAN

(See Aerospace Production Technology for additional Aviation classes)

NOTE: Students may receive subject credit for coursework at California State University, Los Angeles and San Jose, and at National University after transfer with an AS Degree. Program entrance requirement: All new and re-entering students must have appropriate placement level demonstrated through the assessment process.

### 1 Maintenance Procedures (4) CSU

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 2.*

Instruction is offered in ground operations, servicing airplanes, maintenance publications, forms, records, and mechanic's

privileges and limitations. Aircraft materials and processes are identified, with an emphasis on inspection procedures.

### 2 Maintenance Procedures Laboratory (2) CSU

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 1.*

Instruction and practice is offered in the ground operations and servicing of airplanes. Maintenance publications, forms, and records are used in conjunction with inspection and repair procedures. Materials are identified and inspected to specifications.

### 3 Basic Aircraft Science (4) CSU

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 4.*

Instruction is offered in applied mathematics, physics, aircraft drawing, and application of aircraft coverings, doping, and corrosion control composites.

### 4 Basic Aircraft Science Laboratory (2) CSU

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 3.*

Instruction and practical application is offered in basic mathematics, physics, aircraft drawings and prints. Instruction and practice is also given in wood structures, aircraft coverings, aircraft finishing and corrosion control.

### 5 Basic Electricity and Auxiliary Systems (4) CSU

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 6.*

Instruction is offered in basic electricity, Ohm's law, DC and AC circuits, semi-conductors, metric prefixes, and scientific notation. Communication and navigation systems, cabin atmosphere control, and ice and rain control systems are also covered.

### 6 Basic Electricity and Auxiliary Systems Laboratory (2) CSU

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 5.*

This course describes relationships between voltage, current and power and explains how to use testing and measuring equipment in the inspection, checking, servicing and repair of the following systems: air conditioning, communication and navigation, and ice and rain control.

### 7 Electrical and Instrument Systems (4) CSU

*Prerequisite: Aviation Maintenance Technician 5. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 8.*

Instruction is offered in the function of aircraft electrical systems and components, generators, and aircraft instruments including flight, navigation, engine instrumentation, and position and warning systems.

**8 Electrical and Instrument Systems Laboratory (2) CSU**  
*Prerequisite: Aviation Maintenance Technician 6. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 7.*

An analysis is made of series, parallel and complex electrical circuitry in DC and AC supplemented by discussions of testing and measuring equipment. Description, operation, and maintenance procedures for aircraft instrumentation are also explained, as well as position and warning systems.

**9 Assembly, Rigging and Inspection (4) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 10.*

Instruction is offered in assembly and rigging techniques, with weight and balance theory and procedure emphasized, and in the fabrication and installation of fluid lines and fittings.

**10 Assembly, Rigging and Inspection Laboratory (2) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 9.*

Instruction is provided in the skills and techniques needed for the assembly and rigging of airframe structures, including weight and balance computation. Opportunity is provided to fabricate fluid lines and fittings.

**11 Aircraft Metal Assembly (4) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 12.*

This course offers a study of metal and non-metal repair procedures, including the materials and methods of fastening by welding, riveting, and other accepted techniques.

**12 Aircraft Metal Assembly Laboratory (2) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 11.*

Instruction and practice is offered in cutting, bending, forming, welding and fastening metal structures. Plastic enclosures, honeycomb and composites are evaluated. Structural repairs using various fastening and bonding techniques are emphasized.

**13 Hydraulic, Landing Gear, and Fuel Systems (4) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 14.*

Instruction is offered in the study of hydraulic landing gear and aircraft fuel systems. Emphasis is placed on component design, operation, relationships, and systems troubleshooting.

**14 Hydraulic, Landing Gear, and Fuel Systems Laboratory (2) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 13.*

Hydraulic, landing gear, and fuel systems are studied and operated, with components removed and reinstalled. Emphasis is placed on procedures and techniques, troubleshooting and diagnosis.

**15 Propeller and Powerplant Systems (4) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 16.*

Instruction is offered in propellers and powerplant lubrication, and cooling, induction, and exhaust systems. Fire protection, including fire detection and extinguishing systems, is included.

**16 Propeller and Powerplant Systems Laboratory (2) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 15.*

Instruction and practice is offered in identifying lubrication; troubleshooting engine lubricating systems; servicing and repairing propellers and control systems; troubleshooting and repairing powerplant cooling, induction and exhaust systems; and inspecting and servicing powerplant fire protection systems.

**17 Ignition and Fuel Metering Systems (4) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 18.*

Instruction is offered in the principles and practices of aircraft powerplant ignition systems and fuel metering systems.

**18 Ignition and Fuel Metering Systems Laboratory (2) CSU**  
*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 17.*

Instruction and practice is offered in inspecting, checking, servicing, troubleshooting, and repairing aircraft ignition and fuel metering systems.

**19 Reciprocating Powerplant Overhaul (4) CSU**  
*Prerequisites: Aviation Maintenance Technician 15 and 17. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 20.*

Instruction is offered in the maintenance, maintenance publications, and basic engine theory and overhaul procedures of reciprocating engines.

**20 Reciprocating Powerplant Overhaul Laboratory (2) CSU**

*Prerequisites: Aviation Maintenance Technician 16 and 18. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 19.*

Instruction and practice is offered in the use of maintenance publication records relative to overhaul procedures. Complete engine over-haul procedures, methods and practice are presented.

**21 Powerplant Troubleshooting and Testing (4) CSU**  
*Prerequisite: Aviation Maintenance Technician 19. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 22.*

Instruction is offered in powerplant inspection and troubleshooting procedures. Course includes turbine engine theory and operation.

## COURSE DESCRIPTION

### 22 Powerplant Troubleshooting and Testing Laboratory (2) CSU

*Prerequisite: Aviation Maintenance Technician 20.*

*Corequisite: Must be taken concurrently with Aviation Maintenance Technician 21.*

Instruction and practice is offered in the installation, operation, and troubleshooting of aircraft powerplants.

### 23 Inspection and Evaluation (4) CSU

*Prerequisite: Aviation Maintenance Technician 1-22, or authorization for written exams. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 24.*

Instruction is offered in conducting 100-hour inspections. General airframe and powerplant subjects for the Airframe and/or Powerplant License are reviewed. Emphasis is placed on preparation for Federal Aviation Administration written examinations. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AMT 23 and AMT 24.

### 24 Inspection and Evaluation Laboratory (2) CSU

*Prerequisite: Aviation Maintenance Technician 1-22 or authorization for written exams. Corequisite: Must be taken concurrently with Aviation Maintenance Technician 23.*

Instruction and practice is offered in conducting a 100-hour inspection on an airframe and powerplant, using the appropriate reference material and correct procedures to determine airworthiness of an airframe or powerplant. Students perform general practical airframe and powerplant projects. Note: Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrolling in AMT 23 and AMT 24.

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## BASIC SKILLS- Noncredit

### 005CE Academic Guidance (0)

Student success begins with the understanding of one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their education and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

### 009CE Introduction to Library Materials and Searches (0)

This course introduces how to use the wide range of resources in the public and research libraries, such as traditional books, talking books, online books, magazines, audio-visual materials and online databases.

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### 011CE Learning Math through Games I (0)

Paper and pencil games, discussions, computer-based games, and a game-design project help build math confidence through fun, learning activities. Game-based, contextualized instruction involves learning by seeing, listening, talking, moving around and touching objects. The course focus is on addition, subtraction, multiplication, division and converting fractions into decimals.

### 023CE College and Scholastic Assessment Preparation (0)

This course is designed to review test-taking, math, reading and writing skills to prepare students for the college assessment test as well as orient students in note-taking, study, and organizational skills required for college success.

### 027CE Foundations: Study Skills (0)

This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the Habits of Mind and Growth Mindset to help them develop the attitude and habits needed for success.

### 034CE High School Equivalency Test Preparation (0)

This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.

### 075CE Introduction to Post-Secondary Education (0)

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information and strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

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## BIOLOGY

(Also see Anatomy, Environmental Science, Microbiology, and Physiology)

### 3 Introduction to Biology (4)

This is a course in general biology designed to fulfill a laboratory science requirement for students not majoring in biology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 3A) emphasizes the basic principles in biology and the fundamental characteristics of all living organisms. Lecture topics include the scientific method, cell structure and function, levels of organization of living organisms, heredity, and the

genetic control of cellular processes, evolution, and ecology. The laboratory portion of the course (Biology 3B) emphasizes the diversity of living organisms. Laboratory topics include an introduction to the microscope, study of the cell, a survey of the microorganisms, plants, and animals that comprise the kingdoms of life, and the anatomic study of the earthworm, grasshopper, and fetal pig. Note: 3A and 3B must be taken concurrently. Biology 3A and 3B do not transfer separately. UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.

**3A Introduction to Biology - Lecture (3) UC: CSU**  
**3B Introduction to Biology - Laboratory (1) UC: CSU**

### **6 General Biology I (5) UC: CSU**

*Prerequisite: Biology 3A&B, Chemistry 101 & Math 125*  
 The principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals are studied. Biology 6 and 7 satisfy requirements of lower division zoology and botany for biological science majors, pre-medical, pre-dental and pre-pharmacy majors. Note: Many four-year institutions recommend the completion of both Biology 6 and 7 as a core program. UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.

### **7 General Biology II (5) UC: CSU**

*Prerequisite: Biology 3A&B, Chemistry 101 & Math 125*  
 This course covers the principles of organ and organ system physiology in plants and animals, ecology and the course of evolution. A survey of the various plant and animal groups is included. Note: Many four-year institutions recommend the completion of both Biology 6 and 7 as a core program. UC Transfer Credit Limit: No credit will be given for Biology 3A or 3B if taken after Biology 6 or 7.

### **10 Natural History I (4) UC: CSU**

Students examine biological principles including evolution, adaptation and scientific methods using the local environment. Includes the role of climate in the distribution of plant and animal species and a systematic survey of the common local plants, aquatic and terrestrial invertebrates, birds, and mammals.

### **106 Anatomy of the Head and Neck for the Dental Hygienist (2)**

*(Same as Dental Hygiene 106)*  
*Open to enrolled students in Dental Hygiene.*  
*Prerequisite: Anatomy 1 with a grade of "C" or better.*  
*Corequisite: Dental Hygiene 100, 101A, and 101B*  
 A detailed study of the anatomy of the human head, neck, face and jaw will be presented through lecture and study of anatomical models. Emphasis will be placed on differentiating normal and abnormal structure and function in the context of health and disease.

### **110 General Biology –Genetic Analysis and Biotechnology (4) UC: CSU**

This course is designed for Life Science majors as a continuance of their general biology studies. This course provides a comprehensive introduction to molecular genetics, genomics and genetic analysis, whereby students examine topics such as the molecular biology of DNA and RNA, chromosome analysis, population genetics and genomes. This course also provides a comprehensive introduction to the science of biotechnology by providing the theory of current laboratory procedures, together with and hands-on experience.

### **156 Histology and Embryology of Oral Tissues (2)**

*(Same as Dental Hygiene 156)*  
*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*  
 Through lecture and demonstration, the histological structure of oral tissues is presented.

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## **BROADCASTING**

### **17 Industrial and Commercial Voice-over Techniques (3)**

*Corequisite: Music 265*  
 Development of the ability to narrate, dub and loop films, audio cassettes and video-taped materials for use in: industrial information units, the entertainment media, educational packages, and commercial advertising. Includes the development and use of some world dialects and an in-depth study of microphone techniques.

### **25 Radio/TV/Film Writing (3) CSU**

This course presents an analysis of the form and style of radio, television, and film script formats, and the preparation of scripts for radio, television, and film.

## COURSE DESCRIPTION

### BUSINESS

Also see: Accounting, Business, Computer Applications and Information, Technology, Finance, Law, Management, Marketing, and Real Estate.

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

This course is a survey of the fundamental aspects of all phases of business including entrepreneurship alternatives, management/ leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets. Note: Students who are Business majors, or who are considering a change to this major, are advised to take this course as a foundation. It is a survey of the fundamental aspects of all phases of business.

#### 5 Business Law I (3) UC: CSU (~~Same as Law I~~)-3/27/17

This course covers the essentials of the law of contracts: agency, employment, personal property, bailment, sales, and real property in their application to everyday problems pertaining to business and to the individual. Elementary safeguards regarding sales and sales contracts are covered. UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, Business 5.

#### 12 Entrepreneurial Finance (3)

Entrepreneurial Finance examines the elements of entrepreneurial finance, focusing on technology based startup ventures and the early stages of company development. The course addresses key questions, which challenge all entrepreneurs: how much money can and should be raised; when the money should be raised, and from whom; what is a reasonable valuation of the company; and, how should funding, employment contracts and exit decisions be structured. It aims to prepare students for these decisions, both as entrepreneurs and venture capitalists.

#### 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, proofreaders' symbols, and web-site 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.

#### 385 Directed Study Business (3) CSU

This course allows students to pursue directed study in Business Administration on a contract basis under the direction of a supervising instructor.

### 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.

#### 66 Organic and Biochemistry for Allied Health (5) UC: CSU

This course covers the organic and biochemical principles found in physiology and metabolic processes. Topics include organic and biochemistry with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.



## 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.

## 221 Biochemistry for Science Majors II

This course will provide a detailed introduction to the principles, concepts and terminology of biochemistry, with an emphasis on the structure and function of biological molecules, the role of metabolism in energy production and common biochemical laboratory techniques. Topics include the fundamental structures, chemistry, and properties of four groups of biological macromolecules (carbohydrates, lipids, proteins and nucleic acids) and their building blocks. This course will also present protein structure and function, enzyme catalysis, and the details of the central metabolic pathways (glycolysis, glycogenesis, the citric acid cycle, electron transport, and oxidative phosphorylation) including their regulation and integration. Throughout the course the

organizing principles of biochemistry and the distinctive characteristics of the living state will be emphasized. The laboratory exposes the students to a variety of biochemical techniques and how they are used to evaluate biomolecules and systems. These techniques include electrophoresis, spectroscopic analysis, spectrophotometry, fractional distillation, various types of chromatography including paper, thin layer, and molecular exclusion and enzyme assays. This course prepares students for careers in physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural sciences, nutrition and food chemistry, and related fields.

## 285 Directed Study –Chemistry (2) CSU

This course allows students to pursue directed study in Chemistry on a contract basis under the direction of a supervising instructor.

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## 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

*Requirement: Verification of an annual tuberculosis test.*

*Required for Teaching Permit. Includes fingerprint clearance through the California Department of Justice (DOJ)*

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.

## COURSE DESCRIPTION

### **7 Introduction to Curriculum in Early Childhood Education (3) (Formerly CH Dev 4) CSU**

*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) CSU**

*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**

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 1, 2, 7, and 11 with a grade of "C" or better. 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.*

*Corequisite: Child Development 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 choose an area of specialization from the following areas: all-inclusive preschool 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

*Prerequisite: Child Development 1. Advisory: Child Development 30.*

This course implements the principles of inclusive, respectful caregiving 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.

### 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 multicultural 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

## COURSE DESCRIPTION

discussed. Appropriate administration and staffing for schoolage 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.

### 65 ADULT SUPERVISION/EARLY CHILDHOOD MENTORING (2) CSU

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 NAEYC Developmentally Appropriate Practices, the Pre-K Guidelines and N.A.E.Y.C. Code of Ethics.

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## 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.

### 10 Chinese Civilization (3) UC: CSU

This is an introductory course to China and its cultural heritage. Chinese 10 surveys the development of China from the ancient period to the modern era, exploring the country's customs, political institutions, economic development, history, philosophy, literature, and art as well as science and technology. This course is taught in English; no previous knowledge is required.

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## 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 postproduction as well.

### 2 Beginning Motion Picture Workshop (3) CSU

This is an introductory course in practical filmmaking, 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) CSU

*Prerequisite: Cinema 1, 2, 3 and 4 with satisfactory grades or better.*

Students learn the basics of motion picture production and postproduction 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) UC: 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 Motion Picture Features (3) 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) 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) 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 student's 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.

### COMMUNICATION STUDIES

#### 101 Public Speaking (3) UC: CSU

*Replaces Speech 101.*

This beginning course provides a study of the principles of communication and audience analysis. These principles are applied to everyday social and business relationships. Students are trained in the principle and practice of effective speech composition and delivery.

#### 104 Argumentation and Debate (3) UC: CSU

*Replaces Speech 104.*

This course is an introduction to critical thinking and seeks to explore the various steps in the critical thinking process. Emphasis is placed on both how and why we make decisions as we do. Topics covered include claims, logic, definitions, evidence, reasoning, fallacies and persuasion.

#### 111 Voice and Articulation (3) UC: CSU

*Formerly listed as Speech 111.*

This introductory course teaches effective voice production, accurate American English pronunciation and effective sound identification using the International Phonetic Alphabet. Discovery of one's natural voice coordinated with proper breathing techniques through group and individual exercises is emphasized through sense-memory techniques.

#### 121 Interpersonal Communication (3) UC: CSU

*Replaces Speech 121.*

This is an advanced course in the analysis of the principles and significance of interpersonal social interactions in all areas of life. Perception, building positive relationships, personal disclosure, self-fulfilling prophecies, effective listening, communication apprehension, verbal and non-verbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management will be examined.

#### 151 Small Group Communication (3) UC: CSU

*Formerly listed as Speech 151.*

This course provides an analysis of the purposes, principles and types of discussions. Emphasis is placed on developing skills to assume roles of leadership and active participation. Creative decision making, groupthink, the nature of power, conflict management, anger management and problem solving are explored.

### COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

(Formerly Office Administration)

#### 001A Computer Keyboarding and Document Applications 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.

#### 23A Legal Secretarial Procedures IA (1) CSU

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

#### 23B Legal Secretarial Procedures IB (1) CSU

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

#### 23C Legal Secretarial Procedures IC (1) CSU

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today's law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

#### 39 Word Processing: Keyboarding and Operations (3)

This Course teaches word processing skills, including inputting, editing, formatting and printing documents using WORDPERFECT.

#### 39 Word Processing: Keyboarding and Operations (3)

This Course teaches word processing skills, including inputting, editing, formatting and printing documents using WORDPERFECT.

#### 79 Word Processing Applications (3)

Advanced word processing skills such as mail merge, advanced formatting, tables, & graphics will be taught utilizing a popular word processing program on PC compatible computers. Students choose either MS Word or WordPerfect. CAOT 39 or CAOT 84 should be completed in preparation for this course.

**84 Microcomputer Office Applications:  
Word Processing (3) CSU**

This course teaches word processing skills, including inputting, editing, formatting and printing documents using MICROSOFT WORD.

**93 Legal Document Production (2) CSU**

Selection and preparation of formatted documents specific to law offices.

**114 Adobe Acrobat for the Office and Web (2)**

Use Adobe Acrobat to create, review, and modify PDFs (Portable Document Files) from Microsoft Office files, including Word and PowerPoint, as well as from Web pages. Emphasizes the use of PDFs on the Web for various purposes, including creating multimedia presentations, adding interactive features, creating electronic forms, and adding electronic security to documents.

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## COMPUTER SCIENCE INFORMATION TECHNOLOGY

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

**185 Directed Study (1) CSU**

Computer science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science, computer network & security management, web support & database administration topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

**285 Directed Study (2) CSU**

Computer science students will pursue their own, an in-depth study of a subject of special interest, in the field of Computer Science Information Technology and Computer Application topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

**900 Introduction to Robotics (3) CSU**

This is an introductory course in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

**901 Introduction to Computers and Their Use (3) UC: CSU**

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

**902 Introduction to Computer Science (3) UC: CSU**

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 programming language BASIC/Python, computer architecture and number systems. It covers functions, arrays, loops, Boolean logic, branching instructions and basic data types.

**904 Internet Security Awareness (1)**

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.

**905 Introduction to Robotics (3) CSU**

This is an introductory course in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and soldering, and testing.

**916 Introduction to Computer Hardware (3) CSU**

Students will learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. Computer and networking hardware offers hands-on training in state-of-the-art computer hardware and software systems. In this class we will develop skills such as installation and troubleshooting of CPU, hard drives, CD drive, network cards, Ram memory, floppy drive, system controller & the I/O controller card, peripherals, etc. Computer safety & maintenance, BIOS & CMOS settings and network cabling techniques are also covered.

**916A Computer A+ Hardware (3) CSU**

This course covers the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the

## COURSE DESCRIPTION

various data representation errors and potential procedural errors.

### **917 Beginning Micro Assembly Language (3) UC: CSU**

*Prerequisite: CS 902 or equivalent experience.*

This course covers the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

### **922 Computer Forensics (3) CSU**

This course is an introduction to the methods used to properly conduct a computer forensics investigation and handling of evidence from both corporate and criminal perspectives. It begins with a discussion of ethics while mapping to the objectives of the International Association of computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; collection and handling of evidence; the computer investigation process; understanding operating system boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

### **930 Microcomputer Application Software (4) CSU**

*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**

*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, data-base design, and computer-aided decision making. This course covers advanced Access features including SQL programming.

### **934 Operating Systems (3) CSU**

*Recommended: CS 901 or equivalent experience.*

This course provides students with the technical foundation in current operating system technologies. It covers PC architecture, preventive maintenance and troubleshooting. It covers operating system installation, configuration, and administration and performance optimization. This course also

gives students a solid grounding in the fundamentals of computer security like access control, file and folder permission, auditing and encryption. Students will learn how to harden operating systems to repel attacks. This course prepares students to perform operating system support tasks including operating system batch and Windows script file programming.

### **935 Introduction to Linux+ (3) CSU**

*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 UC: CSU**

*Prerequisite: CS 990 or equivalent experience.*

This course introduces the student to the concept of 'software engineering' which is a disciplined approach to the design, production, and maintenance of computer programs. Concepts of data design, encapsulation and information hiding will be emphasized. Arrays, stacks, queues, linked lists, binary search trees, sorting algorithms, and recursive programming techniques will be covered. Techniques of the Object-Oriented Programming paradigm will be used to develop data structures using Java programming language.

### **937 E-Commerce Essentials (3) CSU**

*Recommended: CS 957 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**

*Recommended: CS 902 and 933.*

Web application programming has become very popular. Visual Basic is a popular language and can be used to create Web applications that work on any Web browser without the complexity of installing applications. 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" Web user interface. With the popularity of tablets used in personal and business use, Web



application can run on all types of mobile devices that use standard web browsers.

### 939 Programming in C (3) UC: CSU

*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 value and pass by reference. Then students are introduced to structures, classes, and objects. Students then learn how to use objects effectively in writing programs. Students learn how operator overloading and inheritance facilitate the use of objects. Pointers, memory management techniques, friend, and virtual functions are described. Finally, students examine streams and files as an example of the application of complex object-oriented programming in the C++ language.

### 942 Discrete Structure (3) UC: CSU

*Prerequisite: CS 939 and Math 260.*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

### 948 Advanced Spreadsheet (3) CSU

This course is designed to expose students to some of the advanced features of Microsoft Excel. Students will learn everything from basic skills such as creating professional worksheets, using charts and graphs to more advanced skills like creating and using pivot tables, creating Excel applications, using scenario manager and solver.

### 951 Apple Care Administrator (3) CSU

*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 and prevent problems on Apple hardware running Mac OS X. The information will also cover the Mac OS X operating system, Apple architecture, and system components. The course will also include setup, configuration, customization and troubleshooting on the Apple iPad and associated hardware. The foundation provided with the course provides students with the information needed to implement, configure, manage and maintain a computer system running Mac OS X and IOS operating systems. The course will also provide the background needed to become an Apple Certified Support Professional. Each student will be assigned a Mac computer for use during class.

### 952 Introduction to Web Technology and Design (3)

*Recommended: CS 901 or equivalent experience.*

This course is designed to take the students through introductory technical phases of website development. Students will learn basic skills such as creating web pages, tables, and forms plus an introduction to more to advanced

skills like working with templates, Cascading Style Sheets (CSS), interactive content, and publishing a site on the Internet. This is the first course in a series of courses in web site design, development, and e-commerce.

### 953 Database Management using Oracle (3) CSU

*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.

### 955 Programming For Mobile Application (3) CSU

*Recommended: CS 938.*

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.

### 957 Introduction to Web Development HTML5 & CSS (3) CSU

*Recommended: CS 952 or equivalent experience.*

This course teaches students to build web pages using HTML5. It will give students hands-on experience in building web pages from scratch. The topics covered include designing basic layout of the page, creating pages with images, links, and forms, tables, and media elements. The advance topics such as Cascading Style sheets and publishing to the web site are also covered.

### 958 Web Page Development (4) CSU

*Recommended: CS 957.*

This course teaches students to build web pages using current web languages. 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 covers topics such as Pop-Up windows and Validating forms. This course also covers integrating HTML with Javascript, XML and PHP, popular web programming languages.

### 959 Advanced Programming for Mobile Devices (3)

*Prerequisite: CS 957, and 990 or equivalent experience*

This course provides students with advanced programming concepts and skills for creating mobile applications for today's most popular platforms. Students will learn to create multi-screen, multi-touch applications; send/receive SMS and emails programmatically from within applications; read and update contacts through public contact API; use media and browser content providers; use sensors and location-based

## COURSE DESCRIPTION

services programmatically; develop services; create a home screen widget. Students will learn about exception handling, will create manageable user preferences and will learn to incorporate security and permissions. Students will learn to sign, publish and distribute developed applications.

### **962 Web Programming Using JavaScript (4)**

*Recommended: 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 Advanced Web Application Programming (3)**

*Prerequisite: CS 957, or equivalent experience.*

Microsoft is revolutionizing the way Internet applications are developed. Microsoft has added new functionality to Web application development making it more user friendly. This comprehensive course will cover creating dynamic web pages; client-side and server-side controls; data binding and validation; and integration with other web development technologies. This course guides the student from beginning Web applications, to object-oriented programming, to using advanced server controls.

### **965 Introduction to Computer Networks (3) CSU**

*Recommended: CS 934 or equivalent experience.*

This course is designed to provide students with a solid foundation in computer networking technology. It covers network cables, connectors & devices, network topologies & architecture, wired and wireless networking protocols & standards, OSI model, TCP/IP, wide area networks, network security & troubleshooting and client/server operating systems survey.

### **967 Advance Linux Operating System and Applications (3)**

*Recommended: CS 935 or equivalent experience.*

This course intends to provide students hands-on experience working with the Linux operating system using popular open source software bundles – LAMP, Server Virtualization and Openstack cloud computing. This is an advanced hands-on Linux course, using Enterprise Linux (CentOS) as base operating system, discussing Linux concepts, directories, permissions, file systems, package management, networking, host based security, shell scripting as well as Web development with LAMP (Linux, Apache, MySQL & PHP), server virtualization, virtual machine deployment with kickstart. Students will also build working Openstack cloud, create virtual machine image, deploy virtual machines in the cloud, create and manage EBS volumes for the virtual machines in the cloud.

### **972 Introduction to Cisco Network Fundamentals (3)**

*Recommended: CS 965, or equivalent experience.*

This course is equivalent to Semester I & II of the Cisco Network Academy. Part 1 of this course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of Part 1, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Part 2 of this course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of Part II, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Students completing this course prepared to take the Cisco ICND1 and/or CCENT certification exam.

### **973 Virtualization and Cloud Computing Essentials (3)**

*Recommended: CS972 and CS982.*

This course introduces the foundational capabilities and features of virtualization and VMware vSphere®. It also provides a brief overview of the array of products available from VMware®. The course also demonstrates how you can extend an existing VMware vSphere™ infrastructure to deliver IT services in a private or public cloud based on VMware products. This is the first of four courses for students pursuing a WLAC virtualization and cloud computing certificate. Successful completion of this course will prepare students for the VMware Certified Associate (VCA) industry certification. West Los Angeles is an authorized VMware IT Academy.

### **974 Introduction to Cisco Routers (3)**

*Recommended: CS 972.*

This course is equivalent to Semester III & IV of the Cisco Network Academy. Part 3 of this course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of Part 3, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Part IV of this course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Students completing this course are prepared to take the Cisco ICND2 and/ or CCNA 200-120 certification exams.

## 975 Information Storage and Management for Computer Networks (3)

*Recommended: CS972 and CS-973.*

This course focuses on information storage and management in classic, virtualized and cloud environments. It includes data center key elements, intelligent storage systems, storage networking technologies, and various business continuity options – along with security and management of a storage infrastructure. It also covers various aspects of cloud computing. Successful completion of this course prepares students for the EMC Information Storage Associate (EMCISA) v2 certification and supports the new E10-001 Information Storage and Management Version 2 Exam. This is the second of four courses required for the West LA College Virtualization and Cloud Computing certificate.

## 976 Vsphere Install, Configure, And Management (3) CSU

*Recommended: CS972 and CS982.*

This course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. The course is based on ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, VMware infrastructure access, vCenter Server resource monitoring and scalability, and storage technologies, such as SAN, IP-SAN (iSCSI), NAS as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce network concepts and theories. Completion of this course authorizes and helps students prepare for the VMware Certified Associate (VCA-DCV) and VMware Certified Professional 5 – Data Center Virtualization (VCP5-DCV) certification exams. West Los Angeles is a fully authorized VMware IT Academy.

**PLEASE NOTE:** VMware Training at WLAC is only available to full or part time students, unemployed individuals, or career changers, who are paying for the training themselves. This training is not for companies or corporate entities looking to train their employees. Those individuals must go to a commercial VMware authorized training center.

## 977 Implementing a Virtual Desktop infrastructure (3)

*Recommended: CS976*

This course helps students build their skills related to installing, configuring, and managing VMware® Horizon View™ suite of products: VMware® View Manager™, VMware® View Composer™, and VMware® ThinApp®. This course utilizes hands-on lab exercises and demonstrations to reinforce virtual desktop concepts and theories. Completion of this course helps students prepare for the VMware Certified Profession Desktop (VCP-DT) certification exam. This is the fourth of four courses required for the West Los Angeles College Virtualization and Cloud Computing certificate. WLAC is an authorized VMware IT Academy.

**PLEASE NOTE:**

VMware Training at WLAC is only available to full or part time students, unemployed individuals, or career changers, who are paying for the training themselves. This training is not for companies or corporate entities looking to train their

employees. Those individuals must go to a commercial VMware authorized training center.

## 980 Introduction to Computer and Information Security I (3) CSU

*Prerequisite: CS965 or equivalent experience.*

This course provides students with a solid grounding in the fundamentals of computer security. Students will learn a full range of security concepts and techniques and how to apply them to the most popular operating systems and application used today. Topics include network vulnerabilities, access control, cryptography & public key infrastructure, security policy & management, network & communication security. Lab simulation involves security settings on client & server operating system.

## 982 Introduction to Microsoft Server Operating System (3)

*Recommended: CS 934 and CS 965, or equivalent experience.*

This is the first of three courses collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses, CS982, CS983, and CS984, this course primarily covers the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA) Exam 410: Installing and Configuring Windows Server 2012, which is the first of three exams required for MCSA: Windows Server 2012 certification.

## 983 Microsoft Network Infrastructure Administration (3)

*Recommended: CS 982 or equivalent experience.*

This is the second of three courses that collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses, CS982, CS983, and CS984, this course primarily covers the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (ADDS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA): Exam 411: Administering Windows Server 2012, which is the second of three exams required for MCSA: Windows Server 2012 certification.

## COURSE DESCRIPTION

### **984 Introduction to Windows Active Directory Services (3)**

*Recommended: CS 982 and CS 983 or equivalent experience.*  
This is the third and final course collectively cover implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Although there is some cross-over of skills and tasks across these courses; CS982, CS983, and CS984, this course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with ADFS and Workplace Join. This course maps directly to and is the preferred choice for hands-on preparation for Microsoft Certified Solutions Associate (MCSA): Exam 412: Configuring Advanced Windows Server 2012 Services, which is the third of three exams required for MCSA: Windows Server 2012 certification.

### **985 Introduction to Computer and Information Security II (3)**

*Prerequisite: CS 980.*

This course provides a complete guide to Windows based network security management. It focuses primarily on the skills necessary to implement and administer a network security infrastructure. Today's networks are constantly under attack by a variety of sources; protecting a network against them requires implementing and administering an up to date management infrastructure. Students will learn firewalls and other network security components to create an in depth defensive perimeter in a computer networking environment. Topics include: Access Control List, Authentication, Security Policy, Certification Services, Encryption, Firewalls, Active Directory Services and IP Security.

### **987 VMware vSphere: Installation, Configuration and Management (3)**

*Recommended: CS 972 and CS 982.*

This course explores installation, configuration, and management of VMware vSphere, which consists of ESXi and vCenter Server. The course is based on ESXi and vCenter Server. Additional course topics includes; ESXi networking and storage using vCenter Server, virtual machines migration, VMware infrastructure access, vCenter Server resource monitoring and scalability, and storage technologies, such as SAN, IP-SAN (iSCSI), NAS as they relate to VMware vSphere. The course utilizes hands-on lab exercises and demonstrations to reinforce network concepts and theories. Completion of this course authorizes and helps students prepare for the VMware Certified Associate (VCA-DCV) and VMware Certified Professional 5 – Data Center Virtualization (VCP5-DCV) certification exams. West Los Angeles is a fully authorized VMware IT Academy. PLEASE NOTE: VMware Training at WLAC is only available to individuals who may be

a student in full or part time education, unemployed, career changers or trying to improve their knowledge and are paying for the training themselves. It is not for companies or corporate entities to obtain training for their employees – those individuals must go to a commercial VMware training offering through a VMware authorized training center.

### **988 Installing, Configuring, and Administering Microsoft SQL (3) CSU**

*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 and Managing Microsoft Exchange Server (3)**

*Recommended: CS 982, CS983 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. The course also covers Object-Oriented Programming Analysis and Design/Development using inheritance and polymorphisms.

### **991 Computer Laboratory (1)**

*Recommended: CS972, CS987 or Equivalent Experience*

This is an intermediate to advanced networking lab for any current or previous Cisco and VMware students. The primary goal is to help students prepare for their Cisco ICND/CCNA or VMware VCA/VCP-DCV certifications. Cisco students will perform routing and switching labs, as well as, review Ethernet, IPv4, IPv6, NAT, VLANs, STP, OSPF, EIGRP, and security concepts. VMware students will conduct labs and review concepts related to installation, configuration and management of ESXi servers and vCenter. Instructor will conduct weekly boot camp exam prep sessions. Lab assignments can be scheduled and conducted independently. All students will have 24/7 Internet access to real Cisco hardware and VMware ESXi based pods.

## COUNSELING

### 1 Introduction to College (1) NDA CSU

Provides students with important information about the college and its resources, introduces them to the required skills for college success, helps them set educational and career goals, and assists them in developing a student educational plan (SEP) to meet those goals.

### 4 Career Planning (1) CSU

This class examines the career developmental concepts of awareness and implementation (decision-making) as they relate to the self and the world of work. Students will develop a personal decision-making strategy utilizing the skills obtained in the class. The class will emphasize the philosophy and importance of career development and personal interests, values, and skills as well as occupational resources. Other topics include the personality type/work environment relationship, a work environment analysis, and educational planning.

### 5 College Survival (2) CSU (RPT 1) CSU

This course will provide students with strategies for a successful first-year experience. Emphasis will be placed on WLAC policies, student support services, study skills, time management, test taking strategies, note-taking skills, stress management, and making informed decisions. This course is highly recommended for new and returning students.

### 6 Career Planning For Students with Disabilities (1) CSU

This course is designed to assist students with disabilities in the exploration and development of career goals, with an emphasis on individual interests and lifestyles, values, personality traits and abilities. Topics covered include vocational assessment, career exploration, résumé writing, interview skills, and job-seeking strategies. Workplace accessibility issues and the impact of the Americans with Disabilities Act (ADA) will be discussed.

### 8 Career Planning and Development (2) CSU

This course is an introduction to career planning and is designed for students who are contemplating a job change or who are undecided about their career or vocational choices. The focus is on a comprehensive career and personal evaluation, developing an appropriate educational plan, and utilizing a personal career strategy.

### 17 College Survival Skills Development (1) CSU

This course provides the student with a variety of survival skills necessary to become a successful college student. Topics include the matriculation process, library resources and usage, study skills strategies, self-esteem, time and stress management and goal setting.

### 20 Post-Secondary Education - The Scope of Career Planning (3) UC: CSU

This course provides students with the information to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, making decisions, job search, preparing a winning resume, interviewing skills, and strategies for managing a career. Students will design their own educational plan.

### 40 College Success Seminar (3) UC: CSU

This course will examine issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making, factors that impact lifelong learning, effective oral, interpersonal and written communication strategies, critical thinking, career exploration and educational planning.

## CORRECTIONS

(See Administration of Justice)

### 2 Correctional Institutions (3) CSU

This course deals with the philosophy and history of corrections, including the municipal jails, state penitentiaries, federal prisons, and private prisons. Also covered is an overview of the criminal law, constitutional law, crime theories, punishment and rehabilitation. Other topics include the organization and jurisdiction of local, state and federal law enforcement agencies, role expectations and their interrelationships, a survey of professional career opportunities and the minimum qualifications required for employment as a corrections officer.

### 5 Legal Aspects of Corrections (3) CSU

This course offers a thorough study of the system of justice used in the United States: civil, criminal, juvenile, and therapeutic. It is designed for courses on the law and judicial process that transcend the disciplines of political science, sociology, and criminal justice.

## COURSE DESCRIPTION

### DANCE STUDIES

#### 185 Directed Study - Dance (1) CSU

This course allows students to pursue directed studies in Dance on a contract basis, under the direction of a supervising instructor.

#### 301 Choreography I (1) UC: CSU

This course is an introduction to basic principles of dance composition and choreography. It includes theory and practice using improvisation, critical analysis, and implementation of the elements of space, time, and energy in student projects.

#### 805 History and Appreciation of Dance (3) UC: CSU

This course provides a historical perspective of dance from ritual to contemporary theatrical dance forms. It focuses on the ethnic, cultural and ritual forms of dance as it affected and reflected the world in which people lived. This course will focus on how dance reflects the historical, social and political climate of the day. The class will consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

#### 814 Dance Production I (2) UC: CSU

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.

#### 815 Dance Production II (2) CSU

This course provides basic instruction and laboratory experience in methods and techniques involved in producing a dance concert; including publicity, lighting, audio, marketing, and audition and performance.

#### 816 Dance Production III (2) CSU

This course provides instruction and intermediate laboratory experience in methods and techniques involved in producing a dance concert; including rehearsal planning, publicity, lighting, music/audio, marketing, costuming, audition and performance skills, and dance critique and assessment.

#### 822 Dance Rehearsals and Performances (3) UC: CSU

Traditional and contemporary dance techniques will be explored and presented in dance concerts and site specific locations. Emphasis is placed on developing skills in choreographic design, performance dynamics and movement analysis.

#### 826 Dance Performance Company (3) UC

This course develops knowledge and techniques for students to perform in college-based dance companies. Students explore various dance genres which enhance their abilities to become well-rounded dance artists in and around our community. This course provides opportunities for participation in the Los Angeles Community College Dance Consortium as well as opportunities for master classes,

community outreach, performances and college sponsored events.

### DANCE TECHNIQUES

#### 111 Ballet Techniques I (1) UC: CSU

This course offers an introduction to traditional ballet techniques and principles, emphasizing instruction in the fundamentals of positions, placement, terminology, and introductory level exercises.

#### 112 Ballet Techniques II (1) CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing instruction in positions, placement, and beginning level barre and center floor exercises.

#### 113 Ballet Techniques III (1) CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing placement and intermediate level barre and center floor exercises.

#### 114 Ballet Techniques IV (1) CSU

This course offers instruction in traditional ballet techniques and principles, emphasizing placement and advanced intermediate level barre and center floor exercises.

#### 121 Jazz Dance Techniques I (1) CSU

This fundamental course in Jazz dance techniques provides a performance based foundation by introducing basic steps, step sequencing, combinations and terminology. Students will develop an appreciation of the evolution of Jazz dance as a performing art form while preparing for further study in Jazz dance techniques.

#### 122 Jazz Dance Techniques II (1) UC: CSU

This beginning level Jazz dance course continues to establish basic knowledge of performance-based Jazz dance technique by utilizing compound step sequences and combinations, higher codified level terminology while utilizing a diverse selection of musical rhythms and phrasing. The student's appreciation of Jazz dance increases through viewing and practice of Jazz dance techniques while preparing for further study at higher levels.

#### 123 Jazz Dance Techniques III (1) UC: CSU

This course teaches the technique, principles, terminology and practice of jazz dance at the intermediate level. The course will emphasize the correct placement and execution of a wide variety of jazz movements, and will also teach various styles, and the history of the movements.

#### 124 Jazz Dance Techniques III (1) UC: CSU

This course teaches the technique, principles, terminology and practice of Jazz dance at the intermediate advanced level.

The course will emphasize the correct placement and execution of a wide variety of Jazz dance movements, and will also teach various styles, and the history of the movements.

### **141 Modern Dance Techniques I (1)**

This course teaches technique, principles, terminology and the practice of modern contemporary and lyrical dance at the introductory level. Students will undergo an in depth exploration of how the body is used in modern dance technique with a focus on alignment, body part initiation, movement organization and sequencing. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

### **142 Modern Dance Techniques II (1) CSU**

This course teaches beginning technique, principles, terminology and the practice of modern contemporary and lyrical dance. Emphasis is on the correct placement and execution of modern dance movements and will include improvisational and choreographic exercises. Students will develop coordination, flexibility and cardiovascular strength using various movement combinations.

### **143 Modern Dance Techniques III (1) CSU**

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the intermediate level. Emphasis is on the correct placement and execution of modern dance movements, along with an integrated use of the arms. Students will increase coordination, flexibility, and cardiovascular strength using various movement combinations.

### **144 Modern Dance Techniques IV (1) CSU**

This course teaches technique, principles, terminology and the practice of modern (contemporary) dance at the advanced level. Emphasis is on the correct placement and execution of advanced level modern dance movements, along with a more integrated use of the arms, head and torso. Students will increase coordination, flexibility, and cardiovascular strength using complex movement combinations.

### **151 Dance for Film and Stage I (1) CSU**

This course introduces students to choreographers and dancers, and provides instruction and practice in the fundamentals of dance technique used in film and stage.

### **152 Dance for Film and Stage II (1) UC: CSU**

This course introduces students to well-known choreographers and dancers, and provides instruction and practice of dance technique used in film and stage.

### **171 Hip-Hop Dance Techniques I (1) UC: CSU**

This introductory course in Hip Hop dance techniques provides a movement foundation by introducing fundamental step sequencing, combinations, musical usage, terminology, and the appreciation of Hip Hop dance as a historical performing art form. This course prepares students for further study in Hip Hop dance technique.

### **172 Hip-Hop Dance Techniques II (1) CSU**

This beginning level Hip Hop course continues to establish a basic knowledge of Hip Hop dance techniques by utilizing compound step sequences and combinations, using higher level terminology, and diverse selections of musical rhythms and phrasing. Students develop a deeper appreciation of Hip Hop dance as a historical and performing art form by reviewing Hip Hop movement techniques and preparing for further study at higher levels.

### **173 Hip-Hop Dance Techniques III (1) UC: CSU**

This intermediate level hip-hop course solidifies learned techniques and knowledge of a complete hip-hop dance class through the application of acquired skills and technical elements demonstrated in compound step sequences and combinations. Advancement of hip-hop movement vocabulary, diverse selections of musical rhythms and phrasing, physical aptitude, and performance skills prepares students for higher study of hip-hop dance techniques and performance. Exploration of the origins of hip-hop movement and the artistic influences embedded within the culture affirms each student's appreciation of hip-hop dance as a historical and performing art form.

### **174 Hip-Hop Dance Techniques IV (1) CSU**

This pre-performance level hip-hop course advances acquired techniques, and knowledge of a complete hip-hop class, with an emphasis on the development of stylistic nuances in performance. Artistic development of performance components is applied to acquired skills and techniques learned in previous studies of hip-hop. Students apply knowledge of hip-hop, terminology, dancer technique and training, character, musical phrasing, and performance skills to existing dance technique vocabulary for the purpose of stage performance preparation. Exploration of hip-hop dance trends, including music and movement styles, will be discussed. Performance practice prepares students for real world performance opportunities, and solidifies the student's appreciation of hip-hop as a performing art form.

### **211 Tap Dance Techniques I (1) CSU**

This course provides students the opportunity to learn and develop fundamental tap dance skills, thereby establishing a foundational knowledge of this dance technique. Besides learning the fundamental elements of this dance style, emphasis is placed on developing skills to a fundamental performance level. In addition, students learn tap dance step terminology and history, which allow students to gain an appreciation for this type of dance as an art form.

### **212 Tap Dance Techniques II (1) CSU**

This course provides students the opportunity to learn and develop beginning tap dance skills, thereby establishing a basic knowledge of this dance technique. Besides learning the basic elements of this dance style, emphasis is placed on developing skills to a basic performance level. In addition, students learn tap dance step terminology and students also

## COURSE DESCRIPTION

learn history and appreciation for this type of dance as an art form.

### **437 Jazz Dance (1) UC: CSU**

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles, and the history of the movements.

### **463 Modern Jazz (1) CSU**

This course teaches technique, principles, terminology and the practice of jazz dance. The course will emphasize not only the correct placement and execution of a wide variety of jazz movements, but will also teach various styles and the historical aspect of the movements.

### **570 Conditioning for Dance Team Techniques I (1) CSU**

This course provides a foundation for fundamental skills to condition the body for dance or cheer. In addition to exploring conditioning programs aimed to increase flexibility, strength, core awareness, balance, coordination and endurance, students will have the opportunity to develop dance or cheer team techniques through discussion and application of warm-up skills, movement sequences and basic combinations.

### **571 Conditioning for Dance Team Techniques II (1) CSU**

This course establishes basic beginning skills to condition the body for dance or cheer. Students will develop a conditioning program designed to increase flexibility, strength, core, balance, coordination, and endurance. Students will have the opportunity to enhance fundamental dance/cheer techniques through the application of warm-up skills, movement sequences, and beginning dance/cheer combinations.

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## DENTAL ASSISTANT

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

*Program & courses planned for Fall 2015. Please confirm with Division Chair at (310) 287-4464.*

### **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.

### **2 Infection Control for the Dental Setting (1)**

This course will introduce basic knowledge of infection control in dental settings to protect dental personnel and patients from possible transmission of infectious diseases. Topics include hand-washing, protective equipment, disinfection, sterilization, hazardous material and bio-hazardous material management, emergency exposure protocol, and water sepsis. Students will be introduced to the safety recommendations of the CDC and OSAP as well as the regulations of OSHA, EPA and DBC.

This course has a lab component where students practice the recommended safety procedures.

### **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)**

*Advisory: Allied Health 33.*

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)**

*Advisory: Allied Health 33.*

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.

### **7 Infection Control for the Dental Setting (1)**

This course will enable students to comprehend and apply protection from infectious diseases important in dentistry. Instruction on disinfection, instrument decontamination, sterilization procedures and tray set-up preparation will be given. Regulatory compliance agencies such as OSHA, CDC and ADA recommendations will be introduced. Hazardous material management, protocols and emergency procedures for hazardous and biohazard materials will be established.

### **8 Introduction to Dental Radiology (3)**

This course will enable students to understand the principles and apply techniques of exposing and processing dental radiographs using infection control and universal precaution methods. Emphasis is placed on radiation safety and protection. This course will enable students to become proficient at intraoral radiographic techniques through laboratory practice. Manikins will be used for initial technique and instruction until 100% accuracy is achieved.



## 9 Medical Emergencies (2)

*Advisory: Allied Health 33.*

This course will enable students to recognize psychological or common medical conditions which could lead to an emergency situation in a dental office. Emphasis placed on prevention; to include a basic review of CPR, the Heimlich maneuver and obtaining and recording vital signs; assigned roles in the case of an emergency, as well as management and legal issues of an emergency response.

## 10 Intermediate Chairside Assisting (3)

Students will apply knowledge and basic clinical skills learned in DA 105 and other related classes toward proficiency in performing dental assisting services. Emphasis will be on chair side assisting with coronal polishing, ultrasonic scaling for cement removal, restorative, oral surgery, orthodontia pedodontia, and periodontal surgeries.

## 12 Dental Assisting Clinical Science (3)

Students will develop an understanding of Microbiologic and nutritional conditions related to dentistry; Principles of patient motivation and education; Etiology, process and prevention of caries and periodontal disease; Design and management of a plaque and oral disease control program; brushing flossing and the use of adjunctive aids; dietary counseling.

## 13 Practice Management (2)

*Advisory: English 28.*

Students will develop skills necessary to undertake front office responsibilities to include: purchasing, inventory and cost control of office supplies; accounts payable and receivable procedures; insurance billing procedures, HIPPA; treatment planning and case presentation; scheduling of appointments; resume and interviewing skills.

## 15 Advanced Chairside Assisting (5)

Advanced skills needed to assist in complex dental procedures and in the dental office laboratory. Includes advanced chair side techniques and laboratory procedures; endodontics, oral surgery, orthodontics, pediatric dentistry, restorative, periodontics and prosthodontics. Two-hour lecture, three-hour laboratory, preclinic or clinic.

# DENTAL HYGIENE

NOTE: Courses are open to enrolled Dental Hygiene Majors only. Upper division courses can be found in the "Bachelor's Degree" section of this catalog.

## 90 Special Projects in Dental Hygiene (2) NDA (P/NP)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

## 92 Special Projects in Dental Hygiene (6) NDA (P/NP)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

## 96 Special Projects in Dental Hygiene - Laboratory (.5) NDA (P/NP)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

## 97 Special Projects in Dental Hygiene (1) NDA (P/NP)

This course allows Dental Hygiene students and graduates to pursue Special Projects in Dental Hygiene on a contract basis under the direction of a supervising instructor.

## 100 Principles of Clinical Dental Hygiene (3) CSU

*Open to enrolled students in Dental Hygiene. (First Semester)*  
*Prerequisites: Anatomy 1, Chemistry 51 or 60, English 101, Microbiology 20, Physiology 1, Psychology 1, Sociology 1, Speech, 101.*

*Corequisites: Dental Hygiene 101, 102, 103, 104, 105, 106, 109, 150.*

This course will provide beginning Dental Hygiene students with the scientific knowledge and understanding of the basic principles of dental techniques and procedures for applying comprehensive dental hygiene services.

## 101 Clinical Dental Hygiene (2)

*Open to enrolled students in Dental Hygiene. (First Semester)*  
*Corequisite: Dental Hygiene 100.*

This pre-clinical dental hygiene services course is designed to develop the skills and techniques required for performing dental hygiene services, and to orient the student to the role of the clinical dental hygienist.

## 104 Dental Morphology (2)

*Open to enrolled students in Dental Hygiene. (First Semester)*  
*Prerequisite: Anatomy 1.*

*Corequisite: Dental Hygiene 100, 101.*

Through lecture and demonstration, the morphological characteristics of the teeth are presented. Emphasis is on comparative crown and root anatomy, common variations, and features of morphology and occlusion that relate to the health of the periodontium.

## COURSE DESCRIPTION

### 105 General Pathology (2)

*Open to enrolled students in Dental Hygiene. (First Semester)*  
*Prerequisites: Anatomy 1, English 101, Microbiology 20, Physiology 1.*

*Corequisites: Dental Hygiene 100, 101.*

This lecture course focuses on the basic pathologic mechanisms in human disease. Major diseases and disorders encountered in practice are discussed, with emphasis on the clinical aspects of the diseases.

### 106 Anatomy of the Head and Neck (2) (Same as Biology 106)

*Open to enrolled students in Dental Hygiene. (First Semester)*  
*Prerequisites: Anatomy 1.*

*Corequisites: Dental Hygiene 100, 101.*

Open to enrolled students in the dental hygiene (first semester) students. A detailed study of the anatomy of the human head, neck, face and jaw will be presented through lecture and study of anatomical models. Emphasis will be placed on differentiating normal and abnormal structures and function in the context of health and disease.

### 108 Introduction to Periodontics (2)

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*

*Corequisite: Dental Hygiene 151.*

This course is designed to provide the Dental Hygiene student with an introduction to periodontics. The periodontium will be presented in health, and in disease, histologically and clinically. Etiology, prevention, diagnosis, therapy phases and options will be discussed.

### 109 Infection Control in Dentistry (1)

*Open to enrolled students in Dental Hygiene. (First Semester)*  
*Prerequisites: Chemistry 51, English 101, Microbiology 20.*

*Corequisite: Dental Hygiene 100, 151.*

This course is designed to provide the dental health care worker with the principles and practical application concepts of infection control in dentistry. Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Center for Disease Control (CDC) and other governmental agency standards will be presented and discussed.

### 150 Preventive Dentistry (2)

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (First Semester)*

*Prerequisites: Anatomy 1, Chemistry 51 or 60, Communication Studies 101, English 101, Microbiology 20, Physiology 1, Psychology 1, Sociology 1.*

*Corequisite: Dental Hygiene 100, 101, 104, 105, 106, 109, 212.*

This course provides the fundamentals for the clinical application of primary preventive dentistry procedures. Content centers on disease prevention strategies, and the skills required for effective patient education and motivation.

### 151 Clinical Dental Hygiene II (3) (P/NP)

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)* *Prerequisite: Dental Hygiene 100, 101, 104, 105, 106, 109, 150, 212.*

*Corequisite: Dental Hygiene 88-1, 108, 152, 154, 207, 209, 256.*

At the clinic rotation sites, students apply knowledge and basic clinical skills learned in DH 101 and other related classes toward competency in performing dental hygiene services. Emphasis will be on the periodontal maintenance, re-care patients, and periodontal therapy for the patient with mild to moderate active periodontal involvement.

### 152 Special Patient Care (1)

*Open to enrolled students in Dental Hygiene (Second Semester)*

*Prerequisite: Dental Hygiene 100.*

*Corequisite: Dental Hygiene 151.*

The role of the dental hygienist in the care of the special dental patient is the focus of this lecture course. The determining factors and treatment considerations for persons with medical, physical and emotional challenges will be explored.

### 153 Radiology II - Interpretation (1)

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)* *Prerequisite: Dental Hygiene 102.*

*Corequisite: Dental Hygiene 151.*

The clinical discipline of radiographic interpretation of oral and maxillofacial disease is presented for the dental hygienist. Techniques in extra-oral and specialized radiography are discussed.

### 154 Oral Pathology (2)

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)* *Corequisite: Dental Hygiene 151*

The interpretation of pathological conditions is presented with emphasis on clinical signs and symptoms. Oral abnormalities are presented through the use of color slides and case histories.

### 156 Histology and Embryology of Oral Tissues (2)

*(Same as Biology 156)*

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)* *Corequisite: Dental Hygiene 151.*

Through lecture and demonstration, the normal histologic structure and embryonic development of oral human tissues will be presented. Emphasis will be on differentiating normal from abnormal structure and function in the context of health and disease. Upon completion of this course the student will be able to make appropriate clinical applications of oral histology and embryology. These applications include

understanding relationships between structure and function, differentiating normal from abnormal histology, and understanding the mechanisms of common orofacial development defects.

### 160 Clinical Dental Hygiene II B (2) (P/NP)

*Prerequisite: Dental Hygiene 108, 151, 152, 153.*

Students will apply knowledge and basic clinical skills learned in DH 101 and DH 151 and other related classes toward proficiency in performing dental hygiene services. Emphasis will be on supportive periodontal treatment for the patient with mild-to-moderate, active periodontal involvement.

### 189 Dental Hygiene Developmental Clinic Seminar I (1)

*Prerequisites: Dental Hygiene 100, 101, 104, 105, 106, 109, 150, 212.*

*Corequisites: Dental Hygiene 108, 151, 152, 153, 154, 156, 207, 209, 256.*

Discussions and exercises presented will center on case reasoning for Beginning Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

### 190 Dental Hygiene Developmental Clinic Seminar II (1) CSU

*Prerequisites: Dental Hygiene 108, 151, 152, 153, 154, 156, 189, 207, 209, 256.*

*Corequisites: Dental Hygiene 200, 201, 204, 205, 206, 208, 215.*

Discussions and exercises presented will center on case reasoning for Intermediate Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

### 191 Dental Hygiene Developmental Clinic Seminar III (1)

*Prerequisites: Dental Hygiene 200, 201, 204, 205, 206, 208, 215.*

*Corequisites: Dental Hygiene 210, 250, 251, 252, 253, 254, 260.*

Discussions and exercises presented will center on case reasoning for Advanced Clinical Dental Hygiene care. Accumulated theoretical knowledge will be related to practical clinical applications.

### 200 Cariology and Occlusion (1)

*Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester) Corequisite: Dental Hygiene 201.*

This course provides understanding, recognition, and treatment options of dental tissue pathology. Lectures and discussion cover the aspects of occlusal dysfunction, dental caries, dental hypersensitivity and fractured tooth syndrome.

### 201 Clinical Dental Hygiene III (4) (P/NP)

*Open only to Dental Hygiene students who have completed all second semester Dental hygiene courses attempted with a*

*grade of "C" or better. (Third Semester) Prerequisite: Dental Hygiene 151.*

In a clinical setting, students apply specific knowledge and skills learned in pre-clinical and didactic courses. Emphasis will be on treating the patient with moderate periodontal involvement. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

### 204 Dental Health Education (1)

*Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester) Prerequisite: Multiple\* Please consult catalog and department advisor.*

*Corequisites: Dental Hygiene 204*

Dental health education is designed to introduce the dental hygiene student to the role of dental health education as it related to evidence-based decision making in clinical and community setting. This course will also introduce the application of epidemiological methods and basic statistical concepts necessary for evaluation of dental literature.

### 205 Dental Health Education - Practicum (1)

*Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester) Prerequisite: Please consult catalog and department advisor. Corequisite: Dental Hygiene 204*

This practicum course to Dental Hygiene Education, DH 204, is designed to orient the dental hygiene student to the role of dental health educator and provide experiences in dental health education. In this course, students will be introduced to concepts of school program planning, development of evaluation mechanisms and coordinating efforts with educational and community systems.

### 206 Periodontics (1)

*Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester) Corequisite: Dental Hygiene 201*

Lectures on anatomy, histology and pathology of the periodontium are correlated with the clinical aspects of periodontal disease and the various therapeutic measures currently in use. Rationale and procedures for gingival curettage will be discussed.

### 207 Pain Control (1)

*Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester) Prerequisite: Dental Hygiene 106, Dental Hygiene 109*

*Corequisite: Dental Hygiene 209*

This course introduces the students to current methods of pain management and anxiety control in dentistry. Emphasis will be on the use of local anesthetics and nitrous oxide and oxygen through lectures and demonstrations.

## COURSE DESCRIPTION

### 208 Pharmacology (3)

*Open only to Dental Hygiene students who have completed all second semester Dental Hygiene courses attempted with a grade of "C" or better. (Third Semester) Prerequisite: Dental Hygiene 151*

This course presents the general principles of pharmacology, including the pharmacodynamics, pharmacokinetics, adverse reactions, and contra-indications of selected drug groups. Emphasis will be placed on those drug groups especially relevant to dental practice including analgesics, sedatives, local anesthetics, nitrous oxide, anti-infectives, antibiotics, and anti-viral drugs. In addition, the most common classes of drugs the dental patient is taking in the management of common diseases and disorders will be covered, including autonomic drugs, cardiovascular drugs, antihistamines, anti-inflammatory drugs, and anti-neoplastic drugs.

### 209 Pain Control Laboratory (1)

*Corequisite: Dental Hygiene 151*

This laboratory course is designed to provide experience in administering local anesthesia and nitrous oxide oxygen sedation.

### 210 Emergencies in Dental Practice (1)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)*

*Corequisite: Dental Hygiene 251*

This course is designed to provide the student with the background and skill to recognize and manage most medical emergency situation. Emphasis will be placed on prevention, prompt recognition, and effective treatment of life threatening emergency situations that can occur in the practice of dentistry.

### 212 Radiology I-Introduction to Radiology (2) CSU

*Prerequisites: Dental Hygiene 201*

*Corequisites: Dental Hygiene 251*

This course will enable students to understand the principles and apply techniques of exposing and processing dental radiographs using infection control and universal precaution methods. Emphasis is placed on radiation safety and protection. The laboratory portion will provide the experience in exposing, processing, mounting, charting and interpreting radiographs on manikins and patients; with an emphasis placed on radiation safety and protection.

### 215 Dental Materials and Expanded Functions Lab (3) CSU

*Prerequisites: Dental Hygiene 104 and 150*

*Corequisites: Dental Hygiene 200 and 201*

The purpose of this course is to study the properties, compositions and manipulation of materials used in dentistry. The study of dental materials enables the dental hygienist to understand the behavior of these materials, and provides a scientific rationale for selecting, using and understanding the varied relationships of dental bio-materials.

### 250 Advanced Periodontal Seminar (1)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)*

*Corequisite: Dental Hygiene 251*

This course is designed to provide the dental hygienist with an advanced understanding of periodontics. The development of a periodontal treatment philosophy will be accomplished through reading in the classical and current literature. Emphasis will be placed on nuances of periodontal care, controversies and state of the art understanding developed through the reading of scientific literature.

### 250 Advanced Periodontal Seminar (1)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)*

*Corequisite: Dental Hygiene 251*

The class is designed to provide the dental hygienist with an advanced background in periodontics. The development of a periodontal treatment philosophy will be accomplished through reading in the classical and current literature. Emphasis will be placed on nuances of periodontal care, controversies and 'state of the art' understanding developed through the reading of literature.

### 251 Clinical Dental Hygiene IV (5) (P/NP)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester)*

*Prerequisite: Dental Hygiene 201*

In a clinical setting, students apply specific knowledge and skills learned in clinical and didactic courses. Emphasis will be on treating the patient with moderate to advanced active periodontal involvement. Clinical experiences at higher levels of skill are required to prepare the student for licensure. Rotating assignments into dental specialty clinics at UCLA provide the opportunity to learn of the role of the dental hygienist in these areas.

### 252 Essentials of Dental Hygiene Practice (2)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester) Prerequisite: Dental Hygiene 201 Corequisite: Dental Hygiene 251*

The purpose of this course is to introduce dental hygiene students to the history of the profession of dental hygiene, the ethical responsibilities inherent with the professions and legal factors affecting them as students, and future practitioners. This course will enable students to understand the ethical, legal and managerial aspects of dental hygiene practice. Emphasis is placed on the California Dental Practice Act; laws and regulations, as well, as professional development.

### 253 Community Dental Health (1)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester) Corequisite: Dental Hygiene 251& 254*

This course is a study of the concepts and methods of preventive dentistry as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, and recognition of abuse as it is described in health policies are discussed.

### 254 Community Dental Health - Practicum (1)

*Open only to Dental Hygiene students who have completed all third semester Dental Hygiene courses attempted with a grade of "C" or better. (Fourth Semester) Prerequisite: Please consult catalog and department advisor*  
*Corequisite: Dental Hygiene 251& 253*

The practicum courses to Community Dental Health, DH 253, is designed to provide experiences in program planning and implementation at various governmental and community settings. Smoking cessation and the recognition and reporting of abuse is presented and discussed.

### 256 Biochemical Nutrition (3)

*Corequisite: Dental Hygiene 151*  
*Prerequisite: Open only to Dental Hygiene students who have completed all first semester Dental Hygiene courses attempted with a grade of "C" or better. (Second Semester)*

The science of nutrition is presented with an emphasis on the biochemical nature of nutrients, digestion, metabolism and growth. The effect of nutrition on health and oral health is studied. The relationship of diet and nutrition to various diseases such as periodontal disease, cancer, diabetes and obesity will be discussed. The nutritional considerations of patients with special needs will be emphasized.

### 260 Research Design and Methodology (1) (CSU) (RPT 1)

Dental health education is designed to introduce the dental hygiene student to the role of dental health education as it related to evidence-based decision making in clinical and community setting. This course will also introduce the application of epidemiological methods and basic statistical concepts necessary for evaluation of dental literature.

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## EARTH SCIENCE

(Also see Environmental Science, Geography, and Oceanography)

### 1 Earth Science (3) UC: CSU

*Advisory: English 101.*

This course provides a broad-based, integrated introduction to the geosciences. The course content includes a survey of topics from geology, geography, oceanography, meteorology, and astronomy. This course is designed to fulfill a natural science requirement.

### 2 Earth Science Laboratory (2) UC: CSU

*Prerequisite: Earth Science 1*

Earth Science 2 is an introductory level laboratory course designed to examine many of the basic principles of geology, meteorology, oceanography, and astronomy. It gives students hands-on experience with Earth materials, skills to gather scientific data, and critical thinking to solve problems.

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## ECONOMICS

### 1 Principles of Economics I (3) UC: CSU

*Prerequisites: Math 115.*

This course is an introduction to the field of microeconomics, which focuses on the behavior of individual economic agents including consumers, business firms, and the government when confronted with scarcity. The course also examines contemporary social issues such as income distribution and poverty as well as global issues such as outsourcing and protectionism. Topics include supply and demand, elasticity, forms of business organizations, theory of production and cost, pricing and output decision in various market structures, market failure and the role of government, labor management relations, and international trade.

### 2 Principles of Economics II (3) UC: CSU

*Prerequisites: Math 115.*

*Note: Economics 1 is not a prerequisite for Economics 2.*

This course is an introduction to the field of macroeconomics. Topics to be analyzed include an analysis of the behavior of the national economy as a whole, together with such issues as the determination of gross domestic product, the unemployment rate, the inflation rate, interest rates, and the long-term economic growth rate. In addition, global issues such as the role of the exchange rate and the balance of trade are analyzed.

### 10 Economic History of the United States (3) UC: CSU

Emphasizes the causes of growth in the American economy and how the economy today continues to be influenced by events from the past. Considers the causes of the American Revolution: how changes in institutions and British attitudes contributed to the revolution. Analyzes how Southern plantation agriculture, slavery, and westward expansion culminate in the Civil War. Traces the increasing role of government in the economy starting with the Industrial Revolution, the price controls of World War I, the Great Depression, and the New Deal. Speculates on the future of the U.S. economy.

### 11 Economics of Globalization (3) UC: CSU

This course examines the phenomenon of globalization using economic analysis to explore controversial themes of the globalization debate such as off shoring, sweatshops, environmental standards, intellectual property protection, cultural diversity, economic development, and immigration.

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## EDUCATION

### 1 Introduction to Teaching (3)

*Advisory: English 28.*

This course introduces students to the field of professional education and the concepts and issues that are related to K - 12 education. Topics of this course include a basic understanding of a teacher's role and challenges in society, contemporary education issues within historical, social, philosophical, legal, and political contexts, impact of government policies on schools and children, and the various perspectives on curriculum and instruction.

### 210 ETUDES Instructor Certification (2)

This course provides an overview of the core tools and basic functionality of ETUDES (Easy to Use Distance Education Software). ETUDES is a learning management system (LMS) currently used by many colleges in, and outside, of California. It is used by most Colleges in the Los Angeles College District (LACCD). ETUDES provides a complete set of tools to help instructors develop, deliver, supplement, and manage courses via the Internet. This course prepares students to teach online, hybrid and web enhanced classes using the ETUDES system. As a hands-on learning experience, this course provides a step-by-step path towards mastering the system's tools which support online teaching and learning.

### 220 Online Teaching Technologies (2)

This course addresses various established and emerging technologies used to deliver educational content online, including but not limited to Web 2.0 tools such as Podcasting, Blogging, Wikis, Social Networking, Webcasting, and ePortfolios. This course examines the advantages, disadvantages, and best practices of using each technology to achieve student learning outcomes.

### 230 Online Student Success Lab (1) (RPT 3)

This course is designed to introduce new online students to the basics of how to succeed in an online class. This course also serves to help new online instructors better empathize with and ensure the success of their online students. Topics covered include: what it takes to be a successful online student, how to persist and thrive in online courses, plagiarism and other things not to do, learning styles, netiquette, prerequisite computer skills, course management systems and ETUDES-NG, how to use the various ETUDES-NG tools effectively.

### 240 Online Pedagogy and Teaching Modalities (3)

This course focuses on how to teach online. Regardless of which learning management system you use, this course addresses how to develop and deliver classes that lead to student success. Best practices for both online students and instructors are covered, along with discussions of relevant

online and adult learning theories and associated activities. The various delivery methods of computer- mediated instruction, such as fully online courses, hybrid courses, and Web-enhanced courses are compared and contrasted

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## ENGLISH

### 20A College Reading Skills A (3) NDA

This reading/writing course will enable students to apply active reading strategies that develop vocabulary and encourage critical analysis of texts. Students are required to write accurate, well-organized summaries of texts, use their own knowledge and experience to help them write meaningfully about what they read, and display a basic knowledge of standard rhetorical principles and elements of various texts.

### 21 English Fundamentals (3) NDA

*Prerequisite: Appropriate placement level demonstrated through the English assessment process or English 20A.*

This reading/writing course enables students to write basic academic prose and incorporate English usage rules and college-level vocabulary into sentences, so it will help students to succeed in college courses.

### 28 Intermediate Reading and Composition (3)

*Prerequisite: Completion of English 21 with a grade of "C" or better, or appropriate placement level demonstrated through the English assessment process.*

English 28 is a course in written composition and critical thinking. It is a prerequisite to English 101 and prepares students for success in English 101. The course emphasizes academic writing based primarily on critical reading. Students learn how to support a thesis credibly by citing at least three different kinds of sources. The course requires the writing of a minimum of 4000 words in compositions and essays.

### 67 Writing Laboratory (.5) NDA

This course is designed to improve the student's academic reading and writing abilities by supervised instruction emphasizing individual conferences. Students receive help from the instructor in applying the writing process to their assignments. Through this individualized approach, students learn how to analyze individual writing problems and practice different writing strategies.

### 94 Intensive Grammar Review (3) (NDA)

An intensive review of standard English grammar, usage, and sentence structure for students who want extra help before taking English 28 or 101. Grammar improvement is acquired through a combination of in-context writing assignments and drill exercises.

## 100 ACCELERATED PREP: COLLEGE WRITING

This class prepares students for academic reading, critical thinking, and writing expected in transfer and associate-degree classes. Students plan, draft, revise, and edit compositions based on college-level readings that cover topics that challenge students' thinking and provide an intellectual background for the assignments. This course prepares students for English 101.

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

*Prerequisite: Appropriate placement level demonstrated through the English assessment process, or a grade of C or better in English 28.*

This is a college-level freshman composition course which focuses on expository writing and argumentation and requires the writing of a minimum of 6000 words in essays and a research paper. Students study a variety of texts written at the college level, including literature, that reflect current academic concerns relating to issues of language, ethnicity, class, gender, identity, psychology, and cultural studies. The course is intended for students who plan to transfer to a four-year college or university.

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

*Prerequisite: English 101 with a grade of "C" or better.*

English 102 focuses on developing student appreciation of a variety of literary genres from diverse writers in different eras. Students learn how to identify standard elements of story in texts and to use appropriate literary terminology to interpret texts and defend their textual interpretations.

## 103 Composition and Critical Thinking (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This course, which meets the transfer critical thinking requirement, is designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 101. Based on college-level readings, the course will focus on the development of logical reasoning and analytical and argumentative writing skills with a minimum of 10000 words of student writing submitted over the semester.

## 127 Creative Writing (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This course is an introduction to writing poetry, creative non-fiction, and fiction. Students learn different ways to employ the elements of story in their own original literary works by discussing the works of respected writers. Assignments consist of practicing writing in various genres, peer reviews, writing logs, screen writing and journals.

## 185 Directed Study (1) CSU

This is a course in writing in, and about, but not limited to, the natural and physical sciences. Students will study documents such as abstracts, research proposals, and journal articles, will analyze the development of disciplinary writing practices, and will study non-fiction science writing for general audiences.

## 203 World Literature I (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This course surveys world literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the seventeenth century. Students read English translations of these great works and write critical papers.

## 204 World Literature II (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This course surveys world literature from around the world, including Europe, the Middle East, Africa, Asia, and other areas, from the seventeenth century to the present. Students read English translations of these great works and write critical papers.

## 205 English Literature I (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This survey of English literature begins with works from the Middle Ages, proceeds to poetry and plays from the Renaissance, and continues to the decline of neoclassicism in the eighteenth century, with special emphasis on major writers and works. Students will write critical papers.

## 206 English Literature II (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This survey of English literature includes writing from the Romantic Era (e.g., Blake, Wordsworth, Keats, and Mary Shelley), the Victorian Age (e.g., Tennyson, Browning, and Wilde), and the Modern Period (e.g., Yeats, Woolf, Eliot, and Joyce). Students will write critical papers.

## English 209 (3) UC: CSU

This course surveys representative literature by California authors and/or about the state of California, beginning with California Indians' oral literature and including notable fiction, poetry, short stories, drama, and films. Topics covered include the relation of this literature to the state's history and an overview of the development of a recognizable state literature.

## 215 Shakespeare I (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

A study of the poems and plays selected from the works of Shakespeare. The course covers many of the elements found in Shakespeare's work, such as structure, character, conflict, setting, style, theme, the supra-supernatural, and symbolic meaning. The selection of plays will include at least two each from his tragedies, histories, and comedies. Students will study Elizabethan and Jacobean life in relation to Shakespeare's works.

## 219 Literature of American Ethnic Groups (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

This course considers noteworthy fiction and other literature arising from the traditions and contemporary problems of several ethnic groups, each of which offers a unique contribution to American life.

## COURSE DESCRIPTION

### 234 African American Literature I (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

English 234 surveys the literature of major North American writers of African descent, whose works explore the social, political, and philosophical problems of the antebellum and postbellum periods, through the various genres of literature, including the oral tradition, poetry, short fiction, autobiography, drama, and the novel, to name a few. The course examines the African antecedents of African American literature, as well as its relationship to the major currents in American literature and literature throughout the African Diaspora, within their proper socio-historical and political contexts. Special attention will be devoted to traditional literary analysis and interpretation of primary texts by major authors and the various schools of literary criticism.

### 239 Women in Literature (3) UC: CSU

*Prerequisite: English 101 with a grade of "C" or better.*

English 239 provides both a global and historical survey of the various genres of women's literature, including, but not limited to, oratory, poetry, short fiction, drama, the novel, and autobiography, from antiquity to the present. Students are expected to write critical essays and a research paper that examine the predominate themes in path breaking literature by and about women, as well as the various archetypes, images, roles, and statuses of women. Special attention will be devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

### 420 Research, Design and Methodology (3) CSU

This advanced course prepares students to develop a research project as well as evaluate scientific evidence-based literature. Research design components and methodology will be discussed, as well as evaluation of scientific evidence-based literature and a capstone project. This is an upper division course, under the SB850 pilot project and only open to students in the baccalaureate degree program

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## ENGLISH AS A SECOND LANGUAGE

In order to enroll in the correct course level, ESL students should ask for the ESL assessment test when registering.

### 5A College ESL V: Writing/Grammar (6) UC: CSU

*Prerequisite: ESL 4A.*

This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing. UC Transfer Credit Limit: A maximum of 8 units from ESL 5A and 6A.

### 5B College ESL V: Reading/Vocabulary (3) NDA

*Advisory: ESL 5A*

This is a high-intermediate course in English as a Second Language for nonnative speakers of English. It emphasizes the development of skills leading to vocabulary expansion and college-level reading proficiency.

### 6A College ESL VI: Writing/Grammar (6) UC: CSU

*Prerequisite: ESL 5A with a grade of "C" or better.*

*Advisory: ESL 6B.*

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized. Prerequisite: Completion of ESL 5A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process. UC Transfer Credit Limit: A maximum of 8 units from ESL 5A and 6A.

### 6B College ESL VI: Reading/Vocabulary (3) NDA

*Prerequisite: ESL 5A with a grade of "C" or better.*

Students in this low-advanced ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency including advanced academic vocabulary. Prerequisite: Completion of ESL 5A with a grade of 'C' or better, or appropriate ESL placement level demonstrated through the assessment process.

### 8 Advanced ESL Composition (6) UC: CSU

*Prerequisite: Completion of ESL 6A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.*

This is a course in written composition, grammar, and critical reading skills tailored for the English-as-a-second language student. It is a prerequisite for English 101. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be required to use MLA and/or APA citation and bibliographic conventions in their research. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 600-800 words, and one research paper.



## ENGLISH AS A SECOND LANGUAGE - Noncredit

### 061CE English as A Second Language I (0)

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skilled 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.

### 062CE English as A Second Language II (0)

This multi-skilled competency-based ESL course teaches intermediate English speaking, listening, comprehension, reading, writing and grammar 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.

### 063CE English as A Second Language III (0)

This multi-skilled competency-based ESL course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

## ENVIRONMENTAL SCIENCE

(Also see Earth Science)

### 1 The Human Environment: Physical Processes (3) UC: CSU

Environmental Science is an introductory course which discusses the effects of humans on their physical environment. Topics include air pollution, water pollution, energy & mineral resources, and climate change.

### 2 The Human Environment: Biological Processes (3) UC: CSU

*Advisory: English 28 and Mathematics 105.*

This is a course in basic ecology and the effects of humans on their environment which fulfills a non-laboratory life science requirement. Topics include ecological structure and function, population dynamics, use of natural resources, energy, pollution and man's impact on the survival of plant and animal species.

## FAMILY AND CONSUMER STUDIES

### 21 Nutrition (3) UC: CSU

This course provides a basic understanding of nutrition. It deals with the six classes of nutrients and their dietary requirements. It discusses the effect diet has on achieving a healthy lifestyle, and how to avoid obesity and nutritionally-related illnesses.

## FILM PRODUCTION

### 100 Intro to Motion Picture and TV Production Crafts (3) CSU

This course provides a broad overview of the process of creating content for motion pictures, television, new media and live venues. The course includes a historical overview of the entertainment industry and focuses on storytelling principals, aesthetics and techniques used in these audio-visual performance media. It also examines the variety of opportunities available in the entertainment industry's specialized trades sectors—such as stagecraft, set dressing, carpentry/fabricating, grip, editing cinematography/camera, costume manufacturing, make-up, studio electrical lighting, set painting, and scenic artists. Participants will gain a deeper appreciation of narrative and visual design in audio-visual performance media, as well a thorough understanding of the key terminology, protocols, personnel, equipment, duties, responsibilities and physical demands required of the entertainment industry crafts.

### 101 Production Skills (3) CSU

*Prerequisite: Film Production 100.*

The purpose of this class is to provide you with a hands-on overview of the responsibilities of an entry-level crew member in the major craft and technician departments in the motion picture, television and stage industry including camera, grip, set dressing, costume, set lighting, set painting, sound, editing and stagecraft. The class will introduce you to the basic skills, tools, terminology, safety protocols and work habits specific to each department. This knowledge will allow you to make an informed decision as to whether you would like to pursue further studies in a particular craft. Participants must be able to lift a minimum of 50 lbs.

### 105 Stagecraft in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

This course introduces students to the operation of all tools, saws, and equipment needed in the Stagecraft field. It includes measuring and performing necessary calculations, drawing, reading blue prints, using hardware, as well as properly hanging doors, windows and building flats. The course incorporates job-related paperwork, interaction with

## COURSE DESCRIPTION

other crafts, computer skills and workplace safety. It also includes the written and verbal communication skills, work ethics and job-seeking skills.

### 110 Set Dressing Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100*

This course introduces students to the basic skills and principles of set dressing—and the use of tools, moving, pulling orders, packing and unpacking, loading, rope and knots, setting up the set, fluffing, measuring and calculations, identification and labeling, esthetics of decorating, shopping. The course incorporates job-related paperwork, interaction with other crafts, computer skills and workplace safety. It also includes the written and verbal communication skills, work ethics and job-seeking skills.

### 110A Set Dressing Crafts A (4) CSU

In film and television, the art department creates the physical environment in which stories take place. The set decorator and his/her staff (such as the lead person, buyers and set dressers) are responsible for locating and staging the 'set dressing' -- furniture, rugs, lighting fixtures and the like -- that contributes to telling the story according to the vision of the production designer and director, writer(s) and producer(s). This course teaches the entry-level skills for set dressing, including the history and evolution of the craft, movements in art history, architecture and interior design, and hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

### 110B Set Dressing Crafts A (3) CSU

*Prerequisite: Film Production 100*

This course will cover intermediate-level skills, techniques and concepts within the craft of set dressing. Students will shop for and dress sets for student productions, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

### 115 Grip Crafts in Film, TV, and Video Production (6) (RPT 3)

*Prerequisite: Film Production 100.*

This course will introduce students to the job responsibilities of the following different types of grips: 1. key grip or grip boss—the foreman of the grip department; 2. best boy grip or second company grip, who assists the key grip in logistical issues, such as scheduling crew and equipment rental; 3. third grip, company grip or gang grip, who work the set and take direction from the key; 4. construction grip, who constructs and dismantles the set and who are also responsible for building, moving, and adjusting major set pieces (e.g. walls, ceiling flats) when something needs to be moved to get a camera or lights into position; 5. dolly grip, who operates the

dollies; and 6. crane operator, who operates the camera crane.

### 115A Grip Crafts A (4) (RPT 3)

*Prerequisite: Film Production 100.*

This course will introduce students to the craft of the motion picture and television grip technician, beginning with the study of basic concepts in rigging, mounting, and carpentry. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lbs.

### 115B Grip Crafts B (4) (RPT 3)

*Prerequisite: Film Production 100.*

This course will cover intermediate-level skills, techniques and concepts within the grip craft. Students will set up and problem-solve rigging, mounting and camera movement scenarios, practice with tools, equipment, and expendables and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

### 120 Camera/Digital Utility Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

This course introduces students to the basic skills of Loader, Digital Utility and Second Camera Assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.

### 121 Camera Assistant/Digital Utility Lab (1)

*Prerequisite: Film Production 100.*

*This laboratory course, taken in conjunction with Film Production Crafts 120, introduces students to the basic skills of Loader, Digital Utility and Second Camera Assistant. It includes an introduction to the camera, an overview of the job, focusing on loading, collaboratively working with the crew, and life skills on location and in the studio. It also includes practice in using digital camera technology.*

### 125 Editing Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

This course prepares students for the position of a union apprentice editor. Students will gain all the knowledge necessary to meet the editor's guild requirements for apprenticeship. The course will teach students the role of the editing room in the film making process and give hands on experience with Logging & capturing media, maintaining an editing room, and apprentice editor duties including basic office skills.

## 126 Introduction to Editing Crafts (3) CSU

*Prerequisite: Film Production 100 & 101.*

This course is an introduction to the craft of video editing, with an emphasis on fundamental concepts and a focus on the role and responsibilities of the assistant editor. The approach will be project-based, with students learning and developing digital workflows by shooting or ingesting footage from a variety of sources, transcoding it into an editing-friendly codecs, logging it, and then assembling it into sequences. Completed work will be compressed and uploaded to internet practice sites. A student emerging from this class will have a solid technical foundation for the further study of video editing, and an understanding of what will be expected of them in most entry-level editing positions. **THE COURSE REQUIRES STRONG COMPUTER AND ORGANIZATIONAL SKILLS.**

## 127 Editing Crafts Lab 1 (2)

*Prerequisite: Film Production 100 & 101.*

This lab course will allow students to practice their video editing and post-production skills via exercises and projects. It will also cover tools, settings and menu options in video editing applications as well as editing concepts and techniques.

## 128 Editing Crafts Lab 2 (1)

*Prerequisite: Film Production 100 & 101.*

This lab course will allow students to practice their video editing and post-production skills via exercises and projects. It will also cover tools, settings and menu options in video editing applications as well as editing concepts and techniques.

## 129 Intermediate Editing Crafts (3) CSU

*Prerequisite: Film Production 100 & 101.*

This course covers intermediate concepts and techniques in video editing and post production, with an emphasis on understanding more advanced digital work flows, becoming familiar with current software used in post-production, and basic visual effects and sound editing. The approach will be project-based, with students editing projects of different genres and formats. Students will act as both editor and assistant on a variety of projects. **THIS COURSE REQUIRES STRONG COMPUTER AND ORGANIZATIONAL SKILLS.**

## 130 Costume Manufacturing Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

This entry-level costume class teaches students the fundamentals of costume manufacturing. Students learn how to take designs and create stage, movie, and television costumes with sewing skills and other techniques they've acquired. They also are schooled in the countless fabrics and textures utilized by the professionals.

## 140 Set Lighting Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

This course will introduce students to the craft of the studio electrical lighting technician: how to safely and correctly

handle and operate lighting instruments, stands, mounting equipment, and power distribution systems and how to safely and effectively use the basic hand tools and expendable supplies of the craft.

## 140A Set Lighting Crafts A (4) CSU

*Prerequisite: Film Production 100.*

This course will introduce students to the craft of the motion picture and television lighting technician, beginning with a study of basic concepts in lighting design, electricity, and power distribution systems. Students will learn industry terminology and the basic handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

## 140B Set Lighting Crafts B (3) CSU

*Prerequisite: Film Production 140B.*

This course will cover intermediate-level skills, techniques and concepts within the craft of set lighting. Students will set up and problem-solve lighting scenarios, practice with tools, equipment, and expendables of the craft and be introduced to common production paperwork. Field work on entertainment industry sets, and documentation of those experiences, is a component of this course. A strong emphasis will be placed on workplace safety and professionalism. Students must be able to lift a minimum of 50 lb.

## 145 Set Painting Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

In this course, students learn how to prepare surfaces such as wood, metals, and plastics for acceptance of various paints, as well as tools used in the preparation process, preparation materials, such as Spackle and Bondo, types of paints, safe handling, use, and storage of materials, weather and other environmental concerns, the steps of paint preparations, such as Prepping, Priming, Sub-Finishing, Finishing, and Clear Finishes (Sealers). Learning these skills from experienced union professionals in set painting, the students leave the program with confidence and knowledge on how to utilize these things to create just the right look for the job.

## 146 Set Painting Crafts (3) CSU

*Prerequisite: Film Production 100 & 101.*

This course will introduce students to the craft of set painting for motion pictures and television. Students will learn how to prepare surfaces for acceptance of various paints, the steps of paint preparation and color mixing, and finishing techniques including aging, staining and texturizing surfaces. Students will learn industry terminology and the handling of tools, equipment, and expendables of the craft. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

## 147 Set Painting Lab 1 (3)

*Prerequisite: Film Production 100 & 101.*

This lab course will allow students to practice the basic skills of a set painter via exercises, demonstrations and production

## COURSE DESCRIPTION

simulations. It also covers hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

### 148 Set Painting Lab 2 (2)

*Prerequisite: Film Production 100 & 101.*

This lab course will allow students to practice the basic skills of a set painter via exercises, demonstrations and production simulations. It also covers hands-on instruction in craft tools, equipment, techniques, and terminology. A strong emphasis will be placed on workplace safety and professionalism. Participants must be able to lift a minimum of 50 lb.

### 150 Scenic Artists Crafts in Film, TV, and Video Production (6)

*Prerequisite: Film Production 100.*

In this course, students learn how to create the realistic back drops that are so often used in television shows and motion pictures. In learning these skills, they first learn about the rudimentary aspects of paints and brushes. Then they learn about techniques, like projections, that allow them to create stunningly realistic settings. Some of the skill sets acquired in the scenic class are marbleizing, wood graining, and rust ageing.

### 185 Directed Study (1)

This Directed Study class allows a student to pursue directed study in film, television, stagecraft, and new media production crafts areas on a contract basis under the direction of a supervising instructor.

### 200 Introduction to Photoshop and Illustrator (3) CSU

*Prerequisite: Film Production 100 & 101*

Students will develop an understanding of the core principles of digital art and design, with an emphasis on techniques practiced in the visual effects industry. The course covers the fundamentals of digital art using Photoshop and Illustrator: color theory, composition, software tools, image formats, image creation and manipulation, and the fundamentals of compositing. In addition, students will get an overview of workflows and job pathways in the visual effects industry.

### 202 Visual Effects and Motion Graphics (3) CSU

*Prerequisite: Film Production 100 & 101.*

Students will learn to use Adobe After Effects to create motion graphics with text and animation, with an emphasis on techniques practiced in the visual effects industry. Tools such as key frames, motion paths and masks will be used to create visual effects and motion graphics projects and students will explore common workflows and job pathways in post-production and visual effects.

### 285 Directed Study (2)

This Directed Study class allows a student to pursue directed study in film, television, stagecraft and new media production crafts areas on a contract basis under the direction of a supervising instructor.

### 385 Directed Study (3)

*Prerequisite: Film Production 100*

Directed Study classes allow a student to pursue directed study in Film Production Crafts areas on a contract basis under the direction of a supervising instructor.

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## FINANCE

### 1 Principles of Finance (3) CSU

This course is designed to cover the markets in which funds are traded, the financial institutions that participate in and aid the flow of funds, and the principles of financial management that guide the participants in making sound decisions.

### 2 Investments (3) CSU

This course covers the analysis of stocks and bonds, mutual funds, real estate trusts, commodities and related investments. Functions and operations of the investment market are also studied.

### 8 Personal Finance and Investments (3) CSU

This course is comprised of lectures, discussions and practice with regard to one's personal financial activities. Particular attention is given to consumer credit, life and property insurance, savings plans, taxes, retirement plans, estate transfers, securities, and miscellaneous investments.

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## FIRE TECHNOLOGY

### 27 Wildland Firefighter (4) CSU

This course prepares students for entry-level employment with public safety departments and other agencies that cross-train personnel for law enforcement and wildland fire suppression duties.

### 201 Fire Protection Organization (3) CSU

This course is an introduction to the fire service and fire protection, including examining careers in fire departments and related fields. Also covered will be the history of fire protection, causes of loss by fire, and public and private protection services. Also discussed will be the organization of fire departments, fire prevention, fire-fighting tactics, tools, equipment, apparatus, and alarm and water systems. This course includes field trips.

### 202 Fire Prevention Technology (3) CSU

This course prepares students to make effective, complete and legal inspections by knowing fire prevention concepts. The course includes history, organization, laws, and causes of fires, procedures, techniques, enforcement, and record keeping.

## 203 Fire Protection Equipment and Systems (3) CSU

The student will learn about fire detection, alarm, and protection systems. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

## 204 Building Construction for Fire Protection (3) CSU

This course examines building construction as it relates to fire control. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

## 205 Fire Behavior and Combustion (3) CSU

Students will study fire chemistry and physics. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

## 207 Wildland Fire Control (3) CSU

This course provides information relating to Incident Command System and how it is used to control, order and assign resources on wildland fires. The course will survey the methods used to suppress wildland including the use of water, fire retardants, hand crews, bulldozers, aircraft and back firing. The California mutual aid plan and the process for its implementation will also be covered.

## 209 Fire Tactics and Strategy (3) CSU

This course covers the application of tactics and strategies to various types of fires. It is oriented toward public safety departments and other agencies that cross-train law enforcement and fire-fighting personnel.

## 210 Fire Company Organization and Procedure (3) CSU

This course introduces the student to the organization and management of a fire department and its relationship to other governmental agencies. Emphasis is on fire service leadership, management and supervision from the perspective of the company officer.

## 213 Fire Investigation (3) CSU

This course covers methods of determining point of origin, path of fire travel, and fire causes. It also covers recognizing and preserving evidence, interviewing witnesses, and understanding arson laws.

## 216 Fundamentals of Personal Fire Safety & Emergency Action (3) CSU

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

## 217 Fire Apparatus (3) CSU

This course covers the principles of fire apparatus operating for public safety departments and other agencies that cross-train law enforcement and fire suppression personnel.

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## FRENCH

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

This course stresses the fundamentals of pronunciation and grammar, practical vocabulary, useful phrases, and the ability to understand, read, write and speak simple French. Extensive use is made of films, slides and tapes to convey the language, culture and customs of France.

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

*Prerequisite: French 1 with a grade of "C" or better, or two years of high school French or equivalent.*

This course completes the basic grammar of the French language. Videos are employed to develop an understanding of French culture and history, improve comprehension, enrich vocabulary, and serve as topics for discussions and written compositions.

### 3 Intermediate French 1 (5) UC: CSU

*Prerequisite: French 2 with a grade of "C" or better, or three years of high school French or equivalent.*

This course provides a review of the fine points of grammar and seeks to perfect fluency, comprehension and cultural knowledge through dramatic films, short novels, poetry, plays, music and magazines.

Note: Acceptable for French 4 credit at UCLA.

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

*Prerequisite: French 3, or four years of high school French.*

This course continues to refine speaking, reading and writing comprehension skills through literary and visual media.

### 8 Conversational French (2) CSU (RPT 3)

This course consists of practical, conversational material based on everyday experiences and current events. Not open to native speakers of French.

### 10 French Civilization (3) UC: CSU

This course consists of lectures and discussions in English on the geography, history, government and institutions of France; the life and customs of its people; literature, arts and sciences; and its contributions to civilization. It is especially recommended to all students of French.

## COURSE DESCRIPTION

### GEOGRAPHY

(Also see Earth Science, Environmental Science, and Oceanography)

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

This course is a systematic study of the elements of the physical environment (e.g. weather, climate, landforms, water, soil and vegetation), and an analysis of their interrelationships and patterns of world distribution.

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

*Note: Geography 1 is not a prerequisite for Geography 2.*

The cultural elements of geography, and their correlation with the physical environment are introduced. Population patterns, cultural diversity, livelihood, settlement, environmental modification and perception are emphasized.

#### 7 World Regional Geography (3) UC: CSU

This course provides a geographical survey of the world's major regions with emphasis on those features important to an understanding of current global concerns and problems.

#### 15 Physical Geography Laboratory (2) UC: CSU

*Prerequisite: Geography 1, or concurrent enrollment in Geography 1.*

This course will introduce the student to the description, analysis, explanation and representation of natural phenomena such as: Earth-Sun relationships; Earth's representation on maps and in air photos; temperature, moisture, and pressure; air masses, fronts, and storms; and landform evolution by tectonic, erosion, and depositional forces.

#### 101 French Language Laboratory (1) CSU

An independent course in which students improve their reading, writing, speaking and comprehension skills by use of audio materials.

### GEOLOGY

(Also see Earth Science and Oceanography)

#### 1 Physical Geology (3) UC: CSU

This course surveys the materials and structures of the earth and the agents and processes that modify it. A study of rocks and their mineral composition; the work of rivers, winds, glaciers and oceans as agents of erosion; and volcanoes and earthquakes as forces which change the surface of the earth are covered. The main purpose of the class is to stimulate student interest in the geological aspects of the environment in which they will spend their lives. NOTE: Geology 1 and Geology 6 taken together fulfill a laboratory science course.

#### 6 Physical Geology Laboratory (2) UC: CSU

*Prerequisite: Geology 1 or concurrent enrollment in Geology 1.*

This course deals with laboratory exercises that aid students in the identification of rock-forming minerals, igneous, metamorphic and sedimentary rocks, and the interpretation of topographic and geologic maps. *Note: Geology 1 and Geology 6 taken together fulfill a laboratory science course.*

#### 12 Introduction to the Geology of California (3) UC: CSU

This course offers a survey of the geology of California, with emphasis on: physiographic provinces; local rocks and minerals; landforms; geologic and tectonic history; natural hazards such as earthquakes or volcanoes; mineral, energy, and water resources.

#### 285 Directed Study – Geology (2) UC: CSU

The course allows students to pursue directed study in Geology on a contract basis with, and under the direction of a supervising instructor.

### HEALTH

#### 11 Principles of Healthful Living (3) UC: CSU

*Note:* This course is required for all students seeking an associate degree. It is also recommended for students entering the teaching profession, or in preparation for health care professions such as nursing, medicine, physical therapy, dentistry, and areas in the biological sciences. This course develops health knowledge and values with the goal of promoting a high quality of life for each individual. Areas of focus include nutrition, physical fitness, communicable diseases and other major health problems, consumer and environmental health, human sexuality and family life, mental and emotional health, tobacco, alcohol and drugs, aging, death and dying.

#### 7 Physical Fitness and Nutrition (3) CSU

This course reviews the relationship of physical fitness and nutrition, and how it affects our personal and social development. Students will analyze their personal health and fitness choices and then construct a healthy behavior change plan. Various types of fitness activities and diet choices will be evaluated. The course encourages healthy behavior that enhances physical fitness, disease prevention, weight control, and overall well-being.

#### 12 Safety Education and First Aid (3) UC: CSU

This course meets the certification requirements of both the standard and advanced first-aid courses offered by the American Red Cross. It covers prevention of accidents, care of common injuries, and emergency procedures at an accident scene.

## HEALTH OCCUPATIONS

### 51 Medical Office Microcomputer Management Applications (1) (RPT 2)

In this course students learn the essential microcomputer management applications of the medical office. Topics include spreadsheets, accounts receivable, insurance data entry, patient demographic entry and scheduling systems.

### 52 Medical Office Procedures I (4) (RPT 1)

This introductory course reviews the role of the Medical Assistant, office operations, communication, professionalism, legal/ethical issues and basic medical office procedures.

### 53 Medical Office Procedures II (4) (RPT 1)

This course covers the role of the Medical Assistant, medical ethical and legal implications, and office procedures including patient processing, reception, appointment scheduling, telephone techniques, interpersonal relations, basic computer usage, written communication, records management and insurance/billing.

### 54 Human Disease for Health Occupations (4)

This course provides a review of medical and directional terminology and discusses the anatomy and physiology of body systems, common diseases and related diagnostic and medical procedures.

### 55 Clinical Assisting Techniques I (4)

This is the first of two courses that use lecture and training lab experiences to teach the clinical skills necessary to successfully perform the role of medical office assistant in a variety of health care settings. In addition, this course covers Occupational Safety and Health Act regulations, medical asepsis and infection control.

### 56 Clinical Assisting Techniques II (4)

This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include medication administration, emergency responses and EKG techniques.

### 57 Medical Office Laboratory Procedures (3.5)

This course introduces student to methods of specimen collection, including blood test, urinalysis and other routine office laboratory tests.

### 58 Pharmacology for the Medical Assistant (2)

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous, autonomic nervous, cardiovascular, renal, endocrine, respiratory and gastrointestinal. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic, ophthalmic and optic agents. Laboratory experience will be guided practice in medication administration.

### 59 Practicum for the Medical Assistant (2)

This course provides introductory practical experience in a health care setting for the Medical Assistant. Students will have observational and supervised work assignments.

### 60 Medical Assistant Clinical Internship (3)

This 8-week course allows the student to apply knowledge, perform administrative and clinical procedures and develop professional attitudes while interacting with other professionals and consumers in a health care setting. Student will work under the supervision of a medical assistant preceptor. Student is expected to complete 135 contact hours at the assigned placement and participate in weekly meetings with faculty supervisor.

### 61 Medical Insurance (3) (RPT 3)

In this course students learn the different types of health insurance and billing procedures including procedure codes, international classification of diseases and clinical modifications.

### 62 Skill Set for the Health Care Professional (2)

This course is an introduction of the concepts and skills that serve as a foundation for the health care professions. Topics include hygiene and safety, infection control, basic client monitoring, basic first aid, therapeutic communication and basic health documentation.

### 63 Basic Medical Terminology, Pathophysiology and Pharmacology for the Health Care Professional (2)

This basic medical language course will discuss common diseases and injuries and their pharmacological treatment using medical terminology in English and Spanish, when appropriate.

### 64 Cultural and Legal Topics for Health Care Professionals (1)

This course provides an overview of the concepts of health and illness, cultural diversity and legal issues that affect the health care professional.

### 65 Fundamentals for the Health Care Professional (2.5)

This course explores career options in the health care industry, healthy behavior for health care workers, work ethics, professional resumes and interviewing skills and personality traits of a health care professional. There will be an internship during which area employers will introduce students to direct and indirect patient care opportunities.

### 71 Sustainability in Healthcare (3)

This course offers knowledge and skills related to sustainability in the healthcare environment. This includes communication, leadership, environmental sustainability, systems and processes and organizational knowledge. This course has particular relevance to those who are interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, and/or Dietary Services.

## HISTORY

NOTE: Check with the Counseling Office to determine which History courses meet the American Institutions Requirement.

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

This course provides a broad historical study of the main cultural, economic and political trends and events, from the rise of civilization in the Near East to the Age of Absolutism.

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

This course surveys Western Civilization from the Renaissance to the present. Major topics include the political, economic, and social organization of Europe, with particular emphasis upon the rise of the nation state and industrialization. Europe's expanding global influence in the nineteenth and twentieth centuries will also be examined.

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

This course presents the major sociocultural and economic developments that accompanied the discovery and colonization of the Americas, from the pre-Columbian era through the period of U.S. and Latin American independence.

### 6 History of the Americas II (3) UC: CSU

This course surveys the history of the Americas, from the Latin American wars of independence to the present, stressing Latin America development, inter-American relations and constitutional patterns.

### 11 Political and Social History of the United States I (3) UC: CSU

This course surveys the political, social, economic and constitutional history of the United States, from the colonial settlements through the Civil War and reconstruction. UC Transfer Credit Limit: A maximum of one course from History 11, 41, 43; African American Studies 4.

### 12 Political and Social History of the United States II (3) UC: CSU

This course presents the major sociocultural, political and economic developments during the course of the history of the United States, from the Reconstruction period through the present day.

Note: UC Transfer Credit Limit a maximum of one course from History 12, 13, 42, 44; African American Studies 5; and Chicano Studies 8.

### 27 History of Africa (3) UC: CSU

This is a survey of Africa from ancient times to the present. The course includes the historical ramifications of the African Diaspora to the Western Hemisphere and the special relationship of Africa to the United States.

### 29 Asian Civilization: The Middle East (3) UC: CSU

An introductory survey of the modern Middle East emphasizing Islamic culture and its political and sociocultural development. The course deals with the life and teachings of Mohammed, development of the Islamic world, and the relationship between the Islamic world and the rest.

### 40 American History in Film (3) UC: CSU

This course will survey the development of American films, and explore the way in which American history has been both accurately and falsely presented for popular consumption.

### 41 The African American in the History of the United States I (3) UC: CSU

*(Same as African American Studies 4)*

This course provides a survey of U.S. history from the early Colonial period through the Civil War, with special emphasis on the contributions of African Americans. It provides a background in the political, economic, and social development of the United States for students majoring in the Social Sciences, and for those who want to gain a better understanding of the African American in American society. UC Transfer Credit Limit: A maximum of one course from History 11, 41, 43; African American Studies 4.

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

*(Same as African American Studies 5)*

In a survey of U.S. history from the end of the Civil War to the present time, this course provides information about the African-Americans' part in the social, economic, and political development of American society and culture. Also included is a continued survey of the United States Constitution. UC Transfer Credit Limit: A maximum of one course from History 12, 13, 42, 44; African American Studies 5; and Chicano Studies 8.

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

This course traces the historical evolution of the Mexican and Mexican American people and their institutions within the context of United States history. It surveys the contributions of the Mexican people to the United States with emphasis on the Southwest.

### 44 The Mexican-American in the History of the United States II (3) UC: CSU

A survey of U.S. history from the end of the Civil War through the present day, with special emphasis on the Mexican-American contribution to the social, economic, and political development of the United States. Included is a continued survey of the U.S. Constitution.



### 74 Asian Civilization (3) UC: CSU

This course surveys the social, political, and economic evolution of Asia from the pre-history period to the present. Regions studied in the course include South, Southeast and East Asia.

### 86 Introduction to World Civilization I (3) UC: CSU

This survey course traces the development and interrelationships of the major world civilizations, their traditions and contributions, from the earliest times to the beginning of the era of European expansionism in the 16th century.

### 87 Introduction to World Civilization II (3) UC: CSU

This course will trace the development and interrelations of the major world civilizations and their traditions and contributions, from the beginning of the era of European expansion in the sixteenth century through modern times.

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## HOSPITALITY

### 100 Introduction to the Hospitality Industry (3) CSU

This course is an introduction to the hospitality industry. The course will give students an overview of careers in hotels, resorts, restaurants, private clubs, and institutional settings. Students will learn how knowledge of duties, organization, marketing and revenue sources will open world-wide opportunities for students in this growing industry.

### 135 Meeting/Convention and Incentive Planning (3) CSU

*Prerequisite: Hospitality 100 or Travel 100*

This course is an introduction to meeting, event and convention planning including the scope of the industry, and its relationship to other parts of the tourism, travel and hospitality industries. Students will be prepared to plan, promote and operate programs for meetings, conventions and incentive groups, including site selection, pricing, entertainment, supplier negotiations, and the use of technology for registration.

### 136 Event Management (3) CSU

*Prerequisite: Hospitality 100*

This course provides future event managers with the essential training and skills required to research, plan, schedule, organize, and market special events anywhere in the world. This course teaches the logistical know-how, and the theoretical understanding needed, to enter this rewarding sector of the hospitality industry. Topics covered include event management, meeting planning, trade show and exposition operations, catering, and marketing for all types of special events.

### 302 Introduction to Hotel/Motel Operations (3) CSU

With employment opportunities growing every day in the hotel industry, this course will help open the door to those opportunities and start you on your way to a rewarding career.

By providing an overview of the lodging industry, this course will introduce such topics as hotel classifications, accommodations, front and back office operations, logistics, accounting, the food and beverage division, hotel engineering, and the many employment opportunities available in the various sectors of the business. You'll learn industry terminology and the scope of the hotel industry's relationship to other parts of the tourism, travel and hospitality industries.

### 303 Hotel Front Office Operations (3) CSU

Exciting and rewarding careers are available in the fast growing hotel industry, and in this course students will become familiar with the nature of hotel front office operations including the scope of the industry. The relationship of hotels to other parts of the tourism, travel, and hospitality industries will be included. Among the many sectors will be front desk operations, departmental organization, industry terminology, front office accounting, customer service, interpersonal skills, decision making skills, and teamwork.

### 310 Hospitality Sales (3)

Sales skills are the most important abilities any professional in the hospitality industry can possess. This course is designed to teach those skills based on a how-to approach to consultative sales. Students will learn sales skills used in the hospitality industry including prospecting for clients, opening techniques, probing for needs, presenting the product, overcoming objections, contracts, servicing the sale, price negotiations, closing the sale, and the importance of follow-up in maintaining a high rate of returning guests. People with the skills to effectively sell hospitality products are in great demand, earning high salaries and working in an industry with great benefits and unlimited potential.

### 311 Hospitality Marketing (3) CSU

Today's dynamic and competitive hospitality industry is seeking people who have the latest marketing skills. This course provides a solid background in hospitality marketing and advertising. The students will learn how to produce effective marketing plans as well as sales and marketing materials. They will learn to target the most appropriate customer markets to increase sales, and they will learn to recognize the most effective marketing strategies for the hospitality industry. Among the other topics covered are research and analysis, product development, public relations, promotion, publicity, marketing to the travel trade, pricing, and communications.

### 320 Hospitality Law (3)

For anyone considering a career in the Hospitality Industry, a thorough understanding of the duties, rights, and responsibilities of employers, employees and patrons is very important. Since laws covering the innkeeper/restaurant are very different than most other businesses, this course not only covers the legal ramifications of dealing with patrons, it covers the relationship and responsibilities between employers and employees. The rapidly developing area of casino/resort law is also covered. By using a preventive approach, this course can

## COURSE DESCRIPTION

keep the legal considerations of hotel and restaurant operations from becoming expensive problems.

### **325 Guest Relations Management (3) CSU**

Without guests the hospitality industry would not exist, and the treatment of those guests is a very important aspect of the business. There are excellent career opportunities for people skilled in the proper treatment and management of guests and the guest experience. In this course students will learn the service principles of dealing with guests including meeting guest expectations, training the staff, motivation and empowerment, involving the guest, communicating, delivering the service, fixing service problems, the aspect of waiting for service, and the steps to service excellence.

### **330 Managing Technology and E-Commerce (3) CSU**

The Internet is an emerging force in the hospitality industry, and this course will give the student the knowledge necessary to compete effectively in the marketplace. In this course emphasis is placed on providing a thorough understanding of how e-marketing, e-commerce and online information will be one of the most important areas of the hospitality industry in the coming years. Among the topics covered are definitions of e-terms, e-commerce models, software, business-to-business marketing and online information distribution.

### **340 Introduction to Professional Food Service (3)**

The food and beverage branch of the hospitality industry is an exciting and often overlooked area of career opportunities. This course will provide students with a basic yet comprehensive introduction to food service operations and give them the foundation they need to make smart decisions in food and beverage operations. Students will learn the history and scope of the industry, food service operations, bar operations, budgeting, inventory control, and management techniques for efficient and effective resource utilization in the production and service of nutritious, safe, and high quality food.

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## HUMANITIES

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

This course is designed to introduce the student to the general concepts or principles of the Humanities as evidenced in the ideas of applied aesthetics. Music, literature, painting, sculpture, architecture and other art forms are studied in relation to their background, function, medium, organization and style.

### **30 The Beginnings of Civilization (3) UC: CSU**

This survey of the cultural heritage of Western civilization, from ancient Egypt, Mesopotamia and Greece to the Early Renaissance, presents a history of culture and values with emphasis on artistic, literary, musical, religious and philosophical traditions. A wide variety of audio/visual materials is used.

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

This survey of the cultural heritage of Western civilization from the High Renaissance to the end of the twentieth century presents a history of culture and values, with an emphasis on artistic, literary, musical, philosophical, and cinematic traditions using a wide variety of audio/visual materials.

### **60 People and Their World: Technology and the Humanities (3) UC: CSU**

This course provides opportunities to examine the interaction between society and technology. Challenging and stimulating questions about cultural and social values in light of the effects of modern technology are developed and discussed.

### **77 Medieval Cultures (3) UC: CSU**

A comparative study of the cultures of the Middle Ages in Europe and the Middle East will include the literary, musical, and artistic traditions of Christianity, Islam, and Judaism.

### **89 Current Musical Dramatic & Art Events (2) CSU**

This course shall examine and discuss in depth selected current cultural events at major venues in the Los Angeles area, such as major art museums (The Getty Museum, LACMA), or concert/performance venues and/or theaters, utilizing resources and/or productions at such venues. This course shall vary from semester to semester depending upon production schedules at selected venues.

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## JAPANESE

### **1 Elementary Japanese I (5) UC: CSU**

This course provides the fundamentals of the Japanese language with emphasis on the spoken word. The Japanese syllabary for Hiragana, Katakana and basic Kanji are introduced. In addition, the course introduces the study of Japanese culture.

NOTE: Japanese 21 and Japanese 22 together are equivalent to Japanese 1.

### **2 Elementary Japanese II (5) UC: CSU**

*Prerequisite: Japanese 1 with a grade of "C" or better*

This course continues students' development of fundamental linguistic communication skills in Japanese. The course also continues the study of Japanese culture.

## KINESIOLOGY

(Replaces Physical Education)

### 185 Directed Study (1) CSU

**Kinesiology 185 replaces Physical Education 185.**

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

### 229 Body Conditioning Skills (1) CSU

**Kinesiology 229 replaces Physical Education 228**

This course uses a variety of aerobic and anaerobic exercises to help the student achieve fitness and establish a workout program they can use for the rest of their life.

### 232 Step Aerobics Activity (1) UC: CSU

**Kinesiology 232 replaces Physical Education 470**

Students are instructed how to safely exercise using step aerobic benches to achieve their personal fitness goals. Additional instruction offered on exercises from a variety of different sources such as yoga, Pilate's and weight training. Course is open to all levels.

### 245 Body Dynamics Skills (1) CSU

**Kinesiology 245 replaces Physical Education 229**

Emphasis is on physical fitness through a non-traditional strength training. Students will leave with and extensive exercise library using nontraditional equipment (fit balls, bends, medicine balls, etc.)

### 250 Weight Training Skills (1) UC: CSU

**Kinesiology 250 replaces Physical Education 230**

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, nutrition and weight control, and basic factors of anatomy and physiology.

### 250-1 Weight Training Skills –1 (1) UC: CSU

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

### 250-2 Weight Training Skills –2 (1) UC: CSU

Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

### 250-3 Weight Training Skills –3 (1) UC: CSU

Students develop an advanced level in weight training and techniques that promote muscular strength and endurance. Excelled use of free weights and machines along with safety rules are mastered. Students enrolling in Weight Training III will be given a skills test.

### 251 Yoga Skills – (1) UC: CSU

**Kinesiology 251 replaces Physical Education 225**

This course is designed to improve both strength and flexibility through mind and body integration. The course focuses on the physical and breathing exercises of Yoga. It will assist with the development of flexibility and strength in the skeletal, muscular, and nervous systems, improve circulation, reduce stress, and increase energy levels. Various styles of Hatha Yoga will be studied and practiced. This course will give the student both the knowledge and the practice to move toward improved health and reduce stress levels.

### 251-1 Yoga Skills -II – (1) CSU

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

### 251-2 Yoga Skills -II – (1) CSU

Students are introduced to the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions), and terminology.

### 251-3 Yoga Skills III – (1) UC: CSU

Students' progress in the physical practice of Yoga asanas, moving beyond introductory positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

### 251-4 Yoga Skills IV – (1) CSU

Students' progress in the physical practice of Yoga asanas, moving to intermediate positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas(positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

### 272 Track and Field Skills – (1) UC: CSU

**Kinesiology 272 replaces Physical Education 262.**

This class is for the student interested in developing track and field skills. The emphasis is on teaching fundamentals while working to improve the student's overall fitness and conditioning levels.

### 285 Directed Studies- Kinesiology – (2) CSU

Students learn to participate professionally in a variety of fitness environments. Areas of study can include personal training, group fitness, senior classes and health. Students learn to pursue directed studies in the area of Kinesiology on a contract basis, under the direction of a supervising instructor.

### 286 Baseball Skills – (1) CSU

**Kinesiology 286 replaces Physical Education 301**

Course will focus on developing fundamental skills, strategies, knowledge of the rules and history of baseball. An opportunity for teamwork experience and game play will be provided. Open to all ability levels.

## COURSE DESCRIPTION

### **287 Basketball Skills – (1) UC: CSU**

**Kinesiology 287 replaces Physical Education 304.**

This course offers instruction, and practice on the fundamental skills and basic techniques of basketball.

### **288 Flag/Touch Football Skills – (1) UC: CSU**

**Kinesiology 288 replaces Physical Education 667**

This course is designed to teach students the rules and skills related to flag football as a team activity.

### **289 Soccer Skills – (1)**

**Kinesiology 289 replaces Physical Education 313.**

This course emphasizes fundamental soccer skills, as well as the selection and care of equipment, rules, proper etiquette, terminology and strategies of the game. The student will be introduced to individual and team offense and defense as well as terminology and the five components of fitness.

### **291 Volleyball Skills – (1) CSU**

**Kinesiology 291 replaces Physical Education 322.**

This course is designed to teach beginning to intermediate volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, proper etiquette, terminology, components of fitness, nutritional and injury prevention strategies for volleyball.

### **303 Aqua Aerobics – (1) CSU**

**Kinesiology 303 replaces Physical Education 232.**

This course is an exercise and conditioning activity class that promotes cardiovascular and muscular fitness. It is conducted in a shallow therapy pool and uses foam noodles, kick boards and noodles.

### **303-1 Aqua Aerobics-1 – (1) UC: CSU**

This is an introductory water aerobics exercise and conditioning class that promotes fitness using basic water resistance exercises. No swimming skills are required.

### **303-2 Aqua Aerobics-2 – (1) UC: CSU**

Instruction and practice in water exercise to increase knowledge and levels of cardiovascular fitness, muscular strength and endurance and flexibility. No swimming skills are required. This course builds upon knowledge acquired in KIN 303-1.

### **303-3 Aqua Aerobics-3 (1) UC: CSU**

This course applies the knowledge and experience gained from KIN 303-1 and KIN 303-2 to exercise at intensities designed to increase levels of cardiovascular fitness, muscular strength and endurance and flexibility. Students will journal their workouts and caloric intake to focus on reducing body fat. No swimming skills are required.

### **303-1 Aqua Aerobics-4 – (1) CSU**

This course applies the knowledge and experience gained from KIN 303-1, 303-2 and 303-3 to develop a personal water exercise program to meet the demands of career, improve

posture, and alleviate pain caused by muscle imbalances. Students will utilize water exercises and resistance equipment to increase levels of cardiovascular fitness, muscular strength, endurance and flexibility. No swimming skills are required.

### **326 Aerobic Super Circuit Lab – (1) UC: CSU**

This course is designed for the individual interested in beginning a personal fitness program. Using fundamentals of exercise physiology, each student will assess his/ her level of physical fitness, develop fitness goals, design and implement a personalized exercise program to be performed on circuit training equipment.

### **326-1 Aerobic Super Circuit Lab 1 – (1) UC: CSU**

In this introductory class the student rotates through a series of weight training and cardiovascular exercises using machines for short intervals in a challenging form of conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness.

### **326-2 Aerobic Super Circuit Lab 2 – (1) UC: CSU**

In this beginning class the student rotates through a series of weight training and cardiovascular exercises using machines for short intervals in a challenging form of conditioning that develops muscular strength, muscular endurance, and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and injury prevention for improved overall wellness.

### **327 Lifelong Fitness Lab – (1) UC: CSU**

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

### **329 Body Conditioning – (1) UC: CSU**

**Kinesiology 329 replaces Physical Education 666.**

This course uses a variety of aerobic and anaerobic exercises to help the student achieve their physical fitness goals. Students will establish a workout program they can use for the rest of their life. Exercises are drawn from a number of different sources such as yoga, Pilates, dance and weight training.

### **329-2 Body Conditioning –2 (1)**

This class is designed to incorporate beginning forms, concepts and techniques associated with fitness training. Concepts discussed include basic muscle anatomy, endurance, muscle strength and endurance.

### **331 Cross Training Lab – (1) UC: CSU**

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout

designed to improve cardiovascular conditioning and body composition, increase muscle strength, endurance and flexibility.

### **334-1 Walking for Fitness – (1) UC: CSU**

Walking for Fitness focuses on achieving cardiovascular fitness and a healthy life-style through walking. Includes such topics as basic fitness walking principles, proper technique, shoe selection, posture, gait, walking styles, flexibility, clothing, safety limitations, assessing fitness level and the physical health benefits from walking.

### **334-2 Fitness Walking-2 – (1) UC: CSU**

Walking for Fitness level 2 focuses on achieving cardiovascular fitness, building workouts and enhancing a healthy lifestyle through walking. Includes such topics as fitness walking training principles overload and specificity, proper nutrition, differences of aerobic versus anaerobic workouts, Target Heart Rate, proper technique, shoe selection, posture, gait, flexibility, clothing, and safety limitations. This course will assess fitness levels and identify the physical health benefits from walking.

### **335-1 Fitness and Weight Control – (1) CSU**

This course emphasizes fundamental soccer skills, as well as the selection and care of equipment, rules, proper etiquette, terminology and strategies of the game. The student will be introduced to individual and team offense and defense as well as terminology and the five components of fitness.

### **345 Body Dynamics Activity– (1) UC: CSU**

Emphasis is on physical fitness through a regular exercise program including low/high impact aerobics performed to music, and nutrition, diet and body mechanics information.

### **350 Weight Training– (1) UC: CSU**

Weight Training includes an emphasis in the knowledge, understanding and values of building muscle strength and endurance. The course include instruction in the five health related components of fitness (body composition, muscle strength, muscle endurance, flexibility and cardiovascular fitness). The objective is to develop the student's ability to develop his/her own physical fitness program at any time in life based upon sound physiological principles.

### **350-1 Weight Training 1 – (1) UC: CSU**

This course enhances training skills, including enhanced spotting techniques, enhanced lifting techniques and an introduction to more advanced exercises used in a weight training program. An increased emphasis will be placed in the knowledge, understanding, value and practical application of building muscle strength and endurance. The course will include an increased understanding of the human muscular system. The objective is to further enhance the student's ability to prepare their own physical fitness program at any time in their life and to assist others based upon sound physiological and bio-mechanical principles.

### **350-2 Weight Training 2 – (1) UC: CSU**

This course covers the principles of weight training for men and women. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Attention is given to terminology, use of equipment, safety precautions, program development, fitness assessment, heavy rope training, care and prevention of injury, nutrition for fitness, steroid use, anatomy and physiology.

### **351 Yoga – (1) CSU**

This course teaches a 5,000-year-old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a 'way of life'. There are brief lectures covering basic information on hypertension, exercise precautions, body composition, health style, flexibility, nutrition, nutrition supplements, water, physical fitness, nutrition myths, ethics and morality, and stress management.

### **351-1 Yoga I – 1 (1) UC: CSU**

This introductory course teaches a 5,000-year-old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. In addition, there are brief lectures covering basic information on hypertension, exercise precautions, body composition and how to live a healthy lifestyle.

### **351-2 Yoga II – 2 (1) UC: CSU**

This beginning course teaches a 5,000-year-old form of mostly isometric poses (asanas), breathing techniques, and meditation. Yoga promotes mental, physical, and spiritual fitness. Yoga teaches a 'way of life'. The course also covers basic information on hypertension, exercise precautions, body composition, healthy life-style, flexibility, nutrition and physical fitness.

### **351-3 Yoga III – 3 (1) UC: CSU**

Students' progress in the physical practice of Yoga asanas, moving beyond beginning positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn additional asanas (positions) and terminology, and gain greater understanding of yoga philosophy and its application to daily life.

### **386 Baseball Skills Activity – (1) CSU**

This course is designed to provide instruction in the history of and the skills and techniques of baseball. Rules and offensive and defensive team play are taught by drills and game play.

### **387 Basketball – (1) UC: CSU**

This course is designed to teach all levels of basketball skills. It not only emphasizes fundamental basketball skills such as dribbling, passing and shooting but it also includes the selection and care of equipment, rules, offense and defense strategy, etiquette, terminology and the components of fitness.

## COURSE DESCRIPTION

### **388 Flag Football– (1) UC: CSU**

This course is designed to provide weekly participation in vigorous physical activity involving group work in flag football techniques, terminology, rules and regulations.

### **389 Soccer– (1) CSU**

This course is designed to teach all levels the basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feedback.

### **391 Volleyball– (1) UC: CSU**

This course is designed to teach the basic volleyball skills of passing, setting, spiking, serving and blocking. The course will introduce individual and team offense and defense systems, as well as the rules, etiquette, terminology and strategies for volleyball.

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## KINESIOLOGY ATHLETICS

### **503 Intercollegiate Athletics-Baseball– (3) UC: CSU**

This course offers advanced baseball skills and techniques. It provides an opportunity to learn the fine skills and strategies needed to compete at the collegiate level. The course also provides additional exposure to students interested in articulating to four-year colleges or professional baseball programs. Tryouts are required.

### **504 Intercollegiate Athletics-Baseball– (3) UC: CSU**

This course includes instruction in the fundamental, intermediate and advance principles, theories and skills of Intercollegiate Basketball. The course includes instruction, demonstration and practice of competitive basketball skills, including passing, dribbling, shooting and rebounding as well as individual and team offense/defense. This course requires intercollegiate basketball competition. Tryouts are required.

### **506 Intercollegiate Athletics-Cross Country– (3) UC: CSU**

This is the intercollegiate cross country team course. It includes endurance workouts, speed training, hill training and weight training. Nutritional concepts are discussed, as well as psychological preparation. This course requires the student athletes to compete as a member of the cross country team. Tryouts are required.

### **508 Intercollegiate Athletics-Football– (3) UC: CSU**

This course is for the intercollegiate football team. The course includes advanced football skills, offensive and defensive, along with special team strategies. The components of fitness for football require running, cardiovascular endurance, agility, strength training, and balance. The class includes football

video to study the technique and strategies used while participating as a member of the intercollegiate football team. Tryouts are required.

### **511 Intercollegiate Athletics-Soccer– (3) UC: CSU**

This course is for the intercollegiate soccer team. The course covers fundamental, intermediate, and advanced principles, theories, and skills of soccer. Students will practice the soccer skills of passing, dribbling, shooting, goal keeping, individual and team offense and defense, and will be expected to participate in intercollegiate competition. Tryouts are required.

### **515 Intercollegiate Athletics-Track and Field– (3) UC: CSU**

This course is the intercollegiate track and field team course requiring active participation on the college track & field team. The course covers fundamental and advanced principles and theories of track and field techniques, including demonstration and practice of sprinting, hurdling, throwing, vertical and horizontal jumping, pole vaulting, and middle and long distance skills while participating in intercollegiate competition. Tryouts are required.

### **516 Intercollegiate Athletics-Volleyball– (3) UC: CSU**

This course is the intercollegiate volleyball team course. In this course, students learn fundamental, intermediate, and advanced principles, theories, and skills of volleyball and practice volleyball skills, including setting, spiking, passing, and offensive and defensive strategies while participating in intercollegiate competition. Tryouts are required.

### **549 Intercollegiate Cheer/Yell Leaders (3) CSU**

This course covers fundamental to advanced principles of drill patterns, yell, dance, stunt and cheer leading routines. Instruction, demonstration and practice of yell, dance, stunt and cheer leading skills. Students will be required to perform at athletic events and competitions as part of the course requirements.

### **552 Intercollegiate Sports Conditioning & Skills Training– (3) UC: CSU**

This course is designed for the student athlete. The following areas are emphasized: the analysis and training of athletic skills, the analysis of offensive and defensive systems, physical conditioning, strength training and aerobic conditioning.

### **553 Intercollegiate Football Fitness & Skills Training - (1) UC: CSU**

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for football.

### **554 Intercollegiate Track/Field-Fitness & Skills Training - (1) UC: CSU**

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for track and field.

## 555 Intercollegiate Cross Country-Fitness & Skills Training - (1) UC: CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises, teach safety and injury prevention and present new rules for cross country.

## 556 Intercollegiate Basketball -Fitness & Skills Training (1) UC: CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for basketball.

## 557 Intercollegiate Baseball-Fitness & Skills Training- (1) UC: CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning exercises, emphasize safety and injury prevention and present new rules and game plays for baseball.

## 558 Intercollegiate Soccer-Fitness & Skills Training- (1) UC: CSU

This course is designed for the student athlete and is intended to provide focused strength and conditioning exercises with an emphasis on safety, injury prevention, and new rules and game plays for soccer.

## 563 Intercollegiate Volleyball-Fitness & Skills Training- (1) UC: CSU

This course is designed for the student athlete. It is intended to provide focused strength and conditioning and flexibility exercises, emphasize safety and injury prevention and present new rules and game plays for volleyball.

## KINESIOLOGY MAJOR

### 100 Introduction to Kinesiology (3) UC: CSU

Kinesiology is the study of the art and science of human movement throughout our lifespan. Students will be introduced to the evidence-based research supporting the therapeutic effects of exercise in improving health and society in our communities, schools, work place and clinical settings. Kinesiology provides areas of study in health and fitness promotion, clinical exercise physiology, biomechanics, motor learning and development, athletic training, dance, adapted physical education, pedagogy, sports psychology, sports nutrition, sports management, exercise equipment design and testing and wellness coaching as well as pre-professional training for cardiac rehabilitation, gerokinesiology, physical therapy, public health and policy, medicine and research.

### 126 Fundamentals of Athletic Training (3) UC: CSU

This course is designed for future athletic trainers, physical educators, coaches, physical therapists and anyone else who plans on working with active individuals who are prone to

injury. This course introduces the concepts and practical skills of athletic training, including the prevention, recognition, evaluation, and management of athletic injuries.

### 127 Advanced Athletic Training (3) UC: CSU

This course will build on the knowledge and skills introduced in Kin Maj 126. The student will acquire more clinical experience and learn advanced techniques in the prevention, recognition, evaluation, and management of athletic injuries using an Evidence-based practice approach.

### 128 Care and Prevention of Athletic Injuries (3) UC: CSU

The scope of this course includes the diagnosis and treatment of common athletic injuries, movement dysfunctions and upper/lower body impairment syndromes. The internal and external factors will be examined and discussed to provide the most appropriate care and management strategies.

### 143 Academic Success for Student Athletes (3) UC: CSU

This is a college orientation course designed to help student athletes set educational and career goals, develop good study habits, learn about college resources and acquire job hunting skills.

## LAW

Note: This program is not designed as preparation for law school admission. Students should consult catalogs from the law schools of their choice.

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

Essentials of the law of contracts, of its application to everyday problems pertaining to business and to the individual are covered. Elementary safeguards regarding sales and sales contracts are also considered. Case discussions and lecture methods are utilized. Note: Credit is not granted for students enrolled in or with credit for Business 5. UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, Business 5.

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

This course covers essentials of the laws of negotiable instruments, security devices, partnerships, corporations, in their application to everyday problems of business. UC Transfer Credit Limit: A maximum of one course from Law 1, Law 2, Business 5.

### 3 Civil Rights and the Law (3) UC: CSU

\*Not an elective for Paralegal Studies Program.

This course presents a comparative and analytical study of the law and related problems concerning the Bill of Rights and the U.S. Constitution. Life and the death penalty, freedoms of speech and press, freedom of religion, racial and sexual equality, and privacy are some of the topics under consideration, with emphasis on recent court decisions and current events.

## LEARNING SKILLS

### 1 Reading (3)

Based upon a preliminary diagnostic assessment, students are placed in an appropriate reading curriculum utilizing a system of Reading Apprenticeship strategies, enhanced tutoring, supplemental instruction, and personalized instruction to increase comprehension skills and vocabulary development using assigned reading materials for English 28. Open only to students concurrently enrolled in English 28. This 3-unit class is available modularized into three 1-unit courses, as 001A, 001B, and 001C.

#### 1A Learning Skills - Reading A (1)

#### 1B Learning Skills - Reading B (1)

#### 1C Learning Skills - Reading C (1)

### 2 English Fundamentals (3)

A self-paced, individualized Basic Skills class utilizing multimedia and computer-assisted instruction, workshops, and cooperative study groups. (This 3-unit course is modularized into three, 1 unit modules.)

#### 2A English Fundamentals - A (1)

#### 2B English Fundamentals - B (1)

#### 2C English Fundamentals - C (1)

### 3 Vocabulary Development (3)

Designed to provide students with activities to expand comprehension and correct use of English vocabulary, both formal and academic, as well as informal, conversational, and idiomatic. This course emphasizes continued vocabulary growth and development through acquisition of skills and strategies for decoding and understanding complex vocabulary words in context. Students must have taken the English placement exam prior to enrolling in this course.

#### 3A Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3A is for all students designed with various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as providing students with helpful strategies for understanding complex vocabulary words.

#### 3B Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3B is for all students designed with various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as providing students with helpful strategies for understanding complex vocabulary words.

#### 3C Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their

comprehension and use of spoken English. Learning Skills 3C is for all students designed with various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as providing students with helpful strategies for understanding complex vocabulary words.

#### 3D Vocabulary Development (3) (NDA)

A self-paced, individualized instruction course designed to provide students with activities that will expand their comprehension and use of spoken English. Learning Skills 3D is for all students designed with various levels of difficulty. These courses focus on continued vocabulary growth and development, as well as providing students with helpful strategies for understanding complex vocabulary words.

### 5 English as a Second Language Fundamentals (1) (NDA)

This computer-assisted instruction (CAI) class is designed specifically to help the ESL student build language skills in vocabulary, reading speed, reading comprehension, and grammar. The student will learn on computers in a non-stressful environment tailored around his or her own schedule.

### 7 Basic Composition (3)

Focuses on basic sentence structures, paragraph development and essay organization. Recommended for students prior to taking the English Placement Exam, for students returning to school, or as review between semesters of foundational skills English coursework. Course content builds from basic to intermediate elements of sentence construction, paragraphing, and essay organization, with an overview of conventions unique to written academic English and writing standards across disciplines. Not for students who have already completed the foundational sequence of English classes and are now at or above the English 101 (College English) level.

### 10 Mathematics Fundamentals (3) (NDA)

A self-paced, individualized Basic Skills class utilizing multimedia and computer-assisted instruction, workshops, and cooperative study groups. This 3-unit course is modularized into three, 1-unit modules.

#### 10A Mathematics Fundamentals (1) (NDA)

This is an individualized, self-paced mathematics class that focuses on basic math and pre-algebra through beginning algebraic concepts. The student learns an individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percent and proportions. This is a 1-unit class that provides foundational math skills for Math 105, 110 and 112. Students complete tutorials, drills, and mastery test using computerized tutorials. To receive credit, students must demonstrate 70% mastery of course content, measured by the mastery test in within each module.

#### 10B Mathematics Fundamentals (1) (NDA)

This is an individualized, self-paced mathematics class that continues from LSK 10A, focusing on beginning through intermediate algebraic concepts. The student will be



introduced to working with rational numbers, solving and graphing linear equations and inequalities, solving and graphing linear systems and inequalities, polynomials, factoring, rational expressions, radical expressions, quadratic functions and logarithmic functions. This is a 1 - unit class that provides computerized assisted instruction for Math 115 (117/118), Math 123 ABC sequence and Math 125 (127/128). Students complete tutorials, drills, and mastery test using computerized tutorials. To receive credit, students must demonstrate 70% master of course content, measured by the mastery test with in each module.

### **10C Mathematics Fundamentals (1) (NDA)**

A self-paced, individualized Basic Skills class utilizing multimedia and computer-assisted instruction, workshops, and cooperative study groups.

### **15 Overcoming Math Anxiety (3) (NDA)**

#### **15A Overcoming Math Anxiety (3)**

This class helps the student to ease into the world of mathematics. The course is designed to help students understand math anxiety, as well as provide an opportunity to discuss its myths and realities. This 13-week course consists of 9 lectures on strategies and techniques to improve a student's ability to be successful in a mathematics course. An additional 5 hours of outside activities, including computer-assisted instruction, will be offered to enable students to overcome the barriers impeding their success in mathematics.

### **40 Introduction to Learning Disabilities (1) (NDA)**

Designed for students with verified disabilities or for those who plan to work with them, this course provides assessment of learning strengths and weaknesses. Students will learn to identify 1) specific skills needed to be successful in college and career and 2) Tools and techniques to compensate for learning style weaknesses. An Individualized program will be designed.

### **41I Study Strategies for Students with Learning Disabilities (0.5) (NDA)**

Designed for students with verified challenges or for those who plan to work with them. This course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and in a career. This module focuses on goal setting, communicating, planning and decision making.

### **50 Intro to Computer Assisted Instruction –Language Arts (0.5) (NDA)**

Using recognized software programs, this class introduces students to Computer Assisted Instruction in the Language Arts in a pressure-free, supportive environment. Students may choose from three course options: 1) enhance reading speed and comprehension 2) develop essay writing skills or 3) review grammar and writing skills as a co-requisite to English 21.

### **51A College Skills for the Learning Disabled Student (0.5) (NDA)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. This module focuses on "Efficient Reading."

### **51B College Skills for the Learning Disabled Student (0.5) (NDA)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. In this module the topic is note-taking. More efficient notes lead to student success.

### **51C College Skills for the Learning Disabled Student (0.5) (NDA)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. In this module the topic is memory and techniques for improving this skill for studying.

### **51D College Skills for the Learning Challenged Students (0.5) (NDA)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. The topic of this module is practicing a variety of study techniques.

### **51F College Skills for the Learning Disabled Student (0.5) (NDA)**

Designed for students who feel the need to improve basic skills, this course provides training in study strategies. Students will learn and practice academic study techniques and identify the skills they need to be successful in college and/or career. The topic of this module is Effective Test Taking, improving skills and reducing stress.

### **91 Reading for College Success (3)**

Students review reading skills and strategies necessary for college success across disciplines, including reading for main ideas, determining organizational patterns of details presented, and drawing logical conclusions in paragraphs and short essays. Reading and vocabulary study are drawn from English 101 course content. Students must be at or above the English 101 (College English) level based on one of the following: placement at English 101 or higher following assessment; completion of prerequisite courses for English 101; or concurrent enrollment in English 101.

## COURSE DESCRIPTION

### 92 Reading for College Success (3)

Students improve their abilities to read a variety of texts at different levels of difficulty. They practice identifying topics, main ideas, and supporting details, as well as patterns of organization and transitional devices. They also practice summarizing main points of texts in their own words and build vocabulary skill using a variety of strategies. Open only to students concurrently enrolled in English 20A.

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## LIBRARY SCIENCE

### 101 Library Research Methods (1) UC: CSU

This course teaches the student to develop efficient research skills utilizing traditional print and selected electronic library resources. These skills will optimize the student's educational experience and enhance his or her ability to realize independent life-long personal benefits from using the library. Standard research techniques are emphasized, and both general and specialized information sources are examined. Students will gain experience and confidence using the various types of reference works in the library and on the Internet to write a successful research paper including note-taking and outlining skills, and selected documentation style. UC Transfer Credit Limit: A maximum of one course from Library Science 101 or Library Science 103.

### 102 Internet Research Methods (1) UC: CSU

Successful completion of this course will enable the student to find and assess information found on the Internet. The student will also be able to devise effective search strategies in the pursuit of academic and personal interests utilizing approved principles of access, and standardized evaluation criteria.

### 103 Information Literacy: Search Strategies, Tools, and Resources (2) UC: CSU

This course combines modern, up-to-date search strategies with the latest research tools to enable the student to access pertinent information and data from both print and electronic research resources. UC Transfer Credit Limit: A maximum of one course from Library Science 101 or Library Science 103.

### 104 Advanced Internet Research (1) CSU

This course provides extensive coverage of the Internet and the World Wide Web using specialized and meta-searchers to find resources on the web and on the so-called "deep web." The student will learn to monitor the growth and direction of the internet, and learn how the internet affects society's views of privacy, intellectual property rights, social interaction, and communication.

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## MANAGEMENT

(Also see Business)

### 1 Principles of Management (3) CSU

This course provides an introduction to the principles of management. A detailed analysis of basic managerial functions including planning, organizing, leading and controlling in a business or administrative environment is made.

### 2 Organization and Management Theory (3) CSU

This course provides an introduction to the theories of organization and management. Organizational structure, technology and systems; administrative behavior, communications, motivation and leadership, organizational development, change and manpower development are examined.

### 6 Public Relations (3) CSU

This course covers essentials for organizing and operating a public relations program. Topics include the study of relations with the community, customers, stockholders, news media, and employees. Multicultural relations and public relations writing are also covered.

### 13 Small Business Entrepreneurship (3) CSU

This course discusses the challenges of entrepreneurship, and provides the tools to enhance success. The course provides a detailed treatment of strategic planning for small businesses, an in-depth coverage of creating and managing the business, new sources of small business funding, effective decision making, and hands-on experience for creating a business.

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## MARKETING

### 1 Principles of Selling (3) CSU

This course emphasizes the principles used in persuasive communication. Consumer buying behavior, presentations, and closing sales are covered. The course is designed to help students currently involved in sales, as well as those seeking to improve their communication skills. Sales presentations, video tapes and case studies are used.

### 11 Fundamentals of Advertising (3) CSU

This course introduces the student to the role of advertising in our economy. It gives a comprehensive overview of the planning and managing of advertising. The course also covers how the major forms of media, such as television, radio, newspapers, magazines, and the internet are integrated into the advertising campaign.

## 21 Principles of Marketing (3) CSU

This course introduces students to various activities in the field of marketing. It provides a broad understanding of the principals involved in the distribution of commodities from the producer to the user or consumer. It covers the consumer market, consumerism, packaging and brands, pricing, wholesaling, retailing, sales promotion, personal selling, and international marketing. Presentations, case studies and video tapes are used.

## 23 Introduction to Social Media Marketing (3)

This course equips students with the practical skills required to develop marketing strategies that leverage opportunities inherent in social media and consumer-to-consumer social interactions to achieve business and marketing goals. The course emphasizes the importance of understanding consumers' social interactions. Also covered: current social media marketing channels, social marketing strategies, effective social media tracking, relevant aspects of digital marketing technologies and emerging topics in e-commerce, mobile marketing, and social media startups.

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## MATHEMATICS

NOTE: To enroll in a mathematics course, the student must satisfy one of the following conditions:

- The prerequisite must have been completed, OR
- Appropriate placement level must be demonstrated through the mathematics assessment process.

Note: The District-wide Mathematics Competency Equivalency Test for Elementary Algebra is given only during the Spring and Fall semesters.

### 105 Arithmetic (3) NDA

This course is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have a genuine desire to remove arithmetic deficiencies. Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

### 107 How to do Word Problems

*Prerequisite: Mathematics 110 or 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Students will learn reading and problem-solving strategies needed for success with word problems commonly encountered in Algebra courses.

### 110 Introduction to Algebraic Concepts (5)

*Prerequisite: Mathematics 105 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Discusses abstract ideas necessary for understanding algebra and reviews selected topics in arithmetic relevant to algebra. Introduces fundamental notions of algebra including signed numbers, variables, simple equations, proportional reasoning, applications, and modeling. This course also includes group work instruction in mathematics study skills.

### 112 Pre-Algebra (3) NDA

*Prerequisite: Mathematics 105 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course bridges the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

### 115 Elementary Algebra (5)

*Prerequisite: Mathematics 110 or 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This is a first course in algebra. It covers the fundamental operations on natural numbers and carries on a logical development through all the real numbers. The course includes the solution of linear and quadratic equations and their graphs, factoring and statement problems.

### 117 Basic Elementary Algebra (5)

*Prerequisite: Mathematics 110 or 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course is designed for students who are beginning the study of algebra. It parallels the first half of the first year algebra course in high school. Additional topics have been added to the traditional material. Note: Math 117 and 118 together are equivalent to Math 115.

### 118 Basic Elementary Algebra II (5)

*Prerequisite: Mathematics 117 with a grade of "C" or better.*

This course parallels the second half of first-year high school algebra course, including additional topics such as rational expressions, radicals and roots, graphs of linear and quadratic equations, and linear systems.

Note: Math 117 and 118 together are equivalent to Math 115.

### 123A Elementary and Intermediate Algebra I (4)

*Prerequisite: Mathematics 110 or 112 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

First of three modules for Math 123 covering elementary algebra topics such as properties and operations with real numbers, addition, subtraction, multiplication of algebraic expressions, solution of linear equations and inequalities. Solution of word problems involving linear equations and inequalities.

## COURSE DESCRIPTION

### 123B Elementary and Intermediate Algebra I (4)

*Prerequisite: Mathematics 123A with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Second of three modules for Math 123 covering elementary algebra topics such as addition, subtraction, multiplication of polynomials, solution of second degree equations and radical expressions. Solution of word problems involving second degree equations and radical expressions.

### 123C Elementary and Intermediate Algebra I (4)

*Prerequisite: Mathematics 123B with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Third of three modules for Math 123 covering intermediate algebra topics such as functions and their operations, conic sections, series and sequences. Applications of these topics to business, science and engineering are included.

### 125 Intermediate Algebra (5)

*Prerequisite: Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations, logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

### 127 Basic Intermediate Algebra I (5)

*Prerequisite: Mathematics 115 or 118 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course covers the first half of Math 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include linear equations and inequalities, graphs and functions, systems of equations and inequalities, and polynomials and factoring. A wide variety of statement problems are included in the course. Note: Math 127 and 128 together are equivalent to Math 125.

### 128 Basic Intermediate Algebra II (5)

*Prerequisite: Mathematics 127 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course covers the second half of Math 125 with additional topics. Manipulative skills in algebra are developed and strengthened in the course. The topics include rational exponents, the complete number system of algebra, algebraic and graphical solutions to linear and quadratic equations,

logarithmic and exponential functions, elementary theory of equations and inequalities and conics. A wide variety of statement problems are included in the course.

Note: Math 127 and 128 together are equivalent to Math 125.

### 215 Principles of Mathematics I (3) UC: CSU

*Prerequisite: Mathematics 123C, 125, or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course helps students understand topics in mathematics, including sets, number bases, number systems, logic and probability. It is recommended for prospective elementary school teachers.

### 227 Statistics (4) UC: CSU

*Prerequisite: Mathematics 123C, 125, or 128 with a grade of "C" or better, or equivalent preparation and a satisfactory score on the Intermediate Algebra Placement test.*

This course discusses averages, variability, graphical techniques, probability, hypothesis testing, sampling, estimation, correlation, prediction, and linear regression. Topics include collection and analysis of data and how inferences about a population are made from that sample.

### 235 Finite Mathematics (5) UC: CSU

*Prerequisite: Mathematics 123C, 125, or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course covers finite mathematics consisting of sets, graphing, linear programming, vectors, matrices, linear systems, combinations, probability, statistics, game theory and Markov chains, with emphasis on applications in business and social sciences.

UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

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

*Prerequisites: Mathematics 123C, 125, or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course consists of elementary differential and integral calculus; exponential and logarithmic functions, and their applications to business and social sciences.

UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

### 241 Trigonometry with Vectors (4) CSU

*Prerequisites: Mathematics 123C, 125, or 128 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course of analytical trigonometry includes solutions of triangle problems, radian measure, graphs of trigonometric functions, trigonometric equations, identities, polar coordinates and inverse trigonometric functions and complex numbers.

## 245 College Algebra (3) UC: CSU

*Prerequisite: Mathematics 123C, 125, or 128 with a grade of "C" or better.*

The course discusses relations, functions and their graphs, matrices and determinants, theory of equations, permutations, combination, probability, sequences and series, and conic sections.

UC Transfer Credit Limit: A maximum of one course from Mathematics 245 or Mathematics 260.

## 260 Pre-Calculus (5) UC: CSU

*Prerequisite: Mathematics 241 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

This course in pre-calculus combines the traditional courses of college algebra and analytic geometry, and covers such topics as inequalities, functions, matrices and determinants, properties of the straight line, conic, algebraic and transcendental functions, and parametric equations.

UC Transfer Credit Limit: A maximum of one course from Mathematics 245 or Mathematics 260.

## 261 Calculus I (5) UC: CSU

*Prerequisite: Mathematics 260 with a grade of "C" or better, or appropriate placement level demonstrated through the mathematics assessment process.*

Students learn basic principles and applications of calculus. Topics include: continuity and limits; differentiation and integration of algebraic and trigonometric functions; fundamental theorem of the calculus; applications of the derivative to curve sketching, rectilinear motion, maximum/minimum problems, and related rates; applications of the integral to problems of area, volume, arc length, and work.

UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

## 262 Calculus II (5) UC: CSU

*Prerequisite: Mathematics 261 with a grade of "C" or better.*

The second course of calculus deals with the differentiation and integration of transcendental functions, standard techniques of integration, curves in polar coordinates, and sequences and series.

UC Transfer Credit Limit: A maximum of two courses from Mathematics 235 and 236; Mathematics 261 and 262.

## 263 Calculus III (5) UC: CSU

*Prerequisite: Mathematics 262 with a grade of "C" or better.*

The third course of calculus deals with such topics as multivariable calculus, partial differentiation, two- and three-dimensional vectors, Stokes and divergence theorems, and differential equations.

## 270 Linear Algebra (3) UC: CSU

*Prerequisite: Mathematics 262 with a grade of "C" or better.*

This course covers vector spaces, linear transformations and matrices, matrix algebra. Determinants and solutions of systems of equations are made. Note: Offered Fall semesters only.

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

*Prerequisite: Mathematics 263, which may be taken concurrently.*

This course covers first-order differential equations and linear differential equations. Special methods for solution of these equations are developed and applied. Transforms are developed and used for the solution of differential equations and systems of equations. Existence theorems are stated and proofs are outlined. Series solutions and operator methods are included.

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## MICROBIOLOGY

### 20 General Microbiology (4) UC: CSU

*Prerequisites: Biology 3A, 3B.*

*Recommended: Successful completion of English 28.*

Study of microorganisms, including their structure, metabolism, methods of multiplying, and classification. The techniques used to control microorganisms and the human body's defenses against microbial attack are emphasized. The laboratory covers the microscopic examination of microorganisms, aseptic techniques, the cultivation of bacteria, the effects of antimicrobial agents, and the influence of the environment on bacterial growth.

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## MULTIMEDIA

### 100 Introduction to Multimedia Computer Applications (3) CSU

An overview of the interactive multimedia industry, the profession and career options, the market, and the production process including concept development, interactive design, asset manipulation, programming and delivery. This introduction forms the basis for study of digital and nonlinear technologies and applications.

### 210 Digital Editing (3) CSU

This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear postproduction tools.

### 320 Web Design (3) CSU

A fundamental course in the application of the principles of design to build websites. Students will use a web interface design they have created to build and publish a third or fourth generation website.

### 350 Web Design II (3) CSU

*Prerequisite: Multimedia 320*

Advanced development of aesthetic and conceptual skills related to design for Web Sites. Techniques are demonstrated to further student experience with design, Dreamweaver,

## COURSE DESCRIPTION

HTML5 and CSS (Cascading Style Sheets). Focus is also placed on usability, accessibility and web standards.

### **400 Introduction to Experimental Animation (3) CSU**

Introduces the student to the basic principles of experimental animation. Emphasis is placed on the techniques, tools, and resources required to create a wide range of animated projects, including hand-drawn, clay animation and cut-out. Students apply concepts of timing, weight, personality, balance and style.

### **803 Introduction to Webcasting (2) CSU**

Teaches the principles and practice of producing Webcasts--emphasizing news, entertainment and information. Students will learn fieldwork, interviewing, writing, shooting, editing and postproduction techniques for Webcasts. This course provides instruction on the use of video and audio recording equipment, live streaming techniques, recording and editing software, as well as posting and publicizing Webcasts. Audience, lighting techniques, composition. Students' work may also be posted to student-run campus media online.

### **805 Motion Graphics, and Compositing for Digital Video, Animation, Gaming, and New Media (3) UC: CSU**

Intermediate level course dealing with motion graphics and compositing for film and television using digital imaging and animation software, with an emphasis on After Effects or similar state-of-the-art software, including layers, masks, filters, animation techniques and output to video, via demonstrations, practicums, and exercises.

### **807 Interactive Media Design (3) UC: CSU**

This course introduces students to basic concepts of interactive design for digital media with a journalistic emphasis. Students will design interactive multimedia packages, graphics, animation, mobile applications, digital e-book reader interactives, widgets, and more. An introduction to basic design principles, concepts of engagement and interactivity, and presentation of journalistic content on a variety of platforms will be discussed. An emphasis will be placed on accuracy, as well as clear and dynamic presentation.

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## MUSIC

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

The rudiments of musical notation, scales, keys, intervals, common musical terms and elementary keyboard are studied.

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

Designed for non-Music majors, this course meets Humanities/Fine Arts requirements by surveying a wide variety of musical styles and periods past and present. The emphasis is on perceptive listening along with expository readings.

### **121 Music History and Literature I (3) UC: CSU**

This course presents a survey of musical practices and styles from the earliest times to 1750, including the Romanesque, Gothic, Renaissance, and Baroque periods. The artistic philosophy of each style period is explored.

### **122 Music History and Literature II (3) UC: CSU**

Styles, techniques and forms of music from 1750 to the present are traced. Special emphasis is placed on the development of the orchestra and its forms. The artistic philosophy of each style period is examined. Note: Music History and Literature I is not a prerequisite to Music History and Literature II.

### **136 Music in American Culture (3) UC: CSU**

An historical study of musical theater in America from Colonial times to burlesque through operetta to The Follies and current Broadway shows.

### **137 Music as A Business (3) CSU**

This course provides instruction on the business of music: Students will examine the varied aspects of handling and packaging their own musical talents, and how to acquire and deal with agents and managers, how to read contracts, and keep records. Unions, marketing and taxation are also covered.

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

Designed for non-Music majors, this course meets Humanities/Fine Arts requirements by surveying jazz styles of music from their beginnings to the present. The emphasis is on perceptive listening, along with expository readings.

### **161 Introduction to Electronic Music (3) CSU**

This course explores electro acoustic music by surveying contemporary music and by becoming familiar with the use of technology in today's musical practices and procedures. Computers, synthesizers and MIDI software are utilized.

### **165 Introduction to Recording Arts (3) CSU**

An introduction to the theory and practice of acoustics, audio, and recording. Topics include: the nature of sound; basic acoustics; audio systems and terminology; microphone principals and usage; recording styles; re- cordng studio equipment; multi-track recording procedures.

### **180 Applied Music Laboratory (1.5) CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

### **180-1 Applied Music Laboratory I (1.5) CSU**

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is

evaluated through skills demonstration. Concurrent enrollment in Music 181 is required. Placement is by audition only.

### 180-2 Applied Music Laboratory II (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Achievement is evaluated through skills demonstration.

### 180-3 Applied Music Laboratory III (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required enrollment in co-requisite course Music 183. Placement is by audition. Achievement is evaluated through skills demonstration.

### 180-4 Applied Music Laboratory VI (1.5) CSU

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for performance. Required enrollment in co-requisite course Music 184. Placement is by audition. Achievement is evaluated through skills demonstration.

### 181 Applied Music I (0.5) CSU

This course offers individual instruction of one-half hour per week in voice, piano, guitar, or band/orchestral instruments, with an assigned instructor on the Applied Music staff. Emphasis is placed on technical development, interpretation, and musicianship at the lower-intermediate level. Performance for a faculty jury is required at the end of the semester. All students must successfully audition to enroll.

### 185 Directed Study-Music I (1) CSU

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

### 200 Introduction to Music Theory (4) UC: CSU

*Required of all Music majors.*

This course explores the elements of music and discovers how musicians use the elements to create compositions. Topics include musical notation, basic rhythms, scales, keys, sight singing, ear training, and an introduction to the keyboard.

### 201 Harmony I (3) UC: CSU

Required of all Music majors. Prerequisite: Music 200. Recommended: concurrent enrollment in Music 211.

### 202 Harmony II (3) UC: CSU

*Prerequisite: Music 201. Corequisite: Music 212.*

While further developing the material presented in Harmony I, Harmony II expands the musical vocabulary by presenting seventh chords and an introduction to chromaticism and modulation. Students in this course will be required to spend

additional time in the Learning Resource Center with audio-visual and computer-assisted instructional materials.

### 203 Harmony III (3) UC: CSU

*Prerequisite: Music 202. Corequisite: Music 213.*

This course extends principles developed in Music 202, including augmented sixth chords, the Neapolitan sixth, altered dominants, diminished seventh chords, chromatic third-relation harmony, modulation to foreign keys and extended chords such as ninths, elevenths and thirteenth. Students in this course will be required to spend additional time in the Learning Resource Center with audio-visual and computer assisted instructional materials.

### 211 Musicianship I (1) UC: CSU

*Required of all Music majors.*

*Prerequisite: Music 200 or equivalent. Corequisite: Music 201.*

Correlated with Harmony 1, this course consists of a study of sightreading, one-part melodic dictation, simple harmonic dictation, elementary theory, including scale structure, keys, intervals, musical terminology and notation, and the basic principles of musicianship.

### 212 Musicianship II (1) UC: CSU

*Prerequisite: Music 211. Corequisite: Music 202.*

This course consists of sight reading, ear training and keyboard application of the subject matter covered in Music 202.

### 213 Musicianship III (1) UC: CSU

*Prerequisite: Music 212. Corequisite: Music 203.*

This course consists of sight reading, ear training and keyboard application of the subject matter covered in Music 203.

### 214 Musicianship IV (1) CSU

*Course will be offered in future semester.*

This course is an advanced intermediate course that applies and develops sight singing; rhythmic, melodic and harmonic materials, dictation and simple keyboard harmony. Review of music theory fundamentals.

### 265 Recording Arts Workshop (3) CSU

*Prerequisite: Music 165.*

The application of the theory and practice of acoustics, audio, and recording learned in The Introduction to Recording of recording styles; recording studio equipment; and multi-track recording procedures

### 265-1 Recording Arts Workshop I (3) CSU

This is the first of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 165. Through lecture and hands-on experience students will study acoustic principles, microphones, multi-track recording, overdubbing and mixing, using hardware equipment and digital audio workstation (DAW) computer applications. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal and or academic use.

## COURSE DESCRIPTION

### 265-2 Recording Arts Workshop II (3) CSU

This is the second of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-1. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording techniques, advanced microphone techniques, signal processing, track groups, and techniques for creating a balanced and effective mix. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal and/or academic use.

### 265-3 Recording Arts Workshop III (3) CSU

This is the third of a three-course intermediate to advanced series in recording arts for students who have previously completed MUS 265-2. Through lecture and hands-on experience students will study acoustic principles, advanced multi-track recording, advanced audio editing and track comping, advanced signal processing, and mastering techniques. Students will be responsible for equipment set up and take down as well as uploading projects to the internet for personal, academic, and/or commercial use.

### 321 Elementary Piano I (2) UC: CSU

This course deals with the fundamental harmonic principles of music including chord structure, diatonic harmony, inversions, harmonic progression, harmonic structure of the phrase, harmonization of a given part, and non-harmonic tones. Harmonic skill is developed through written exercises, analyses of classical examples and keyboard exercises. Students will be required to spend additional time in the Learning Resource Center with audio visual and computer-assisted instructional materials, have some pianistic ability, and/or concurrent enrollment in an elementary piano course.

### 322 Elementary Piano II (2) UC: CSU

*Prerequisite: Music 321 or equivalent.*

Elementary Piano II is a continuation of Elementary Piano I (MUSIC 321) with emphasis on basic piano technique including major scales and arpeggios up to five sharps and flats in two octaves; along with the basic principles of sight-reading in simple and compound meters; melody harmonization using I, IV, and V7 chords; transpositions and stylistic interpretation of early keyboard literature. Note: Students should have access to a piano, as daily practice is required.

### 323 Elementary Piano III (2) UC: CSU

*Prerequisite: Music 322 or equivalent.*

Continuation of Music 322 topics including repertoire on the level of Beethoven Sonata in G; Bach Minuet in G. Note: Students should have access to a piano, as daily practice is required.

### 324 Elementary Piano IV (2) UC: CSU

*Prerequisite: Music 323 or equivalent.*

Elementary Piano IV is a continuation of Elementary Piano III. The emphasis of this course is on exploring minor scale forms

including the natural, harmonic and melodic forms; sight-reading minor melodies based on minor scale forms; constructing augmented and diminished triads; along with the basic principles of harmonization, sight reading, transposition, improvisation, and accompaniment using Romantic and folk keyboard literature.

*Note: Students should have access to a piano, as daily practice is required.*

### 341 Intermediate Piano (2) UC: CSU (RPT 3)

*Prerequisite: Music 324 or equivalent.*

This course is a continuation of Elementary Piano IV (Music 324), offering essential keyboard facility designed for the piano major wishing to transfer to a major university or the amateur pianist seeking to play for individual enjoyment. Intermediate Piano covers an intense study in Modulating Chord Progressions, Greek Modes, Sixth Chords, Score Reading, Clef Transpositions, Improvisational Styles and intermediate to advanced piano literature.

### 361 Commercial Piano Techniques Workshop (2) UC: CSU

The student shall learn chords and chord progressions used in jazz and current popular music styles as applied to the keyboard. If the prerequisite is not met, enrollment is subject to audition.

### 385 Directed Studies (3) CSU

This course allows students to pursue directed study in Music on a contract basis under the direction of a supervising instructor.

### 411 Elementary Voice I (2) UC: CSU

*Required of all Music majors.*

This course is an introduction to the proper use of the voice through breath control and vocal placement, and includes posture, tone quality, diction, range, and stage presence. Repertoire includes simple art songs, folk songs and spirituals.

### 412 Elementary Voice II (2) UC: CSU

*Recommended: Music 411.*

An extension of principles introduced in Music 411 and includes interpretive qualities. Repertoire: an introduction to Italian art songs and simple Broadway songs.

### 413 Elementary Voice III (2) UC: CSU

*Recommended: Music 411 and 412 or equivalent.*

All aspects of solo singing are stressed, especially English, Italian, and 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

*Prerequisite: Music 413 or equivalent.*

This course is a continuation of the principles and concepts presented in Music 413. An introduction to French art song and simple opera arias, the development of the student's ability to analyze and interpret the song repertoire are stressed.



**441 Song Repertoire (2) UC: CSU**

An intermediate vocal music course with specific work on expanding the repertoire of the individual vocal student, repertoire shall include all types of musical theater and songs from all periods and cultures.

**453 Music Theatre Repertoire for Singers (1) UC: CSU**

This course presents a continued concentration of general basic fundamentals of singing dealing with vocal techniques as utilized in musical theater. Additional instruction will include basic movement and acting techniques utilizing musical theater song literature interpretation. Enrollment is subject to audition. Bring the music of a prepared song to the first class meeting.

**501 College Choir (1) UC: CSU (RPT 3)**

Open to all students by audition. This course consists of study and performance of selected choral literature for mixed voices, both accompanied and a cappella. The emphasis is placed on the development of reading skills, basic voice techniques and interpreting the score.

**561 Chamber Chorale (1) UC: CSU**

This course is designed for the intermediate choral singer. The students analyze, rehearse and perform choral music suited to a small group of singers, with and without accompaniment. Choral literature from the Renaissance through the 21st century is explored. Emphasis is on increased skill in reading music and sight singing, score interpretation, vocal technique, diction, ear training, and preparation for public performances. Confirmation of enrollment is subject to audition.

**755 Brass Ensemble (1) CSU (RPT 3)**

This course involves preparation for performances of ensemble repertoire. It provides for the development of ensemble technical and artistic abilities through experience with a wide range of ensemble literature.

**775 Jazz Ensemble (1) UC: CSU (RPT 3)**

Open to all instrumentalists by audition. This course provides instrumentalists and vocalists with the opportunity to rehearse and perform music of the past in the "big band" tradition, as well as contemporary compositions written for this ensemble.

**781 Studio Jazz Band (1) CSU**

The student prepares, rehearses and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. Confirmation of enrollment is subject to audition.

**775 Jazz Ensemble (1) UC: CSU (RPT 3)**

Open to all instrumentalists by audition. This course provides instrumentalists and vocalists with the opportunity to rehearse and perform music of the past in the "big band" tradition, as well as contemporary compositions written for this ensemble.

## NURSING - Certified Nursing Assistant

**56 Essential Practical Skills for Nurse Assistants (1)**

This course focuses on reinforcing and integrating the Certified Nurse Assistant duties and skills required to assist patients in long term care facilities with of Activities of Daily Living.

**399 Certified Nurse Assistant / Certified Home Health Aide (7) Modularized Courses Listed Below.**

Introduction to the health care field, working with residents/patients in the long term care facility, the acute care setting, and the home care setting. Emphasis is given to safety principles, infection control, methods for providing physical care, and emotional and social support.

**399A Certified Nurse Assistant (5)**

*Recommended: English 28.*  
This course will provide students with an introduction to the health care field, working with residents/patients in the long term care facility and the acute care setting. Emphasis will be given to safety principles, infection control, methods for providing physical care, and emotional and social support. Upon successful completion of this course, students will be eligible to take the American Red Cross Nurse Assistant Certification Exam.

**399B Certified Home Health Aide (2)**

*Prerequisite: Successful completion of 399A, or State of California Certification from California Department of Health.*  
This course focuses on understanding the regulatory guidelines pertaining to the Home Health Aide scope of practice; basic knowledge of the disease and to recognized signs and symptoms of the disease; the concepts of provision of care in home setting and a sound knowledge base from which the Home Health Aide can be an important partner of other healthcare providers, for the patient to achieve the highest level of physical function and go back to prior level of care.

## OCEANOGRAPHY

(Also see Earth Science, Environmental Science, and Geography)

**1 Introduction to Oceanography (3) UC: CSU**

The student is introduced to the general field of oceanography, including a study of the features of the sea floor, the chemical and physical properties of sea water, currents, tides, waves and their effects on marine organisms. Special reference is made to the Southern California environment and the problems of people and the sea.

## PARALEGAL STUDIES

### 4 Legal Internship (3) (RPT 1)

*Prerequisite: Paralegal 10 and English 101.*

Directed field work in selected private law firms or public institutions of legal assisting are assigned to individual students. An effort is made to rotate office assignments.

### 10 Introduction to Law and Legal Profession (3) CSU

An introductory course in formalizing the career of the legal assistant, an introduction to law, social forces and the law, comparison of the role of the legal assistant and the lawyer, and an introduction to legal terminology and bibliography, including research problems.

### 11 Introduction to Civil Litigation (3) CSU

*Prerequisite: Paralegal 10 and English 101.*

This course is a continuation of Paralegal 10 with a study of the composition, location and jurisdiction of all courts, a study of document production and administration within the judicial structure, a detailed examination of civil and criminal litigation, and an introduction to legal drafting and writing.

### 12 Tort Law (3)

*Prerequisite: Paralegal 10 and English 101.*

A study of the fundamental principles of the law of torts, including insurance and an examination of the techniques of investigation involved in the lawyer's handling of tort and insurance claims.

### 13 Wills, Trusts, and Probate Administration (3)

*Prerequisite: Paralegal 10*

A study of the fundamental principles of the law of wills and trusts, including simple will and trust forms; an examination of the organization and jurisdiction of a California Probate Court; and the administration of estates in California Probate Courts.

### 14 Law Office Management and Procedures (3)

*Prerequisite: Paralegal 10*

A study of the basic objectives of the management of a law office; a study of hardware and software used in a law office; an examination of indexing and filing principles; law office manuals; a study of basic accounting principles; practice in and study of law office correspondence.

### 16 Civil and Criminal Evidence (3)

*Prerequisite: Paralegal 10 and English 101.*

This is a study of the rules of civil and criminal evidence and the admissibility of such evidence in court; deposition comprehension and use in court; interrogatory summarizing and use in court.

### 17 Legal Writing (3)

*Prerequisite: Paralegal 10 and English 101.*

This course covers advanced legal drafting and writing, including special research and projects.

### 18 Family Law (3)

*Prerequisite: Paralegal 10.*

This course surveys family practice and procedure topics including: parental prerogatives, marriage, separation, divorce, custody and support, adoption and guardianship. Students learn to conduct client interviews, and draft pleading necessary to the general practice of family law.

### 19 Property and Creditor Rights (3)

*Prerequisite: Paralegal 10.*

This course is a study of the law of property including: community property, joint tenancy, leases, deeds, contracts, escrows, deeds of trust, the system of recording and search of public documents, bankruptcy laws and forms and evictions (unlawful detainer actions). The student will also study secured transactions, collateral, purchase money secured interest, liens, attachment, garnishment, and other creditor's remedies. This course introduces the student to the nature of property and personality acquiring and owning property, real property, and the landlord-tenant relationship.

### 20 Probate Procedures (3)

*Prerequisite: Paralegal 10 and Paralegal 13.*

A comprehensive study of methods for fact gathering, office procedures, and required court work involved in the handling of probates of both estate and intestate decedents.

### 33 Entertainment Law (3) CSU

*Prerequisite: Paralegal 10.*

This course presents an overview of the legal aspects in the entertainment industry. Students will be exposed to legal aspects of contractual, agreements, copyright requirements, privacy, regulations of the Federal Communications Commission, libel and slander, freedom of speech and press, publishing rights, trademarks, unions, and related concerns.

### 35 Immigration Law (3) CSU

*Prerequisite: Paralegal 10.*

This course is a study of concepts of immigration law including grounds of exclusion, defense to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law and criminal aspects of immigration.

### 41 Contract Law for Paralegals (3)

*Recommended: English 28 or English 101*

This course covers the principles, history, and sources of contract law; elements of a valid, enforceable contract; and contract drafting. Topics include Article 2 of the Uniform Commercial Code regarding the sale of goods, and the role of the paralegal in contract law.

### 42 Workers' Compensation Law for Paralegals (3)

*Recommended: English 28 or 101.*

This course will take an in depth look at the California Workers' Compensation system, from the occurrence of a work-related injury or illness to the final resolution of the claim. Students learn the substantive and procedural processes, roles and responsibilities of the claimant, employer, healthcare provider, insurance company, lawyers and the paralegal. Learn about and prepare the necessary forms and pleadings required for both the injured worker and the defense, discovery, electronic court filings (EAMS), deposition summaries, penalties, discrimination, serious and willful misconduct, fraudulent claims, the relevant state and federal laws and related ethical obligations.

### 43 Electronic Discovery for Paralegals (3)

*Recommended: English 28 or 101.*

This course provides the student with a comprehensive overview of acquiring, managing, producing and organizing varied documents during all phases of a lawsuit. Traditional and computer assisted methods of document management and discovery are explored. The student will learn how to handle a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial.

### 44 Business Organizations for Paralegals (3)

*Recommended: English 28 or 101.*

This course introduces students to the general principles of corporate and business law with specific focus on the sole proprietorship, general partnership, limited liability company (LLC), limited liability partnership (LLP), and corporations. It will address the organizational structure of (and differentiating characteristics), and the manner in which business organizations are created, operated, maintained, dissolved and other relevant legal issues. Emphasis on the paralegal's role in collecting data, drafting documents, maintaining minutes, records and much more.

### 45 Litigation Document Preparation (3)

*Recommended: English 28 or 101.*

This course introduces the student to common litigation documents, terminology, procedures, and document preparation. Topics covered include the development and production of initial client documents, fee agreements, interrogatories, subpoenas, other discovery, deposition summaries, briefs, motions and pleadings. Students will receive hands-on instruction to create these legal documents using word processing software and focus on deadlines and calendaring requirements.

### 46 Technology Use for Paralegals (3)

*Recommended: English 28 or 101.*

This course introduces the student to web-based skills and popular software packages used in the legal environment. Students will receive hands-on instruction that reflect the actual information and documents frequently found in legal practices using word processing software and various popular

software packages. Topics include the development and production of client documents, briefs, motions, pleadings, time and billing records, rules-based calendaring, case, contact and document management, email management, document assembly, auto-fill court forms, case notes and e-filing. Students will also receive hands-on training in AbacusLaw, LexisNexis CaseMap, Summation, SmartDraw, Sanction, and more which will provide up-to-date skill sets required for today's paralegals.

### 51 Legal Research (3) CSU

*Prerequisite: Paralegal 10 and English 101*

Students learn how to perform library and computer assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and loose-leaf services. Students also receive hands-on training in Westlaw and LexisNexis.

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## PHARMACY TECHNICIAN

### 21 Retail Products for Pharmacy Clerks/Technicians (3)

This course is designed for the Pharmacy student to provide basic knowledge about Over-the-Counter (OTC) products in relation to their accepted therapeutic uses. Students will understand the steps involved in safely choosing a non-prescription product.

### 23 Introduction to Pharmacy (2)

In this course students will understand the roles and opportunities open to pharmacy clerks and technicians in various practice settings. Students will be introduced to pharmaceutical dosage forms, the drug development process, and drug classification systems. This course also includes an introduction to prescription labeling and to the law and ethics for pharmacy practice.

### 29 Body Systems I (3)

*Recommended: English 28.*

In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the muscular, skeletal, respiratory, renal, cardiovascular, and hematologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

## COURSE DESCRIPTION

### 30 Body Systems II (3)

*Recommended: English 28.*

In this course students will learn the use and side effects of prescription medications, nonprescription medications and alternative therapies used to treat diseases affecting the nervous, endocrine, gastrointestinal, reproductive, immune, ears/nose/throat, and dermatologic systems. Students will first master an understanding of basic anatomy and physiology and learn the brand and generic name, standard pronunciation, and routes of administration for each medication studied. Students will also learn medical terminology and abbreviations associated with the use of medication therapy affecting the body systems studied.

### 31 Pharmacy Calculations (2)

*Recommended: Math 105*

In this course students will learn calculations related to drug dosage, measurements of strength and preparation of medications. This course also includes inter-conversion of units in the metric and common systems of measurement. Emphasis is placed on unit-cancellation for solving pharmacy problems. This course includes a strong verbal component.

### 32 Pharmacy Operations (4.75)

*Prerequisites: Pharmacy Tech 23, 29, and 31.*

In this course students will become competent in handling and preparing medications in both the outpatient and compounding pharmacy settings in a manner consistent with the legal and ethical guidelines. After successful completion of this course, the student will have the skills needed to begin an outpatient pharmacy externship.

### 34 Community Pharmacy Externship (2.25)

*Prerequisites: Pharmacy Tech 21, 30, and 32; Allied Health 56 and 57.*

In this course students practice skills developed in other courses in a community or outpatient pharmacy.

### 35 Inpatient Pharmacy Services (2)

*Prerequisites: Pharmacy Tech 23, 29, and 31.*

In this course students will become competent in the technical aspects of drug distribution for the inpatient (hospital) pharmacy setting. This course includes hands-on training in medication order processing, pharmacy patient profile maintenance, medication preparation and inpatient drug distribution using manual and automated systems.

### 36 Inpatient Pharmacy Externship (2.25)

This course provides students with scientific rationale and practical application involved in responding to a victim with a potential life threatening condition. Students will become proficient in performing CPR, and in the use of an AED. Legal ramifications will be discussed in class along with factors involved when dealing with special populations. In addition, the course covers the management of infectious diseases, splinting, bandaging and spine boarding. The AHA American Heart Association standards will be followed along with candidacy in becoming certified in First Aid & CPR/AED BLS.

### 37 Sterile Products (4.75)

*Prerequisites: Pharmacy Tech 23, 29, and 31.*

In this course students will learn the aseptic techniques and use of the laminar flow hood used in the preparation of sterile products. Emphasis is placed on parenteral calculations, sterile dosage forms and quality assurance procedures.

### 38 Sterile Products Externship (2.25)

*Prerequisites: Allied Health 56 & 57, and Pharmacy Tech 37.*

In this course students practice skills developed in the Sterile Products class in an ambulatory clinic with infusion services.

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## PHILOSOPHY

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

This course examines such questions as the existence of God, the problems of evil, the nature of the soul and the origin of knowledge. It takes a historical approach to philosophical problems in the Western tradition emphasizing the development of analytic and evaluative skills. An inquiry into the nature of science, religion, metaphysics and the theory of knowledge is undertaken.

### 6 Logic in Practice (3) UC: CSU

An introduction to critical thinking, the skill of evaluating and constructing arguments as they appear in ordinary language. This course examines problems of clarity of language as they appear in a variety of disciplines such as science, the humanities, social sciences, law and business. Emphasis is placed on the practical application of logical skills to other disciplines.

### 8 Deductive Logic (3) UC: CSU

This course is an introduction to the principles of deductive and inductive reasoning emphasizing critical and evaluative skills. Introduces technical analysis of the reasoning process, categorical and propositional logic, and formal and informal fallacies. NOTE: This course is an excellent preparation for the LSAT.

### 9 Symbolic Logic I (3) CSU

This course provides an introduction to formal logic including truth, validity, truth tables, tautologies, contradictions, contingencies, quantification and methods of deduction.

### 12 History of Greek Philosophy (3) UC: CSU

This course addresses ancient philosophy with emphasis on the development of Greek philosophy from the Pre-Socratics through Aristotle and may also include Hellenistic, Roman, medieval or non-western thinkers.

**14 History of Modern European Philosophy (3) UC: CSU**  
Students study western philosophy from the Renaissance to the 19th century. The course explores the rise of modern science, continental rationalism and British empiricism, and Kant.

**18 Business Ethics (3) UC: CSU**  
This course introduces the study of values, and their importance in the practical conduct of business.

**20 Ethics (3) UC: CSU**  
An inquiry into the nature of morality, and ethical theory in both historical and contemporary settings as they apply to business, the arts, science, and medicine. An analysis of utilitarianism, duty theory and virtue theory as well as contemporary moral issues such as abortion, capital punishment, animal rights, environmental issues and the role of ethics in political and social policy.

**28 Environmental Ethics (3) UC: CSU**  
Relationship between human beings and the wilderness; human obligations to environmental systems. Study of "traditional" normative theories of ethics, morality, and rights, as applied to issues involving animals and other species. Critical examination of environmental ethical theories. Consideration of the value and moral status of the environment (animals, plants, ecosystems).

**33 Comparative Survey of World Religions (3) UC: CSU (Formerly Philosophy 23)**  
This course analyzes the world's great religions, including Hinduism, Buddhism, Confucianism, Judaism, Islam and Christianity. This course investigates pre-rational religions, mystic cults, myth and ritual. Emphasis is placed on the philosophical assumptions and principles underlying religious beliefs and the influence of environment and culture on these beliefs.

**40 Introduction to the Philosophy of Art (3) UC: CSU**  
Students are introduced to the meaning of art, the meaning of beauty, truth in art, creativity and art, and various philosophical theories regarding the nature of art.

**41 An Introduction to Philosophy and Literature (3) UC: CSU**  
This course offers an examination of great philosophical and literary works which explore the relationships between philosophy and literature. An analysis is made of philosophical themes such as the nature of self, faith and reason, and the problem of evil as it arises in plays, novels, poems and short stories.

## PHYSICAL SCIENCE

**1 Physical Science I (3) UC: CSU**  
Designed for the non-science major, this course provides an introduction to the fundamental principles of physics, chemistry, astronomy and geology. Elementary quantitative concepts are used to supplement the qualitative emphasis of this course.

**14 Physical Science Laboratory (1) UC: CSU**  
*Prerequisites: Physical Science 1.*  
Designed for the non-science major, this course provides an introduction to the laboratory methods and problem-solving skills used in physical science. The experiments, along with a limited number of demonstrations that will be performed will allow students to visualize and apply basic

## PHYSICS

**6 General Physics I (4) UC: CSU**  
*Prerequisite: Prior or concurrent enrollment in Mathematics 241 or equivalent trigonometry.*  
Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. The areas of physics involved in this course are mechanics, energy, fluid mechanics, mechanical waves, thermal behavior, kinetic theory and the laws of thermodynamics.  
UC Transfer Credit Limit: Credit will only be given for one series Physics

**7 General Physics II (4) UC: CSU**  
*Prerequisites: Physics 6, Mathematics 241.*  
Physics 6 and 7 constitute a two-course sequence in general physics designed primarily for medicine, dentistry, pharmacy, optometry and geology majors. This course is a continuation of Physics 6, covering electricity, magnetism, electromagnetism, alternating currents, electromagnetic waves, optics, the atom, quantum physics and relativity.  
UC Transfer Credit Limit: Credit will only be given for one series Physics 6/7 or Physics 37/38/39.

**37 Physics for Engineers and Scientists I (5) UC: CSU**  
*Prerequisite: Mathematics 261 with a grade of "C" or better.*  
*Corequisite: Mathematics 262.*  
This course is the first semester of a three-semester calculus level sequence in introductory physics. Topics studied include kinematics, particle dynamics, momentum and impulse, work energy, rotational dynamics, statics, oscillations, gravitation, mechanics of solids and fluids, and special relativity.  
UC Transfer Credit Limit: Credit will only be given for one series - Physics 6/7 or Physics 37/38/39.

## COURSE DESCRIPTION

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

The second semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include thermodynamics (temperature, heat, heat engines, entropy), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits). The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

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

*Prerequisites: Physics 38, Mathematics 267.*

The third semester of a three semester calculus-level sequence in introductory college Physics designed for Physics, Astronomy, Chemistry, Engineering & Mathematics majors. Topics include Oscillations, Wave Motion, Sound, Light, Optics, Special Theory of Relativity, Quantum Theory and Early Models of the Atom, Quantum Mechanics, Molecules and Solids, Nuclear Physics and Radioactivity, Elementary Particles, and Astrophysics and Cosmology. The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

### 185 Directed Study – Physics (1) CSU

Students study Physics on a contract basis under the direction of a supervising instructor.

### 285 Directed Study – Physics (1) CSU

Students study Physics on a contract basis under the direction of a supervising instructor.

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## PHYSIOLOGY

(Also see Anatomy)

### 1 Introduction to Human Physiology (4) UC: CSU

*Prerequisite: College Biology 3 or 3A and 3B with a grade of "C" or better.*

This course presents the biochemical and biophysical principles underlying the physiological processes of the human being. Lecture topics include the neural and hormonal regulation of bodily processes, and the integration of the organ systems to maintain a constant fluid environment within the body. Special emphasis will be placed on the evaluation of body temperature, blood pressure, breathing, and urine output, as well as the interpretation of clinical laboratory tests. Laboratory exercises will introduce the student to the spectrophotometer, EKG machine, blood pressure cuff, and urinalysis tests. This course is intended to meet the requirements of students majoring in Nursing, Dental Hygiene, Occupational Therapy, Psychology, Physical Education, and

Life Sciences, or for those who wish to extend their knowledge of the human body beyond the scope of introduction.

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## POLITICAL SCIENCE

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

This course deals with the principles, problems, structures, and functions of United States and California governments. The topics covered will be political concepts, ideology and government, the Constitution, Federalism, Congress, the presidency, the judiciary, civil rights and civil liberties, the media, elections, political parties, interest groups, California and the nation, the California Constitution, the state legislature, the state's plural executive, and the state judiciary.

### 2 Modern World Governments (3) UC: CSU

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

### 7 Contemporary World Affairs (3) UC: CSU (RPT 1)

This course surveys the factors involved in international relations today. Emphasis is placed upon regional and global affairs, providing students with a framework for analysis.

### 14 Government and Politics in the Middle East (3) UC: CSU

This course surveys the culture, history, and resources of the countries in the region and their relationship with each other and with Western World.

### 17 Government and Politics in Latin America (3) CSU

This introductory course provides a framework for understanding and analyzing the governments, politics and institutions of Latin America in connection with the region's diverse cultures and societies and their markets and economies in the context of the global economy.

### 60 Introduction to Globalization (3) CSU

Introduction to the phenomenon of globalization from the broad perspectives of economics, governments and conflicts, and cultures and societies. Structured around these three pillars of globalization, this course is designed to provide a framework for understanding the multiple and complex connections that globalization produces among nation-states, non-governmental organizations, and societies around the world with their particular ethnic, cultural and religious groups.

## PSYCHOLOGY

### 1 General Psychology I (3) UC: CSU

This course presents an overview of the major fields of psychology, including research methods, learning and conditioning, biopsychology, memory, intelligence, health psychology, motivation and emotion, perception, human development, social psychology, personality, psychotherapy, and abnormal psychology. The history of modern psychology and its roots in philosophy is presented. Particular attention is given to the application of psychological concepts to the problems people find living in contemporary society.

### 2 Biological Psychology (3) UC: CSU

*Prerequisite: Psychology 1.*

This course examines behavior from a biological, physiological approach. A detailed examination of the anatomy and physiology of the neuron and brain is provided, including the central, peripheral, and autonomic nervous systems. Sensory systems are presented, including vision, audition, and somato-sensory. A biopsychological perspective is taken to study motivation, emotion, language, sleep, consciousness, sexual behavior, and mental illness.

### 13 Social Psychology (3) UC: CSU

Studies individual behavior as it affects others and as it is affected by others. Main topics include: Aggression, Attitudes, Attraction, Discrimination and Prejudice, Conformity, Compliance, and Obedience, Group Behavior, Interpersonal Relationships, Persuasion, Prosocial Behavior, "The Self," and Social Cognition.

### 14 Abnormal Psychology (3) UC: CSU

This course deals with maladaptive or abnormal behavior of human beings. Topics covered include history of abnormal psychology, classifications, clinical frameworks, treatment and outcomes of abnormal behavior, assessment utilizing the DSM, and therapy. Major categories of mental disorders are presented including: anxiety, depression, stress, somatoform, dissociative, sexual, personality, and schizophrenia.

### 37 Psychology of Codependency and Family Systems (3) CSU

This course examines the issues and problems in relationships between the chemically dependent person and his/her friends, family, colleagues in the workplace, and love relationships.

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

This course presents the psychological development of the person from the prenatal period through old age and death. Each of the stages of life is presented. Emphasis is placed on theories and their application to the behavioral, cognitive, social, and biological aspects of human development. Psychosocial and life-span approaches are employed to illustrate the interconnectedness of all stages of life.

### 43 Principles of Group Dynamics I (3) CSU

Using the class as a group, principles of group dynamics are studied from both experiential and theoretical perspectives. Related topics include historical developments, dynamics, leadership, diversity, assessment, treatment, and practice in a group situation.

### 52 Psychological Aspects of Human Sexuality (3) UC: CSU

This course addresses the psycho-sexual development of the individual and the values that are learned in our culture and comparative information from other cultures. The history of attitudes toward sexuality in America is studied. The anatomy and physiology of the human reproductive system, the physical and emotional orgasmic response, life-long development, sexually transmitted diseases, myths and misconceptions about the sexual response, sexual variance, and dysfunction are presented. The interaction of personality and sexual behavior is explored. The student can achieve an understanding of his or her own unique sexuality.

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

This course focuses on drug and alcohol abuse prevention in different communities including families, schools, and the workplace. Strategies for implementing programs and obtaining government approvals are presented. Relapse issues and cultural differences are also considered.

### 64 Introduction to Alcohol and Drug Abuse (3) CSU

This survey course includes drug classification, drug physiology and psychopharmacology, theories of addiction, history and theories of treatment, dual diagnosis, drug testing and social policy, recovery and rehabilitation, and other related topics. This course is also the introductory course for drug and alcohol counseling programs.

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

An introduction to treatment and recovery from drug and/or alcohol addiction including the physiology of addiction, criteria of addiction, and the various treatment modalities with an emphasis on family and different populations. Other aspects include models of recovery, rehabilitation, relapse, and aftercare.

### 67 Counseling Techniques for the Chemically Addicted (3) CSU

*Prerequisite: Psychology 64.*

This course emphasizes counseling techniques for the chemically addicted. Major elements include ethics and confidentiality, interview and assessment techniques, observation and listening skills, dual diagnosis, crisis intervention, and documentation processes.

## COURSE DESCRIPTION

### **68 Biopsychology of Chemical Dependency: Drugs, Behavior, and Health (3) CSU**

*Prerequisite: Psychology 64.*

This course offers comprehensive instruction on the pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

### **74 Research Methods in the Behavioral Sciences (3) UC: CSU**

*Prerequisite: Math 227 and Psychology 1*

An introduction to basic research concepts, designs, and statistical techniques used in the behavioral and social sciences. Knowledge of descriptive and inferential statistics and its application to data is applied for both non-experimental and experimental studies. Understanding of ethics in research for animals and humans is addressed. Critiquing of current published research articles and disseminating of experimental and non-experimental research is discussed. Researching published articles through the use of personal computers is demonstrated. Report writing of APA style manuscripts and presentation of a group project from data collected are required.

### **84 Fieldwork I, Alcohol/Drug Studies (3) CSU**

*Prerequisites: Psychology 43, 64, 65 and 67.*

This is the first of two required internship classes in the Alcohol/Drug Studies program. It provides observation and interaction opportunities with clients and counselors at provider clinics. This course satisfies half of the fieldwork hours required by CAADE. Note: Students must provide their own transportation to clinic sites.

### **85 Fieldwork II, Alcohol/Drug Studies (3) CSU**

*Prerequisite: Psychology 43, 64, 65, and 67.*

This is the second of two required internship classes in the Alcohol/Studies program. It provides observation and interaction opportunities with clients and counselors at provider clinics. This course satisfies half of the fieldwork hours required by CAADE. Note: Students must provide their own transportation to clinic sites.

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## REAL ESTATE

### **1 Real Estate Principles (3) CSU**

This beginning course in real estate fundamentals is required for the real estate salesperson's license, and is highly recommended as a foundation course in real estate. Real estate economics, terminology and definitions, real estate law, ownership rights, real estate investment and career opportunities, as well as other subjects vital to a basic understanding of real estate are covered. Note: This course is required for a real estate salesperson's license; elective for the California Broker's license.

### **3 Real Estate Practice (3) CSU**

This course covers the day-to-day activities of the real estate brokerage business from the viewpoint of both the owner and the sales staff. It gives practical training in such topics as: time management, human relations, client psychology, financing, leasing, appraising and property management. Note: This course is required for those seeking the California Broker's license.

### **4 Real Estate Office Administration (3) CSU**

Topics presented in this course include management, leadership, communications, staffing, real estate market analysis, finance, and other topics pertinent to the successful operation of a real estate office. Note: This course may be used as an elective toward the California salesperson's license.

### **5 Legal Aspects of Real Estate I (3) CSU**

This course covers in detail the principles of property ownership and management, with special emphasis on the law as it applies to community property, conveyances, deeds, trust deeds, leases, brokerage activities, liens, homesteads, wills, estates and taxes. NOTE: This course is required for the California Broker's license; elective for a real estate salesperson's license.

### **7 Real Estate Finance I (3) CSU**

Forms and sources of financing property, construction and permanent financing are studied. The procedures for FHA, Cal Vet and VA financing, mortgage capital from savings and loan associations, commercial banks, insurance companies and other sources, junior mortgages, appraising for mortgages, loan ratios and leaseholds are also covered.

### **9 Real Estate Appraisal I (3) CSU**

This course emphasizes the theory, principles and methods used in the valuation of various types of properties. Cost, market and income approaches are examined in great detail. Land and building residual techniques are also presented. An appraisal report on a single-family residence is usually required.

### **10 Real Estate Appraisal II (3) CSU**

*Prerequisite: Real Estate 9.*

This advanced appraisal course features a brief review of the theory, principles and methods used in the valuation of residential, commercial and industrial properties. It also features case study problems illustrating the use of the three approaches to value, and a thorough analysis of the components utilized by the income approach. This course emphasizes the valuation of all income producing properties. An appraisal report on an income-producing property is usually required.

### **11 Escrow Principles (3) CSU**

The principles used in opening, processing and closing escrow accounts involving land and title transfers, including the forms and procedures used by escrow departments in



banks, title companies, and escrow firms. Sample escrow forms are completed by students.

### 14 Property Management (3) CSU

This course is designed for real estate brokers, salespeople and owners of income producing properties. Topics covered include the nature and types of property management, organization for management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners, budgets, purchasing accounts, reports, ethics, and legal and professional relationships.

### 18 Real Estate Investments I (3) CSU

This is an advanced course in which a thorough analysis is made of the investment factors that determine the evaluation of commercial, industrial and residential projects. The six basic steps in the investment process are covered in detail: search, analysis, negotiation, documentation, contingency removal and property management after purchase.

### 21 Real Estate Economics (3) CSU

This course covers the fundamentals of economic trends and factors which affect the real estate market. Topics covered include: urban structural relationships, real estate market analysis, problems of subdividing, and the governmental relationship to real estate development. NOTE: This course is required for the California Broker's license; elective for a real estate sales license.

### 39 Uniform Standards of Professional Appraisal (1)

This course is required for the Appraiser Trainee license and for the Real Estate Appraisal Certificate. Students learn the basic standards of professional appraisal practice and apply them to case studies of practical situations.

### 40 Residential Report Writing and Case Studies (3)

Required course for the Appraiser Trainee License. This course teaches how to reason and use logic in the writing of a residential appraisal of a one-unit property using the 1004MC form report. Students will also be analyzing case studies that deal with more difficult appraisal problems and proposing solutions to those cases.

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## SOCIOLOGY

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

This course is an overview of what we know (and do not know) about human behavior and human societies. It examines how social life (life in groups, organizations and societies) affects people, and how people affect each other and their societies.

### 2 American Social Problems (3) UC: CSU

This course deals with the analysis of societal problems in the United States today. It emphasizes problems related to poverty, deviance, criminal justice, group conflict, population, environment and social change.

### 11 Ethnic & Racial Minorities in the United States (3) UC: CSU

Examines minority/majority relationships in the United States, how these relationships developed historically, and the social, political, and economic forces that maintain or act to change these relationships. Analysis of similarities and differences in ethnic and racial groups' experiences will promote understanding of the forces underlying minority/majority relations.

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## SPANISH

### 1 Elementary Spanish I (5) UC: CSU

This is the first term of a two-term sequence in first-year Spanish. Communicative proficiency is the main objective. The four skills of listening, speaking, reading and writing are developed with emphasis on the active use of these skills. Culture is incorporated into the course in textual and visual materials to stimulate interest and reinforce understanding and appreciation of the Spanish-speaking world. Note: Spanish 21 and 22 together are equivalent to Spanish 1. Note: Students must complete 16 hours of lab work for each course.

### 2 Elementary Spanish II (5) UC: CSU

*Prerequisite: Spanish 1 with a grade of "C" or better, or two years of high school Spanish or equivalent.*  
This course is a continuation of Spanish 1. It is designed to provide the student with further skill development in understanding, reading, speaking, and writing Spanish. More advanced cultural material is presented to further develop the interest, knowledge and appreciation for the lifestyle of Hispanic peoples. Note: Students must complete 16 hours of lab work for each course.

### 3 Intermediate Spanish I (5) UC: CSU

*Recommended: Spanish 2 with a grade of "C" or better, or three years of high school Spanish.*  
This course assists the student with the continued development of proficiency in Spanish language skills. It reviews and expands grammatical concepts learned in previous courses, and emphasizes idiomatic construction and conversational ability. Discussion of elected literary and cultural readings will provide training in oral and written expression. Note: Students must complete 16 hours of lab work for each course.

## COURSE DESCRIPTION

### **4 Intermediate Spanish II (5) UC: CSU**

*Recommended: Spanish 3 with a grade of "C" or better, or four years of high school Spanish.*

This course provides a review of the more difficult aspects of grammar and seeks to perfect comprehension, fluency and cultural knowledge. Spanish and Spanish American life and problems are considered through readings and discussion of literature. The readings provide the basis for regular composition assignments.

Note: Students must complete 16 hours of lab work for each course.

### **5 Advanced Spanish I (5) UC: CSU**

*Prerequisite: Spanish 4 with a grade of "C" or better.*

This course continues the study of advanced grammar and composition, and seeks to perfect comprehension and fluency in the language, and skill in analyzing literature. It includes reading in prose and poetry from Spanish and Spanish-American literature. The readings are the basis for regular composition assignments and development of increased mastery in spoken Spanish through class discussions.

Note: Students must complete 16 hours of lab work for each course.

### **8 Conversational Spanish (2) CSU (RPT 3)**

This course is designed to increase the student's ability to comprehend native spoken Spanish and increase his or her fluency in conversation. Reading and writing are used to enhance opportunities for a student to acquire and use new structures and vocabulary.

Note: UC transfer credit limit: 4 units. No UC credit for Spanish 8 if taken after spring 1994.

Note: Students must complete 16 hours of lab work for each course.

### **10 Latin-American Civilization (3) CSU**

This course will explain the diversity of social and political life of the Latin American continent and the way political scientists and historians are making sense of cultural and political differences. Students will learn to see certain events as the products of particular social, political, and historical contexts. This course will cover social topics such as: Race, Ethnicity, Gender, Religious, Economics, Developmental, Environmental issues and the politics of Latin America.

### **14 Spanish for Public Service Personnel (3) CSU (RPT 1)**

This course emphasizes the practical usage of Spanish in the areas of public service, business, and community activities.

### **21 Fundamentals of Spanish I (3) UC: CSU**

This course provides the first half of the fundamentals of Spanish 1. It stresses pronunciation and grammar as well as provides practice in understanding, speaking, reading, and writing simple Spanish. Students are introduced to Spanish and Spanish-American civilization through simple readings. Emphasis is placed upon the spoken language.

Note: Spanish 21 and 22 together are equivalent to Spanish 1.

### **22 Fundamentals of Spanish II (3) UC: CSU**

This course provides the second half of the fundamentals of first semester Spanish. It stresses pronunciation, grammar, and practice in understanding, speaking, reading and writing simple Spanish. Students are introduced to Spanish, Spanish-American and Hispanic culture and civilization through simple readings. Emphasis is placed upon the spoken language through practical material for simple conversation based on everyday experiences. Note: Spanish 21 and 22 together are equivalent to Spanish 1.

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## THEATER

### **100 Introduction to the Theater (3) UC: CSU**

This survey course introduces students to the theater. Students learn to become aware of the components constituting an artistic entity and to intelligently and objectively evaluate a professional or non-professional performance. As a final project, students may collectively produce a play.

### **110 History of the World Theater (3) UC: CSU**

This course surveys theater from its prehistoric beginnings to contemporary drama. It emphasizes the reflection of the culture in the drama of each historical period and follows throughout the threads of subject matter, dramatic structure, playwrights, acting techniques and approaches, playing space, and visual elements.

### **114 Script Study for Theatre Performance, Production and Appreciation (3) CSU**

Principles, theories and techniques of play script analysis for theatrical production.

### **130 Playwriting (3) CSU (RPT 1)**

This course introduces the student to the basic principles and techniques of playwriting. This is a hands-on practical introduction to playwriting culminating in the student's one-act play being presented by student actors to a live audience.

### **200 Introduction to Acting (3) UC: CSU**

This course is an introduction to the art and craft of acting. The student will be exposed to a brief history of acting. Various areas of actor training including breathing and movement exercises will be covered through lecture/demonstration, ensemble exercises, scene work, play reading and viewing live performances.

### **232 Play Production II (3) UC: CSU**

This course provides instruction and supervised student participation in the play productions of the Theater Department. Areas of involvement include lights, sound, props, wardrobe, acting, etc. Student must be available for performance schedules.

### 233 Play Production III (3) CSU (RPT 3)

In this course students are actively involved in the production of plays for college and public performance. This course provides study and laboratory exploration in all aspects of play production involving the actor in order to develop his or her acting capabilities, skills, and disciplines.

### 265 Movement for the Actor (2) UC: CSU (RPT 1)

An introduction to the basic principles of the Alexander Technique and the application of these principles to everyday, repetitive activities as well as in theatrical and/or musical performances. The student learns to observe and change poor habits of body use that interferes with coordination, flexibility, safety; and to develop good form.

### 270 Beginning Acting (3) UC: CSU

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 interpretation. The ultimate goal is to develop a firm foundation for the novice actor in basic acting techniques.

### 271 Intermediate Acting (2) UC: CSU

*Prerequisite: Theater 200 with a grade of "C" or better, or consent of the instructor.*

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and character creation. The actor's self-awareness is explored and developed before a classroom audience.

### 278 Film and Television Acting (3) UC: CSU

The basic fundamentals of acting for the camera are explored. Demonstration, exercises and improvisations are used to practice the techniques. Scenes are practiced, taped and critiqued.

### 291 Rehearsals and Performances I (1) CSU

This course provides instruction and supervised student participation in rehearsals and performances of a Theater Department production. Areas of involvement include all roles needed to complete the rehearsal and performance process. Student must be available for technical rehearsals and performance dates.

### 305 Introduction to Design for Theatre (3) CSU

Students will be offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques through demonstration, and laboratory experience. Information is applicable to all formal theatrical applications.

## TRAVEL

### 100 Introduction to the Travel Industry (3)

This course gives students a practical overview of the travel industry and its various components, including such sectors as cruising, tours, travel agencies, air transportation, rail travel, rental cars and lodging. Students will become familiar with terminology and concepts of researching a destination and planning a basic itinerary.

### 101 Travel Systems and Technology (3)

This course introduces students to the major technology systems used by retail travel agents and other travel businesses. Student will learn about the major GDS and booking systems, databases and customer relationship management tools, the internet as a research service, and technology to aid in communications, sales and marketing.

### 102 Legal, Ethical, and Fiduciary Matters (3) CSU

This course provides an overview of the legal and fiduciary responsibilities of the travel professional as well as a framework for making ethical decisions. Students will learn about the legal requirements for operating and working in a travel business as well as their financial responsibilities to safeguard assets and client monies.

### 103 Selling and Servicing Travel Clients (3) CSU

This course will help prepare students for a successful career selling as a travel consultant. It will introduce the student to effective techniques and skills for service-oriented sales as well as transactional and consultative styles of selling. This course will also discuss customer service as an integral part of the selling process.

### 104 Itinerary Planning and Development (3) CSU

This course focuses on the process of researching and planning custom itineraries for individual travel clients or groups. Particular emphasis is placed on researching travel industry print and electronic references as an indispensable component of creating customized itineraries.

### 106 Business Skills for Travel Consultants (3) CSU

This course explores several business skill sets necessary for a professional to be a successful travel consultant. Students will learn about business writing, interpersonal communication, making business presentations, office professionalism, cultural awareness and diversity, goal setting and motivation, and managing conflict in the workplace.

### 131 Introduction to Destination Geography (3)

This course introduces students to world geography from a travel and tourism perspective. Students will learn about travel destinations, understanding maps, climate and weather patterns, as well as other geography topics that impact travel including itineraries, currencies, documentation, local customs, language, health requirements, and time considerations.

## COURSE DESCRIPTION

### 133 Destination Geography: Eastern Hemisphere (3) CSU

This course explores the Eastern Hemisphere from the travel industry point of view. Includes Europe, Africa, the Middle East, and Asia. Particular emphasis is placed on selling destinations including accommodations, sightseeing highlights, tourist attractions, and logistic considerations.

### 134 Destination Geography – Alaska (3) CSU

This course provides an overview of Alaska's geography, major tourist sights and activities, resort areas and accommodations with a particular emphasis on each region's unique appeal. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market Alaska as a destination.

### 136 Destination Geography –Caribbean (1.5) CSU

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for each of the major islands/destinations throughout the Caribbean region. Particular emphasis will be placed on the diversity within the region and on each island's unique appeal for a visitor. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market the Caribbean as a destination.

### 138 Destination Geography – Hawaii (1.5) CSU

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for each of the major Hawaiian Islands with a particular emphasis on each island's unique appeal. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market the islands of Hawaii as a destination.

### 385 Directed Study – Travel (3)

This course allows a student to pursue Directed Study in travel on a contract basis under the direction of a supervising instructor.

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## TUTORING

(Supervised Learning Assistance)

### 1T Supervised Learning Assistance (0) NDA

Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

\*Some courses in this catalog list required prerequisites or Corequisites, or recommended coursework. Any course identified as a Prerequisite or Corequisite for another course is required; recommended coursework is clearly identified as recommended.

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## VOCATIONAL EDUCATION

### 033CE Introduction to Career Pathways in Law Enforcement (0)

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

### 060CE Custodial Technician Training (0)

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

### 096CE Blueprint for Workplace Success (0)

This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

### 097CE Blueprint for Customer Service (0)

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

### 098CE 30 Ways to Shine As a New Employee (0)

This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

### 281CE Exploring Computer Science Information Technology Careers (0)

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

## **290CE Computer Literacy for College (0)**

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively use the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

## **292CE Robotics I Lab (0)**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

## **294CE Introduction to Social Media-Word Press Blogs (0)**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

## **296CE CISCO, VMWARE, and Network Security Training Careers (0)**

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

## **320CE Exploring Health Care Careers (0)**

This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

## **400CE Introduction to Medical Terminology (0)**

This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

## **401CE Medical Documentation and Charting (0)**

This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

## **402CE Community Skills for Health Care Professions (0)**

This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

## **403CE Law and Ethics Health Professions (0)**

This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

## **404CE Student Success in Health Occupations (0)**

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

## **405CE Professionalism in Health Occupations (0)**

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

## **406CE Visual Spatial Perception and Psychomotor Skills Training (0)**

This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

## **407CE Preparation to the WLAC Dental Hygiene Program (0)**

This course will prepare the students who have been successfully accepted into the West Los Angeles College Dental Hygiene Program for the current academic year. Students will gain the information regarding program policies, college student support services, professionalism, HIPPA, clinical kit organization, library research skills, and clinic policies.

## **408CE In-Home Supportive Services Provider (HSS) (0)**

This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of the course students will be a full functioning In-Home Supportive Services Provider (IHSS).

## COURSE DESCRIPTION

### **409CE Pre-Nursing Career Pathways (0)**

This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

### **410CE Vocational English as a Second Language A (0)**

This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

### **413CE Legal Terminology –Civil & Criminal Procedure (0)**

This course will expose students to basic legal terminology, abbreviations, definitions and commonly used Latin terms for civil and criminal procedure. Upon completion of this course, students will be prepared for entry-level positions in the legal profession.

### **415CE Effective Business Terminology (0)**

This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

### **416CE Introduction to Business Careers (0)**

This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

### **417 CE Effective Business Communication (0)**

This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

### **418CE Effective Business Correspondence (0)**

This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form.

### **419CE Business Communication for Interviewing (0)**

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

### **420CE Introduction to Starting a New Business (0)**

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.